



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MEETING

April 22, 2021  
3:00 p.m.

*Members of the Board will meet in person at the  
Workforce Assistance Center  
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589*

**Members of the public can participate via Zoom at the following link and call-in phone number:**

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will be held via conference call and can be accessed as follows:

Join Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09;);

Please call: 1 (669) 900-9128; Meeting ID: 819 9920 4075; Password: 945567.

The public may participate in the meeting as otherwise permitted under the Brown Act by calling into the number above.

**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.

### **ELECTRONIC MEETING INSTRUCTIONS**

The Madera County Workforce Investment Corporation uses Zoom as the tool to facilitate electronic meetings. Our desire is to ensure orderly Zoom meetings and to help attendees have confidence in how the meeting will be facilitated and that all members and public will be effectively heard. The following instructions provide consistent methods that will lead us to realizing that desire.

- We highly recommend use of the Zoom client app, as this tool greatly enhances the attendee's experience and provides readily accessible controls.
- Remain muted until speaking and mute again when finished speaking.
- Ensure your name shows on your connection.
- Votes will be facilitated with a roll call.
- When connecting to Zoom, if using the phone is preferred over computer audio, we request you connect to the Zoom meeting first and then choose Phone for the preferred audio connection. Input the meeting and participant IDs to relate your phone audio to your Zoom connection.
- Please avoid having both computer audio and phone audio activated as this can cause sound problems.
- If connecting via phone only, \*6 will toggle mute/unmute.
- Public comments will only be taken when a hand is raised. On the phone-only connection, \*9 raises the hand. You must be recognized by the presiding officer of the meeting before speaking.



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

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

**April 22, 2021**

**3:00 p.m.**

### **1.0 Call to Order**

- 1.1 Pledge of Allegiance

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

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

### **3.0 Public Comment**

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

### **4.0 Introductions and Recognitions**

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

### **6.0 Consent Calendar**

- 6.1 Consideration of approval of the March 25, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

### **7.0 Action Items**

- 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending February 28, 2021.
- 7.2 Consideration of approval of the preliminary 2021-22 budget.
- 7.3 Consideration of approval of the revised Employee Handbook to remove Parental Leave, add the California Family Rights Act (CFRA) Leave, and revise the Crime Victims Leave as required by recent State legislation.

### **8.0 Information Items**

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 Program Update
- 8.3 Local and Regional Plans Update
- 8.4 One Stop Operator Request for Proposals Update
- 8.5 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

### **9.0 Written Communication**

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

- 10.1 Board Members
- 10.2 Staff

### **11.0 Next Meeting**

May 27, 2021

### **12.0 Adjournment**



**MINUTES**

**March 25, 2021**

**Convened at Madera County Workforce Assistance Center – via Teleconference  
2037 W. Cleveland Avenue, Madera, CA 93637**

**Zoom Meeting:** [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09;);  
**Meeting ID:** 819 9920 4075; **Password:** 819 9920 4075; **Phone:** (669) 900-9128

**PRESENT:** Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche

**ABSENT:** Ramona Davie, Roger Leach

**GUEST:**

**STAFF:** Jessica Roche, Maiknue Vang, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order at 3:05 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**

*Mike Fursman moved to adopt the agenda, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the February 25, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Mattie Mendez moved to approve, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche*

**7.0 Action Items**

**7.1 Consideration of approval of the MCWIC year-to-date financial reports for periods ending December 31, 2020 and January 31, 2021.**

*Staff shared that operational costs are in line with budget, as operations have continued throughout the pandemic. There have been some salary savings due to the tax credits provided for COVID related leave*

*under the Federal CARES Act. Participant expenditures are lower than normal, due to the lower number of customers accessing services throughout the first 7 months of the fiscal year as a result of the pandemic and public health lock-downs and stay at home orders. Customer numbers are beginning to increase and staff anticipates that as conditions improve and the community reopens, we will see increased customer traffic into the Center. Employment Development Department (EDD) has also issued a notification that the 80% obligation/expenditure requirement will be waived for formula funds for this program year, allowing us to carry over unexpended funds into the next program year.*

*Robyn Smith moved to approve, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche*

## **7.2 Consideration of approval of selection of Janitorial Services company**

*MCWIC has used the same company for facility custodial services for the last several years. Since we are primarily Federally-funded, services must be re-procured periodically to insure that the organization is getting the best value for the dollars expended. Jessica Roche, the Controller, recently requested quotes for janitorial services from several companies in the region. The quotes are being presented to the Board with a recommendation from staff that Vendor #2 on the quote spreadsheet be selected to provide custodial services for the next three years, with the option for two one-year extensions, if appropriate. Mattie Mendez inquired as to the location of the recommended Vendor. The recommended Vendor is located in Fresno County, but will use a local team of workers to service our facility.*

*Mattie Mendez moved to approve, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche*

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County Update**

*Information provided within the agenda packet.*

### **8.2 Program Update**

*Information provided within the agenda packet.*

### **8.3 Budget Update**

*Information provided within the agenda packet.*

### **8.4 Local and Regional Plans Update**

*Information provided within the agenda packet.*

### **8.5 One Stop Operator Request for Proposals Update**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

### **8.7 Form 700**

*Information provided within the agenda packet.*

### **8.8 Facility Costs and Leased Space Update**

*Information provided within the agenda packet.*

## **9.0 Written Communication**

*None.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

*None.*

**10.2 Staff**

*None.*

**11.0 Next Meeting**

*April 22, 2021*

**12.0 Adjournment**

*Gabriel Mejia moved to adjourn the meeting at 3:50, seconded by Robyn Smith.*

**Madera County Workforce Investment Corporation**  
**Balance Sheet - Statement of Financial Position FY 2020-2021**

As of 2/28/2021  
(In Whole Numbers)

	Current Fiscal Year	Prior Year Financials Ending Balance
<b>CURRENT ASSETS</b>		
Cash and cash equivalents		
Cash in BA - Main	386,106	350,576
Cash in BA - Payroll	22,591	84,587
Total Cash and cash equivalents	<u>408,697</u>	<u>435,163</u>
Accounts Receivable		
Accounts Receivable	50,743	169,970
Total Accounts Receivable	<u>50,743</u>	<u>169,970</u>
Prepaid Expenses		
Prepaid Expense	3,217	3,217
Total Prepaid Expenses	<u>3,217</u>	<u>3,217</u>
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	20,226	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(125,118)	(125,118)
Total Total assets, net	<u>44,775</u>	<u>42,986</u>
Total CURRENT ASSETS	<u><u>507,433</u></u>	<u><u>651,337</u></u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	0	50,329
Accrued payroll and related expenses	54,669	63,105
Vacation Payable	49,646	30,746
Total CURRENT LIABILITIES	<u>104,314</u>	<u>144,180</u>
<b>NET ASSETS</b>		
Temporary restricted and unrestricted		
Unrestricted	(410,067)	(504,628)
Restricted	6,949	(2,529)
Total Temporary restricted and unrestricted	<u>(403,118)</u>	<u>(507,157)</u>
Total NET ASSETS	<u>(403,118)</u>	<u>(507,157)</u>
Total liabilities and net assets	<u><u>507,433</u></u>	<u><u>651,337</u></u>

*CPD*  
4/13/21

**Madera County Workforce Investment Corporation  
Statement of Cash Flows - Statement of Cash Flows  
As of 2/28/2021**

(In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	(21,206)	(104,038)
Change in Operating Assets:		
Accounts Receivable	(3,196)	119,226
Total Change in Operating Assets:	<u>(3,196)</u>	<u>119,226</u>
Change in Operating Liabilities:	9,494	(39,866)
<b>Total CASH FLOWS FROM OPERATING ACTIVITIES</b>	<u>(14,907)</u>	<u>(24,678)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment	0	(1,788)
<b>Total CASH FLOWS FROM INVESTING ACTIVITIES</b>	<u>0</u>	<u>(1,788)</u>
Net Cash used in Investing Activities	0	(1,788)
Net Change in Cash and Cash Equivalents	<u>(14,907)</u>	<u>(26,466)</u>
Cash and Cash Equivalents at the Beginning of the Year		
	423,605	435,163
Total Cash and Cash Equivalents at the Beginning of the Year	<u>423,605</u>	<u>435,163</u>
Cash and Cash Equivalents as of Current Period End Date	<u>408,697</u>	<u>408,697</u>

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Madera  
County Workforce Investment Corporation  
Budget to Actual  
From 7/1/2020 to 2/28/2021

FUND 01 SUMMARY

Revenue	GL Code	GL Description	Budget	1st Qrt Actual	2nd Qrt Actual	YTD Actual	Encumbrance	Available Budget Balance	Variance
<b>Revenue</b>									
	4000	Grant Revenue (Federal)	\$ 3,798,768	\$ 541,505	\$ 555,046	\$ 1,493,225	\$ -	\$ 2,305,543	61%
	4300	Other Income	\$ 234,746	\$ 69,936	\$ 47,112	\$ 150,249	\$ -	\$ 84,497	36%
	4500	Interest Revenue	\$ -	\$ 1	\$ 1	\$ 2	\$ -	\$ (2)	#DIV/0!
<b>Total Revenue</b>			<b>\$ 4,033,514</b>	<b>\$ 611,441</b>	<b>\$ 602,158</b>	<b>\$ 1,643,476</b>	<b>\$ -</b>	<b>\$ 2,390,038</b>	<b>59%</b>
<b>Expenditures</b>									
<b>Personnel Costs</b>									
	5100	Staff Salaries	\$ 1,378,211	\$ 298,872	\$ 308,519	\$ 804,615	\$ -	\$ 573,596	42%
	5105	Vacation	\$ -	\$ 21,941	\$ 28,644	\$ 82,758	\$ -	\$ (82,758)	#DIV/0!
	5106	FFCRA Emergency Sick Leave	\$ -	\$ (0)	\$ -	\$ (0)	\$ -	\$ 0	#DIV/0!
	5111	Employer Medicare Expense	\$ 21,202	\$ 4,861	\$ 5,087	\$ 13,126	\$ -	\$ 8,076	38%
	5112	Social Security Employer Exp	\$ 90,659	\$ 20,784	\$ 21,742	\$ 56,117	\$ -	\$ 34,542	38%
	5115	CA Unemployment Insurance	\$ 10,197	\$ 674	\$ 2,789	\$ 7,802	\$ -	\$ 2,395	23%
	5116	CA Training Tax Expense	\$ 182	\$ 12	\$ 64	\$ 177	\$ -	\$ 5	3%
	5120	Workers Compensation Exper	\$ 3,422	\$ 751	\$ 751	\$ 2,155	\$ -	\$ 1,267	37%
	5130	Group Health Insurance Exper	\$ 132,662	\$ 23,279	\$ 25,915	\$ 67,822	\$ -	\$ 64,840	49%
	5140	Employers 457 Expense	\$ 82,768	\$ 18,422	\$ 18,540	\$ 48,771	\$ -	\$ 33,997	41%
	5160	Group Dental Insurance	\$ 13,336	\$ 1,377	\$ 2,266	\$ 5,065	\$ -	\$ 8,271	62%
	5170	Group Vision Insurance	\$ 2,958	\$ 493	\$ 532	\$ 1,351	\$ -	\$ 1,607	54%
	5180	Group Life Insurance	\$ 2,851	\$ 684	\$ 677	\$ 1,798	\$ -	\$ 1,053	37%
	5190	Employee Assistance Program	\$ -	\$ -	\$ 101	\$ 194	\$ -	\$ (194)	#DIV/0!
<b>Total Personnel Costs</b>			<b>\$ 1,738,448</b>	<b>\$ 392,149</b>	<b>\$ 415,627</b>	<b>\$ 1,091,751</b>	<b>\$ -</b>	<b>\$ 646,697</b>	<b>37%</b>
<b>General Operating Costs</b>									
	5210	Facility Materials and Supplie	\$ 2,494	\$ 602	\$ 1,125	\$ 2,223	\$ 1,004	\$ (733)	-29%
	5300	Rent Expense	\$ 213,851	\$ 53,463	\$ 53,463	\$ 142,569	\$ -	\$ 71,282	33%
	5310	Common Area Maintenance	\$ 27,343	\$ -	\$ 12,975	\$ 12,975	\$ -	\$ 14,368	53%
	5330	Utilities Expense	\$ 84,159	\$ 25,122	\$ 17,308	\$ 50,873	\$ -	\$ 33,286	40%
	5820	Facility Maintenance Services	\$ 20,442	\$ -	\$ 458	\$ 4,295	\$ -	\$ 16,147	79%
	5200	Materials and Supplies	\$ 24,858	\$ 2,606	\$ 3,014	\$ 4,874	\$ 111	\$ 19,873	80%
	5320	Telephone Expense	\$ 31,779	\$ 4,247	\$ 2,858	\$ 7,761	\$ -	\$ 24,018	76%
	5340	Property & Liability Insurance	\$ 5,448	\$ -	\$ 2,450	\$ 2,441	\$ -	\$ 3,007	55%
	5400	Postage Expense	\$ 1,500	\$ -	\$ 48	\$ 352	\$ -	\$ 1,148	77%
	5410	Printing Expense	\$ 4,817	\$ -	\$ -	\$ -	\$ -	\$ 4,817	100%
	5420	Advertising Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	5430	Bank Charges	\$ 200	\$ 30	\$ 30	\$ 80	\$ -	\$ 120	60%
	5440	Dues, Subscriptions, Fees Exp	\$ 8,270	\$ 50	\$ 1,108	\$ 3,441	\$ -	\$ 4,829	58%
	5500	Auditing Fees	\$ 27,000	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -	0%
	5510	Legal Fees	\$ 6,999	\$ 126	\$ -	\$ 126	\$ -	\$ 6,873	98%
	5520	Consulting/Professional Serv	\$ 34,686	\$ 615	\$ 981	\$ 1,896	\$ 16,200	\$ 16,590	48%
	5530	Taxes and Fees	\$ 265	\$ 4	\$ 193	\$ 1,292	\$ -	\$ (1,027)	-387%
	5600	Office Equipment	\$ -	\$ -	\$ 3,993	\$ 1,788	\$ -	\$ (1,788)	#DIV/0!
	5610	Equipment Maintenance	\$ 10,376	\$ 2,778	\$ -	\$ 5,758	\$ -	\$ 4,618	45%
	5620	Equipment Rental	\$ 12,827	\$ 748	\$ 917	\$ 1,664	\$ -	\$ 11,163	87%
	5630	Software Expense	\$ 9,312	\$ 30	\$ 450	\$ 2,136	\$ -	\$ 7,176	77%
	5631	Software Maintenance	\$ 7,499	\$ 5,898	\$ -	\$ 5,898	\$ -	\$ 1,601	21%
	5640	Internet Expense	\$ 10,562	\$ 2,523	\$ 3,035	\$ 6,797	\$ -	\$ 3,765	36%
	5650	Computer Hardware	\$ 15,001	\$ 2,255	\$ 251	\$ 2,506	\$ -	\$ 12,495	83%
	5660	Furniture & Fixtures	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	100%
	5710	Staff Training Expense	\$ 6,399	\$ 119	\$ 389	\$ 508	\$ -	\$ 5,891	92%
	5720	Staff Travel Expense	\$ 38,509	\$ 103	\$ 507	\$ 866	\$ -	\$ 37,643	98%
	5730	Conference, Conventions & M	\$ 2,220	\$ 1,139	\$ 598	\$ 1,737	\$ -	\$ 483	22%
	5810	General Operating Services	\$ 103,849	\$ 28,121	\$ 22,725	\$ 68,513	\$ 16,232	\$ 19,104	18%
	5900	Insurance Expense	\$ 3,841	\$ 251	\$ 3,841	\$ 4,092	\$ -	\$ (251)	-7%
	5980	Fixed Assets - Expense Offset	\$ -	\$ -	\$ -	\$ (1,788)	\$ -	\$ 1,788	#DIV/0!
	7310	Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total General Operating Costs</b>			<b>\$ 716,006</b>	<b>\$ 130,829</b>	<b>\$ 159,717</b>	<b>\$ 362,674</b>	<b>\$ 33,547</b>	<b>\$ 319,786</b>	<b>45%</b>
<b>Direct Participant Costs</b>									
	5220	Client Materials and Supplies	\$ 8,281	\$ 2,612	\$ 1,738	\$ 6,253	\$ 4,345	\$ (2,318)	-28%
	5700	Client Transportation Assistan	\$ 15,826	\$ 3,683	\$ 7,907	\$ 15,193	\$ 11,723	\$ (11,090)	-70%
	5800	Program Services	\$ 1,292,718	\$ 89,119	\$ 120,216	\$ 271,644	\$ 354,045	\$ 667,029	52%
<b>Total Direct Participant Costs</b>			<b>\$ 1,316,825</b>	<b>\$ 95,415</b>	<b>\$ 129,861</b>	<b>\$ 293,090</b>	<b>\$ 370,114</b>	<b>\$ 653,622</b>	<b>50%</b>
<b>Total Expenditures</b>			<b>\$ 3,771,279</b>	<b>\$ 618,393</b>	<b>\$ 705,205</b>	<b>\$ 1,747,515</b>	<b>\$ 403,660</b>	<b>\$ 1,620,104</b>	<b>43%</b>
<b>Net Revenue Over/(Under) Expense</b>			<b>\$ 262,235</b>	<b>\$ (6,952)</b>	<b>\$ (103,047)</b>	<b>\$ (104,038)</b>	<b>\$ (403,660)</b>	<b>\$ 769,934</b>	

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4/13/21

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 2/1/2021

From 7/1/2020 Through 2/28/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	10/31/2020	ARDoc1299	353.38	0.00	0.00	0.00	0.00	353.38
1000		12/31/2020	ARDoc1330	327.45	0.00	0.00	327.45	0.00	0.00
1000		1/31/2021	ARDoc1345	333.20	0.00	333.20	0.00	0.00	0.00
1000		2/28/2021	ARDoc1354	321.87	321.87	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center			1,335.90	321.87	333.20	327.45	0.00	353.38
1001	CONSTELLATION WINES US/MISSION BELL WINERY	9/11/2020	ARDoc1259	558.00	0.00	0.00	0.00	0.00	558.00
1001		9/17/2020	ARDoc1272	279.00	0.00	0.00	0.00	0.00	279.00
1001		9/29/2020	ARDoc1279	558.00	0.00	0.00	0.00	0.00	558.00
1001		10/8/2020	ARDoc1282	279.00	0.00	0.00	0.00	0.00	279.00
1001		10/21/2020	ARDoc1293	279.00	0.00	0.00	0.00	0.00	279.00
1001		11/17/2020	ARDoc1310	372.00	0.00	0.00	0.00	372.00	0.00
1001		12/1/2020	ARDoc1313	186.00	0.00	0.00	0.00	186.00	0.00
1001		12/8/2020	ARDoc1314	279.00	0.00	0.00	279.00	0.00	0.00
Total 1001	CONSTELLATION WINES US/MISSION BELL WINERY			2,790.00	0.00	0.00	279.00	558.00	1,953.00
1004	State Center Community College District	1/31/2021	ARDoc1351	763.00	0.00	763.00	0.00	0.00	0.00
1004		2/28/2021	ARDoc1360	763.00	763.00	0.00	0.00	0.00	0.00
Total 1004	State Center Community College District			1,526.00	763.00	763.00	0.00	0.00	0.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 2/1/2021

From 7/1/2020 Through 2/28/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1005	Madera County Probation Department	10/31/2020	ARDoc1307	1,101.23	0.00	0.00	0.00	0.00	1,101.23
1005		10/31/2020	ARDoc1308	2,490.10	0.00	0.00	0.00	0.00	2,490.10
1005		12/31/2020	ARDoc1333	1,391.69	0.00	0.00	1,391.69	0.00	0.00
1005		2/28/2021	ARDoc1361	1,282.89	1,282.89	0.00	0.00	0.00	0.00
1005		2/28/2021	ARDoc1362	4,013.76	4,013.76	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department			10,279.67	5,296.65	0.00	1,391.69	0.00	3,591.33
1008	Department of Rehabilitation	7/31/2020	ARDoc1249	452.84	0.00	0.00	0.00	0.00	452.84
1008		8/31/2020	ARDoc1264	452.84	0.00	0.00	0.00	0.00	452.84
1008		9/30/2020	ARDoc1285	452.84	0.00	0.00	0.00	0.00	452.84
1008		10/31/2020	ARDoc1303	452.84	0.00	0.00	0.00	0.00	452.84
1008		11/30/2020	ARDoc1316	452.84	0.00	0.00	0.00	452.84	0.00
1008		12/31/2020	ARDoc1337	452.84	0.00	0.00	452.84	0.00	0.00
1008		1/31/2021	ARDoc1347	452.84	0.00	452.84	0.00	0.00	0.00
1008		2/28/2021	ARDoc1356	452.84	452.84	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			3,622.72	452.84	452.84	452.84	452.84	1,811.36
1052	CertainTeed LLC	8/31/2019	ARDoc1066	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	510.00	0.00	0.00	0.00	0.00	510.00
Total 1052	CertainTeed LLC			(382.50)	0.00	0.00	0.00	0.00	(382.50)
1065	Madera Adult School	1/31/2021	ARDoc1346	3,854.16	0.00	3,854.16	0.00	0.00	0.00
1065		2/28/2021	ARDoc1355	1,961.86	1,961.86	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School			5,816.02	1,961.86	3,854.16	0.00	0.00	0.00
1073	EDD-DGS	11/30/2020	ARDoc1317	135.00	0.00	0.00	0.00	135.00	0.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 2/1/2021

From 7/1/2020 Through 2/28/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1073		12/31/2020	ARDoc1336	135.00	0.00	0.00	135.00	0.00	0.00
1073		1/31/2021	ARDoc1349	135.00	0.00	135.00	0.00	0.00	0.00
1073		2/1/2021	ARDoc1348	5,581.44	5,581.44	0.00	0.00	0.00	0.00
1073		2/28/2021	ARDoc1358	135.00	135.00	0.00	0.00	0.00	0.00
<b>Total 1073</b>	<b>EDD-DGS</b>			<b>6,121.44</b>	<b>5,716.44</b>	<b>135.00</b>	<b>135.00</b>	<b>135.00</b>	<b>0.00</b>
1106	County of San Joaquin	1/31/2021	ARDoc1342	4,840.99	0.00	4,840.99	0.00	0.00	0.00
1106		1/31/2021	ARDoc1343	4,459.08	0.00	4,459.08	0.00	0.00	0.00
1106		2/28/2021	ARDoc1363	1,719.83	1,719.83	0.00	0.00	0.00	0.00
1106		2/28/2021	ARDoc1364	2,760.73	2,760.73	0.00	0.00	0.00	0.00
<b>Total 1106</b>	<b>County of San Joaquin</b>			<b>13,780.63</b>	<b>4,480.56</b>	<b>9,300.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1118	P. Steve Ramirez Vocational Training Centers	10/27/2020	ARDoc1295	774.00	0.00	0.00	0.00	0.00	774.00
1118		2/1/2021	ARDoc1350	2,539.76	2,539.76	0.00	0.00	0.00	0.00
1118		3/1/2021	ARDoc1359	2,539.76	2,539.76	0.00	0.00	0.00	0.00
<b>Total 1118</b>	<b>P. Steve Ramirez Vocational Training Centers</b>			<b>5,853.52</b>	<b>5,079.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>774.00</b>
<b>Report Total</b>				<b>50,743.40</b>	<b>24,072.74</b>	<b>14,838.27</b>	<b>2,585.98</b>	<b>1,145.84</b>	<b>8,100.57</b>

**Madera County Workforce Investment Corporation  
Reconcile Cash Accounts**

**Summary**

**Cash Account: 1010 Cash in BA - Main**  
**Reconciliation ID: Bank of America for 1010 for 03/31/21**  
**Reconciliation Date: 3/31/2021**  
**Status: Open**

Bank Balance	379,146.36
Less Outstanding Checks/Vouchers	27,840.49 ✓
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>13,680.02</u> ✓
Reconciled Bank Balance	364,985.89
Balance Per Books	<u>364,985.89</u>
Unreconciled Difference	<u><u>0.00</u></u> ✓

**Click the Next Page toolbar button to view details.**

*[Handwritten signature]*  
4/19/21

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 03.31.21  
Reconciliation Date: 3/31/2021  
Status: Open

Bank Balance	85,352.52
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	85,352.52
Balance Per Books	<u>85,352.52</u>
Unreconciled Difference	<u>0.00</u>

Click the Next Page toolbar button to view details.

*Handwritten signature*  
4/19/21

Madera County Workforce Investment Corporation,  
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 02.28.21  
Reconciliation Date: 2/28/2021  
Status: Open

Bank Balance	22,590.91
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	22,590.91
Balance Per Books	<u>22,590.91</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

Summary

Cash Account: 1010 Cash in BA - Main  
Reconciliation ID: Bank Reconciliation for 1010 for 02/28/21  
Reconciliation Date: 2/28/2021  
Status: Open

Bank Balance	427,612.01
Less Outstanding Checks/Vouchers	41,505.58 ✓
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	386,106.43 ✓
Balance Per Books	<u>386,106.43</u> ✓
Unreconciled Difference	<u><u>0.00</u></u> ✓

Click the Next Page toolbar button to view details.

*[Handwritten Signature]*  
3/5/21

**Madera County Workforce Investment Corporation  
Budget Comparative Fund 01**

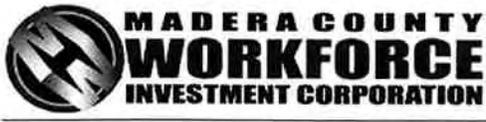
GL Code	Account Title	Actuals		Budget FY 2020-2021	Projected Year End Actuals as of 3.31.21 Forecasted to 6.30.21	Preliminary Budget	
		FY 2018-2019	FY 2019-2020			FY 2021-2022 Pending Board Approval 4.22.21	Prior Year Proj. Actuals to Preliminary Budget Comparison
<b>Revenues</b>							
01	Revenue						
4000	Grant Revenue	\$ 2,822,861	\$ 2,811,686	\$ 3,798,768	\$ 2,342,672	\$ 3,688,411	
4100	Contribution Income	\$ 225	\$ 180	\$ -			
4200	Contribution In-Kind (goods)	\$ 1,256	\$ 44	\$ -			
4300	Other Income	\$ 639,673	\$ 419,221	\$ 234,746	\$ 227,083	\$ 313,135	
4500	Interest Revenue	\$ 2	\$ 2	\$ -	\$ 3	\$ -	
<b>Total Revenue</b>		<b>\$ 3,464,016</b>	<b>\$ 3,231,133</b>	<b>\$ 4,033,514</b>	<b>\$ 2,569,758</b>	<b>\$ 4,001,546</b>	<b>\$ 1,431,788</b>
<b>Expenses</b>							
02	Personnel Costs						
5100	Staff Salaries	\$ 1,371,173	\$ 1,388,068	\$ 1,378,211	\$ 1,207,989	\$ 1,390,277	
5111	Employer Medicare Expense	\$ 20,802	\$ 21,198	\$ 21,202	\$ 19,689	\$ 21,369	
5112	Social Security Employer Exp	\$ 88,945	\$ 90,639	\$ 90,659	\$ 84,175	\$ 91,369	
5115	CA Unemployment Insurance Exp	\$ 11,928	\$ 12,077	\$ 10,197	\$ 10,402	\$ 10,192	
5116	CA Training Tax Expense	\$ 208	\$ 215	\$ 182	\$ 236	\$ 182	
5120	Workers Compensation Expense	\$ 5,093	\$ 3,171	\$ 3,422	\$ 3,198	\$ 3,448	
5130	Group Health Insurance Expense	\$ 100,031	\$ 114,872	\$ 132,662	\$ 102,847	\$ 132,600	
5140	Employers 457 Expense	\$ 76,455	\$ 81,427	\$ 82,768	\$ 73,398	\$ 83,417	
5160	Group Dental Insurance	\$ 9,685	\$ 10,130	\$ 13,336	\$ 7,701	\$ 13,329	
5170	Group Vision Insurance	\$ 2,268	\$ 2,357	\$ 2,958	\$ 2,001	\$ 2,958	
5180		\$ 746	\$ 2,680	\$ 2,850	\$ 2,689	\$ 2,850	
5190	Group Life Insurance	\$ -	\$ -	\$ -	\$ 321	\$ 606	
Total 02	Personnel Costs	\$ 1,687,334	\$ 1,726,833	\$ 1,738,447	\$ 1,514,646	\$ 1,752,597	\$ 237,951
03	General Operating						
5200	Materials and Supplies	\$ 28,127	\$ 24,512	\$ 24,858	\$ 7,313	\$ 24,858	
5210	Facility Materials and Supplies	\$ 12	\$ 5	\$ 2,494	\$ 3,075	\$ 2,494	
5230	Contributed Materials and Supplies In-Kind	\$ -	\$ 144	\$ -	\$ -	\$ -	
5300	Rent Expense	\$ 213,853	\$ 213,853	\$ 213,851	\$ 213,853	\$ 209,685	
5310	Common Area Maintenance	\$ 36,478	\$ 27,720	\$ 27,343	\$ 30,641	\$ 26,799	
5320	Telephone Expense	\$ 8,566	\$ 20,498	\$ 31,779	\$ 13,266	\$ 31,461	
5330	Utilities Expense	\$ 80,987	\$ 82,805	\$ 84,159	\$ 72,754	\$ 83,850	
5340	Property & Liability Insurance	\$ -	\$ 2,413	\$ 5,448	\$ 3,255	\$ 5,387	
5400	Postage Expense	\$ 2,020	\$ 2,998	\$ 1,500	\$ 2,469	\$ 1,500	
5410	Printing Expense	\$ 3,522	\$ 1,612	\$ 4,817	\$ -	\$ 4,820	
5420	Advertising Expense	\$ 953	\$ 5,984	\$ -	\$ -	\$ -	

**Madera County Workforce Investment Corporation  
Budget Comparative Fund 01**

GL Code	Account Title	Actuals		Budget FY 2020-2021	Projected Year End Actuals as of 3.31.21 Forecasted to 6.30.21	Preliminary Budget FY 2021-2022	
		FY 2018-2019	FY 2019-2020			Pending Board Approval 4.22.21	Prior Year Proj. Actuals to Preliminary Budget Comparison
5430	Bank Charges	\$ 144	\$ 29	\$ 200	\$ 107	\$ 200	
5440	Dues and Membership Expense	\$ 20,737	\$ 10,243	\$ 8,270	\$ 5,254	\$ 8,270	
5450	Publications Expense	\$ 1,125	\$ 150	\$ -	\$ -	\$ -	
5500	Auditing Fees	\$ 19,989	\$ 21,348	\$ 27,000	\$ 36,000	\$ 27,000	
5510	Legal Fees	\$ 4,484	\$ 4,984	\$ 6,999	\$ 168	\$ 7,000	
5520	Consulting/Professional Services	\$ 29,335	\$ 9,363	\$ 34,687	\$ 2,728	\$ 34,281	
5530	Taxes and Fees	\$ 165	\$ 174	\$ 265	\$ 238	\$ 264	
5600	Office Equipment	\$ -	\$ 650	\$ -	\$ 3,040	\$ -	
5610	Equipment Maintenance	\$ 8,857	\$ 10,339	\$ 10,376	\$ 8,673	\$ 10,348	
5620	Equipment Rental	\$ 6,760	\$ 11,404	\$ 12,827	\$ 2,726	\$ 12,826	
5630	Software Expense	\$ 2,900	\$ 12,928	\$ 9,312	\$ 2,848	\$ 9,308	
5631	Software Maintenance	\$ 4,921	\$ 6,890	\$ 7,499	\$ 7,864	\$ 7,500	
5640	Internet Expense	\$ 8,615	\$ 7,123	\$ 10,560	\$ 10,214	\$ 10,560	
5650	Computer Hardware	\$ 49,814	\$ 10,212	\$ 15,001	\$ 3,341	\$ 15,000	
5660	Furniture & Fixtures	\$ 1,316	\$ -	\$ 1,500	\$ 1,574	\$ 1,500	
5710	Employee Education Expense	\$ 3,985	\$ 523	\$ 6,399	\$ 939	\$ 6,399	
5720	Staff Travel Expense	\$ 40,100	\$ 13,891	\$ 38,509	\$ 1,323	\$ 38,509	
5730	Conference, Conventions & Meetings	\$ 14,297	\$ 8,566	\$ 2,220	\$ 2,621	\$ 7,220	
5810	General Operating Services	\$ 113,742	\$ 113,410	\$ 103,849	\$ 104,708	\$ 102,458	
5820	Facility Maintenance Services	\$ 13,689	\$ 10,671	\$ 20,442	\$ 6,037	\$ 20,362	
5900	Insurance Expense	\$ 8,271	\$ 8,068	\$ 3,841	\$ 5,456	\$ 3,841	
Total 03	General Operating	\$ 692,454	\$ 662,787	\$ 716,005	\$ 552,485	\$ 713,700	\$ 161,215
04	Direct Client Costs						
5800	Direct Program Services	\$ 875,586	\$ 713,019	\$ 1,316,825	\$ 487,749	\$ 1,326,760	
Total 04	Direct Client Costs	\$ 932,198	\$ 766,133	\$ 1,316,825	\$ 487,749	\$ 1,326,760	\$ 839,011
<b>Total Expenses</b>		<b>\$ 3,311,986</b>	<b>\$ 3,155,754</b>	<b>\$ 3,771,277</b>	<b>\$ 2,554,880</b>	<b>\$ 3,793,057</b>	<b>\$ 1,238,177</b>
<b>Revenues Less Expenses</b>		<b>\$ 152,030</b>	<b>\$ 75,379</b>	<b>\$ 262,237</b>	<b>\$ 14,878</b>	<b>\$ 208,489</b>	<b>\$ 193,611</b>

**Notes to Preliminary FY 2021-2022 Budget:**

All staffing status quo and includes 3 current vacant positions pending to be filled;  
 April - June expenditure projection based on prior 9 months activity;  
 Current year obligations were accounted for when calculating estimated year end carry-over balances;  
 Budget is based on prior year budget assuming normal business operations;



**Budget FY 2021-2022  
Preliminary Budget  
Estimate Pending Board  
Approval 4/22/21**

Revenue Source	Total
<b>REVENUES</b>	
<i>Prior Year Restrictions</i>	
WIOA 19-20 Carry-Into 20-21	\$ 1,640,000
Outstanding Obligations carrying into FY 2019-2020	\$ -
Local Contracts	\$ -
Foundation Grants	\$ -
Interest	\$ -
Contribution Income	\$ -
<i>Grants/Contracts</i>	
WIOA Allocations PY 20-21 WSIN 19-45/20-04	\$ 2,531,830
WIOA Allocations Revisions	\$ -
WIOA Allocations Revisions	\$ -
State Contracts	\$ -
Local Contracts	\$ 103,389
Transfer DW to Adult AA111014 PY 2020	\$ -
Transfer DW to Adult AA111014 PY 2020	\$ -
<i>Other revenue</i>	
Subleases	\$ 189,746
Unrestricted	\$ 20,000
<i>20-21 Grant/Contract Balances 2+YR Carry-over</i>	\$ -
<i>20-21 WIOA Formula Reserve 20% for FY 21-22</i>	\$ (483,419)
<b>Total Revenue by Program/Function</b>	<b>\$ 4,001,546</b>
<b>EXPENSES</b>	
<i>Personnel</i>	
Salaries/Wages	\$ 1,390,277
Benefits	\$ 361,714
<b>Total Personnel</b>	<b>\$ 1,751,991</b>
<i>Other Than Personal Service (OTPS):</i>	
<i>Direct Expenses</i>	
<b>Total Direct Grant Expenses (OTPS)</b>	<b>\$ 1,506,154</b>
<i>Allocated Expenses</i>	
<b>Total Allocated Expenses (OTPS)</b>	<b>\$ 534,066</b>
<b>Total Expenses by Program/Function</b>	<b>\$ 3,792,211</b>
<b>Revenues Less Expenses</b>	<b>\$ 209,335</b>

**Notes:**

80% WIOA Formula expenditure requirement waived; (32,144)  
 Breakdown of WIOA Formula Carry-Over from 6/30/2021 to 7/1/2021:  
     20% allowed + est. outstanding obligations: \$ 725,129.00  
     Estimated net Increase in carry-over due to waiver: \$ 604,871.00



# EMPLOYEE HANDBOOK

October 1, 2020

2276462v1 / 17727.0002

TABLE OF CONTENTS

Welcome to Our Organization!..... 4

Background / History ..... 4

Handbook Purpose ..... 4

EMPLOYMENT..... 5

    Equal Employment..... 5

    At-Will Notice ..... 5

    Anniversary Date ..... 6

    Immigration Law Compliance ..... 6

    Employment Classifications ..... 6

    Personnel Records..... 7

    Employee References..... 7

    Job Vacancies..... 7

    Transfers ..... 7

    Employment of Relatives..... 7

CONDUCT AND BEHAVIOR ..... 8

    General Guidelines..... 8

    Anti-Harassment Policy ..... 9

    Harassment Prevention ..... 9

    Non-Discrimination ..... 10

    Anti-Retaliation..... 10

    Complaint Process ..... 11

    Pay Periods..... 12

    Pay Adjustments ..... 12

    Overtime ..... 12

    Performance Evaluation..... 13

    Corrective Action..... 13

    Performance and Salary Policy..... 13

    Procedure: ..... 14

    Promotions ..... 14

    Demotion..... 14

    Work Assignments..... 14

    Mileage Reimbursement ..... 15

    Travel Policy ..... 15

    Advances and Loans ..... 17

    Holidays ..... 17

    Non-Paid Days ..... 18

    Vacation ..... 18

    Sick Leave..... 18

    Parental leave..... 20

    Paid Family Leave (PFL)..... 22

    Pregnancy Disability Leave ..... 23

    Organ/Bone Marrow Donation Leave ..... 23

    School And **Child** Care Activities Leave ..... 23

    Time Off for Court..... 24

    Crime Victims Leave of Absence ..... 24

    Leave for Victims of Domestic Violence, Sexual Assault, or Stalking..... 25

    Medical/Dental/Vision Benefits..... 27

    Flexible Spending Accounts (FSA) ..... 27

    Continuation of Benefits..... 27

Retirement Plan Benefits .....	28
Life Insurance Benefit.....	28
Military Leave.....	29
Jury Service Leave .....	29
Witness Leave.....	29
Voting Leave.....	29
Bereavement Leave.....	30
<u>Personal Leave of Absence .....</u>	<u>30</u>
Disaster/Emergency leave.....	30
HEALTH, SAFETY, AND SECURITY .....	30
USE of Tobacco and other Nicotine Products .....	30
Drug and Alcohol.....	31
Reasonable Accommodations .....	31
Safety Policy .....	31
Safety .....	33
Worker’s Compensation Program.....	33
Security/Violence in the Workplace Policy .....	33
WORKPLACE GUIDELINES .....	34
Hours of Work .....	34
Time-Keeping .....	34
Meal Periods .....	35
Rest Periods .....	35
Attendance / Tardiness Policy .....	35
Personal Appearance.....	37
Confidentiality Policy .....	37
Business Gifts .....	38
Conflict of Interest .....	39
Outside Activities.....	39
Reporting Irregularities.....	39
Inspections / Searches .....	39
Electronic Assets Usage/Computer Policy .....	40
Social Media Policy .....	41
Phone Usage.....	42
Personal Property .....	42
Resignation .....	42
Termination.....	43
Return of Organization Property .....	43
MISCELLANEOUS .....	43
Automobile Accident .....	43
Use Of Personal Vehicle.....	43
Parking .....	44
ACKNOWLEDGEMENT .....	45

## **INTRODUCTION**

### **WELCOME TO OUR ORGANIZATION!**

We're very happy to welcome you to the Madera County Workforce Investment Corporation. 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**

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

### **HANDBOOK PURPOSE**

This MCWIC Employee Handbook (the "Employee Handbook" or "Handbook") is presented as a matter of information and has been prepared to inform you about MCWIC's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. The Handbook can be amended by MCWIC at any time.

Only authorized management may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

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

## **EMPLOYMENT**

### **EQUAL EMPLOYMENT**

MCWIC is an equal opportunity employer and makes employment decisions on the basis of merit. MCWIC policy prohibits unlawful discrimination based on ancestry, age, color, disability, genetic information, gender, gender identity, or gender expression, transgender status, marital status, medical condition, military or veteran status, national origin, race, religion, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, or any other protected classification, in accordance with applicable federal, state, and local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The 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.

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

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

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

### **AT-WILL NOTICE**

Employment with MCWIC is at-will and may be terminated with or without cause and with or without notice at any time by the employee or MCWIC. Employee is not hired for any definite or specified period of time even though employee's wages are paid regularly. The terms and conditions of employment with MCWIC may be modified at the sole discretion of the 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 herein, are not intended to create, nor is it to be construed to constitute, a contract between MCWIC and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies

and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

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

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

#### **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.

#### **EMPLOYMENT CLASSIFICATIONS**

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

- **Regular Full-Time Employee:** An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee will be exempt or non-exempt and is eligible for all employment benefits offered by MCWIC.
- **Part-Time Employee:** An employee who is generally scheduled to work less than 40 hours in a work week. Simply because a part-time employee works more than 40 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.

\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will retain their eligibility for health and retirement plan benefits.

#### **DEFINITIONS**

- **Exempt:** An employee whose position meets specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay

requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes the Executive Director and other designated management/administrative staff.

- **Non-exempt:** An employee whose position does not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of MCWIC, with the exception of designated management and supervisory staff, are non-exempt.

## **PERSONNEL RECORDS**

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

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

## **EMPLOYEE REFERENCES**

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

## **JOB VACANCIES**

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

## **TRANSFERS**

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

## **EMPLOYMENT OF RELATIVES**

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

supervision, and morale.

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

## **CONDUCT AND BEHAVIOR**

### **GENERAL GUIDELINES**

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

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

drugs, on MCWIC premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.

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

#### **ANTI-HARASSMENT POLICY**

MCWIC is committed to providing a work environment that is free of harassment, discrimination, retaliation, and disrespectful or unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under California Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. MCWIC is committed to complying with all aspects of the Fair Employment and Housing Act (FEHA). To find out more about the requirements of the FEHA, visit this website: [http://www.dfeh.ca.gov/Publications\\_FEHADescr.htm](http://www.dfeh.ca.gov/Publications_FEHADescr.htm).

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MCWIC prohibits discrimination, harassment, disrespectful or unprofessional conduct based on a perception that someone has any of the above characteristics or is associated with a person who has or is perceived as having any of the above characteristics.

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

All such conduct violates MCWIC policy.

#### **HARASSMENT PREVENTION**

MCWIC's anti-harassment policy applies to all employees of MCWIC. MCWIC prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, 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.

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

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by MCWIC policy.
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Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

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

#### **NON-DISCRIMINATION**

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

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

#### **ANTI-RETALIATION**

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.

### 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 Department of Fair Employment and Housing 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.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

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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.

## **COMPENSATION**

### **PAY PERIODS**

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

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

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

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

### **PAY ADJUSTMENTS**

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

Your pay also may be adjusted downward. Salary decreases are at the sole discretion of MCWIC but are generally considered in situations such as job restructuring, job duty changes, job transfers, or adverse business economic conditions.

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

### **OVERTIME**

MCWIC complies with all applicable federal and state laws with regard to payment for overtime work.

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

## **PERFORMANCE EVALUATION**

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

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

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

## **CORRECTIVE ACTION**

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

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

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

## **PERFORMANCE AND SALARY POLICY**

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

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

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

**PROCEDURE:**

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

**PROMOTIONS**

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

\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will retain their eligibility for step and 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 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.

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- *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 at the following rates: based on the federal GSA reimbursement rates, located at <https://www.gsa.gov/travel/plan-book/per-diem->

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[rates. The Travel Reimbursement Claim form will be updated accordingly as the listed rates change.](#)

~~Breakfast~~ — \$15.00

~~Lunch~~ — \$16.00

~~Dinner~~ — \$28.00

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
- Labor Day
- Veterans Day
- Thanksgiving Holiday
- Christmas Holiday
- New Year's Holiday
- Martin Luther King Day
- Lincolns Birthday
- Presidents Day
- Memorial 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 on the Introductory Period is eligible for floating birthday holiday. No holiday pay will be paid to an employee who is on an unpaid status, or on any leave of absence. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the

preceding Friday. An annual calendar reflecting actual days will be provided each year.

**NON-PAID DAYS**

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

**VACATION**

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

<b>Employment Years</b>	<b>Vacation Earned</b>
Years One through Two	8 hours per month
Years Three through Five	10 hours per month
Years Six through Ten	12 hours per month
Years Eleven and above	14 hours per month

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 200 hours. When that point is reached the employee must take vacation to begin accruing again.

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

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

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

Employees will not accrue vacation for any pay period they do not work and do not receive a payroll check.

\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will begin to accrue vacation as of 1/1/2013 at the rate of accrual based on their date of initial hire with MCSOS.

\*\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and were part-time on that date or became part-time after that date, will continue to accrue vacation leave but on a pro-rated basis.

**SICK LEAVE**

*Regular Full-Time Employee Accrual Rate*

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

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

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

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

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

#### Use of Sick Leave

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

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.

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 accommodations.

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.

\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the

MCSOS, will begin to accrue sick leave on 7/1/2013 since 96 hours of sick leave was credited to them on 7/1/2012.

\*\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and were part-time on that date or became part-time after that date, will continue to accrue sick leave but on a pro-rated basis.

### California State Disability Insurance

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

### PARENTAL LEAVE

~~———— An employee who has at least 12 months of service with MCWIC and has provided at least 1,250 hours of service within the previous 12-month period, and who works at a worksite where the company employs at least 20 employees within 75 miles, may upon request take up to 12 weeks of unpaid parental leave to bond with a new child within one year of the child's birth, adoption or foster care placement.~~

~~———— Before starting leave, MCWIC will provide a guarantee of employment in the same or a comparable position upon termination of parental leave. An employee must use accrued vacation, paid sick time or other paid time off during the parental leave. We will maintain coverage under our group health plan, for the duration of the leave, not to exceed 12 weeks over a 12-month period on the same terms and conditions as if the employee was at work.~~

~~MCWIC may recover the premium it paid for maintaining coverage during parental leave if the employee fails to return after the period of leave to which the employee is entitled has expired unless the failure to return is due to the continuation, recurrence, or onset of a serious health condition or other circumstance beyond the employee's control.~~

~~———— If both parents work for MCWIC and are entitled to leave, we will not provide more than a total of 12 weeks between the parents. We may or may not grant simultaneous leave to the parents.~~

### CALIFORNIA FAMILY AND MEDICAL LEAVE

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

- The birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee;
- To care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition;

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- Because of an employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions; and
- Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States (as specified in Section 3302.2 of the Unemployment Insurance Code).

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

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

#### *Vacation and Sick Leave*

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

#### *Continuation of Benefits*

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

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

An employee taking CFRA Leave is entitled to participate in health plans for any period when MCWIC does not provide coverage (such as beyond the 12-week period); and other employee welfare benefit plans including life insurance, short-term or long-term disability, accident insurance; and retirement plans and supplemental unemployment benefit plans *on the same conditions and terms as an employee on an unpaid leave for any purpose.* The employee will be required to pay premiums, at the group rate, as a condition of continued coverage.

The nonpayment of premiums by an employee does not constitute a break in service.

To the extent it is consistent with the plan terms for any retirement plan or pension, MCWIC will not make plan payments for an employee during the CFRA Leave, and the CFRA Leave will not be counted for purposes of time accrued under the plan. An employee covered by a pension plan may continue to make contributions in accordance with the terms of the plan during a CFRA Leave.

Notice

An employee must provide reasonable advance notice of the need for CFRA Leave if it is foreseeable. If the employee's need for CFRA Leave is foreseeable due to a planned medical treatment or supervision, the employee must make a reasonable effort to schedule the treatment or supervision to avoid disruption to our operations, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

Certification

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

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- An estimate of the amount of time that the health care provider believes the employee needs to care for the individual; and
- A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision.

If the estimate of time for the employee to care for the individual expires, we will require the employee to obtain recertification if additional CFRA Leave is required.

MCWIC will require that an employee's request for leave because of the employee's own serious health condition be supported by a certification issued by the employee's health care provider. Certification should include:

- The date on which the serious health condition commenced;
- The probable duration of the condition; and
- A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

MCWIC will require that the employee obtain recertification regarding the employee's serious health condition if additional CFRA Leave is required.

If MCWIC has reason to doubt the validity of the certification provided by the employee due to the employee's own serious health condition, MCWIC will require, at the company's expense, that the employee obtain the opinion of a second health care provider, designated by the company. If the second opinion differs from the opinion in the original certification, we may require, at our expense, that the employee obtain the opinion of a third health care provider, approved jointly by the company and the employee. The opinion of the third health care provider shall be considered final and binding.

Return to Work

Consistent with standard practice, we will request, as a condition of a return from CFRA Leave taken due to the employee's own serious health condition, certification from the employee's health care provider that the employee is able to resume work.

**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, domestic partner, to bond with a new child or

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a child in connection with an adoption or foster care placement, parent-in-law, grandparent, grandchild or sibling.

PFL is administered by the Employment Development Department's (EDD) Disability Insurance Branch. The maximum claim benefit is six times the weekly benefit amount and no more than six (6) weeks of PFL benefits may be paid within any 12 month period.

#### **PREGNANCY DISABILITY LEAVE**

Employees disabled by pregnancy are entitled to up to four months of disability leave. 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. 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 provide reasonable accommodation.

Health insurance coverage for employees who take leave for pregnancy will be provided for the same duration as that provided for other types of leave, 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.

#### **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. The law provides up to 30 days of paid leave for organ donation and up to 5 days of paid leave for bone marrow donation. 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 FMLA/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 for requiring 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, of specified offenses, as described, for taking time off from work, upon the victim’s request, to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue. MCWIC also extends those aforementioned protections, including, but not limited to, reinstatement and reimbursement, to an employee who is a victim of specified offenses for taking time off from work to appear at such a court proceedings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1. A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking.
- 2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court.

3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.
4. An employee may use vacation, PTO, or comp time during time off.

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

1. Extends specified existing protections for victims of domestic violence and sexual assault to also include victims of stalking.
2. Prohibits an employer from discharging, discriminating or retaliating against an employee because of the employee's known status as a victim of domestic violence, sexual assault, or stalking, if the victim provides notice to the employer of the status or if the employer has actual knowledge of the status.
3. Requires an employer to provide reasonable accommodations for a victim of domestic violence, sexual assault or stalking who requests an accommodation while at work.
4. Specifies that reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault or stalking, an implemented safety procedure or another adjustment in job structure, as specified.
5. Specifies that an employer is not required to provide a reasonable accommodation to an employee who has not disclosed his/her status as a victim of domestic violence, sexual assault or stalking.
6. Provides that an employer shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.
7. Specifies that these requirements do not require an employer to undertake an action that constitutes an undue hardship on the employer's business operations, as specified, including when an action would violate an employer's duty to furnish and maintain a place of employment that is safe and healthful.
8. Requires an employee requesting a reasonable accommodation, upon request of the employer, to provide a written statement by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose.
9. Authorizes an employer to also request certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, as specified, and authorizes the employer to request recertification every six months.
10. Specifies that if circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the employer.
11. Specifies that if an employee no longer needs an accommodation, the employer shall notify the employer that the accommodation is no longer needed.
12. Provides that an employer shall not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting a reasonable accommodation, regardless of whether the request was granted.

13. Provides that an employee who is discharged or in any other manner discriminated or retaliated against is entitled to reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer, as well as appropriate equitable relief.
14. Provides that an employer who willfully refuses to rehire, promote or otherwise restore an employee or former employee who has been determined to be eligible for rehiring or promotion is guilty of a misdemeanor.

**MEDICAL/DENTAL/VISION BENEFITS**

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

New full-time employees joining MCWIC will be eligible for coverage on the first day of the month that occurs after the first thirty (30) days from the date of employment. 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.

\*\*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 medical benefits.

**FLEXIBLE SPENDING ACCOUNTS (FSA)**

MCWIC does not provide Flexible Spending Accounts for employees.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

MCWIC offers an Employee Assistance Program 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**

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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% up to a maximum of combined contributions totaling \$19,000 per year and if over the age of 50 may contribute \$25,000 maximum per year.

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

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

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

### **LIFE INSURANCE BENEFIT**

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

#### **MILITARY LEAVE**

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

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

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

#### **JURY SERVICE LEAVE**

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

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

#### **WITNESS LEAVE**

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

#### **VOTING LEAVE**

If you cannot vote because of your scheduled work hours, you will be given up to two hours to vote in any state or federal election. The two hours shall be compensated at your regular rate of pay.

## **BEREAVEMENT LEAVE**

A full-time employee of MCWIC may request a leave of absence with pay for a maximum of three (3) working days upon the death of a member of his or her immediate family. If traveling further than 350 miles, the employee may request a leave of absence with pay for a maximum of five (5) working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

## **PERSONAL LEAVE OF ABSENCE**

~~Once you have been employed as a full-time regular employee of MCWIC for more than one (1) year, you may request a personal leave of absence without pay. You must submit your request in writing and state the date the leave is to begin, the date of return to work and the reasons for the leave. You will receive either written approval or denial of the request. If approved, you must use your leave of absence for the approved reason or purpose. Sick leave, vacation time and seniority and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If you fail to return to work on the scheduled date of return, you will be considered to have abandoned your position and voluntarily terminated your employment.~~

## **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. This leave is not applicable to, and may not be used for, individual leave related to the 2020 COVID pandemic, as the Federal Families First Coronavirus Response Act legislation made additional leave types available to individuals specific to the pandemic.

## **HEALTH, SAFETY, AND SECURITY**

### **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.

#### **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. 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 or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs and marijuana) 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.

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.

#### **REASONABLE ACCOMMODATIONS**

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

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

#### **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 or safety of the other individuals in the workplace will be placed on appropriate leave until a management decision has been made in regard to the employee's immediate employment situation.

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

1. It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by MCWIC for use in a particular area or with a client.
2. It is the responsibility of the employee to complete an "Accident and/or Incident Report" for any safety and health infraction that involves an employee or that the employee witnesses.
3. Any incident occurring at work that results in personal injury to an employee of MCWIC, no matter how minor, must be immediately reported to their direct supervisor. Failure to do so may result in disciplinary action up to and including termination.
4. Work related accidents, whether they result in injury or not, may be followed by a post-accident drug screen, subject to state and federal law.
5. Any fraudulent report of a work injury will result in immediate termination of all Employees involved.
6. Failure to follow MCWIC's safety and health guidelines or conduct which places the employee, volunteer, client or agency property at risk will lead to employee disciplinary action, up to and including termination.
7. Management requires that every person in MCWIC assumes the responsibility for individual and organizational safety.
8. Management will be responsible for investigating all workplace accidents and injuries. management will maintain an accident investigation kit which will include, at a minimum:
  - First-aid kit.
  - Disposable gloves.
  - Camera for taking pictures of the accident scene, NOT pictures of any injured person.
  - Accident investigation forms and witness statements.
  - Instructions for handling possible blood-borne pathogens/bodily fluid clean-up.
  - Emergency contact instructions.
  - Instructions for investigating accidents and proper reporting procedures (esp. Worker's Compensation).

9. Management shall have the responsibility to develop, and authority to implement, a safety and health program in the interest of maintaining a safe work environment.
10. Reporting Instructions. In addition to reporting accidents and injuries to management, supervisors must also ensure compliance with the state's Worker's Compensation policies and file the necessary documentation.
11. Customer Accidents and Injuries. Customer accidents and/or injuries will be reported to the supervisor on duty immediately. The supervisor will initiate any first response actions necessary to ensure the safety and health of the customer (i.e. first aid, calling for medical response). The supervisor on duty will complete the Accident/Incident report and call the incident into the liability insurance carrier. Incidents may be called in as injury or incident only and should be called in immediately even if the information is not complete. Additional information can be provided as it is obtained. The supervisor on duty will:
  - Ensure the safety of all customers and employees.
  - Ensure all safety guidelines for blood-borne pathogens are followed.
  - Preserve the accident scene until the accident investigation has been completed.
  - Fill out all accident report paperwork and fax/send to the insurance carrier.
  - Obtain witness statements from every witness and the victim (if possible). The supervisor should not write the victim's statement for him or her.
  - Assemble the investigation packet and cooperate with the insurance carrier to resolve the issue.

## **SAFETY**

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

## **WORKER'S COMPENSATION PROGRAM**

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

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

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

MCWIC expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or MCWIC property will be considered acceptable behavior. Acts of violence or intimidation of others will

not be tolerated. Any employee, who commits or threatens to commit a violent act against any person while on MCWIC premises, will be subject to immediate discharge.

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

### **HEAT ILLNESS PREVENTION STANDARD**

Heat Illness Prevention training is required for all employees working at outdoor locations. MCWIC will take necessary steps to prevent outdoor heat illnesses, including (1) a written heat illness prevention plan that will be provided to employees during orientation; (2) heat illness prevention training that will be provided each year to all employees working in outdoor places of employment; (3) 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 (4) access to shade for at least 5 minutes of rest. Employees should not wait until they feel sick to cool down. Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Cal/OSHA defines a trigger temperature and “shade up” provisions when temperatures reach 80 degrees Fahrenheit or higher.

### **WORKPLACE GUIDELINES**

#### **HOURS OF WORK**

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

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

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

#### **TIME-KEEPING**

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

Personnel Activity Reporting (PAR) is used to record time and effort reporting by grant. Personnel activity reporting must allocate all time worked every day to all specific funding

sources (programs) and activities that the staff person worked on that day. Employees must enter personnel activity reporting for payroll to be processed. Time entry and allocation must be completed DAILY. Leave time (sick, vacation, etc.) are 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.

### **MEAL PERIODS**

You will be provided a non-compensated meal period for each workday of one (1) hour. Your one hour meal period should be completed between the hours of 11:00 am and 2:00 pm, and shall not be commenced any later than 1:00 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 is 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.

### **REST PERIODS**

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

Breastfeeding. As part of our policies and benefits, MCWIC provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Discrimination against, or harassment of, breastfeeding employees in any form is unacceptable and will not be tolerated by MCWIC.

### **ATTENDANCE / TARDINESS POLICY**

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

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

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

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

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

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

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

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

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

#### Absence Definition

- Not reporting or not working the schedule you have been assigned including regular work hours, and other required hours such as training, mandatory meetings, etc.
- Absences due to illnesses for three or more consecutive days may require a physician's certification of the need for the absence, and if necessary, confirmation that employee is fit to return to work.
- Absences due to Family Medical Leave, Jury Service, Military Leave, Bereavement Leave, Vacation, Pregnancy Disability Leave, or any other protected leave or company-approved leave will not be considered an absence under this policy.

Late Arrival and Leave Early:

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

#### **PERSONAL APPEARANCE**

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

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

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

Examples of inappropriate attire are:

Tank tops, tube tops, halter tops, denim jeans, casual leisure, "weekend wear", bare midriff, bare back tops, camisoles, "net wear", athletic sweatshirts, bare shouldered or low cut tops, leotards, shorts, leggings, mini-skirts or mid-thigh length or shorter skirts, logo or screen printed shirts, flip flops, Birkenstocks, athletic shoes.

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

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

#### **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.

#### **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, the company 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, the company will release information. The company will not respond to any telephone requests for information.

#### **PROSPECTIVE EMPLOYERS**

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

#### **LETTERS OF RECOMMENDATION**

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

#### **BUSINESS GIFTS**

We want at all times to avoid the appearance of impropriety in the acceptance of gifts from

business contacts or clients. It is the express policy of MCWIC that you are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for yourself or for any other person or entity.

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

#### **CONFLICT OF INTEREST**

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

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

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

#### **OUTSIDE ACTIVITIES**

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

#### **REPORTING IRREGULARITIES**

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

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

#### **INSPECTIONS / SEARCHES**

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

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

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

MCWIC recognizes that use of the Internet has many benefits for MCWIC and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place MCWIC and others at risk.

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

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

- discretion in formulating messages.
- E-mail is not private or confidential. All electronic communications 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 and MCWIC-related work records, belong to MCWIC and not the employee. MCWIC routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

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. 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, Myspace, 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 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 the MCWIC's Executive Director. However, in order to protect our brand image in the community, we have developed the following guidelines for MCWIC posts on Social Media sites:

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

#### **PHONE USAGE**

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

#### **PERSONAL PROPERTY**

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

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

### **EMPLOYMENT SEPARATION**

#### **RESIGNATION**

Non-exempt employees are requested, but not required, to provide a minimum of two (2) weeks written notice of their intent to resign. Exempt employees are requested, but not required to provide a minimum of four (4) weeks written notice. Your notice of resignation to voluntarily

terminate employment with MCWIC should be submitted to your supervisor or a member of management. An exit interview may be requested.

#### **TERMINATION**

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

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

#### **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**

Employees are not to drive a personal vehicle for MCWIC business unless authorized to do so. If your job requires you to operate your personal vehicle, you shall be required to submit proof of a current and valid state driver’s license.

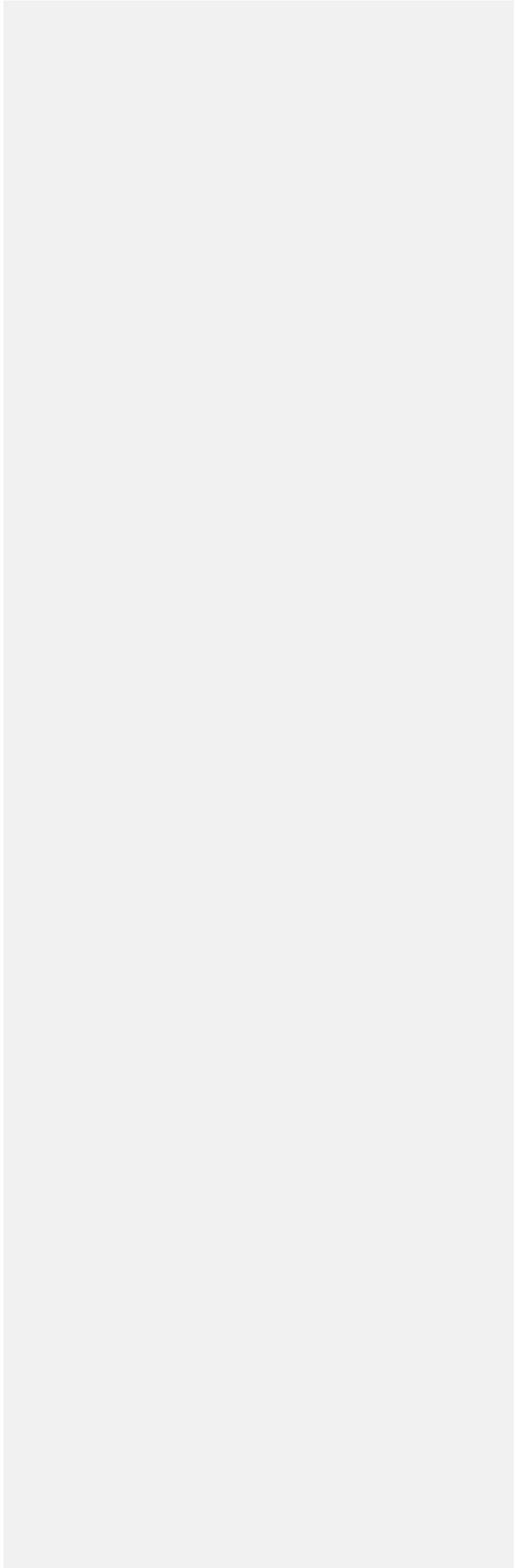
If you use your own vehicle, either by authorization or requirement, to carry out the business of MCWIC, insurance must be maintained current as a term and condition of continuing employment. Employees are not authorized to drive their own vehicle for work purposes if their insurance lapses.

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

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

**PARKING**

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



**ACKNOWLEDGEMENT**

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

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

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

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

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

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

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature of Manager/Supervisor

\_\_\_\_\_

Print Name



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: April 22, 2021**

**Subject: Workforce Development Board of Madera County Update**

**Information:**

The WDB February 18, 2021 meeting minutes as well as the April 18, 2021 meeting agenda are being provided to the MCWIC as an update.

**Financing:**

Workforce Innovation and Opportunity Act



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**A G E N D A**

**April 15, 2020  
3:00 p.m.**

Meeting will be held as a  
***Teleconference Meeting***  
***Workforce Assistance Center***  
***2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589***

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will be held via conference call and can be accessed as follows: <https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09>  
Please call: 1-669-900-9128; Meeting ID: 812 7420 6285; Password: 274155.

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

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

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

**ELECTRONIC MEETING INSTRUCTIONS**

The Workforce Development Board of Madera County uses Zoom as the tool to facilitate electronic meetings. Our desire is to ensure orderly Zoom meetings and to help attendees have confidence in how the meeting will be facilitated and that all members and public will be effectively heard. The following instructions provide consistent methods that will lead us to realizing that desire.

- We highly recommend use of the Zoom client app, as this tool greatly enhances the attendee's experience and provides readily accessible controls.
- Remain muted until speaking and mute again when finished speaking.
- Ensure your name shows on your connection.
- Votes will be facilitated with a roll call.
- When connecting to Zoom, if using the phone is preferred over computer audio, we request you connect to the Zoom meeting first and then choose Phone for the preferred audio connection. Input the meeting and participant IDs to relate your phone audio to your Zoom connection.
- Please avoid having both computer audio and phone audio activated as this can cause sound problems.
- If connecting via phone only, \*6 will toggle mute/unmute.
- Public comments will only be taken when a hand is raised. On the phone-only connection, \*9 raises the hand. You must be recognized by the presiding officer of the meeting before speaking.



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

**April 15, 2021  
3:00 p.m.**

### **1.0 Call to Order**

- 1.1 Pledge of Allegiance

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

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

### **3.0 Public Comment**

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

### **4.0 Introductions and Recognitions**

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

### **6.0 Consent Calendar**

- 6.1 Consideration of approval of the February 18, 2021 Workforce Development Board (WDB) Meeting Minutes.
- 6.2 Consideration of approval of the revised Temporary Jobs and Paid and Unpaid Work Experience Policy.
- 6.3 Consideration of approval of San Joaquin Valley College as a new training provider for receipt of Individual Training Account Vouchers.

### **7.0 Action Items**

- 7.1 Consideration of approval of a new member application for Omair Javaid, World Financial Group, and forwarding the application to the Madera County Board of Supervisors for appointment.
- 7.2 Consideration of approval of the Workforce Innovation and Opportunity Act PY 2021-2024 Regional and Local Plans and forwarding the plans to the Madera County Board of Supervisors for final review and approval.
- 7.3 Consideration of approval of a sole source contract with Beaudette Consulting, Inc., for One Stop Operator Services for the period from July 1, 2021 through June 30, 2024.

### **8.0 Information Items**

- 8.1 MCWIC Update
- 8.2 Program Update
- 8.3 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

### **9.0 Written Communication**

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

- 10.1 Board Members
- 10.2 Staff

### **11.0 Next Meeting**

June 17, 2021

### **12.0 Adjournment**



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**MINUTES**

**February 18, 2021**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
2037 W. Cleveland Avenue, Madera, CA 93637***

**Zoom Meeting:** <https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09;>  
**Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155**

**PRESENT:** Michelle Brunetti, Jorge DeNava (3:10pm), Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli (3:08pm), Mike Lopez, Deborah Martinez, Mattie Mendez (3:08pm), Linda Monreal, Nichole Mosqueda, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail  
**ABSENT:** Debi Bray, Mark Choe, Santos Garcia, Marie Harris, David Salter  
**GUEST:** Steven Gutierrez, Omair Javaid, Danny Patterson, Yvette Quevedo  
**STAFF:** Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

**1.0 Call to Order**

*Meeting called to order at 3:03 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**

*Tracie Scott-Contreras, Executive Director, introduced Steven Gutierrez, Employment Development (EDD) Labor Market Specialist, Yvette Quevedo, EDD Regional Advisor, Danny Patterson, ProPath One Stop Operator and Omair Javaid. Omar is a potential new Workforce Development Board (WDB) private sector director. Staff hope to have Omair's WDB Director application on the next Board meeting agenda for approval.*

**5.0 Adoption of Board Agenda**

*Bobby Kahn moved to adopt the agenda, seconded by Deborah Martinez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Mike Lopez, Deborah Martinez, Linda Monreal, Nichole Mosqueda, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the December 17, 2020 Workforce Development Board (WDB) of Madera County meeting minutes.**

**6.2 Consideration of approval of Follow Up Services Policy.**

*Wayne Rylant moved to approve the Consent Calendar, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Mike Lopez, Deborah Martinez, Linda Monreal, Nichole Mosqueda, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail*

## **7.0 Action Items**

### **7.1 Consideration of approval of the application for subsequent local area designation and local board recertification for the 2021-23 program year.**

*The local area designation and board recertification is an administrative requirement by the State and is done every 2 years. Each local area must apply to continue to be certified. The application includes information for WDB composition, performance standards, information on local and regional planning. The application must be approved by the workforce boards and by the county local elected official (CLEO) prior to submission to the state. The deadline for submittal to the State is March 31, 2021.*

*Bobby Kahn moved to approve, seconded by Laura Gutile.*

*Vote: Approved*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Mike Lopez, Deborah Martinez, Linda Monreal, Nichole Mosqueda, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail*

### **7.2 Consideration of approval of ProPath, Inc.'s One Stop Operator reports for the periods from July 1, 2020 through September 30, 2020 and October 1, 2020 through December 31, 2020.**

*Danny Patterson provided a report on the 7/1/2020 to 9/30/2020 One Stop Operator (OSO) quarterly report. The pandemic has impacted the numbers coming to the Center as well as the work on integration within the partners. There has been some reinvigoration on the partner integration recently with partners providing some trainings on agencies' scope of work with the intent to familiarize partner staff with each other's work and procedures.*

*Wayne Rylant moved to approve, seconded by Deborah Martinez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail*

## **8.0 Information Items**

### **8.1 Local and Regional Workforce Area Plans Update**

*Information provided within the agenda packet. The local plan process is moving along well. Staff anticipate having a draft of the plan Narrative by the middle of the upcoming week. The Regional Plan is also moving along well. That Regional Plan draft should be ready for public comment in mid-March along with the local plan. The Local Plan is due to the State by 4/30/21.*

### **8.2 MCWIC Update**

*Information provided within the agenda packet. The Executive Director's mid-year goals and objectives progress report are included. The report was provided to the MCWIC at their January 2020 board meeting.*

### **8.3 Program and Financial Update**

*Information provided within the agenda packet. Everything is starting to pick up a bit. More people are starting to come to the Center and staff have been able to enroll customers in more trainings than the past few months. Staff are still having some difficulty finding participants for the wildfire clean-up grant/project. Staff have contacted various agencies as potential worksites for information but have not received the information back. Funds can not be released for use until all information is gathered. Staff need to identify at least 1 worksite to submit the information to the State. Additional worksites can be identified afterwards as needed.*

#### **8.4 COVID-19 Update**

*Information provided within the agenda packet. Staff have implemented all the appropriate safety and health requirements. The Center continues to be open and operational.*

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

*Information provided within the agenda packet. Staff have provided UI information since the 3/21/20 initial closure order. Madera County has a labor force of approximately 62,000. At some point since March 2020 59,239 have been unemployed. This has caused a significant impact to the economy. Some sectors have done better than others. Manufacturing experiences less impact. The transportation and logistics sector grew a bit. Hospitality and Retail suffered through the pandemic. The UI claim numbers are starting to reduce.*

#### **8.6 Form 700 Due April 1, 2021**

*Information provided within the agenda packet. Directors are required to submit a Form to the Workforce office every year. Forms should be sent to Nicki, Executive Assistant, in the Center office.*

### **9.0 Written Communication**

#### **9.1 WIOA PY19-20 Fiscal and Procurement Monitoring Report**

*Information provided within the agenda packet. There were no Findings for this report.*

#### **9.2 WIOA PY19-20 Program Review Monitoring Report**

*Information provided within the agenda packet. There was a finding on the Program Review report which was related to the follow-up process for the youth participants. The issue has been corrected. The Finding will remain open until the State comes back for the next monitoring.*

#### **9.3 WIOA PY19-20 Nondiscrimination and Equal Opportunity Review Monitoring Report**

*Information provided within the agenda packet. There were no Findings for this report.*

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

#### **10.1 Board Members**

*None.*

#### **10.2 Staff**

*None.*

### **11.0 Next Meeting**

*April 15, 2021*

### **12.0 Adjournment**

*Meeting adjourned at 3:25 p.m.*



## Agenda Item 8.2

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: April 22, 2021**

**Subject: Program Update**

### **Information:**

We applied for and have been awarded a Wildfires Emergency Response National Dislocated Worker Grant (NDWG) in the amount of \$300,000. These funds will support temporary jobs working on recovery and cleanup efforts in the areas of Madera County impacted by the Creek Fire. This initial round of funding will pay for wages, other payroll costs, and worker's compensation coverage for approximately 15 temporary jobs for 480 hours at an hourly wage of up to \$18 per hour. We are working with multiple agencies to identify potential work sites that will need to be approved by the State prior to funds being released to the local area. We have also prepared a flyer to recruit individuals who have been dislocated (due to the fire or for other reasons), long term unemployed (15 + weeks), or unemployed/underemployed self-employed individuals as the result of the disaster.

We have partnered with GRID Alternatives, Fresno Regional Workforce Development Board, and Madera County Department of Corrections on a Central Valley Pathway Home Project. The grant has been awarded and will help incarcerated individuals successfully return to society by accessing training, case management support, and securing employment in solar or construction related industries. We will receive \$90,000 to provide pre-release assessments, referrals, and case management, and are currently working with GRID on an MOU.

We are also partnering with the Madera County Probation Department on the Corona Virus Emergency Supplemental Funding (CESF) Grant. Probation has been awarded \$113,000 and will provide Workforce \$25,000 to fund a part-time Career Specialist at approximately 8-10 hours per week to provide orientation, assessment, and referrals at Probation facilities in Madera and Oakhurst. Start date is projected for April 2021.

We are also partnering with Stanislaus County Workforce Development on a sub-regional Veterans Employment Related Assistance Program (VEAP) that will accelerate employment and re-employment for unemployed and/or under-employed veterans to enter the workforce in skilled occupations. Grant funds will also address the need for equal access to education, training, and re-employment opportunities for veterans as a result of COVID-19. The sub region applied for \$300,000 to serve 100 veterans in 18-24 months. The grant has been awarded to Stanislaus for a total of \$250,000, a portion of which will come to our area.

Fiscal information outlining expenditures and obligations is attached for the Board's review.

### WIOA Formula Funds

- **Adult:**  
Budget: \$1,126,464.00  
Budget term: 7/1/2020 - 6/30/2021  
Scope: Provide employment, training, and supportive service assistance for eligible adult participants.  
# of Participants Enrolled: **291**
- **Dislocated Worker (DW):**  
Budget: \$551,079  
Budget term: 7/1/2020 - 6/30/2021  
Scope: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.  
# of Participants Enrolled: **27**
- **Rapid Response (RR) & Layoff Aversion (LOA):**  
Budget: \$143,321  
Budget term: 7/1/2020 – 6/30/2021  
Scope: Provide timely and effective response to potential layoffs and business closures as well as enable affected workers to return to work as quickly as possible following a layoff.
- **Youth Formula:**  
Budget: \$1,232,004  
Budget term: 7/1/2020 – 6/30/2021  
Scope: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.  
# of Participants Enrolled: **97**

### Special Grants/Projects

- **CCP/AB109:**  
Grant award: \$56,627 In-Custody  
\$34,762 Post-Release  
Grant term: 7/1/2020 - 6/30/2021  
Scope: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate periodic job fairs inside the facility. Additionally, provide a 3-hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center as well as coordinate monthly resource fairs with Probation at the Center.  
# of Participants to be Served: Open  
# of Participants Enrolled: **28 referred in-custody, 22 completed**  
**36 referred post release, 5 WIOA enrolled and 1 pending eligibility**
- **COVID-19 Employment Recovery National Dislocated Worker Grant (NDWG)**  
Grant award: \$90,000  
Grant term: 4/10/2020 - 3/31/2022

Scope: Provide additional funding for staffing and include training funds for new dislocated workers impacted by closures or lay-offs due to the COVID-19 pandemic.

# of Participants to be Served: 20

# of Participants Enrolled: **21**

- **COVID-19 Supportive Services (SS)**

Grant award: \$27,000

Grant term: 3/1/2020 - 12/31/2020

Scope: Provide additional supportive services for individuals who have been laid off due to COVID-19, have experienced a reduction in hours/pay due to COVID-19, or are unable to work for COVID-19 related reasons. We have requested to de-obligate \$10,000 of these funds to other workforce areas and extend \$17,000 to December 31, 2020.

# of Participants to be Served: 50

# of Participants Enrolled: **12** (grant #1187) and **14** (grant #2051)

- **Disability Employment Accelerator (DEA):**

Grant award: \$300,000

Grant term: 4/1/2019 – 12/31/2021

Scope: Increase and retain long-term employment for PWD who have graduated or are on track to graduate from college. Camarena Health, CAPMC, and Exact Staff will become worksites for work-based learning activities that lead to gainful employment. Worksite agreements will outline specific information regarding skill gaps and development of skills in the areas of highest need.

# of Participants to be Served: 50

# of Participants Enrolled: **11**

- **English Language Learners Pathways to Careers (ELL):**

Grant award: \$300,000

Grant term: 6/1/2020 – 3/31/2022

Scope: Increase services to ELLs with a focus on work-based learning opportunities and attainment of industry-recognized credentials.

# of Participants to be Served: 100

# of Participants Enrolled: **21**

- **Prison to Employment (P2E) – Individual Direct Service (IDS):**

Grant award: \$56,249.00

Grant lead: San Joaquin County

Grant term: 9/1/19 – 3/31/2022

Scope: Funding to provide Individual Direct Services to formerly incarcerated and other justice involved individuals.

# of Participants to be Served: 4

# of Participants Enrolled: **35**

- **Prison to Employment (P2E) – Supportive Service and Earn and Learn (SSEL):**

Grant award: \$100,289.00

Grant Lead: San Joaquin County

Grant term: 9/1/19 to 3/31/2022

Scope: Funding to provide Supportive Service and Earn and Learn activities to formerly incarcerated and other justice involved individuals.

# of participants to be Served: 9

# of participants Enrolled: **25**

- **Ticket-to-Work:**

Scope: Provide employment and training support to SSI/SSDI beneficiaries.

Ticket Payments Received 7/1/2020 – 03/31/2021: **\$17,178**

# of Tickets Assigned: **19**

- **Wells Fargo:**

Grant award: \$10,000

Grant term: 7/2020 until expended

Scope: Contract for a virtual platform to expand workshop offerings to customers. Funds will also be used to purchase 5 chrome books to provide to customers who need them to participate in education, training, or other workforce activities.

# of Participants to be Served: Open

Enrollment numbers reported through **3/31/21**.

**Financing:**

Workforce Innovation and Opportunity Act



### Agenda Item 8.3

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: April 22, 2021**

**Subject: Local and Regional Plans Update**

**Information:**

The Workforce Innovation and Opportunity Act (WIOA) requires States, regions, and local workforce development areas to develop and submit strategic plans every 4 years. We completed four stakeholder forums to gather input on specific areas required by the draft plan guidance from the State. We have also held 7 stakeholder calls with individual partner agencies to date and have one more scheduled. We provided our consultant all necessary information required for the narrative portion of the plan and are also working with our regional lead. We hosted a regional forum on January 6 and have attended regional forums that schedules permit. We have also participated on the regional plan workgroup which meets once or twice per month (virtually).

The plans are drafted and were released for public comment on March 15, 2021. The public comment period closed on April 14, 2021 and no comments were received. The plans were approved by the Workforce Development Board at their meeting on April 15, 2021. The documents were uploaded to the Board of Supervisors for placement on their meeting agenda for May 4, 2021. The plans will be submitted to the State by April 30, 2021, and can be submitted without the Board of Supervisors signature as long as a date for their consideration is identified with the submission.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.4

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Tracie Scott-Contreras, Executive Director**  
**Date: April 22, 2021**  
**Subject: MCWIC One Stop Operator Request for Proposal (RFP) Update**

### **Information:**

For the last several years, our organization has participated in a multi-area agreement with ProPath, Inc. to provide required One-Stop Operator services. The vendor was originally selected in 2017 through a procurement process managed by the County of Merced. The workforce areas participating, in addition to our area, are: Kings County Job Training Office, Merced County WorkNet, San Joaquin County WorkNet, and Stanislaus County Workforce Development. The One-Stop Operator services must be procured again this fiscal year, for services starting on July 1, 2021.

The Request for Proposals was approved by the Workforce Development Board at their meeting on December 17 and released publicly on December 18. A pre-proposal bidder's conference was held on January 6, 2021. One potential bidder attended the pre-proposal conference – it was not mandatory.

The deadline for proposals was February 16; one proposal was received in response to the RFP. The Proposal received was reviewed by representatives of the participating workforce areas to determine whether a sole-source contract will be initiated. All areas agreed to proceed, and the proposal and scores were approved by the WDB for final selection of the One-Stop Operator at their meeting on April 15, 2021. Staff will initiate the contracting process with the new operator, BCILean Consulting, Inc. The new organization will assume the role of the sub-regional One Stop Operator on July 1, 2021. Staff will coordinate the transition between the two organizations.

### **Financing:**

Workforce Innovation and Opportunity Act



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.5**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: April 22, 2021**

**Subject: UI Claim Information**

**Information:**

The most recent data on UI Claims for Madera County from the EDD Labor Market Information Division is attached.

**Financing:**

Workforce Innovation and Opportunity Act

## CALIFORNIA UNEMPLOYMENT INDUSTRY & DEMOGRAPHICS DATA DASHBOARD

Source: Employment Development Department

Published: April 2021

Week Ending	County	Initial UI Claims	Claim Type	Claims	Claim Type2
3/21/2020	Madera	498	UI Claims		
3/28/2020	Madera	2,794	UI Claims		
4/4/2020	Madera	2,133	UI Claims		
4/11/2020	Madera	1,590	UI Claims		
4/18/2020	Madera	1,317	UI Claims		
4/25/2020	Madera	867	UI Claims		
5/2/2020	Madera	1,377	UI Claims	598	PUA Claims
5/9/2020	Madera	832	UI Claims	292	PUA Claims
5/16/2020	Madera	865	UI Claims	256	PUA Claims
5/23/2020	Madera	758	UI Claims	210	PUA Claims
5/30/2020	Madera	870	UI Claims	217	PUA Claims
6/6/2020	Madera	1,030	UI Claims	220	PUA Claims
6/13/2020	Madera	975	UI Claims	217	PUA Claims
6/20/2020	Madera	1,281	UI Claims	327	PUA Claims
6/27/2020	Madera	1,332	UI Claims	374	PUA Claims
7/4/2020	Madera	1,331	UI Claims	340	PUA Claims
7/11/2020	Madera	1,393	UI Claims	391	PUA Claims
7/18/2020	Madera	1,557	UI Claims	503	PUA Claims
7/25/2020	Madera	1,281	UI Claims	375	PUA Claims
8/1/2020	Madera	1,100	UI Claims	303	PUA Claims
8/8/2020	Madera	1,051	UI Claims	373	PUA Claims
8/15/2020	Madera	1,128	UI Claims	456	PUA Claims
8/22/2020	Madera	1,159	UI Claims	501	PUA Claims
8/29/2020	Madera	1,489	UI Claims	757	PUA Claims
9/5/2020	Madera	1,790	UI Claims	993	PUA Claims
9/12/2020	Madera	1,309	UI Claims	425	PUA Claims
9/19/2020	Madera	1,144	UI Claims	260	PUA Claims
9/26/2020	Madera	830	UI Claims	177	PUA Claims
10/3/2020	Madera	611	UI Claims	63	PUA Claims
10/10/2020	Madera	857	UI Claims	105	PUA Claims
10/17/2020	Madera	710	UI Claims	80	PUA Claims
10/24/2020	Madera	724	UI Claims	80	PUA Claims
10/31/2020	Madera	867	UI Claims	84	PUA Claims
11/7/2020	Madera	825	UI Claims	86	PUA Claims
11/14/2020	Madera	865	UI Claims	98	PUA Claims
11/21/2020	Madera	858	UI Claims	116	PUA Claims
11/28/2020	Madera	707	UI Claims	128	PUA Claims
12/5/2020	Madera	995	UI Claims	170	PUA Claims
12/12/2020	Madera	995	UI Claims	173	PUA Claims
12/19/2020	Madera	809	UI Claims	174	PUA Claims
12/26/2020	Madera	827	UI Claims	132	PUA Claims
1/2/2021	Madera	738	UI Claims	71	PUA Claims
1/9/2021	Madera	831	UI Claims	103	PUA Claims
1/16/2021	Madera	1,263	UI Claims	430	PUA Claims
1/23/2021	Madera	408	UI Claims	122	PUA Claims
1/30/2021	Madera	644	UI Claims	132	PUA Claims
2/6/2021	Madera	785	UI Claims	94	PUA Claims
2/13/2021	Madera	714	UI Claims	88	PUA Claims
2/20/2021	Madera	468	UI Claims	76	PUA Claims
2/27/2021	Madera	560	UI Claims	87	PUA Claims
3/6/2021	Madera	655	UI Claims	130	PUA Claims
3/13/2021	Madera	669	UI Claims	90	PUA Claims
3/20/2021	Madera	515	UI Claims	57	PUA Claims
3/27/2021	Madera	588	UI Claims	59	PUA Claims
4/3/2021	Madera	580	UI Claims	75	PUA Claims