

CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

DATE & TIME: Monday, January 25, 2021, 1:30 pm

PLACE:

639 New York Ranch Rd, Jackson Ca 95642 – See below for online location

BOARD OF DIRECTORS

Frank Axe, Vice Chair
Jaron Brandon
Jeff Brown
Merita Callaway

Anaiah Kirk
Gary Tofanelli
Terry Woodrow

PLEASE NOTE

All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-223-6449. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda.

NOTE: The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID19 (aka the “Coronavirus”). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The Public’s health and well-being are the top priority for the Board of Central Sierra Child Support Agency (CSCSA) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

Join By Phone: (US) +1 669 900 6833, Meeting ID 842 2713 4434

Participant ID: Enter #

Members of the public who wish to address the Board during the Board Meeting can email their name, phone number, and a description of their topic/questions to Homuth.Leslie@centralsierra.cse.ca.gov. CSCSA staff will make all attempts to share and record any submissions received prior to or during the Board Meeting. However, depending on timing, late submissions will be provided to the Board after the conclusion of the Board Meeting. ***Any member of the public who wishes to attend in person will be required to wear a face mask and maintain social distancing.***

REGULAR MEETING AGENDA

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a five (5) minute limit per topic.

CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s)

1. **Minutes:** Review and approval of the minutes for the October 26, 2020 Board meeting.

ADMINISTRATIVE MATTERS

2. **Annual Business Matters – Board Officers:** Discussion and action concerning appointment of Board Officers
 - a. **Chair:** Appointment of Chair for the 2021 calendar year.
 - b. **Vice Chair:** Appointment of Vice Chair for the 2021 calendar year.
 - c. **Secretary:** Appointment of Secretary for the 2021 calendar year.
3. **Establishment of meeting schedule for 2021.** Discussion of 2021 Meeting Schedule, including start times, and possible action.
4. **Personnel Rules & Regulations:** Discussion and possible revision & update of existing Rules. *Possible action.*
5. **Executive Report:** Review of budget & statistical report for period ending 12/31/2020; program and administrative report.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

6. **Conference with Legal Counsel- Anticipated Litigation (Gov. Code § 54956.9(d)(2), (e)(1))** *Significant exposure to litigation:* one (1) case.
7. **Executive Director Evaluation (Government Code Section 54957(b)).** *Possible action.*

ADMINISTRATIVE MATTERS

8. **Leave Liability Funds – General Fund:** Discussion regarding the use of leave liability funds for Agency retirees. *Possible action.*

NEXT BOARD MEETING: *April 26, 2021 at 1:30 pm –Date to be confirmed; Location to be determined*

ADJOURNMENT

AGENDA ITEM

#1

BOARD OF DIRECTORS
Central Sierra Child Support Agency
639 New York Ranch Road
Jackson, CA 95642

MINUTES
October 26, 2020
1:30 p.m.

The Board of Directors of the Central Sierra Child Support Agency met via Zoom on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Directors present: Roll call

John Gray, Chair
Frank Axe, Vice Chair
Jeff Brown
Ryan Campbell
Gary Tofanelli
Terry Woodrow

Absent: Merita Callaway

Staff present:

Julie Prado, Executive Director
Liane Peck, Deputy Director
Timothy M. Cary, General Counsel
Leslie Homuth, Staff Services Specialist

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

1. Minutes from meeting July 27, 2020:

Review of minutes from July 27, 2020. Motion by Director Axe and second by Director Campbell to approve the minutes as written. Motion carried 6-0-0 with Director Callaway absent.

ADMINISTRATIVE MATTERS:

2. Executive Director's Report:

Request to submit the Executive Director's report as written Motion by Director Woodrow and second by Director Campbell to review and approve the report as written. Motion carried 6-0-0 with Director Callaway absent.

CLOSED SESSION: The Board recessed into closed session at 1:34 p.m. and ended closed session at 2:23 p.m.

3. Conference with labor negotiators (Government Code § 54957.6) -- General Unit.

Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.

Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).

No report.

4. Conference with labor negotiators (Government Code § 54957.6) -- MCP Unit.

Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.

Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).

No report.

5. Conference with labor negotiators (Government Code § 54957.6) -- Executive Class.

Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.

Unrepresented Employees: Executive Class.

No report.

6. Public Employment Contract (Government Code § 54957). Title: Executive Director.

No report.

7. Executive Director Evaluation (Government Code § 54957(b)). Title: Executive Director.

Motion by Director Brown and second by Director Campbell for a satisfactory evaluation for Executive Director for 2019. Motion carried 6-0-0 with Director Callaway absent.

ADMINISTRATIVE MATTERS (Continued):

8. Ratification of collective bargaining agreement with General Unit:

The General Unit, OE3 and SEIU have agreed to a Tentative Agreement and Side Letter. The Tentative Agreement and Side Letter include matters related to health benefits; leave balance conversion; vacation pay-out; Holiday time earned; longevity, and possible reopener.

Motion by Director Axe and second by Director Woodrow to ratify the collective bargaining agreement with the General Unit. Motion carried 6-0-0 with Director Callaway absent.

RESOLUTION 20-020

Resolution approving the ratification of the collective bargaining agreement with the General Unit (GU).

9. Ratification of collective bargaining agreement with MCP.

The MCP Unit, OE3 and SEIU have agreed to a Tentative Agreement and Side Letter. The Tentative Agreement and Side Letter include matters related to health benefits; leave balance conversion; vacation pay-out; Holiday time earned; longevity and possible reopener.

Motion by Director Woodrow and second by Director Brown to ratify the collective bargaining agreement with the Management, Confidential and Professional (MCP) Unit. Motion carried 6-0-0 with Director Callaway absent.

RESOLUTION 20-021

Resolution approving the ratification of the collective bargaining agreement with the MCP Unit.

10. Unrepresented Executive Class.

The MCP Unit for OE3 and SEIU have agreed to a Tentative Agreement which will include removing two positions from the MCP bargaining unit and placing those two positions in the Unrepresented Executive Class. These two positions are: Staff Services Specialist-HR and Staff Services Specialist-Admin. This process includes amending the existing Executive Class Memorandum of Compensation and Employment; establishing benefits and pay schedules consistent with existing benefits in place for these two employees, excluding longevity and including a pay increase of 2.5% in-lieu of longevity effective 11/1/2020 for employees Peck and Alexander. Motion to approve the Unrepresented Executive Class as is written in the recommendations to the Board. Motion by Director Tofanelli and second by Director Woodrow to approve the Unrepresented Executive Class under the written recommendations. Motion carried 6-0-0 with Director Callaway absent.

RESOLUTION 20-022

Resolution approving the Unrepresented Executive Class under the written recommendations.

11. Public Employment Contract (Government Code § 54957) Title: Executive Director.

Motion to approve the Public Employment Contract for the Executive Director including a Cost of Living Adjustment (COLA) increase of 1% and an increase in lieu of longevity of 2.5%, both effective 11/1/2020. Motion by Director Axe and second by Director Woodrow to approve the Executive Director Contract and to approve the COLA of 1% and increase in lieu of longevity of 2.5%. Motion carried 6-0-0 with Director Callaway absent.

RESOLUTION 20-023

Resolution approving the Public Employment Contract for the Executive Director.

NEXT BOARD MEETING: The next meeting is scheduled for Monday, January 25, 2021 at 1:30 pm, CSCSA, 639 New York Ranch Road, Jackson.

ADJOURNMENT: The meeting was adjourned at 2:29 p.m.

Chair, Board of Directors

JULIE R. PRADO

Executive Director

By: Leslie Homuth, Staff Services Specialist

unapproved subject to correction

AGENDA ITEM

#2



MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Annual Business Matters

(Item # 2)

Pursuant to the Joint Powers Authority Agreement, the following business matters must be acted upon at the first regular meeting of each calendar year, as set forth below:

2.a. Chair: “A Chairperson of the Board shall be elected annually by the Board at the first regular Board meeting in each calendar year. Any Director may be authorized to represent the Board upon approval of the Chairperson.”

2.b Vice Chair: “A Vice Chairperson of the Board shall be elected annually by the Board at the first regular meeting in each calendar year. The Vice Chairperson shall have all the powers and act in the place of the Chairperson in the Chairperson’s absence.”

2.c Secretary: “A Secretary of the Board shall be elected annually by the Board at the first regular Board meeting in each calendar year. The Secretary will keep a public record of the Board’s resolutions, transactions, findings, and determinations and prepare minutes of every meeting. The Board may designate the Executive Director to serve as the Secretary and the Executive Director may delegate this responsibility with the consent of the Board.”

Recommendation: that the Board elect a Chair and Vice Chair and continue the delegation of the duty of Secretary to Leslie Homuth, who is the Staff Services Specialist for the Agency. She would act under the supervision & direction of the Executive Director.

AGENDA ITEM

#3



MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Monthly Meeting Schedule

(Item # 3)

The draft meeting schedule attached is proposed for consideration for January 2021 through January 2022. It incorporates the concept of a quarterly meeting schedule which was adopted by the Board in September 2014. The tentative meetings between the quarterly meetings are identified in italics and are included because the current JPA agreement requires a schedule of monthly meetings, so that they can be put on the members' calendars in the event there is a necessity to meet. This schedule follows the practice of meeting on the fourth Monday of each month except as noted and provides for a rotation of the meeting places.

At least one Board Member has expressed an interest to change the start time of monthly meetings. The start time and location of meetings should be discussed and decided during this first meeting of the new Board.

2021 JPA BOARD MEETING SCHEDULE

NOTE: All meetings are at 1:30 p.m. *unless noted*

Date:	Location:
January 25, 2021: 4th Monday	639 New York Ranch Road, Jackson (CSCSA)
<i>February 22, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
<i>March 22, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
April 26, 2021: 4th Monday	891 Mountain Ranch Road, San Andreas (BOS)
<i>May 24, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
<i>June 28, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
July 26, 2021: 4th Monday	367 Creekside Drive, Bear Valley (Library)
<i>August 23, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
<i>September 27, 2021: 4th Monday</i>	<i>If needed, to be determined</i>
October 25, 2021: 4th Monday	2 South Green Street, Sonora (BOS)
November 15, 2021: 3 rd Monday	<i>If needed, to be determined</i>
December 13, 2021: 2 nd Monday	<i>If needed, to be determined</i>
January 24, 2022: 4th Monday	639 New York Ranch Road, Jackson (CSCSA)

AGENDA ITEM

#4



MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Personnel Rules and Regulations – Annual Update

(Item # 4)

Background

CSCSA Personnel Rules and Regulations (PRR) are reviewed on an annual basis to ensure Rules are consistent and appropriate. Union negotiations and miscellaneous Agency changes have resulted in needed changes to the PRR. The below matrix is offered to assist in locating the suggested changes. The PRR is also attached with track changes for the Board's review.

Proposed Changes Matrix:

Section	1311 – Retention Incentive Pay (Longevity) – Delete section as longevity is no longer paid by the Agency. 1402.7(b) – Delete section as employees no longer revert to an 8-hour schedule for holiday weeks. 1405.9 – Correct wording, advances are provided to employees when arranged by providing appropriate forms to payroll-this does not automatically occur. 1408.2 – Maximum Vacation Accrual – Updated to 400 as previously agreed. 1411.1(d) – Updated to include additional qualifying members as identified by new law changes. 1411.5(a) – Delete reference to longevity as the Agency no longer pays longevity. 1412B – Delete verbiage about retaining 24 hours of time as we intended to remove these clauses from the PRR last year, this section was overlooked. 1413 – Delete section to conform to revised laws. If two parents are both employees of a new child, both parents are now entitled to the full leave therefore section is obsolete.
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RECOMMENDATION:

It is recommended that the Board approve the suggested changes to the PRR as presented in the draft PRR.



PERSONNEL RULES AND REGULATIONS

Adopted on November 20, 2017
Resolution 17-025
Amended January 27, 2020
Resolution 20-002

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PART 1

PURPOSE, CODE OF ETHICS, COMMITMENT TO AGENCY PUBLIC SERVICE, AND RESPECTFUL WORKPLACE

101. PURPOSE. In accordance with Title 2 of the California Code of Regulations these Rules are adopted by the Joint Powers Authority (hereinafter "JPA") Board in order to implement the following principles:
- (a) The Central Sierra Child Support Agency (hereinafter "Agency") shall recruit, select, and retain the best qualified employees available.
 - (b) The Agency shall provide equal opportunity for all persons at all levels of Agency employment in accordance with provisions of the JPA Board policies and pursuant to state and federal law.
 - (c) The Agency shall appoint, evaluate, transfer, promote, compensate, discipline, and dismiss employees on the basis of job-related qualifications, performance, and equal employment opportunity.
 - (d) No person shall be favored or discriminated against with respect to either employment with or appointment to the Agency on the basis of any non-job related factor protected by state or federal law including but not limited to age; genetic information; marital status; medical condition; mental or physical disability; national origin and ancestry including holding a driver license granted under Vehicle Code section 12081.9; pregnancy and perceived pregnancy; race and color; gender related issues including pregnancy, childbirth, breastfeeding and related medical conditions; gender identity or gender expression including transgender status; sexual orientation; religion or religious creed; and military and veteran status. This ban on discrimination includes discrimination based on actual membership in the above categories, and also perceived memberships or associations with members of the above categories.
 - (e) These standards are intended to strengthen public service and to maintain and promote faith and confidence of the people in their government.
102. CODE OF ETHICS. It is the duty and responsibility of those in public service to conduct their affairs in an ethical manner. As such, those employed by the Agency shall:
- (a) In the performance of their duties, be sensitive to circumstances that could be misconstrued as a special favor, something to be gained personally, acceptance of a favor or as an influence in the outcome of them performing their duties.
 - (b) Be cognizant that private promises of any kind may conflict with one's public duty and responsibilities.
 - (c) Always act responsibly with confidential information received in the performance of their duties.
 - (d) Treat all individuals encountered in the performance of their duties in a respectful, courteous and professional manner.

- (e) Promote only decisions that benefit the public interest.
- (f) Conduct and perform job duties diligently and promptly.
- (g) Faithfully comply with all laws and regulations applicable to the Agency and impartially apply them to everyone.
- (h) Promote the public interest through a responsive application of public duties.
- (i) Demonstrate the highest standards of personal integrity, truthfulness and honesty in all public activities.
- (j) Uphold these principles being ever conscious that public service is a public trust.

103. RESPONSIBILITIES OF PUBLIC SERVICE. Agency employees serve for the benefit of the public. They shall uphold and adhere to the Constitution of the United States, the Constitution of the State of California, and the JPA Board Policies and Procedures as well as Agency rules, regulations and policies, and shall carry out impartially all laws. In their official acts, they shall discharge faithfully their duties, recognizing that the public interest is paramount. All Agency employees must demonstrate the highest standards of morality and ethics consistent with the requirements of their positions and consistent with the law.

104. DEDICATED SERVICE. Agency employees shall adhere to work rules and performance standards established for their positions. The Agency requires all employees to be courteous and considerate, to be accurate and truthful in statements, and to exercise sound judgment in the performance of their work. During the hours covered by active Agency employment, no employee shall work for any other employer or agency, nor shall they conduct or pursue any unauthorized activity for remuneration. Employees shall neither exceed their authority nor breach the law, nor shall they ask others to do so. They shall work in full cooperation with other employees unless prohibited from so doing by law or by officially recognized confidentiality of the work.

105. OUTSIDE OR SECONDARY EMPLOYMENT. The rule set forth above shall not serve to prohibit independent acts or other forms of paid or non-paid enterprise during those hours not covered by active Agency employment, provided such acts do not constitute a conflict of interest or impair the employee in the performance of official duties and functions. Agency employees must inform the Executive Director or his/her designee of any outside employment, business activity or enterprise in which the employee is engaged. If the Executive Director determines that such employment, business activity or enterprise is inconsistent, incompatible, in conflict with or inimical to the proper discharge of the employee's official duties, the employee shall be ordered to refrain from that employment, activity or enterprise. The decision of the Executive Director shall be final.

105.1 Once outside or secondary employment is approved by the Executive Director, an employee placed on leave from the Agency (including but not limited to FMLA, ADA, and CFRA) must reapply for outside or secondary employment for the period of the leave.

106. CONFLICT OF INTEREST. Agency employees shall adhere to the Conflict of Interest Code for the Agency as outlined in the JPA Board Policies and Procedures. (Resolution 15-014)

Agency employees are also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090 (prohibiting the making of contracts in which an officer or employee has a financial interest), 1126 (prohibiting outside employment that is incompatible with the official duties of an officer or employee), 87100

(prohibiting an employee from using his or her official position to influence a governmental decision in which the employee has a financial interest), or any other conflict of interest code, policy or rule applicable to Agency employment.

107. NONDISCRIMINATION IN DELIVERY OF SERVICES. In the course of his/her employment, no employee shall grant any special consideration, treatment, or advantage to any person beyond what is available to every other person in similar circumstances.
108. CONFIDENTIAL INFORMATION. Each Agency employee shall be advised of confidentiality rules and policies in writing. No employee shall disclose confidential information except as authorized or required by law or otherwise use such information for personal gain or benefit. All personnel records shall be confidential except when disclosure is required by law. See Rule 1505 regarding an employee's right to inspect his/her personnel file. See JPA Board Resolution 07-021, Resolution 07-023, and Resolution 10-003 for confidentiality policies.
109. USE OF PUBLIC PROPERTY. Agency employees are prohibited from using Agency or State-owned equipment, materials, or property for profit or for political purposes.
110. POLITICAL ACTIVITY. In the performance of their official duties, all employees shall support Agency and governmental policies and objectives established by the JPA Board of Directors or by the Executive Director, as well as Agency programs developed to attain these policies and objectives. Outside of their official duties, employees may express otherwise lawful opinions on all political subjects while off duty, without recourse against them unless the employee is in a sensitive or policy-making position in the Agency where speech and political activities may have an adverse effect on working relationships or the efficient operation of the Agency. Under these unique circumstances the law authorizes limiting First Amendment rights as a requirement for the job, and employees may be subject to adverse consequences for engaging in such activities.
 - 110.1 The provisions of California Government Code sections 3201-3209 and 3302 and any future amendments thereto are hereby incorporated into this Part I. Under the provisions of these codes, the Agency specifically prohibits employees from engaging in political activity during working hours or such hours as they are on duty for the Agency. Such prohibited activity shall include, but is not limited to, soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office, or to aid, promote, or defeat any ballot measure, while on the job during working hours. No person shall attempt to coerce, command, or require a person holding, or applying for, any position, office, or employment with the Agency to influence or give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office, or to aid, promote, or defeat any ballot measure.
111. RESPECTFUL WORKPLACE. The Agency promotes and values a respectful work environment and expects that the business of the Agency will be carried out in the most efficient and courteous manner. Repeated and/or egregious disrespectful treatment of fellow employees which is both subjectively and objectively unwelcome and sufficiently

severe or pervasive to alter the conditions of any employee's working environment so as to create or perpetuate an abusive working environment shall be reported to the Executive Director for investigation and resolution, and may be grounds for disciplinary action.

PART 2

AGENCY AND ADMINISTRATION

201. AGENCY EXECUTIVE DIRECTOR. The Executive Director or his/her designee shall:
- (a) In partnership with CalHR, the Agency shall carry out all procedures in the administration of the Agency personnel system, including without limitation conducting recruitment and examinations, preparing employment lists, and certifying the names of candidates for employment.
 - (b) Act as the appointing authority for human resources activities.
 - (c) Administer, maintain and adjust the classification plan and recommend rates of pay for each classification of position.
 - (d) Maintain a central roster of employees and positions.
 - (e) Maintain an official record of all actions taken by the Agency, and notify the JPA Board when appropriate.
 - (f) Maintain the official personnel file for each employee in the Agency.
202. RECORD OF EMPLOYEES AND POSITIONS. The Agency shall maintain a central record of employees and positions. The record shall include the history of employment of each employee including dates of service, positions held, salaries received, and such other information as the Executive Director shall deem appropriate.
203. REPORTS BY EXECUTIVE DIRECTOR. The Executive Director shall report the following matters to the JPA Board:
- (a) Staffing levels
 - (b) Other matters deemed necessary by the Executive Director for the effective administration of the Agency's personnel system.
 - (c) Nothing in this Rule shall affect the ability of Executive Director to operate the Agency in accordance with the duties and responsibilities delineated in the Executive Director contract and with California law.
204. PERSONNEL RULES; MOU.
- (a) These Rules are enacted by the JPA Board pursuant to Title 2 of the California Code of Regulations, which reads in part as follows:

§ 17010. Every Local Agency administering a state or federally funded aid program must operate a documented merit-based Personnel System. Personnel System means the laws, rules, practices and policies a Local Agency follows, and the operation of its merit-based employee management system for applicants, Program employees and other Local Agency employees.

- (b) If a provision of these Rules conflicts with any provision of a labor union memorandum of understanding (hereinafter "MOU"), to the extent of such conflict the provision of the MOU shall be deemed controlling with regard to the employees covered by that MOU.
205. INTERPRETATION OF PERSONNEL RULES. The JPA Board on its own initiative, or at the request of the Executive Director, may interpret any provision of these Rules and resolve conflicts concerning the interpretation or implementation of these Rules. Nothing in this Rule 205 shall give any individual employee or employee organization the right to appeal a matter to the JPA Board under this Rule 205.
206. AMENDMENT OF PERSONNEL RULES. It is the intent of the JPA Board that these Rules shall be a "living" document that will effectively guide interactions between the Agency and its employees. To achieve this goal, the JPA Board intends that these Rules shall be revised or amended by the JPA Board as necessary.
207. MANAGEMENT RIGHTS. The Agency retains to itself solely, exclusively, and without limitation, all rights, privileges, powers, and authority conferred upon the Agency by law. Such rights, privileges, powers, and authority shall include, but shall in no way be limited to, the following.
- A. The right to manage the Agency generally and to determine all issues of policy.
 - B. The right to determine the extent, necessity, and organization of all Agency service, operation, and function.
 - C. The right to expand, reduce, or discontinue any Agency service, operation, or function.
 - D. The right to determine and/or change the nature, manner, and means of all Agency services, operations, and functions, including, but in no way limited to, the financing, facilities, locations, equipment, and technology of such services, operations, and functions.
 - E. The right to determine and/or change the financing, facilities, locations, equipment, methods, means, technology, organizational structures, and numbers and composition of the Agency's workforce.
 - F. The right to determine, change, allocate, assign, issue, schedule, and withdraw all equipment by which Agency services, operations, and functions are to be conducted.
 - G. The right to allocate, assign, establish, and schedule all work by which Agency services, operations, and functions are to be conducted.
 - H. The right to utilize volunteers.
 - I. The right of participation in mutual aid agreements and/or pacts.
 - J. The right to contract or subcontract any services, operations, or functions.
 - K. The right to lay off employees for non-disciplinary reasons.
 - L. The right to discipline employees for just and sufficient cause.

- M. The right to recruit, examine, hire, classify, reclassify, promote, train, transfer, assign appraise, and retain employees.
- N. The right to determine and/or change class specifications and to classify or reclassify employees in accordance with class specifications. This includes the right to hire any new employee at any step in any applicable classification.
- O. The right to determine, and/or change, productivity, performance, programs, and standards, including but in no way limited to, the quality and quantity of work to be performed by employees.
- P. The right to maintain order and efficiency at all Agency facilities and operations.
- Q. The right to determine, change, promulgate, and enforce rules and regulations to promote the safety and health of employees and/or the public.
- R. The right to determine, and/or change, policies, practices, procedures, and standards for the hiring, promotion, and/or training of employees.
- S. The right to restrict the activities of employee organizations on Agency property and/or Agency time.
- T. The right to take all lawful steps to carry out or protect any Agency service, operation, function, equipment, facility, or employee or member of the public during any work stoppage, strike, work slowdown, or other job action against the Agency by its employees, or during any bona fide emergency.
- U. The right to adopt, eliminate, or revise all Agency policies, practices, procedures, resolutions, or ordinances.
- V. The term "Executive Director" includes any Agency employee designated by the JPA Board to act in the place of the Executive Director.

PART 3

POSITION CLASSIFICATION

301. GENERAL. A classification plan is a systematic process for grouping jobs into common classifications, or classes, based upon similarities in duties, responsibilities, and requirements. All positions having substantially the same duties and responsibilities, requiring substantially the same qualifications, to which the same descriptive title can fairly be applied, and which can properly be subject to the same salary schedule are included in a single class. The Agency, in partnership with CalHR when applicable, is responsible for classifying each position in Agency service and developing class specifications for each class. Upon the recommendation of the Executive Director, the JPA Board approves all new classes and class specifications, abolishes classes, and determines the representation unit or units to which each class is assigned. The JPA Board hereby delegates to the Executive Director the authority to make revisions to existing class specifications that do not materially change the totality of the essential functions or nature of the class.
302. CLASSIFICATION PLAN. The Agency shall prepare and maintain a classification plan based on the needs of the Agency. The plan will assign all positions in the classified service to a class and develop specifications for each class, which shall include:
- (a) The class title.
 - (b) A brief definition or description of the scope and nature of the class.
 - (c) A detailed statement of essential functions or tasks assigned to positions that are allocated to the class, which functions or tasks are for illustrative purposes only and are not to be regarded as inclusive or exclusive lists of functions or tasks to be performed by positions allocated to the class.
 - (d) A statement of the education, experience, knowledge, skills, abilities and physical characteristics that are required and/or deemed desirable in the class.
 - (e) A statement, where necessary, of the particular factors or features which distinguish one class from other related classes.
303. INTERPRETATION OF CLASS SPECIFICATIONS. The following principles shall be applied in interpreting specifications for the various classes of positions:
- (a) In determining the class to which any position should be allocated, the specification for each class shall be considered as a whole. Consideration shall be given to the general duties, the specific tasks, the responsibilities, the minimum qualifications and the relationships to other classes as affording together a picture of the kinds of positions that the class is intended to include.
 - (b) The description of essential functions or tasks shall be construed as a general description of a kind of work usually performed by the incumbent of a position

which is properly allocated to the class, and not as prescribing what the duties of any position shall be, nor as limiting the expressed or implied power of the Agency to prescribe or alter the duties of any position.

304. ASSIGNMENT OF POSITIONS TO CLASSES. Each position shall be assigned to the class into which the duties and responsibilities of the position most nearly fit, as determined by the Executive Director.

305. RECLASSIFICATION OF POSITIONS. The Agency, independently or with the assistance of CalHR, may perform a classification review for any of the following reasons:

- (a) In order to determine if the duties of a particular position have changed substantially
- (b) If the Agency reorganization has affected staffing levels, duties, or positions held by employees; or
- (c) If the duties of a specific position may apply to a different classification.

305.1 CalHR may also initiate a classification review of one class or classes as part of a larger review of all positions in multiple agencies under a specific classification study of all incumbents in a classification.

305.2 An employee or employee group may request a reclassification, in writing, to the Executive Director. The Agency must respond to the request within 30 days of the written request.

305.3 STATUS OF EMPLOYEES IN RECLASSIFIED POSITIONS. An employee occupying a position that is reclassified to a class with the same range as the previous position shall be placed at the same step and salary. An employee reclassified to a class with a higher range shall be placed at the step that is the same as or as close to but not lower than their previous salary. An employee reclassified to a class with a lower range shall be placed at the step which is the same as or closest to but no lower than their previous salary or, if the highest step in the new range is lower than the previous salary the employee shall be "Y-rated". The Y-rate will freeze the salary of the employee at the present level until the salary for the lower class is greater than the Y-rate.

305.4 RIGHT TO APPEAL: An employee who is reclassified has the right to appeal said reclassification, in writing, to be submitted to the Executive Director within 30 days of the date of hand-delivery, electronic delivery, or mailing of a notice of reclassification. The decision of the Executive Director shall be final.

PART 4

RECRUITMENT

401. GENERAL.

- (a) The purpose of this Part is to ensure that vacancies in Agency employment are filled with the most qualified persons available.
- (b) All positions in the classified service shall be filled by persons who have participated in the recruitment process, except as otherwise provided by these Rules or waived by the Executive Director. Positions in the unclassified service may be filled using the recruitment process used for classified positions; these positions are Executive Director, Deputy Director, and Child Support Attorney.
- (c) The Agency shall coordinate with CalHR to conduct recruitments to fill vacancies or to provide eligible lists for classes of positions where vacancies are likely to occur. Recruitments may be conducted as either a closed Agency promotional recruitment or an open recruitment.

402. RECRUITMENT ANNOUNCEMENTS. The Agency and/or CalHR shall make public announcements of all recruitments and will administer a recruitment process that will attract qualified persons to Agency employment. The recruitment process selected will be commensurate with factors such as the availability of qualified candidates, number of projected positions to be filled, type of examination to be administered, and similar considerations. All recruitment announcements will be posted in appropriate locations for a minimum of five (5) calendar days. For non-civil service recruitments, the Executive Director will determine the appropriate advertisement methods. The Executive Director will determine the length of time that the Agency and/or CalHR will accept applications. Announcements shall include:

- (a) The class title, or class title and working title;
- (b) A description of the distinguishing characteristics of the class;
- (c) Minimum standards of education and experience required, and any additional desirable qualifications;
- (d) Compensation;
- (e) The method of filing applications and final filing date; and
- (f) A general description of the conditions of competition

403. TYPES OF RECRUITMENTS. The Agency may use promotional or open recruitments

to establish eligible lists for classes in the Agency service. The Executive Director has the authority to decide which type of recruitment is most appropriate based upon the policies set forth in these Rules and the existing situation at any given time.

Considerations for selection of a particular type of recruitment include without limitation the following: (i) upward mobility and career advancement of Agency employees; (ii) availability of an adequate number of qualified applicants within the Agency work force; and (iii) layoff considerations.

403.1 Promotional-Only Recruitments. Except as set forth in an MOU governing the position, candidates for promotional-only recruitments must be regular employees in the classified service or employees who have achieved permanent status. Candidates must also possess the minimum qualification requirements stated on the recruitment announcement.

403.2 Open Recruitments. Open recruitments shall be open to any candidate who meets the minimum qualification requirements.

404. APPLICATIONS. Every person seeking employment in the Agency shall submit an application in accordance with the following:

404.1 Filing Applications. All applications shall be made upon forms furnished by CalHR and/or the Agency filled out as directed and filed on or before the closing date or as specified in the recruitment announcement. Resumes will not be considered as substitutes for the application. It is the responsibility of the applicants to show that they meet the minimum requirements for the position. All applicants shall certify the truth and correctness of all information contained in the application. After filing, information on the application may be amended only with the permission of the Executive Director. All applications, whether accepted or rejected, are confidential records of the Agency and will not be returned to the applicant, with the exception that to the extent a personnel file is created, the subject individual will have a right to inspect his/her personnel file under Rule 1505.

404.2 General Qualifications. Applicants must:

- (a) Provide proof of legal authorization to work in the United States pursuant to the Immigration Reform and Control Act of 1986;
- (b) Possess all the minimum qualifications established for the class; and
- (c) Be capable of performing the essential functions and meet the physical demands of the position, with or without reasonable accommodation.

404.3 Modification, Suspension or Cancellation of Recruitment. The Executive Director may modify the recruitment process as listed on the recruitment announcement by notifying known applicants of the modification. If there are ten (10) or fewer

competitors at any stage of the recruitment process, subsequent stages may be modified or may be suspended at any time and certification of the remaining competitors made, provided that the Agency must interview all those certified. The Executive Director may cancel a recruitment at any time for business reasons.

405. DISQUALIFICATION OF APPLICANTS. The Agency may disqualify an applicant, or remove an applicant's name from an eligible list, or refuse to certify an eligible applicant for failure to meet the conditions set forth herein. The Agency may also disqualify an applicant, remove an applicant's name from an eligible list, or refuse to certify an eligible applicant for any reason expressed in Part 12, Disciplinary Actions, Rule 1203 Discipline, or if the person:

- (a) Is lacking the requirements established for the class;
- (b) Is not capable of performing the essential functions or meeting the physical demands of the class, even when given a reasonable accommodation.
- (c) Has been convicted of any crimes or offense, including any felony that has been determined by the Executive Director to indicate unfitness for performing the duties and responsibilities of the class or position;
- (d) Has made a false statement of material fact in the application, or has practiced or attempted to practice any deception, fraud or misconduct in the application, examination, or selection process;
- (e) Has used or attempted to use political pressure or bribery to secure an advantage in the recruitment or appointment process;
- (f) Has directly or indirectly obtained information regarding the recruitment process to which the applicant was not entitled, or has otherwise defrauded, or attempted to defraud, the recruitment process;
- (g) Has failed to comply with the time limits for any portion of the recruitment process;
- (h) Has taken part in the compilation, administration or scoring of any portion of the recruitment process;
- (i) Has a history of dismissal from public or private employment, or resignation in lieu of termination, which the Executive Director determines is of such a nature as to have a clearly adverse effect on the candidate's ability to perform the essential functions of the class;

- (j) Is determined, through legal, and/or, appropriate means, to be an illegal user of a controlled substance or prescription medication;
- (k) Has otherwise violated provisions of these Rules; or
- (l) For any material cause that, in the opinion of the Executive Director, would render the applicant unsuitable for the position, including a prior resignation from the Agency, termination from the Agency, or a significant disciplinary action, or failure to pass a reference check, criminal background check, background investigation, or other job-related examination within the last twelve-month period.

405.1 Verification of Application. The Agency may conduct or cause to be conducted such investigation of the applicant's training and experience as may be necessary to verify and clarify statements contained in the application.

405.2 Notification of Disqualification or Rejection of Application. The Agency shall notify the applicant whenever an application is rejected by email, if available, and US Mail. The Agency shall use this delivery system in the event that under Rule 405, an applicant is disqualified, removed from an eligible list, or the Agency refuses to certify an eligible applicant.

405.3 Appeal of Disqualification. In the event that under Rule 405, an applicant is disqualified, removed from an eligible list, or the Agency refuses to certify an eligible applicant, such applicant may appeal the disqualification by filing a written appeal to the Executive Director within five (5) business days from the date of electronic notification of disqualification. The appeal must contain specific allegations of fact, citing the exact basis for the appeal and the relief requested. The burden of proof shall be on the disqualified applicant. The decision of the Executive Director on the appeal shall be final, except as otherwise required by law.

PART 5

SELECTION PROCEDURES

501. GENERAL. It is the policy of the Agency to seek the best-qualified persons available for each job in Agency service, and to encourage all persons to compete for the best jobs for which they are qualified.

The Agency desires to encourage career service among its employees and to provide incentives that will enhance promotional opportunities for employees without unduly restricting competition.

502. PROMOTION WITHIN FLEXIBLY STAFFED POSITIONS. Except as may be set forth in an MOU governing a position, upon approval by the Executive Director, an employee who has successfully completed the applicable probationary period for a flexibly-staffed position may be appointed to the next higher class into which his/her position is classified without examination. Before approving such requests, the Agency shall acquire evidence that the employee possesses the minimum qualifications for the higher class. An employment list is not necessary in order to make such an appointment.

502.1 A flexibly-staffed position is one that is within a classification series such as Child Support Specialist Level I/II or Account Clerk Level I/II.

503. COMPETITIVE SELECTION PROCEDURES. The Agency and/or CalHR shall designate selection procedures for each position to be filled. The selection procedures may include one or any combination of the following: application evaluation boards, written tests, oral tests, performance tests, assessment centers, training and experience evaluations, or any other selection procedures. Selection procedures shall be job related and constructed to sample the knowledge, skills, abilities and/or attributes deemed essential for successful job performance.

504. ASSIGNMENT OF WEIGHTS. The Agency and/or CalHR may assign weights to each part of the examination. If weights are assigned, applicants will be notified of those weights prior to commencement of the selection process.

505. PROHIBITED QUESTIONS. There will be no non-job-related inquiries of any applicant, either orally or through use of an application form, that attempt to identify (directly or indirectly) protected characteristics such as race, religious creed, color, national origin, ancestry, holding a driver license granted under Vehicle Code section 12081.9, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, transgender status, age, sexual orientation, military and veteran status, or any other questions that are unlawfully discriminatory. In addition, there will be no inquiries regarding political views, labor affiliations, religious beliefs, arrest records that did not result in conviction or information concerning a referral to or participation in a pretrial or post-trial diversion program, pregnancy and child-bearing, birth control, or familial responsibilities. Nothing in this Rule shall prohibit the use of optional questionnaires to track and fulfill the Equal Employment Opportunity guidelines and/or

requirements.

506. WAIVER OF SELECTION PROCEDURES IN OPEN RECRUITMENTS. When, after posting an open recruitment, the number of accepted candidates is less than ten (10), the Executive Director and/or CalHR may waive competitive testing and certify the applicants without score or rank. The certification shall indicate that the candidates are not in rank order. The Executive Director may follow the same procedure for waiver of examination under these conditions at any step in the examination process.
507. CONDUCT OF SELECTION PROCESS. The Agency has the right to approve the locations and the conditions under which selection procedures are to be conducted. All methods and procedures for administering selection procedures shall comply with reasonable standards of fairness, confidentiality, standardization and reliability.
508. SCORING. Final scores resulting from the selection process will be determined as follows:
- 508.1 Test Scores. The Agency and/or CalHR shall establish a passing score giving consideration to test difficulty, quality of competition, needs of the service, identification of a score predictive of minimum acceptable job performance, number of candidates, and other relevant factors.
- 508.2 Oral Interview Panels. Where an oral interview is part of the selection process, a candidate who receives a passing score from a majority of the oral panel members shall be deemed to have passed this part of the selection process, regardless of the numerical average of the scores. The candidate's score, if the candidate passes, shall be equal to the numerical average of all raters' final scores or if the combined score is less than a passing score, the score shall equal the passing score. If the candidate receives a failing score from a majority of the oral panel members, the candidate shall be considered to have failed this portion of the selection process. All figures used will be rounded to the nearest whole number.
- 508.3 Passing Scores. The Agency and/or CalHR may establish a passing score for the entire recruitment process as well as for any portion of the process. The selection procedures to be used shall be set forth in the announcement. Failure by a candidate to attain a passing score or to be selected in any portion of the selection process shall eliminate the candidate from further competition.
509. REVIEW AND APPEAL PROCEDURES. Candidates may review or appeal their scores as provided in these Rules.
- 509.1. Review of Written Test Paper; Appeal of Written Test Results. All appeals regarding written exams shall be submitted to the Agency Human Resources or filed directly with California Department of Human Resources. Appeals are limited to comparison of the answer sheets with a scoring key and must be filed within 14 calendar days after test results were sent to applicant.
- 509.2 Review of Other Selection Procedures. Records of application evaluation panels, oral interview panels, or assessment centers, particularly statements of the individual raters regarding the qualifications of the candidates upon which the ratings are based, are confidential and may not be reviewed by candidates.

510. EXAMINATION RECORDS. Examination papers, eligible lists, applications and other records pertaining to examinations shall be open for inspection only under the conditions set forth in these Rules.
511. CONFIDENTIALITY. Names of persons applying for Agency positions, the ranking or placement on eligible lists, or the evaluation of their participation in any selection process, shall not be made public except as required by applicable law.

PART 6

EMPLOYMENT LISTS

601. GENERAL. An eligible list is an arrangement of applicants for Agency employment or promotion who are qualified as a result of the recruitment process or are eligible to be restored to Agency employment in accordance with these Rules.
602. ESTABLISHMENT AND MAINTENANCE OF EMPLOYMENT LISTS. The Agency shall establish and maintain employment lists of eligible applicants. Employment lists are established using the examination score as provided by CalHR. Eligible candidates are placed on the employment list in the order in which they scored. In recruitments where examinations are not administered by CalHR all applicants will be placed on the employment list with equal status. Eligible lists are good for a period of three months to one year. The Executive Director shall have the authority to abolish lists and initiate a new recruitment after the initial three-month period.
- 602.1 Restoration Lists: Lists composed of employees with post-probationary status who, within the preceding twelve-month period, have been laid off, displaced, demoted by displacement or have voluntarily demoted in lieu of layoff or displacement will be listed in order of seniority as defined herein. Such employees shall have the right to be restored to the classification in the Agency they previously occupied for a period of one (1) year following the date of the layoff, displacement, demotion by displacement, or voluntary demotion in lieu of layoff, unless otherwise specified in the MOU covering the position.

PART 7

CERTIFICATION

701. GENERAL. Certification is the process whereby available applicants are selected for contact by the Agency.
702. REQUEST FOR PERSONNEL. Whenever a vacancy is to be filled, the Agency shall use the existing Employment List on file for the classification of the vacancy. If no list exists for the classification, the Agency shall submit a personnel requisition to CalHR to initiate the recruitment process. The names of persons eligible for appointment to positions in a class to which a vacant position is allocated shall be referred by CalHR and placed on an Employment List by the Agency in accordance with Part 6 herein.
703. CONTENT OF PERSONNEL REQUISITION. The Agency shall make personnel requests for classified positions on forms prescribed by CalHR and provide such information as may be required. Any request for special skills or qualifications should be noted on this form.
704. NUMBER TO BE CERTIFIED. The Agency may certify no more than the top ten (10) candidates per vacant position for the Agency interview process. The Agency may interview any or all of the certified candidates. Restoration lists must be considered before interviews are conducted.
705. CERTIFICATION WAIVERS. Certification or appointment may be waived by an eligible candidate as follows:
- 705.1 Temporary Withdrawal from List. Upon written request, an eligible candidate may withdraw from a Restoration or Regular Employment List for a specified period of time, provided, however, that upon again becoming an active eligible candidate the person may not claim eligibility for any appointment to which certification has been made during the period the candidate was inactive.
- 705.2 Waiver in Particular Certifications. An eligible candidate may waive rights to certification to any particular positions, or after certification may waive possible or offered appointment, by written statement to the Agency giving the reason for the waiver. After three such waivers of certification or appointment to regular positions in any class, the candidate may be removed from the list.
- 705.3 Failure to Respond to Certification. Failure of an eligible candidate to respond to a written notice by the Agency within five (5) calendar days is an automatic waiver of certification. The Agency may then certify an additional name to the certification list from the Employment List. A candidate who fails to keep the Agency informed of their contact information may be removed from the Employment List and may be restored to the list upon providing a satisfactory reason for their failure to respond.

706. DISPOSITION. The Agency shall record and maintain dispositions for each recruitment process including records related to which eligible candidates were contacted, which waived certification, which were interviewed, and which were appointed.

706.1 The Agency must contact each candidate that was interviewed and not selected to inform them they were not selected.

PART 8

APPOINTMENTS

801. GENERAL. An appointment is the offer and acceptance of a job made in accordance with these Rules and the laws governing these Rules. The offer must be made by the Executive Director or authorized representative of the Agency and only to a person eligible under these Rules for the type of appointment offered.
802. APPOINTMENT AFTER CERTIFICATION. Upon receipt of the certification of eligibility, the Agency shall contact the persons certified and offer to interview them as provided in these Rules. The Agency may examine applications, examination records and any other pre-employment tests, investigations or examination results of the eligible certified candidate, and conduct additional job-related investigations or tests of fitness. After confirmation by Merit Systems that all pre-employment tests and inquiries have been conducted, the Agency signs each appointment using forms designated by CalHR.
- 802.1 The day employment and salary commence under such appointment shall be the date specified on forms prescribed by the Agency.
- 802.2 The Agency shall not approve the appointment of any regular employee who does not possess the minimum qualifications established for the position.
803. EXTRA HELP APPOINTMENTS. An extra help appointment consists of one of the following at-will appointments, as defined below: emergency appointment, temporary appointment, recurrent appointment, or limited term appointment.
- 803.1 Emergency appointment. An emergency appointment is an appointment made to meet immediate requirements caused by an emergency condition where there is a threatened interruption of essential Agency services and immediate action is necessary. Emergency appointments are made by the Executive Director for the duration of the emergency but may not exceed thirty days without approval by the JPA Board.
- 803.2 Temporary appointment. A temporary appointment is an appointment made to accomplish a specific project that is limited in duration, is not of a recurring nature, and will not exceed one day less than six months. Temporary appointments are made by the Executive Director.
- 803.3 Limited term appointment. A limited term appointment is an appointment made to accomplish a specific project that is limited in duration, is not of a recurring nature, and will continue for a period of six months or more. Limited term appointments are made by the Executive Director. Limited term appointments, unless terminated earlier, terminate automatically at the end of the specific project for which appointment is made. Limited term appointments are made from eligible lists, unless waived by the Executive Director. Employees serving under a limited term appointment receive benefits (health, retirement and paid leave benefits) but not

permanency or civil service rights, including seniority or layoff rights.

804. UNDER FILL OR OVER FILL OF REGULAR FULL/PART TIME POSITIONS.

- (a) Under fill: The Executive Director is authorized to fill vacant positions using the specific classifications allocated in the Agency. An Executive Director may under fill an authorized position with a related classification that has a lower salary range and that contains a substantial portion of the duties listed in the class specifications for the authorized position. The classification used for the under fill appointment must be approved by the Executive Director. A position may be under filled for any of the following reasons; the Agency's internal promotional program would be enhanced, there are no qualified candidates to fill the vacant position at the higher level, or a critical departmental reason exists. An appointment to under fill a position may last until the next budget cycle, but in no event longer than one (1) year.
- (b) Overfill: In order to maximize flexibility of the Agency to meet unusual and/or unique staffing needs requiring longer term temporary "overfills", the Executive Director may authorize a position to be temporarily overfilled with an authorized position in a related classification that has a higher salary range. The Executive Director must submit the request to the JPA Board for approval. The request must describe the unique need, the amount of additional salary benefit cost above the amount allocated, and that the amount is available in the Agency's budget. When an overfill is approved, it must be filled with a regular or temporary employee that has been selected through a competitive recruitment process. An appointment to an overfilled position may last until the next budget cycle, but in no event longer than one (1) year.

805. CONDITIONS OF APPOINTMENT. Candidates who have been offered regular or extra help appointments must meet the conditions of appointment specified by the Agency for a particular position. Failure to successfully complete pre-employment processes or examinations may be cause for the Executive Director to cancel the eligible's name from a certification or remove the name from an eligible list. Conditions of employment may include:

- 805.1 Criminal Background Check. Prior to initial appointment or reinstatement, a candidate may undergo a criminal background check as determined by the Executive Director.
- 805.2 Pre-employment Physical Examination. Prior to initial appointment, reinstatement, or appointment to a classification with different physical demands, a candidate shall undergo medical screening and/or a physical examination as determined by the Executive Director.
- 805.3 Other Job-Related Examinations. For job-related reasons determined by the Executive Director, candidates may be required to submit to other examinations or tests prescribed by CalHR or the Agency and shall be in accordance with applicable law.
- 805.4 Other Background Investigation. The Agency shall conduct such work-related reference checks and verification of education, certifications, or prior work

experience as may be prescribed by the Executive Director and will be in accordance with applicable law.

PART 9

PROBATIONARY PERIOD

901. GENERAL. The probationary period is the final phase of the examination process. It is utilized by the Agency to determine the employee's fitness for post-probationary status, for the effective adjustment of employees to new jobs, and for the separation of any probationary employee whose performance does not meet the required standards of performance.
902. DURATION. Each new employee shall be required to serve a probationary period of twelve (12) months from the date of his/her appointment. Upon successful completion of his/her probationary period, such employee shall be granted permanent status using the procedures set forth herein.
903. REQUIREMENTS.
- 903.1 Probationary periods are required in the following instances:
- (a) Upon initial appointment to a position in a class in the classified service.
 - (b) Upon promotion to a position in a class in the classified service, except for promotion of an employee who has completed probation in the lower class to the next higher class in a flexibly staffed position.
 - (c) Upon voluntary demotion or transfer to a position in a different class series in which the employee has not previously achieved post- probationary status, unless the Executive Director and employee agree, in writing and signed by both parties, to waive or reduce the probationary period.
 - (d) Upon displacement to a classification in a different class series where the employee has not completed probation at the lower level.
 - (e) Upon displacement resulting from layoff or release from probation after promotion where total time in the higher and lower level classes is less than the required probationary period at the lower level.
 - (f) Upon reclassification to a class at the same or higher salary range, unless waived by the Executive Director in writing and signed by both parties.
 - (g) In any other circumstance not specifically excluded herein.
- 903.2 Probationary periods are not required in the following instances:
- (a) Upon involuntary demotion.
 - (b) Upon promotion of an employee who has completed probation in the

lower class to the next higher class in a flexibly staffed position.

- (c) Upon displacement resulting from layoff or release from probation after promotion where time in higher and lower level classes satisfies the required probationary period at the lower level.
- (d) Upon voluntary demotion to a position in a class in the same class series when the employee has completed the required probationary period in a higher level class.
- (e) Upon reassignment to a position in the same class.
- (f) Upon restoration resulting from a layoff to the employee's former position or a lower position in the class series where the employee had completed a probationary period.
- (g) Upon reclassification to a classification in which the incumbent is Y-rated as defined by Rule 305.3.

904. TIME INCLUDED. The probationary period shall commence on the date of appointment. Unless otherwise specified in the applicable MOU, it shall not include time served in extra help appointments or time spent in acting status. Acting status is defined as a temporary assignment to a classification other than the classification permanently held by the employee.

904.1 Extensions: In some cases, it may be necessary to extend the probationary period. When a probationary period is extended, for reasons other than protected leaves as set forth herein, it must be mutually agreed upon, put in writing, and signed by the Executive Director, or their designee, and the employee. For protected leaves which the Agency is required to approve, such as FMLA and pregnancy leave, probation shall be extended automatically, with or without agreement by the employee, by the number of days of the leave unless prohibited by law. When a probationary period is extended, the respective employee's anniversary date shall also change in accordance with the extension.

905. PROMOTIONS. Promoted employees shall serve the same twelve (12) month probationary period.

906. ORIENTATION. The Agency shall provide orientation to new employees as soon as practical after they begin employment.

907. PERFORMANCE EVALUATIONS. During the probationary period, each employee shall receive a minimum of two (2) formal performance evaluations, the first to be completed at least three months into the probationary period and the second not later than three months before the probationary period ends, as a means of evaluating such job characteristics as adjustment to employment conditions, integration in the workforce, job learning progress, attendance, and any other feature of the individual's job that is significant to the employee's retention, decision-making, and the prospects of job success. During this probationary period of employment, each employee should receive close supervision, instruction, and review of work, training, and any other guidance that is supportive of the employee's opportunity for success on the job. The Agency shall be responsible for

ensuring that an evaluation and report of appointment, or report of termination, or other appropriate document, is completed. Notwithstanding the foregoing, failure to comply with this section shall not preclude the Agency from dismissing an employee during the probationary period.

908. DISCIPLINE DURING PROBATION. A period of disciplinary suspension during the probationary period shall extend the probationary period by the number of days of the suspension.
909. DISMISSAL OF PROBATIONARY EMPLOYEE. Except as may otherwise be provided by law or rule, a probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing. A probationary employee who is dismissed or demoted shall be given written notice of said action.
910. PROBATIONARY PROMOTIONS AND DEMOTIONS. A promoted or demoted probationary employee may be returned to his/her previous position for any lawful reason at any time during the probationary period, at which time the probationary period shall restart. A "lawful reason" includes the employee's failure to perform satisfactorily his or her duties during the probationary period. A promoted or demoted probationary employee may not be terminated from employment with the Agency for failing to satisfactorily complete his/her probationary period in the promoted position but may be terminated for just and sufficient cause as set forth herein. A promoted or demoted probationary employee who is returned to his/her previous position shall be given written notice of said action.
- 910.1 A promoted or demoted probationary employee who is returned to his/her previous position shall have no right to appeal or to grieve the return with the following exceptions:
- (a) A promoted or demoted probationary employee who has cause to believe that his/her return was based on unlawful discrimination shall have the same appeal rights accorded to permanent employees.
 - (b) The only exception to the provisions outlined in this section is if a position previously occupied by the promoted or demoted employee has been eliminated from the budget, in which case the promoted or demoted employee will either be subject to a probationary release from employment, at which time the subject employee may exercise his/her bumping rights, or subject to layoff provisions.
911. CONCLUSION OF PROBATIONARY PERIOD. A probationary employee whose status is changed from probationary to permanent after the conclusion of the probationary period shall be entitled to the appropriate step advancement on the first day of the pay period following the completion of probation .

PART 10

PROMOTION, REASSIGNMENT, AND VOLUNTARY DEMOTION

1000. GENERAL. This section provides definitions of different types of employment transactions; however, it does not address salary implications which are found in Part 13 of these Rules.
1001. PROMOTION. Promotion is the move of a regular employee to another position in a class allocated to a salary range for which the top step is at least five percent (5%) higher than the top step of the class the employee formerly occupied. All promotions for classified positions will be implemented by CalHR or Agency rules and regulations, as appropriate. If an employee qualifies, and has received longevity pay, and is promoted to a higher range, the five percent (5%) increase will be calculated on Step E of the range that the qualifying employee left. If the qualifying employee is placed at either Step A, B, C, D, or E of the higher range, the qualifying employee will also receive the appropriate longevity pay in addition to the wage received at the new range and step. Promotion shall be by competitive process as determined by the Executive Director. The Executive Director shall determine whether an examination is to be conducted on a promotional-only or open basis. To qualify for a promotional examination, a person must be a regular employee in the classified service holding probationary or post-probationary status and must possess the minimum qualifications for the class on or before the final filing date for the examination. Names of persons who separate, except by layoff, shall be removed from promotional employment lists.
1002. ASSIGNMENT AND REASSIGNMENT. The Executive Director may assign an employee from one position to another position in the same class within the Agency.
1003. DEMOTION. Demotion is the move of a regular employee to another position in a class having a lower salary range than the class previously occupied by the employee. An employee may voluntarily demote with the approval of the Executive Director to a position in another class for which the employee possesses the minimum qualifications. An employee who is demoted shall be placed at the highest step within the range for the new class that provides at least a five percent (5%) reduction unless the employee is subject to the Y-rate provisions as defined by Rule 305.3. The employee shall receive a new step anniversary date based on the effective date of the demotion. An employee who has not passed an initial probationary period shall be placed at the entry step of the new class and receive a new step anniversary date.

PART 11

RESIGNATION, NON-DISCIPLINARY SEPARATION AND LAYOFF

1101. GENERAL. The separation of any permanent employee with post-probationary status shall comply with these Rules.
1102. RESIGNATION. An employee's voluntary termination of employment is a resignation. An employee who wishes to leave the Agency in good standing shall file a written notice of resignation with the Executive Director, giving at least two weeks' notice of intention to leave the service, unless the Executive Director consents, in writing, to shorter notice. The Executive Director shall promptly accept all written resignations in writing. Oral resignations shall be immediately confirmed by the Executive Director in writing to the employee indicating the effective date.
- 1102.1 Notice. Employees shall give notice of intent to resign at least two (2) weeks in advance of the last day of work (unless the Executive Director requests a longer period of notice, or consents to the employee's terminating on shorter notice as set forth above).
- 1102.2 Effective and Operative Dates of Resignations. An expressed resignation is effective when delivered or spoken to the employee's supervisor, manager or Executive Director, operative either on that date or another date specified by the employee.
- 1102.3 Job Abandonment. A constructive resignation occurs and is effective when an employee has been absent from duty for five (5) or more consecutive working days without authorized leave. The Agency may consider that a constructive resignation has occurred due to the absence from work, or that the absence provides a reasonable basis for believing that the employee has abandoned the job. See Rule 1404.1 regarding reinstatement.
- 1102.4 Revocation. A resignation can only be rescinded if approved in writing by the Executive Director.
- 1102.5 Resignation in Lieu of Disciplinary Action. An employee who resigns while charges or disciplinary action is pending, or who resigns while on suspension or to avoid dismissal, is not considered to have resigned in good standing.
1103. NON-DISCIPLINARY SEPARATION. The provisions of this Rule apply to employees with permanent or probationary appointments.
- (a) The Executive Director may require an employee to submit to a medical examination by a physician or physicians designated by the Agency to evaluate the capacity of the employee to perform the work of the position. Fees for the examination shall be paid by the Agency. When the Executive Director, after considering the conclusions of the medical examination provided for by this

section, or medical reports from the employee's physician, and other pertinent information, concludes that the employee is unable to perform the work of the present position, but is able to perform the work of another vacant position, the Executive Director may demote or transfer the employee to such a position. Prior to taking such action, the Executive Director and employee must determine whether the employee has a medical condition amounting to a disability as defined by law. If such disability exists, the Executive Director and employee must engage in a good faith interactive process to determine whether a reasonable accommodation exists that would allow the employee to perform the essential functions of his/her job. An accommodation is not reasonable if it imposes an undue hardship on the Agency.

- (b) When the Executive Director concludes that the employee is unable to perform the work of the present position, or any other available position in the agency, the Executive Director may terminate the employee. The Executive Director shall make reasonable job restructuring and other accommodations before demoting or terminating an employee under this section. If the employee is determined to have a medical condition amounting to a disability as defined by law, the Executive Director and employee must first engage in the good faith interactive process to determine whether a reasonable accommodation exists that would allow the employee to perform the essential functions of his/her job. An accommodation is not reasonable if it imposes an undue hardship on the Agency. If no such reasonable accommodation exists, the employee may be terminated under this section.
- (c) The Executive Director may demote, transfer, or terminate an employee, without requiring the employee to submit to a medical examination, when the Executive Director relies upon a written statement submitted by the employee as to the employee's condition, or upon medical reports submitted to the Executive Director by the employee. If the employee is determined to have a medical condition amounting to a disability as defined by law, the Executive Director and employee must first engage in the good faith interactive process to determine whether a reasonable accommodation exists that would allow the employee to perform the essential functions of his/her job. An accommodation is not reasonable if it imposes an undue hardship on the Agency. If no such reasonable accommodation exists, the employee may be terminated under this section.
- (d) A written notice of intent to separate shall be provided to the employee no less than 15 days prior to the action and must include the following:
 - (i) The proposed effective date of separation;
 - (ii) The particular facts and specific grounds for the proposed separation in sufficient detail to permit the employee to understand and to respond to them;
 - (iii) Copies of any materials upon which the proposed separation is based; and

- (iv) The right to file an employment rights appeal no later than 30 calendar days following the notification of action
- (v) If it is determined by the Executive Director or the California Department of Human Resources upon request of the employee, that the employee who was terminated, demoted, or transferred in accordance with this section is no longer incapacitated for duty, the employee shall be reinstated to a vacant position in the class from which he or she was originally removed, in a comparable class, or in a lower related class. If there is no vacant position in the class from which the employee was originally removed, the name of the employee shall be placed upon the reemployment list for that class and upon such other reemployment list that are determined to be appropriate by the California Department of Human Resources.

1104. LAYOFF. An employee shall be subject to layoff whenever:

- A. The employee's position is abolished.
- B. Necessary because of curtailment or lack of work or funds.
- C. Advisable in the interest of economy to reduce staff.
- D. Necessary due to a modification of service requirements.
- E. Another employee with greater seniority returns from a leave of absence.
- F. Another employee with greater seniority displaces the employee under the provisions of these Rules.

1105. SENIORITY FOR LAYOFFS. Seniority shall be determined as follows:

- 1105.1 Persons with permanent or probationary status shall receive credit for employment that has not been broken by a permanent separation of 6 months. When there has been a separation of 6 months or more, credit shall be given only for employment following such break in service. Persons hired from a reemployment list regain all previously earned seniority on the date of reemployment.
- 1105.2 Employees with an approved leave of absence including but not necessarily limited to military leave, maternity leave, and disability leave shall retain seniority accumulated before the leave of absence. The time of the approved leave of absence is not included in the seniority score computation.
- 1105.3 When two or more employees have the same total seniority score, the tie shall be broken in the following sequence:
 - (a) Employee with the greatest seniority in the class in which the layoff is being

- made and in higher level classes.
- (b) Employee with the greatest seniority in the Agency.
- (c) Employee with the greatest seniority in the Agency member counties.
- (d) Employees in the same class shall be separated during a reduction in force in the following appointment sequence:
 - i. Emergency
 - ii. Temporary
 - iii. Limited Term
 - iv. Permanent

1105.4 Employees who have been selectively certified by examination for special qualifications, or who have been employed from an examination given only for the position requiring special qualifications, shall be considered to be in separate classifications for the purpose of reduction in force.

1106. NOTICE. The Agency shall send written notices to each employee affected by a reduction in force at least 21 calendar days prior to the effective date of the action. The notice shall include:

- A. Reason for layoff
- B. Classes to which the employee has rights to in lieu of layoff
- C. Effective date of the action
- D. Seniority score for the employee
- E. Location of the seniority list where the employee may examine such list
- F. Formula by which the seniority was calculated
- G. Appeal rights of the employee
- H. Conditions for retention on reemployment lists
- I. Rules regarding waiver of reinstatement and voluntary withdrawal from the reemployment list
- J. Any other information determined by the Executive Director to be relevant.

1107. DEMOTION IN LIEU. In lieu of being laid off, employees may elect demotion to:

- A. Any class with substantially the same or lower maximum salary in which they have had permanent or probationary status; or
- B. A class in the same line of work as the class of layoff but of lesser responsibility if such classes are designated by the Executive Director
- C. To be considered for demotion in lieu of layoff, employees must notify the Executive Director in writing of their election no later than seven (7) calendar days after receiving the notice of layoff.

1108. MEDICAL INSURANCE UPON SEPARATION. Upon separation from Agency service, for retirement or other separation, CalPERS medical insurance shall continue through the end of the month that the employee terminates. Employees are eligible for CalPERS medical insurance for one additional month, through the end of the month *following* the month that the employee terminates. Should the employee opt to continue coverage for that month, the month following the month that the employee terminates employment, the Agency shall contribute the *minimum required employer contribution* of the medical premium as defined by CalPERS and the employee shall contribute the remaining premium balance which shall be deducted from the employee's final pay. The minimum employer

| contribution changes on a year to year basis, as determined by CalPERS; as an example,
for the year 2020 the contribution amount is \$139.00.

PART 12

DISCIPLINARY ACTIONS

1201. GENERAL. Disciplinary action means dismissal, demotion, reduction in compensation, suspension, or any other disciplinary action that affects the employee's present status for a reasonable cause as defined under Rule 1203. The Executive Director, or his/her designee, may take disciplinary action against an employee. Dismissal during probation is not a disciplinary action.
1202. CONDUCT. All Agency employees are expected to render the best possible service that will reflect credit upon the Agency. The highest standard of conduct is essential to the proper operation of service. The Agency has the right and authority to establish work standards for all employees. Any employee may be dismissed, suspended or reduced in rank or compensation for cause.
1203. DISCIPLINE. The Executive Director may suspend without pay, reduce in pay, demote or dismiss any employee who has attained post-probationary status for reasonable cause, including but not limited to:
- A. Absence without authorized leave;
 - B. Conviction of any felony or criminal act involving moral turpitude, or accepting a plea of nolo contendere to any felony or criminal act involving moral turpitude;
 - C. On-duty or off-duty conduct, including without limitation, behavior or crimes that do not fall within subsection (b) above, that tends to bring the Agency service into disrepute, or is a direct hindrance to the effective performance of Agency functions;
 - D. Disorderly conduct;
 - E. Incompetence or inefficiency;
 - F. Insubordination or willful disobedience;
 - G. Being at work under the influence of intoxicating beverages, non-prescribed narcotics or drugs; carrying onto Agency premises any such substance, except as otherwise permitted under Agency policy; or consuming or using any such substance or misusing any prescribed drugs during work hours and/or on Agency premises;
 - H. Being under the influence of intoxicating beverages, non-prescribed narcotics or drugs in any public place while wearing or displaying clothing, badges, or insignia identifying the employee as an Agency employee;
 - I. Neglect of duty;
 - J. Violation of any lawful or reasonable regulation or order given by a member of the

Agency management team;

- K. Violation of any of the provisions of laws applicable to child support agencies, or these Rules or Agency policies;
- L. Material and intentional misrepresentation or concealment of any fact in connection with obtaining employment;
- M. Failure to obtain or maintain a current license or certification required as a condition of employment;
- N. Misappropriation of Agency funds;
- O. Unreasonable failure or refusal to undergo any physical, medical and/or psychiatric exam and/or treatment authorized by these Rules;
- P. Dishonesty or theft;
- Q. Improper political activity as set forth in Rule 110.1;
- R. Acceptance of any bribe, gratuity, kickback, or other item of value when the item is given in the hope or expectation of receiving preferential treatment;
- S. Excessive or unexcused absenteeism and/or tardiness;
- T. Repeated and/or egregious discourteous or disrespectful treatment of fellow employees;
- U. Discourteous treatment of the public;
- V. Disregard of an Agency policy or statutes regarding the confidentiality of records;
- W. Negligence or willful damage to public property, or waste, theft or unauthorized use of public supplies or equipment;
- X. Misuse of sick leave;
- Y. Unlawful harassment or unlawful discrimination or retaliation against another employee, an applicant for employment, or anyone using Agency services; and
- Z. Sexual harassment in, or affecting, the work environment;
- AA. Inability or incapacity to perform assigned job duties to the extent allowed by law;
- BB. Any other conduct of equal gravity with the above.

1204. PROGRESSIVE DISCIPLINE. The Agency shall use progressive discipline including minor discipline when the Agency believes that progressive discipline shall serve the dual purposes of providing both corrective warning and penalty to an employee whom the Agency

intends to retain as an employee after the discipline. The Agency may initiate discipline at any level, depending on the employee's conduct. Progressive discipline shall not be required when the Agency believes dismissal to be the appropriate discipline because of the employee's conduct.

1205. DISCIPLINARY ACTIONS. Pre-disciplinary actions include an oral warning and a Memorandum of Correction which remain in the Supervisor's evaluation file and shall automatically be expunged after one year. Disciplinary action, beginning with a Letter of Reprimand, will be placed in the employee's personnel file. Letters of Reprimand are not subject to the appeal process. However, within 30 days of receipt of a reprimand, an employee may write a written rebuttal to the reprimand which shall be affixed to the reprimand and placed in the personnel file. An employee may request to the Executive Director that a Letter of Reprimand be expunged from his/her personnel file after two (2) years. The Executive Director will take due consideration of the request however after three (3) years upon request by the employee the Letter of Reprimand shall be expunged from their file.
1206. DISMISSAL OF PROBATIONARY EMPLOYEE. A probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing, except as may otherwise be provided by law or rule.
1207. PRE-DISCIPLINE (SKELLY) REQUIREMENTS. Except as otherwise expressly provided in these Rules, before taking action to suspend without pay, reduce in pay, demote or dismiss an employee, the Executive Director or their designee shall serve on the employee a Notice of Intent to Discipline (NOI). Service of the notice on the affected employee shall be made either in person or by certified mail addressed to the employee's last known mailing address. Service by certified mail shall be deemed complete three (3) calendar days after deposit with the U.S. Postal Service. If the affected employee cannot be served in person or by certified mail addressed to the employee's last known mailing address, or if for any reason the affected employee refuses or fails to take receipt of the notice, service shall be deemed complete three (3) calendar days after the attempted service. The NOI shall contain the following:
- A. The name and title of the initiator;
 - B. A statement of the action proposed to be taken;
 - C. A statement of the reason for the proposed action, including the acts or omissions alleged and grounds upon which the action is based and any rule or regulation claimed to be violated;
 - D. A copy of any written materials upon which the proposed action is based;
 - E. The date upon which the proposed action is to become effective;
 - F. A statement of the employee's right, prior to the effective date of the proposed action, to submit a response as set forth in Rule 1207.1 and, upon request, meet with the Skelly Officer;
 - G. A statement of the employee's right to be accompanied by a representative of the employee's choice during the meeting;

- H. A statement of the employee's rights to a hearing and appeal process; and
 - I. A statement that the employee has five (5) working days to respond to the Skelly Officer, either orally or in writing. The Skelly Officer shall be appointed by the Executive Director, and will be the Executive Director in appropriate cases.
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- 1207.1 Employee Response. The employee upon whom a NOI has been served shall have at least five (5) working days to respond to the Skelly officer before the proposed action may be taken. If the employee wants to meet with the Skelly Officer, the employee must request a meeting with the Skelly Officer as a part of his/her written response. Upon application and for good cause, the Skelly Officer may extend in writing the period to respond. The Skelly Officer shall consider the response, if any, of the employee in determining the propriety and nature of disciplinary action.
 - 1207.2 Failure to Respond. If the employee's response is not communicated to the Skelly officer within five (5) working days, the right to respond will be deemed waived.
 - 1207.3 Meeting with Skelly Officer. If, in the Employee's Response, the employee has requested a meeting with the Skelly Officer, the Skelly Officer shall set a meeting date prior to the effective date of the proposed action, at which time the employee will be afforded a reasonable opportunity to respond orally or in writing to the proposed action. The Skelly Officer shall consider the information gathered at the meeting, if any meeting occurs, in determining the propriety and nature of disciplinary action.
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- 1208. SERVICE OF ORDER. Following any meeting held in accordance with these rules or presentation of the employee's written response to the Skelly officer, or any waiver of such response by the employee, the Executive Director may uphold, modify or revoke the proposed action. The Executive Director shall give written notice of the decision (NOD) to the employee. For post-probationary employees, the NOD shall contain a statement of the employee's hearing and appeal rights under Rule 1209. The NOD shall be effective either upon personal service or deposit with the U.S. Postal Service.
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- 1209. EMPLOYEE APPEALS FROM NOTICE OF DECISION. A post-probationary employee may, within ten (10) working days after service or mailing of the NOD, appeal in writing to the Executive Director or directly to the California Department of Human Resources. Implementation of the action described in the NOD will not be stayed pending the outcome of this appeal. Employees who do not wish to appeal but who wish to make a statement regarding the NOD may have a written response or statement entered into their personnel file if submitted within ten (10) working days after service or mailing of the NOD.

Part 13

CLASSIFICATION AND WAGES

1301. AUTHORIZED PERSONNEL. The JPA Board, through the annual budget process, shall specify the number and classification of all regular employees authorized for the Agency. Such resolution shall be known and may be referred to for all purposes as the Authorized Personnel Allocation. All additions, deletions or modifications to an Authorized Personnel Allocation shall be approved by the JPA Board. No person shall receive any compensation from Agency funds for his/her services unless his or her employment is authorized by the Authorized Personnel Allocation or an extra help appointment, described in Rule 803, made in accordance with Agency rules.
1302. STANDARD SALARY RANGES. A standard salary range schedule consisting of ranges of hourly and monthly salary rates in dollars for employment in paid positions shall be established by the JPA Board. The schedule of monthly salary rates established by the JPA Board is for the purpose of convenience in quotation of monthly salaries. Computations for purposes of paying employees shall be on the basis of hourly rates.
1303. COMPENSATION PLAN. Except as otherwise provided by law or rules, employees shall receive the hourly rate compensation provided in the basic salary schedule that has been adopted by the JPA Board by resolution and MOU for their respective classifications of positions.
- 1303.1 Initial Step Placement. The entrance salary for a new employee entering Agency service shall be the first step of the salary range for the class to which the employee is appointed. In exceptional cases after reasonable effort has been made to obtain employees for a particular class, employment of individuals who possess special qualifications higher than the minimum qualification prescribed for the particular class may be authorized at a higher step upon approval by the Executive Director.
- 1303.2 Advanced Step Hiring. New employees may be hired at up to the final step of the salary range of the employee's classification, if the candidate possesses exceptional skills or qualifications that would be highly beneficial to the Agency, or due to the difficult nature of the recruitment, few qualified candidates were available and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy.
- 1303.3 Salary Compensation-Extra Help. The Executive Director may authorize the temporary employment of a person as extra help, described in Rule 803, upon a determination that sufficient funds are budgeted within the Agency. Extra help employees shall receive the first step hourly rate listed in the Salary Schedule and Compensation Plan for the classification to which they are assigned unless the individual meets the requirements for advanced step hiring set forth herein.
1304. SALARY STEP PLAN. Eligibility for salary step movement for regular employees and

limited term extra help employees, defined in Rule 803.3, shall be based upon demonstrated satisfactory service as determined by the Executive Director, and time in classification. Extra help employees other than limited term are not eligible for salary step movement.

- 1304.1 Step advancements for a regular employee shall be procedurally automatic, unless such step advancement is withheld from such employee in accordance with the other provisions outlined in these Rules and/or the MOU.
- 1304.2 A regular employee who is hired or promoted shall be eligible for step advancement on the first day of the pay period following the date the employee completes his/her first twelve (12) months of employment as a regular employee in his/her regularly assigned class. Annually thereafter, step increases shall occur on the first day of the pay period following the anniversary date until the employee reaches the final step.
- 1305. SALARY ON PROMOTION. An employee who is promoted shall receive the nearest step within the new salary range that is not less than five percent more than his/her former step; provided, however, that in no case shall the increased salary be more than the top step in the new range. The effective date of a promotion shall be the first day of the first full pay period following the appointment. Increases in salary shall be made effective on the effective date of the promotion. For purposes of further annual increases within the salary range, the employee's anniversary date shall be changed to the effective date of the promotion.
- 1306. SALARY ON DEMOTION. The salary of an employee who has been demoted shall be determined as follows:
 - 1306.1 Demotion to Another Position or Class-Voluntary. Except as otherwise provided in these rules, an employee who voluntarily demotes to a position of a class having a lower salary range than the class previously occupied by the employee shall have his/her salary reduced to the step in the range next lower than the salary he/she received before the demotion. A new probationary period shall commence on the effective date of this action if the employee has not previously served in the lower class and if that lower class is not part of his/her current class series.
 - 1306.2 Demotion as a Disciplinary Action. An employee may be involuntarily demoted to a lower class or to a lower compensation level within a salary range as a disciplinary action only, in accordance with Part 12, Disciplinary Actions, at the step closest to, but not less than, 5% reduction.
- 1307. CHANGE IN SALARY RANGE. Whenever the salary range for a class is revised, each incumbent in a position to which the revised schedule applies shall remain at the step held in the previous range, unless otherwise specifically provided by the JPA Board.
- 1308. ADDITIONAL COMPENSATION. Notwithstanding anything in these Rules to the contrary, when in the judgment of the JPA Board it becomes necessary or desirable to utilize the service of Agency employees in capacities other than those for which they are regularly employed, the JPA Board may so authorize and fix an additional rate of compensation for

such employees, who shall be paid such additional compensation as may be specified by the JPA Board.

1309. PAYROLL RECORDS. The Agency shall be the office of record with respect to maintenance of payroll records to implement the payroll provisions of all Rules and resolutions. Each employee is responsible for reviewing each pay stub for accuracy, and promptly notifying their supervisor or the Executive Director of any errors. The Agency shall pay the employee the amount of any underpayment; the employee shall reimburse the Agency for any overpayment.
1310. PAY DATE. The date of payment shall be bi-weekly as designated by the Executive Director, or his/her designee. In the event these dates fall on a holiday or weekend, the pay date will be moved to the last working day prior to the scheduled pay date.
1311. ~~RETENTION INCENTIVE PAY (LONGEVITY). Regular employees shall be eligible for longevity pay as set forth in the applicable MOU.~~ Reserved
1312. SUSPENSION: A period of suspension shall not be deemed to cause a discontinuance in years of employment for the purposes of step advancements, but the calculation of continuous employment for the purpose of calculating step advancements shall be extended by the number of days of the suspension.
1313. PRE-TAX DEDUCTIONS: The Agency has implemented Section 125 of the Internal Revenue Code allowing for a pre-tax salary deduction in an amount equal to employee-designated costs of dependent care, medical deductibles, co-payments, etc., as desired by each employee. Employees are hereby notified that they forfeit pay which they authorize to be deducted which does not equal their expenditures for a particular benefit category. No cash will go to any employee as an alternative to contributions to the Health Fund.
1314. OUT OF CLASS PAY: An employee assigned temporarily to perform work of a job classification with a higher designated pay range ("temporary range") than the pay range designated for such employee's regularly assigned class ("regular range") shall be paid in accordance with the pay range of the elevated job classification during the temporary assignment. The employee shall be placed in the pay step closest to, but not less than, 5% higher than their current pay scale. The temporary assignment shall not begin until the Executive Director approves such an assignment and provides the employee with the terms of the temporary job assignment, including the begin and end date, in writing.
- 1314.1 An employee who believes that a supervisor has required that employee to work temporarily in a class with a temporary range higher than the employee's regular range, and who is not receiving the temporary range, may request through the Executive Director, that the employee be paid in accordance with the temporary range. The request shall be made within thirty (30) days of the assignment. The Executive Director shall, within five (5) working days, approve or deny the employee's request and in either case shall inform the employee of the decision.

PART 14

TERMS OF EMPLOYMENT

1401. HOME OFFICE ASSIGNMENTS: Most employees will be assigned to a home office (Amador, Alpine, Calaveras, or Tuolumne). In the event that the Executive Director requires any employee be reassigned to a different home office on a short-term or long-term basis, the Executive Director shall first attempt to make the assignment with a qualified volunteer. If in the opinion of the Executive Director, there is no qualified volunteer for reassignment to the different home office, the Executive Director shall have the right to choose a qualified employee to be reassigned to the different home office. In reassigning any employee, the Executive Director shall take into consideration the Agency's needs at the employee's assigned home office, its needs at the new home office, the employee's special qualifications for the new assignment, and the employee's seniority and any hardship to the employee in being assigned to the new home office. The determination of qualifications, the offices' needs, seniority, and hardship shall be made solely by the Executive Director.

1401.1 Some employees may not be assigned to a home office because their duties require them to routinely serve more than one office or work in more than one county. Such floating employees may be assigned a home office by the Executive Director when the employee's duties change and become localized within one county.

1402. HOURS OF WORK, SCHEDULES AND BREAK AND REST PERIODS: The provisions of this section apply to all employees, including exempt employees, except where it is specified that they apply to non-exempt employees.

1402.1 Schedule. Employees in the offices of the Agency shall work a five (5) day/eight (8) hour schedule unless the Executive Director specifically approves a different schedule. The determination of any schedule is not subject to the meet and confer process; it is a management right to be determined solely by the Executive Director.

1402.2 Business Hours. The Agency's offices will be open for business 8:00 a.m. to 5:00 p.m., Monday through Friday.

1402.3 Workday. The workday for part-time and extra-help employees shall be the same as that for full-time employees for purposes of overtime compensation.

1402.4 Meal Breaks.

(a) Non-exempt employees are required to take unpaid, off-duty meal breaks of no less than thirty (30) minutes as set forth herein. Consult with their supervisor for the length of meal break you are entitled to receive. It is the non-exempt employee's responsibility to clock out for this lunch break and clock back in when returning to work. Non-exempt employees are required to take a meal break if they are working a shift longer than five (5) consecutive hours. If a non-exempt employee is working a shift that is five (5) to ten (10) consecutive hours in length, such an employee is required to take a meal break no later than the four hours and 59 minutes into their shift. If a non-exempt employee

works a shift twelve (12) to eighteen (18) consecutive hours in length, then they are required to take a second meal break no later than the end of the employee's nine hours and 59 minutes into their shift. These meal breaks must be off-duty, meaning the employee must be relieved of all his/her duties, must not be interrupted by work including by answering the work phone or work calls, and is free to leave work to take the meal break. Meal breaks cannot be combined with each other or with rest breaks.

(b) Exempt employees are not required to clock out during meal breaks.

1402.5 Rest Breaks. Non-exempt employees shall be entitled to take, and shall take, duty-free breaks totaling 30 minutes per day. Breaks may be taken in two 15 minute increments or in three 10 minute increments and shall be coordinated with the supervisor to account for work coverage. No employee shall perform any duties (including answering the telephones) during a break. Rest periods may not be combined or be used to shorten a workday. Rest breaks are paid breaks.

1402.6 Workweek. The workweek for full-time employees shall be five (5) workdays within a calendar week, for a total of forty (40) hours; provided, however, that the Executive Director shall have the right to establish in lieu of the five (5) workdays within a calendar week or ten (10) workdays within a pay period, a modified schedule consisting of 80 hours for the pay period.

1402.7 Alternative Workweek. Alternative work schedules may be approved by the Executive Director, provided they conform with state and federal law. Establishment of an alternative work schedule in any office is not subject to the meet and confer process; it is a management right to be determined solely by the Executive Director.

(a) All holidays falling within an alternative work schedule are paid at eight (8) hours.

(b) In the case of an alternate work schedule, reversion to an eight (8) hour work day, five days per week may be required as follows:

- ~~• Holiday weeks. During weeks in which there is a holiday(s), the Agency has the option of reverting an employee to an 8-hour per day schedule depending upon office needs. If the employee is required to, or chooses to, remain on the employee's alternative work schedule, the employee will be charged vacation or CTE for the difference of hours between the employee's normal work day and the number of holiday hours.~~

- Training conferences. During weeks in which a significant number of staff are away from the office attending training conferences, staff with an alternative schedule may be required to revert to eight (8) hour work days in order to accommodate work coverage.

- Other business needs. When business needs require, staff may be directed to revert to a 5/8 schedule and/or to maintain an 8-5 work schedule. This includes but is not limited to mandatory meetings of employees.

- 1402.8 Modifying Schedules. Once a schedule has been assigned, there will be no trading or changing of schedules with other employees without written consent of the Executive Director or the Deputy Director.
- 1402.9 Outreach Events. The Executive Director reserves the right to alter an employee's schedule for outreach events upon reasonable notice when these events require that personnel be in attendance even if that schedule includes work hours on a Saturday, Sunday, or week days after 5:00 p.m. Examples of those events include but are not limited to County Fairs and Health Fairs. The Executive Director shall use best efforts to staff such events with staff who offer to adjust their work schedule.
- 1402.10 Overtime. A non-exempt employee assigned by the Agency to perform overtime work beyond the workday, beyond the workweek, beyond the work period established in lieu of the forty (40) hour workweeks, or beyond the fifth (5th) consecutive workday of a work period established in lieu of the forty (40) hour workweek, shall be granted compensation at a rate equal to one and one-half (1 ½) times the employee's regular hourly rate of pay for all such overtime work performed, commencing upon arrival at the employee's assigned worksite and ending upon departure from such worksite. When calculating overtime pay, the Agency shall not consider holidays or any leaves of absence, including vacation and sick leave, in such calculations.
- 1402.11 Compensatory Time Earned Non-exempt employees may be allowed to accrue up to a maximum of 80 hours compensatory time earned (CTE), meaning that in lieu of receiving overtime pay or extra compensation, the non-exempt employee receives additional time off. For purposes of overtime compensation, the work period, workday, and workweek for part-time and extra-help employees are the same as full-time employees. When work that will qualify as overtime must be performed, the Executive Director may determine, based on Agency need and budgetary considerations, whether compensation will occur with pay or CTE.
- 1402.12 Call back time. Employees called back to work after completion of his/her regular shift shall receive a minimum of two (2) hours compensation for the time worked. If an employee receives a call requesting that he/she return to work, the employee is not required to do so and will not be retaliated against for deciding not to report for extra work for any reason. The Agency has no on-call employees.
- 1402.13 Approval for overtime. No employee may work beyond his/her workday or work period so as to qualify for overtime pay or CTE unless expressly directed to do so or approved by his/her supervisor.
- 1402.14 Exempt employees. Exempt employees are those management and

professional employees who are not subject to the Fair Labor Standards Act (FLSA) overtime provisions, and such employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the Executive Director or the Director's designee, and such hours may be varied so long as the work requirements and efficient operations of the Agency are assured. As exempt employees, employees shall not be docked pay nor have their accumulated leave balances reduced for absences of less than one (1) day. Absences of less than one (1) day require approval of the Executive Director or the Director's designee. Absences of less than one (1) day shall not be reflected on an exempt employee's time card.

1403. ATTENDANCE. Attendance is an essential function of each position. Employees of the Agency are expected to report to their work site and perform their assigned duties on a sustained, regular and punctual basis. Late arrivals, early departures, or other absences which are not planned and preapproved in writing or otherwise authorized by the Rules are unacceptable except under extraordinary circumstances as they contribute to reduced performance and customer service, and to lower morale because of the added burdens on other employees for covering for unplanned absences of employees. Employees shall follow policies, procedures and guidelines regarding attendance and reporting as set forth in the Agency Employee Handbook.
1404. UNAUTHORIZED ABSENCES: Any employee's unauthorized absence, i.e., absence from his/her duty without leave for five (5) or more consecutive working days, shall constitute an automatic voluntary resignation by such employee from his/her employment with the Agency, effective as of the last date on which the employee worked. Any employee's failure to return to Agency service within five (5) working days of the expiration of his/her leave of absence, or to secure from the Agency extension of such leave of absence, shall constitute an automatic voluntary resignation by such employee from his/her employment with the Agency, effective as of the date of expiration of his/her leave of absence.
- 1404.1 Reinstatement: Reinstatement of an employee to his/her employment with the Agency following his/her automatic voluntary resignation may be granted by the Executive Director, upon petition by the employee to him/her for such reinstatement.
1405. TRAVEL: Any employee required by the Agency to operate his/her vehicle in the performance of Agency business shall receive an allowance at the then-current IRS mileage reimbursement rate. Employees who are required to use their private vehicles on Agency business shall be entitled to mileage reimbursement except that an employee who is called to work at his/her home office assignment shall not be eligible for mileage reimbursement.
- 1405.1 The Agency has elected to utilize per diem rates to reimburse travelers. Per diem rates may be used exclusively for meals and incidentals. When per diem rates are utilized, there is no requirement to obtain receipts for travels to substantiate these components of business travel. Said rates will be those as outlined by the employee bargaining agreement(s).

- 1405.2 Except as set forth below in 1405.7, if any employee is required by the Agency to travel outside the county in which his/her home office assignment is located during regular meal hours, the Agency shall reimburse the employee for the cost of such meals. A meal reimbursement shall not occur when an event for which the employee has travelled provides an included meal.
- 1405.3 Breakfast may be claimed only when the approved travel commences at or before 6:00am. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates on or after 9:00 am.
- 1405.4 Lunch may be claimed on the first day if the trip begins at or before 9:00 a.m. and lunch may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.
- 1405.5 Dinner may be claimed if the trip ends at or after 7:00 p.m.
- 1405.6 Incidental costs for items such as luggage handling, gratuity, and other services or costs may be claimed for the actual and necessary costs up to the daily maximum rate. Incidental expenses may be claimed for each day in which travel extends beyond 8 hours.
- 1405.7 The exception to the foregoing paragraph is when an employee with a Tuolumne, Calaveras or an Amador home office assignment is directed to travel for the day to one of the other member counties. The employee will be entitled to mileage but no reimbursement for meals.
- 1405.8 If the Executive Director assigns on a temporary basis to Alpine County an employee with a home office assignment in either the Tuolumne, Amador or Calaveras offices, only lunch may be claimed unless the temporary assignment is for more than one workday. If the assignment is for more than one workday, a reimbursement plan shall be established by the Executive Director prior to the assignment.
- 1405.9 In general, advances of per diem will **NOT** be made unless otherwise arranged by the employee with payroll.

1406. TRAVEL FOR WORK-RELATED ACTIVITIES: Employees are encouraged to use Agency vehicles for travel to and from work events. In the event staff must use their private vehicles for travel to such events, or use of their private vehicle is otherwise approved by the Executive Director, they will be reimbursed for mileage which will be calculated using the distance from their home work site OR their home to the event, whichever is less. Travel time will be paid to employees, both to and from the event.

1407. HOLIDAYS. The Agency designates the following days as Agency holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday-January

President's Day	Third Monday-February
Cesar Chavez Day	March 31
Memorial Day	Last Monday-May
Independence Day	July 4
Labor Day	First Monday-September
Columbus Day	Second Monday-October
Veterans' Day	November 11
Thanksgiving	Fourth Thursday-November
Day after Thanksgiving	Friday Following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

- 1407.1 Any days declared by the President, and/or by the Governor of California, and which also may have been approved by resolution of the JPA Board, as a public day of fast, public day of mourning, public day of thanksgiving, or public holiday for Agency employees, shall entitle a regular employee to paid holiday leave for such days.
- 1407.2 When a holiday falls on a Saturday, the preceding workday which is not a holiday shall be deemed the holiday. When a holiday falls on a Sunday, the succeeding workday which is not a holiday shall be deemed the holiday. Employees who are required by the Executive Director to work on a holiday which falls on a Saturday or Sunday shall have that workday treated as a holiday and not the preceding workday if the holiday is on a Saturday or the succeeding workday if the holiday falls on a Sunday. If an employee works on a Sunday which is a holiday and also works on the following Monday, only the actual holiday would be treated as a working paid holiday under Rule 1407.5.
- 1407.3 Regular full-time employees shall earn paid holiday leave at a rate of eight (8) hours leave per day. This shall be pro-rated for part-time employees. Holiday leave shall be paid to that employee during the payroll period of the holiday(s). If an employee regularly works overtime, such an employee will only receive paid holiday leave at the rate of eight (8) hours and shall not receive overtime for holiday leave. Extra-help employees, as defined in Rule 803, will receive unpaid holidays.
- 1407.4 An eligible employee shall be in paid status on his/her regular working day immediately preceding or succeeding a holiday in order to be paid for the holiday.
- 1407.5 Working Holiday Pay. A regular employee who is required, or permitted, to work on a holiday shall be compensated at a rate equal to the holiday plus time and one-half the employee's straight time rate of pay for all such hours worked; provided, however, that a regular employee who is required, or permitted, to

work on a holiday may elect, in lieu of such compensation, to be granted compensatory paid holiday leave as CTE at a rate equal to one and one-half (1-1/2) times the employee's straight time rate of pay for all such hours worked and to receive for the holiday on which he/she is required, or permitted, to work the straight time rate of pay for his/her most regularly assigned class. Regular part-time employees required to work on a holiday shall receive time and one-half the employee's straight time rate of pay, plus, if requested by the employee, available holiday time to a maximum of eight (8) hours.

- 1407.6 Any employee receiving State Disability Insurance (SDI) benefits, or on an unpaid leave of absence, shall not be entitled to be paid holiday leave, unless said leave is being supplemented by vacation and/or sick leave. Once these leaves are exhausted, holiday leave will not be accrued.

1408. VACATION LEAVE. Regular full-time employees shall earn and accrue paid vacation leave in accordance with the following provision. All probationary and regular full-time and part-time employees scheduled to work less than a full month and/or full-time shall accrue vacation on a prorated basis:

- 1408.1 Accrual Rates

<u>Annual Vacation Accrual</u>	<u>Years of Service</u>
88 Hours	0 - < 3 yrs
128 Hours	3 yrs - < 10 yrs
168 Hours	10 + yrs

- 1408.2 Maximum Vacation Leave Accrual. An employee may accrue up to ~~336~~400 hours of annual vacation leave. An employee cannot accrue more than ~~336~~400 hours of annual vacation accrual unless the Agency is unable to allow the employee time off to use vacation time. The Executive Director, or his/her designee, shall make every effort to allow employees to take vacation leave during the year in which it is accrued.

- 1408.3 Provisions for Probationary Employees. Vacation accrual commences on the first day of employment and can be taken after six (6) months of service, but only for the amount of time that has been accrued. Probationary employees who suffer a work-related injury shall be allowed to use accrued vacation leave to compensate said employee for any loss of earnings when the cause is work-related and a worker's compensation claim has been filed and accepted by the Agency. Other exceptions to this Rule may be made by the Executive Director in appropriate circumstances.

- 1408.4 Vacation Scheduling. Employees must request vacation time in advance by completing the appropriate agency form and submitting to their supervisor for approval. Only in extraordinary circumstances will vacation requests be accommodated which are not approved in advance in writing by a supervisor. The Agency recommends that employees take their vacation each year.

Supervisors will make every effort to approve vacation requests; however, the needs of the Agency must be taken into consideration prior to approving such requests. Agency needs include, but are not limited to, staff coverage and workload issues. Additionally, the Agency may, at its discretion, deny to any employee vacation leave during any work stoppage, strike, work slowdown, or other job action against the Agency by its employees, or during any bona fide emergency for which the Agency deems it necessary to have its employees work. When supervisors are unable to accommodate requests due to multiple requests for the same day, supervisors will discuss the situation with the impacted employees to attempt to negotiate a resolution that is acceptable to each employee. In the event that is not possible, time off will be granted on a rotation basis in order to allow all staff the opportunity to have time off during holidays. Seniority will be used as a means for deciding between multiple requests only after historical time off has been considered.

- 1408.5 Vacation Pay Rate. An employee's pay for any day of vacation leave shall equal the pay which the employee would have received had he/she worked his/her regular hours in his/her most regularly assigned class, but not in any temporarily assigned higher class, during the day of the vacation leave.
- 1408.6 Unpaid Leave of Absence. An employee on an unpaid leave of absence shall not be entitled to accrue vacation.
1409. SICK LEAVE All probationary and permanent fulltime employees shall accrue sick leave at a rate of eight (8) hours per month. All probationary and regular full-time and part-time employees scheduled to work less than a full month shall accrue sick leave on a prorated basis.
- 1409.1 Use of Sick Leave. Employees are entitled to use sick leave pay for those days/hours which the employee would normally have worked to a maximum of the hours accrued unless otherwise specified herein, for the purposes set forth below. Sick leave shall be taken in increments of .25 hours:
- (a) For preventative medical, dental, optical care, illness or injury to the employee or the persons set forth below; for BEREAVEMENT LEAVE as set forth hereinafter; or for catastrophic destruction of property of the employee.
 - (b) "Illness or injury" is defined as
 - Medically defined illness or injury
 - Pregnancy, childbirth, and complications ensuing there from (collectively "pregnancy")
 - Time in a hospital, clinic, or physician's office caused by the illness or injury to the employee, or the persons listed below, or the employee's pregnancy
 - Any qualifying injury or illness as governed by the Family Medical

Leave Act (FMLA) as discussed herein

- (c) Persons for whose care the employee may use sick leave include the relationships set forth below
- Adult or minor child, defined as biological or adopted child, foster child, step child, legal ward, grandchild
 - Parent/other relative, defined as biological or adoptive parent or grandparent, foster parent, stepparent, sibling, adult legal ward, uncle, aunt, nephew, niece or relative-in-law (mother-, father-, brother-, sister-, son-, or daughter-in law)
 - Spouse/partner, defined as spouse or registered domestic partner
- (d) Catastrophic destruction of property of employee. The verification and approval of leave for the catastrophic destruction of property of the employee must be obtained prior to the employee's taking leave for this purpose, except in cases of bona fide emergency, upon which the Agency shall require verification and justification of the use of leave following an employee's use thereof.

1409.2 Insufficient accrued sick leave and leave without pay. If an employee does not have sufficient accrued sick leave during any illness or injury, said employee is hereby required to utilize his/her available compensatory time earned (CTE) in fractional amounts until his/her available CTE is exhausted, whereupon the employee shall utilize his/her available vacation leave in fractional amounts until his/her available vacation time is exhausted. In any case, leave without pay (LWOP) cannot be utilized unless all other leave accruals have been exhausted, or unless otherwise allowed herein. LWOP must be approved in advance in writing by the Executive Director or his/her designee.

1409.3 Reporting procedures for sick leave.

- a. When the employee, in advance, knows about the need for sick leave, the employee shall request authorization for such sick leave from the appropriate supervisor prior to such absence. This would include, but not be limited to, scheduled medical, dental or vision appointments.
- b. If an employee is not able to report due to illness or injury, the employee shall report as soon as possible to the appropriate supervisor, but in no case later than the start of their work shift, except for extenuating circumstances prohibiting giving notice.

1409.4 Verification procedures. Before being paid for the use of accrued sick leave, the employee shall submit a signed request for leave form to the appropriate supervisor. This form will include the dates and hours of absence along with the category of the request, as outlined in subsection 1409.1 herein. If an employee does not return to work prior to the preparation of the payroll, the form will be completed by the supervisor and signed by the employee upon

return. These hours will not be used to calculate overtime.

1409.5 Doctor Certificate or other proof.

- a. If an employee's illness or injury results in an absence from work for more than three (3) consecutive work days or demonstrates a pattern of usage which may require accommodation or progressive discipline, a certificate from the medical provider or other reasonable proof of illness or injury may be required. The Executive Director may make such sick leave usage reviews and may require such additional documentation, including a statement from the medical provider, as he or she deems necessary before approving the sick leave benefit. Failure to comply with such a request may result in disciplinary action.
- b. An employee who is injured or who becomes ill while on vacation may be paid sick leave in lieu of vacation, provided that the employee provides documentation showing that the employee was hospitalized during the period for which sick leave is claimed.
- c. At the request of the Executive Director or their designee, an employee may be required to provide documentation from a medical provider which releases the employee to return to work.

1409.6 Unused Sick Leave. Unused sick leave shall accrue from year to year.

1409.7 Unpaid Leave of Absence. An employee on an unpaid leave of absence shall not be entitled to accrue sick leave.

1410. LEAVE FOR ON-THE-JOB INJURY. If an employee is injured on the job, (s)he should report the injury immediately to his/her supervisor. Injured employees have the right to see a physician of their choice for diagnosis and treatment.

1410.1 Coordination of leave benefits with State Disability Insurance (SDI), Workers' Compensation temporary disability indemnity or Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA).

- a. During a waiting period during which no benefits are payable from SDI or workers' compensation temporary disability indemnity, the employee is required to use accrued sick leave, CTE, or vacation leave rather than taking leave without pay.
- b. Upon completion of any waiting period discussed in Rule 1410.1(a), an employee is required to use for the period of absence, due to injury or illness, that fraction of his/her accrued sick leave, accrued compensatory time earned (CTE), and accrued vacation leave necessary to make up any difference in wages between the State Disability Insurance (SDI) or FMLA/CFRA leave benefits, or from workers' compensation temporary disability indemnity or temporary disability indemnity, and the pay the employee would have received had (s)he worked his/her regular hours and regular days in his/her

most regularly assigned class, but not in any temporarily assigned higher class, during the period of illness or injury following any such required waiting period. Such an employee may utilize his/her available sick leave in fractional amounts until his/her available sick leave is exhausted, whereupon the employee may utilize his/her available compensatory CTE in fractional amounts until his/her available CTE is exhausted, whereupon the employee may utilize his/her available vacation leave in fractional amounts until his/her available vacation time is exhausted. Only once the accrued sick leave, CTE, and vacation leave are exhausted can the employee take leave without pay (LWOP).

- c. Accrual of leave while on Worker's Compensation. Employees on an approved Worker's Compensation leave are entitled to accrue sick, vacation, and holiday leave.

1410.2 Return to Duty. An employee absent due to an alleged occupational injury or illness shall provide to the Agency a written release from a licensed health care practitioner for the employee's return to duty before being permitted to resume his/her employment duties following any absence due to occupational injury or illness.

1411. FAMILY MEDICAL LEAVE: FAMILY MEDICAL LEAVE ACT (FMLA) and CALIFORNIA FAMILY RIGHTS ACT (CFRA).

The Agency shall comply with federal and state laws regarding family medical leave (FMLA and CFRA). FMLA/CFRA shall run concurrently with any other authorized leave (i.e. disability, worker's compensation, etc.), except that an employee's entitlement to pregnancy disability leave under California law, discussed in Rule 1412, does not run concurrently with leave under the CFRA. FMLA/CFRA allows for a 12-week leave within a 12-month period.

1411.1 The twelve (12) month period shall begin on the date the qualifying leave is taken and may be used for any of the following purposes:

- a. For a serious health condition when the employee is unable to work;
- b. For the birth and care of the newborn child of the employee, an adopted child, or a child placed in foster care with the employee;
- c. For placement with the employee of a son or daughter for adoption or foster care;
- d. To care for an immediate family member (spouse, registered domestic partner, child, grandchild, grandparent, sibling, or parent) with a serious health condition;

- e. A qualifying exigency relating to a close family member's military service;
- f. 26 weeks leave for an employee who is the spouse, son, daughter, parent, or next of kin for a covered military service member who requires care.

- 1411.2 In calculating whether or not an employee qualifies to use FMLA/CFRA, the Agency will use what is commonly known as the "rolling back" method of calculation. This means that when an employee requests FMLA/CFRA, the Agency will look back at the previous twelve (12) month period in order to determine if the employee qualifies for the requested leave. The employee must have worked for the Agency for a minimum of 12 months preceding the leave AND the employee must have worked a minimum of 1250 hours during those preceding 12 months.
- 1411.3 If the FMLA/CFRA leave is for the reason specified in Rule 1411.1(a) or (d), the employee is required to use accrued sick leave in fractional amounts until his/her available sick leave is exhausted, whereupon the employee shall utilize his/her available CTE in fractional amounts until his/her available CTE is exhausted, followed by accrued vacation leave in fractional amounts until his/her available vacation time is exhausted. Once all three types of leave are exhausted, the employee will be on leave without pay (LWOP).
- 1411.4 If the FMLA/CFRA leave is for the reasons specified in Rule 1411.1(b), 1411.1 (c), 1411.1 (e), or 1411.1(f), the employee is required to use accrued CTE in fractional amounts until his/her available CTE is exhausted, followed by accrued vacation leave in fractional amounts until his/her available vacation time is exhausted. Once both types of leave are exhausted, the employee will be on leave without pay (LWOP).
- 1411.5 Benefits While on FMLA Leave Without Pay
- a. The Agency will pay the employers portion of the employee's health insurance program premium, as provided in the relevant bargaining unit MOU, for up to four (4) months within a twelve (12) month period, commencing with the start of the FMLA leave and continuing for up to 4 months thereafter during the medical leave. While on such leave of absence, the employee shall accrue no employee benefits, no seniority, and no time toward salary step advancement ~~including~~ longevity.
 - b. The four (4) month period is a "rolling forward" period beginning on the employee's first day of absence, through twelve (12) months from that date. The Agency may recover health insurance premiums for the period the employee was on unpaid status if the employees fails to return to work after FMLA leave, with the exception of those employees or employee's family members who have a continuation, recurrence, or onset of a serious health condition, or for other

circumstances beyond the employee's control as defined in the FMLA.

1412. PREGNANCY DISABILITY LEAVE (PDL). A female employee is eligible to receive up to four (4) months pregnancy disability leave (PDL). This leave may be concurrent with any other available and authorized leave (i.e. FMLA). PDL is available only when the employee is actually disabled as a result of the pregnancy. This includes but is not limited to time off needed for severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth. The employee's health-care provider must provide documentation for this leave. During PDL, the Agency will pay his/her share of the employee's health insurance program premium so long as the employee pays his/her share, if any, of such monthly premium.
- A. When PDL may be taken: PDL may be taken before or after the birth at any period of time the employee is physically unable to work as a result of the pregnancy or pregnancy-related condition.
 - B. Retention of leave and taking leave without pay: An employee on PDL is generally required to use accrued sick leave during PDL prior to taking leave without pay (LWOP). ~~An employee has the option, however, of retaining up to 24 hours of unused sick leave accrual.~~ An employee on PDL can but is not required to use accrued vacation or CTE while on PD.
 - C. Return to duty: Upon returning from PDL, the employee will be employed in the same or comparable classification.
1413. ~~PARENTAL LEAVE—When leave is granted for the birth or adoption of a child, in cases where both parents of the child are employed by the Agency, both parents will not be granted leave concurrently, nor in amounts totaling more than four (4) months combined leave in a twenty-four (24) month period for both parents.~~Reserved
1414. BEREAVEMENT LEAVE. A regular employee shall be granted leave not to exceed fifteen (15) days/ one hundred twenty (120) hours on account of the death of the persons set forth above in section 1409.1. The Agency may require, upon an employee's return from bereavement leave, appropriate verification of the employee's absence from work on account of the death of said person. Available sick leave may be used for these purposes.
- A. Use of compensatory time earned (CTE) and vacation time: An employee who exhausts his/her available sick leave shall utilize his/her available CTE until all available CTE is exhausted, whereupon the employee shall utilize his/her available vacation leave until his/her available vacation leave is exhausted at which time the employee would be on leave without pay (LWOP).
 - B. Bereavement leave not charged to paid leave types.
 - (1) Where the deceased person is one of the following relationships, a maximum of three (3) days/twenty-four (24) hours shall not be charged against the employee's available sick leave, but instead shall be paid leave. These 3 days shall be counted as part of the total 15 days of bereavement

leave provided under this section:

- a. Adult or minor child, whether biological, adoptive, foster or step-child;
- b. Parent, whether biological, adoptive, foster, step-parent or parent-in-law;
- c. Sibling; or
- d. Spouse or registered domestic partner.

1415. JURY DUTY/COURT APPEARANCE LEAVE. Any regular employee absent from work for service as a juror, or absent from work for appearance as a witness in response to a subpoena or court order to testify for the Central Sierra Child Support Agency, shall be granted paid leave of absence for the time necessary in going to, returning from, and serving or appearing in such capacity. Any fees received by the employee for such service or appearance shall be remitted to the Agency. The Agency shall require, prior to, and/or following, an employee's use of such leave, appropriate verification of the employee's need to be absent from work for service as a juror, or for appearance as a witness, in response to a subpoena to testify for the Agency. Any regular employee absent from work in response to a subpoena to testify in a matter not related to the Central Sierra Child Support Agency shall be granted CTE, vacation or leave without pay (LWOP) if the employee has no accrued CTE or vacation available.

1415.1 Grand Jury: For the purposes of this section, jury duty does not include service on any civil Grand Jury.

1416. LEAVE FOR PROMOTIONAL EXAMINATIONS Regular employees shall be granted paid leave of absence for purposes of taking qualifying or promotional examinations for Agency service, or for interviewing for other employment with the Agency. The Agency shall require, prior to, and/or following, an employee's use of such leave, appropriate verification that such examination or interview is scheduled at a time when the employee is required to be working for the Agency.

1417. LEAVE FOR MILITARY SERVICE Employees shall be granted paid and unpaid leaves of absence, and reinstatement rights following such leaves, in accordance with the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA), 38 USC 4301 et seq.

1417.1. Use of sick leave for health examinations required for military service. An employee absent for purposes of a health examination required for military service in the United States shall utilize his/her unused sick leave for such absence. In the event sick leave is exhausted the employee shall use CTE until exhausted, then would use vacation until exhausted, then would be placed on leave without pay (LWOP). Agency shall require, prior to, and/or following, an employee's use of such leave, appropriate verification that such health examination is scheduled at a time when the employee is required to be working for the Agency.

1417.2 Military Spouse Leave: An employee who is the spouse of a qualified service member, who works an average of 20 or more hours per week, who provides notice to the Agency of his/her intention to take the leave within two (2) business days of receiving official notice that the service member will be on

leave from deployment, and who submits written documentation certifying that the service member will be on leave from deployment during the time the leave is requested shall be granted military spouse leave for up to ten (10) days. The Agency will provide additional information on this Rule to an employee upon request.

1418. OTHER TYPES OF LEAVE

1418.1 Discretionary leaves of absence: In addition to those leaves of absence noted herein, a leave of absence, with or without pay, may be granted for any period of time and upon any terms acceptable to the Agency and the employee, as authorized by the Executive Director. For leaves approved for more than ten (10) days, the Board will be notified at the next Board Meeting in closed session. An employee's pay for any period of absence under any leave provision shall equal the pay which the employee would have received had he/she worked his/her regular hours and regular days in his/her most regularly assigned class, but not in any temporarily assigned higher class, during the period of absence.

1418.2 The Agency will honor other requests for leave which are legally required.

1419. ADMINISTRATIVE LEAVE. In the event that the Executive Director deems necessary he/she may, by written notice, place an employee on administrative leave.

1419.1 The written notice shall specify the period of leave, if known, and any terms of the administrative leave not specified herein.

1419.2 During the period of administrative leave, the employee shall be entitled to all pay and benefits normally accruing to said employee but said employee shall remain away from his/her workplace and shall not carry out any duties related to his/her job. The employee must remain available by phone and for employment at all times during their regular work hours and must be available to report to work within two (2) hours of being advised to do so.

1419.3 The employee may discuss his/her placement on administrative leave with the Executive Director, but there shall be no right of appeal from placement on administrative leave; provided, however that the employee shall not be prevented from appealing any disciplinary action taken which is the cause for the employee being placed on administrative leave.

1419.4 If no disciplinary action, or other charge, follows the placement on administrative leave, all notices and other references to the employee's placement on administrative leave shall be expunged from the employee's personnel file.

1420. PROVISIONS AFFECTING LEAVES No absence under any paid leave provision shall be considered a break in service for any employee, and all benefits accruing to an employee shall continue to accrue during such absence. Absence under any unpaid leave provision

shall not be considered a break in service, except as otherwise provided in these Rules, but all other benefits accruing to an employee under this Agreement shall cease to accrue for the duration of any such unpaid leave of absence unless continuation of such benefit accrual is required in accordance with the provisions of those noted herein, or with applicable laws.

- 1420.1 Stay of accrual of sick and vacation leave. Any employee receiving State Disability Insurance (SDI) benefits, or Paid Family Leave benefits, or on an unpaid leave of absence (with the exception of an approved worker's compensation leave), shall not be entitled to accrue sick and vacation leave unless such benefit accrual is required by law.
- 1420.2 Conditions under which leave may be denied. The Agency may, at its discretion, deny to any employee either paid or unpaid leave of absence, except those that are legally required, under any provisions of this Agreement during any work stoppage, strike, work slowdown, or other job action against the Agency by its employees, or during any bona fide emergency for which the Agency deems it necessary to have its employees work. The Agency may also deny paid or unpaid leave based upon Agency need, including but not limited to, coverage and workload issues. Full-time and part-time employees may use vacation leave, holiday leave, sick leave, personal leave, and other types of paid leave only on days and during the hours on which they have been scheduled to work.
1421. LEAVE BALANCE CONVERSION OPTION: Employees who retire from the Agency shall be entitled to apply all accumulated sick leave towards PERS service credit for retirement purposes to the extent allowed by PERS regulations at the time of retirement.
1422. DONATED LEAVE BANK: A donated leave bank may be established under the following terms and conditions for an employee who qualifies to use it and who requests it.
- A. Leave to be donated to the bank is limited to vacation leave.
 - B. The donated leave bank is not continually in existence. When an employee needs and requests donations, vacation leave may be donated into the bank.
 - C. The Executive Director shall determine whether an employee qualifies for donated leave and shall act as the "banker", supervising the donations and the acceptance of the donated vacation leave.
 - D. For an employee to qualify for the establishment of a leave bank, the employee must have exhausted all of the vacation, sick, compensatory time earned (CTE), and holiday leave accrued to him/her. The benefit of the leave bank shall not be applied until all of the employee's own leave is exhausted.
 - E. Thirty (30) days (240 hours) is the maximum number of donated days an employee may take for one (1) occurrence. In extraordinary circumstances, the JPA Board may allow an increase of the thirty (30) day limit.
 - F. An employee may donate to as many leave banks as the employee chooses up to a maximum of 40 hours of vacation overall in any calendar year.
 - G. Donated hours will not be returned to the donor, unused donated hours shall remain with the employee to whom they were donated.

1423. PERFORMANCE EVALUATIONS. Permanent employees shall be evaluated at least once per year within a month of the anniversary of their date of hire or promotion, and more often if the Agency perceives the need for such additional evaluation. The Agency shall be responsible for ensuring that an evaluation and report of appointment, or report of termination, or other appropriate document is completed.
- 1423.1 The preparation and use of performance evaluations are intended for the mutual benefit of the Agency and its employees. Performance evaluations should be used:
- a. To identify the evaluator's expectations for the employee's job performance;
 - b. To acknowledge above standard performance;
 - c. To prescribe the means and method of converting deficiencies to a required level of performance; and
 - d. To encourage two-way communication between employees and their evaluators as to how to improve the work environment to increase morale and efficiency.
- 1423.2 Employees shall be evaluated by a supervisor, manager, the Deputy Director, or the Executive Director or their designee, who shall have personal knowledge of the job performance of the employee. Each employee shall be assigned an evaluator for the purposes of education, supervision, and evaluation.
- 1423.3 Evaluations are intended to be participatory in nature involving the employee's input as much as possible. Both the employee and the evaluator shall meet to discuss and share their opinions. The evaluator shall then complete the Agency evaluation form to be placed in the employee's personnel file. All evaluations shall use the official form provided by the Agency.
- 1423.4 Any evaluation, when completed, shall be reviewed with the employee by the evaluator during the employee's working hours, without loss of pay or benefits to the employee. No evaluation shall be placed in any employee's personnel file, or other Agency record, until the evaluation has been reviewed with the evaluated employee. Both the evaluator and the evaluated employee shall affix to the evaluation their signatures and the date of review. The employee's signature shall not indicate that he/she agrees with the contents, conclusions, or recommendations of the evaluation, but only that the employee has read the evaluation and has had an opportunity to discuss it with the evaluator. The evaluator shall not add material to the evaluation after the employee and the evaluator have signed the evaluation form, unless mutually agreed.
- 1423.5 Any employee who wishes to respond to his/her evaluation may, during the employee's working hours, make such a written response within thirty (30) calendar days after receiving said evaluation. The response shall be appended to the evaluation and included in the employee's personnel file. Evaluations shall not be subject to any appeal or grievance procedures.
1424. TRAINING AND STAFF DEVELOPMENT. Employees will be trained as needed to assure

high quality performance. In addition to providing training to improve performance, training should also be provided as needed to prepare employees for more responsible assignments and to implement affirmative action plans for equal employment opportunity. Training is available to staff in a variety of formats including but not limited to one-on-one, web-based, classroom style, and self-directed learning.

1425. **SAFETY CONDITIONS.** The Agency has adopted a safety program for employees. The Agency carries out job safety programs, practices, and procedures as may be promulgated by the Agency, or required by state law, rule, regulation, or order. With the exception of items of personal clothing, the Agency agrees to provide such health and safety equipment as may be required by the Agency, or by federal, and/or state law, rule, regulation, or order. Employee shall use the safety and health equipment provided by the Agency. Alternate safety and health equipment furnished by employees must meet State Division of Occupational Safety and Health (OSHA), or American National Standards Institute (ANSI) safety requirements, and approved in advance of its use by the Executive Director for an employee requesting the use of alternate equipment. The employee shall be responsible for returning Agency safety and health equipment upon permanent separation from employment, or upon the request of any of the employee's supervisors.

1425.1 **On-the-job-injury:** If an employee is injured on the job, he/she should report the injury immediately to his/her supervisor. Injured employees have the right to see a physician of their choice for diagnosis and treatment. As soon as practicable, an employee shall notify his/her immediate supervisor, and/or the Safety Officer, about any unsafe equipment or unsafe working condition. The immediate supervisor shall investigate, or cause to be investigated, reports of unsafe equipment, or unsafe working condition, and shall advise the affected employees of any corrective actions to be taken. If the employee still believes that the situation is unsafe, the matter shall be referred to the Executive Director as soon as possible by the supervisor and/or Safety Officer. The employee will not be required to work with the alleged unsafe equipment or unsafe working condition until a decision on the safety of the equipment or working condition has been rendered by the immediate supervisor and Executive Director. The decision of the Executive Director is final unless overruled by the State Division of Occupational Safety and Health Administration (OSHA).

1425.2 **Unsafe equipment:** No employee shall be disciplined for having refused to work with equipment, or under conditions that they believe are unsafe, provided they do not continue to refuse to perform the work once an authorized representative of the State Division of Occupational Safety and Health Administration (OSHA) or the Executive Director has determined the situation to be safe. An employee who unreasonably refuses to perform work is subject to discipline.

1425.3 **Adherence to job safety requirements:** As a condition of continued employment, employees shall be responsible for adhering to Agency and state job safety requirements. Accordingly, knowing failure by an employee to perform work in accordance with Agency or state job safety requirements shall constitute just cause for disciplinary action against the employee by the Agency.

Possession or use of weapons: To ensure the Agency maintains a workplace safe and free of violence for all employees, the Agency prohibits the possession or use of dangerous weapons on agency property. All Agency staff are subject to this policy, including contract workers and temporary employees as well as visitors and customers. A license to carry a weapon, including a CCW license, does not supersede this Agency policy. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

- (a) "Agency property" is defined as all agency-occupied or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Agency's ownership or control in addition to any off-site location an employee may travel to for Agency business. This policy applies to all Agency-owned or leased vehicles and all vehicles that come onto Agency Property.
- (b) "Dangerous weapons" include firearms, explosives, knives and other weapons that are deemed dangerous as determined by the Executive Director, i.e. any device or instrument that a reasonable person would find dangerous and is capable of inflicting harm, and that has no proper work-related reason to be in the workplace or on agency property.
- (c) An employee is responsible for making sure that any item possessed by the employee is not prohibited by this policy. An employee shall seek guidance from the Executive Director if an employee has any concern or uncertainty about whether a particular instrument or device is prohibited by this policy. Further, an employee may seek approval from the Executive Director for a waiver of this prohibition based on unique and appropriate circumstances. Such requests for clarification and/or waiver shall be made in writing and shall state the factual basis for the request for clarification or waiver.
- (d) All employees have a mandatory duty to immediately report to the Executive Director any dangerous weapon that is brought into or on agency property by another employee.
- (e) To ensure the safety of all employees and Agency visitors, the Agency reserves the right at any time and at its discretion to search all agency-owned or leased vehicles, plus packages, containers, employee offices or work stations, lockers, desks, files, equipment, or any other area or article on agency premises.
- (f) An employee's purse, handbag, backpack, briefcase, or wallet, or the employee's personal vehicle, may also be searched, but only on the basis of information that creates a reasonable suspicion that the employee is in possession of a dangerous weapon, device or instrument. Notwithstanding the foregoing, an employee's personal vehicle may contain a stun gun, taser, pepper spray, or other non-lethal personal protection device.

(g) Employees who fail or refuse to promptly permit a search as allowed in accordance with this policy will be subject to discipline up to and including termination.

1426. PERSONAL PROPERTY. Personal belongings that an employee is required to bring into the workplace for the performance of the duties of the job are covered by Agency insurance. A written authorization form must be signed and dated by all parties and include a complete inventory of said personal belongings. Other personal property brought by employees not required by the Agency is done so at the risk of the employee and is not covered by Agency insurance.
1427. EMPLOYEE ASSISTANCE PROGRAM. Employees who experience financial or family difficulties, or have problems with drug or alcohol abuse, are encouraged to seek assistance through the Employee Assistance Program (EAP) offered by the Agency.
1428. SERVICE AWARDS. The Agency shall adopt a service award program such that the employees are recognized for their continued commitment and service at intervals of five (5) years beginning with year five (5) of continuous employment. The Executive Director must ensure that the cost of such program is reasonable.

Part 15

EMPLOYEE RECORDS AND RIGHT TO PRIVACY

1501. GENERAL. It is the policy of the Agency to prohibit access to or disclosure of any information collected by the Agency relative to any employee for personnel administration purposes except as provided by law and these Rules.
1502. PERSONNEL RECORDS. Personnel records shall mean all information, data and documents collected by the Agency relative to an employee for personnel administration purposes. Such records shall include the official personnel file maintained on each employee, personnel forms, medical reports relative to an employee, individual payroll record information, employee evaluation reports, personnel data stored and produced by data processing, and any other material relating to and used in making employment decisions about an employee. An official personnel file shall be established and maintained by the Agency for each employee.
1503. DISCLOSURE OF EMPLOYEE RECORD INFORMATION. No employee record information shall be disclosed by any person to a third party except as provided by law and the following procedures.
- A. The names, classifications and gross salary may be disclosed to the public upon request. Additionally, the contents of a written employment contract may be provided upon request.
 - B. Information from an employee's personnel record may be disclosed to a third party upon the written request of the employee.
 - C. Disclosure of employee record information shall be made pursuant to legal process and to authorized law enforcement authorities for the purposes of law enforcement, including investigations.
 - D. As determined by the Executive Director, employee record information may be disclosed as necessary for the proper operation and management of the Agency.
 - E. In case of emergency when disclosure of employee information is reasonably necessary to protect an employee's health or welfare and permission of the employee cannot be timely obtained, necessary employee information may be disclosed by the Agency.
1504. NOTIFICATION OF CHANGE IN PERSONAL INFORMATION. Each employee is responsible for promptly notifying the Human Resources Manager of any changes in relevant personal information, including residence and mailing addresses, telephone number, person to contact in an emergency, and number and names of dependents.
1505. PERSONNEL FILES. Any employee shall have the right, upon request, to inspect and copy all material in his/her personnel file, with the exception of material which the Agency is permitted, or required by law, to withhold from the employee. Such request, inspection, and copying shall be made at a time when the employee is not required to be on duty. Any employee shall have the right to attach to any material in his/her personnel file, his/her comments thereon. Such attachment shall be made at a time when the employee is not

required to be on duty. At the time of such attachment to his/her personnel file, the employee and the person causing the entry into the employee's personnel file, of the material to which such attachment is made, shall affix to such attachment their signatures and the date of attachment. If the person causing the entry of the material to which such attachment is made is not available at the time such attachment is made, the Executive Director shall sign and date such attachment in his/her/their stead.

1505.1 Notes, correspondence, logs or other material documenting or relating to events regarding an employee kept by a supervisor which is not part of an employee evaluation or disciplinary action will be discarded after two (2) years from the event noted in the notes, correspondence, or logs.

1506. MEDICAL INFORMATION. All medical information concerning an employee or applicant is kept separately and is treated as confidential, in accordance with the Americans with Disabilities Act (ADA) and the California Confidentiality of Medical Information Act (CCMIA) and any amendments thereto, as well as any successor statutes and any other applicable state or federal law.

1506.1 The Agency will not obtain medical information about an employee or applicant except in compliance with CCMIA. To enable the Agency to obtain certain medical information, the employee or applicant may need to sign an authorization for release of medical information.

1506.2 Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for Agency purposes, or if access is required by law, pursuant to subpoena or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

1506.3 The Agency will not provide employee or applicant medical information to a third party (except as permitted under the CCMIA) unless the employee signs an authorization for release of medical information in the form prescribed by the Agency. The Agency will release only the medical information that is identified in the employee's authorization. If the employee's authorization indicates any limitations regarding the use of the medical information, the Agency will communicate those limitations to the person or entity to which it discloses the medical information.

1507. REFERENCES. All requests from outside the Agency for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Manager. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the Agency, except that without such authorization the following limited information will be provided: dates of employment and salary upon departure. Managers and supervisors should not provide information in response to requests for reference checks or verification of employment unless required by law or specifically approved by the Executive Director on a case by case basis.

AGENDA ITEM

#5

CENTRAL SIERRA CHILD SUPPORT AGENCY
639 New York Ranch Road
Jackson, California 95642

MEMORANDUM

DATE: January 20, 2021

TO: Board of Directors

FROM: Julie Prado, Executive Director

SUBJECT: Executive Report

I. BUDGET

Financial Summary through December 31, 2020 50% of the year

Expenditure line description	Approved Budget	Year-to-Date Expenditures	Percent of budget expended
Salaries	\$ 2,074,452.31	\$1,083,817.26	52.25%
Benefits	\$ 1,327,057.52	\$693,931.54	52.29%
Services & Supplies	\$ 827,560.17	\$265,884.00	32.13%
Fixed Assets	\$ 20,000.00	\$0	0%
Automation	\$ 6,830.00	\$238.01	3.48%
Overall Totals	\$ 4,255,900.00	\$ 2,043,870.81	48.02%

Budget: Benefits and salaries are slightly higher than 50% because we had 3 pay periods in the month of December. There is no concern related to the overall annual budget.

A. Report on checks written between \$5,000 and \$10,000 in June, other than lease payments: A check in the amount of \$5,922.99 was written to The Pacific Institute for training and internal surveys. A check in the amount of \$6,325.00 was written to Price, Postal, and Parma for legal services,

II. PROGRAM REPORT

A. Department Updates:

New Website

The project to revamp our website to make it ADA compliant and more user friendly is complete. The new page is accessible at www.cscsa.org. Our old website of www.centralsierrachildsupportagency.com (as well as .net and .org) have been forwarded to the new address as well. Please check out the new platform, it is fresh, easy to navigate, and very appealing.

Agency Newsletter

Out with the old and in the with new!! Rather than using email to communicate everything within the Agency, we have created a monthly Newsletter that will serve many purposes. Gina Bachtelle and Carey Martin headed up this project and are doing an incredible job. The **CSCSA IN-sider** is up and running and released each month.

I will provide copies of the newsletter to you during each Board Meeting. My intent is that, for the most part, the *Department Updates* will be included in the newsletter thereby replacing this section of the Executive Report. If there are additional items not covered in the newsletter that are worthy of your attention, I will add them to this report. We can always pivot and make additional changes if this does not work well for the Board. You'll enjoy the newsletters, the editors include quite a nice mix of program and Agency specific material along with a splash of "fun" for all to enjoy.

Agency Hours

CSCSA continues to be open Monday through Friday from 8:00am to 5:00pm but handling all business virtually; employees are teleworking from home. This means our lobby doors are locked. We have published our phone number in multiple locations for our customers to contact us directly. If we have a need to see a customer, arrangements are made on a case by case basis. The Agency will continue to monitor Stay at Home orders for our communities and will reopen the lobby when it is safe to do so. ***Please note: the lobby in the Sonora office is open every Thursday from 1:00 to 4:00 so that customers may access our payment kiosk. Customers needing to access the Amador kiosk may make arrangements by calling us.***

B. Staffing

STAFFING LEVELS [Filled] - 2020-2021 FISCAL YEAR												
Months	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
GENERAL UNIT												
Accounting	2	2	2	2	2	2						
Caseworkers	13	13	13	13	13	13						
Child Support Assistant	2	2	2	2	2	2						
Legal Clerks	1	1	1	1	1	1						
Subtotal	18	18	18	18	18	18						
M/C/P Unit												
Business Office	1	2	2	2	2	2						
CS Attorneys	2	2	2	2	2	2						
Supervisors/Leaders	4	4	4	4	4	4						
Subtotal	7	8	8	8	8	8						
EXECUTIVE												
Executive Director	1	1	1	1	1	1						
Deputy Director	1	1	1	1	1	1						
Subtotal	2	2	2	2	2	2						
TOTAL	27	28	28	28	28	28						

C. Program performance: Collections and federal performance measures (FPMs) COLLECTIONS

MONTHLY SUPPORT DISTRIBUTED – 2020/2021 FEDERAL FISCAL YEAR; In parens: YTD 2021 Federal Fiscal Year: Agency collection GOAL \$13,300,000			
10/20	\$1,120,082 (\$1,120,082)	4/21	
11/20	\$906,742 (\$2,026,824)	5/21	
12/20	\$1,153,964 (\$3,180,788)	6/21	
1/21		7/21	
2/21		8/21	
3/21		9/21	

FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2020-2021 FEDERAL FISCAL YEAR												
LEGEND: FPM = Federal Performance Measure; * = measures where number naturally increases each month [in brackets] = Goal for Federal fiscal year (October through September)												
Activity	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21
Cases Opened/MO	43	33	27									
Cases Closed/MO	78	77	44									
TOTAL cases open	4789	4749	4739									
FPM 1: IVD Paternity % [105%]*	93.56%	97.11%	100.29%									
FPM 2: Orders % [97%]	96.58%	97.72%	96.69%									
FPM 3: Current % [80.5%]	74.32%	72.87%	74.25%									
FPM 3: Arrears % [80%]*	48.95%	55.82%	61.71%									



CSCSA IN-sider

INspire, INvest, INnovate

Volume 1, Issue 1

The IN-side Scoop

Hello all and welcome to November! I am beyond confused as to how we got to NOVEMBER already; where did the year ago? While time seems to have flown by, I think we can all agree that we are happy to have (most) of the year behind us! As I write this update, knowing it will appear in our first newsletter, I am excited and anxious for the reveal. This newsletter is something near and dear to my heart and I am deeply grateful to Carey and Gina for bringing it to life in a way that is sure to be beyond our imagination and vision. It is clearly one of the big-ticket items in our quest for innovation and efficiency. I know I keep saying it, but I am truly blessed to work with such a dynamic and connected team, you all amaze me and continue to be the reason that I AM HAPPY TO BE HERE!

-Now on to my update.

Payroll Update and Changes

Process improvement has been our middle name for the better part of the last two years. Each of you have participated in some sort of mapping or process analysis in order to find new efficiencies. Payroll/admin has been invested in the same work! The most recent outcome of this work is our decision to change the way our payroll is processed, moving to a hybrid approach of internal processing and outsourcing. We will be partnering with ADP Payroll Services to process our payroll, streamlining our approach to the payroll process. How does this impact you? We will be moving to a fully automated timesheet and time off request process, meaning that there will be no more paper forms! We will have an employee portal which will house all of the information we need as employees, our paystubs, W-2's, union contracts, and more. This new payroll/HR solution will most certainly make your life easier and will free up some much needed time on our end. AND it's cheaper for us to go this route than to use our existing software. That is a win/win! There is much more info to come but we are very excited for this conversion. We hope to implement the first week of December. Stay tuned!

December all-staff meeting

The end of the year all-staff meeting is sure to be packed with an excellent mix of fun and learning. We will honor our teammates that have earned a service award, take care of some general business, see how we rounded out our 2020 fiscal year in terms of performance, AND we will be inspired. I don't want to share too much...but rest assured, you won't want to miss it! The meeting is currently scheduled for 10:00 to 3:00 with a lunch break from 12:00-1:00.

Tech Items

Dalaine is in the process of working with the State to get us a few items we desperately need. Sometime in December, we will all receive a wireless headset and a new laptop travel bag to ensure safety in going back and forth to work and home. We are getting a few extra docking stations and some other odds and ends. If you are in need of any computer type items, talk to Dalaine and she will see what she can do. Thank you Dalaine for keeping us up-to-date! That is all for now. Til next time.... Happy Holidays!

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Mission, Vision and Values

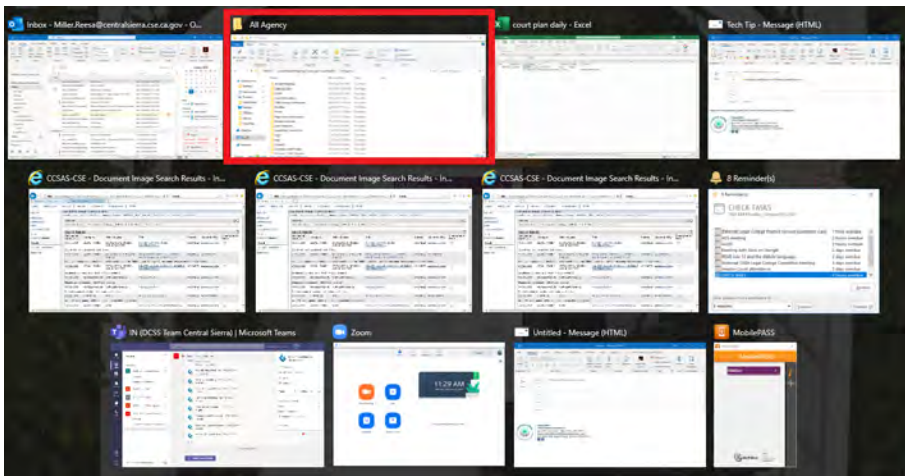
Unity

By that we mean, we are connected by singleness of purpose through teamwork, collaboration and engagement.

- ♦ I encourage positive teamwork.
- ♦ I promote one agency thinking.
- ♦ I recognize others and their contributions.
- ♦ I work as a part of a team toward the common goal and core purpose of the agency.
- ♦ I respond positively to interruptions and utilize my resources.
- ♦ I encourage everyone's voice to be heard.

IN-novation Alert –Tech Tips

Have too many screens open? Can't find the screen you're looking for? Did you know HOLDING down the "Alt" key while hitting tab will open a window that allows you to quickly skim through all your open windows? Each time you hit "Tab" while holding down "Alt", the selector box to the next open screen will move until you release "Alt" and then the screen you have selected will open up. You can also select the screen you want with the mouse, while holding down "Alt".



I just wanted to tell you I have heard Rhonda helping a customer on the phone today. I cannot count how many times this person called in regards to registering for either a pay card or direct deposit. I have been totally impressed that Rhonda never lost her patience and continued to go above and beyond to help this person. She displayed the utmost in professionalism and kindness and saw the matter through. - - Mona

Lauren S collected \$3,166.58 from a WCAB lien.- - Marlene

Let's welcome November!
A month filled with

Gratitude!

KUDOS KORNER

IN early September, Shellie was alerted by Solano County regarding an opportunity to make a demand on a lien. She brought it to my attention and was willing to be walked through the process of making a demand. This was something new to Shellie but she did not hesitate to try it. As a result, CSCSA is collecting over \$6000 for the family and the NP's account is going to be brought current.

- - Veronica

CELEBRATING OUR COLORS

In our Autumn issue we are celebrating our GOLDS and their communication style. Remember, almost everyone is a combination of colors. Even if Gold is not your dominate color you will probably recognize parts of yourself that you identify as Gold.

Fun fact: (Golds and Greens – the data is for you!) Golds represent approximately 46.4% of the population, with almost half being female. One of the most important benefits of knowing and understanding both your colors, and the colors of your teammates, is to improve the quality and effectiveness of our communication.

Gold's keyword is ORGANIZED, and their moto is BE PREPARED.

GOLD'S COMMUNICATION STYLE:

- ◇ Purposeful, plans ahead
- ◇ Respectful
- ◇ Support of policies and rules
- ◇ Detail oriented, chronological
- ◇ Dedicated

IN-SIDER TIPS FOR COMMUNICATION WITH GOLDS:

- ◇ Be prepared, give details
- ◇ Stay on target, be consistent
- ◇ Show respect
- ◇ Don't interrupt
- ◇ Recognize their contributions
- ◇ Abide by policies

Quote by Mary Miscisin – “I know you think you understand what you thought I said, but I am not sure you realize that what you heard is not what I meant”.

A NOTE FROM THE EDITORS



Welcome to the first ever issue of the CSCSA IN-sider!! We hope you are as excited to read what's IN side as much as we were to create it. Each issue will have something a little different depending on what is currently happening IN side our Agency and Communities. If you notice, we utilized many of your newsletter name suggestions! We encourage all of you to give us feedback, as well as ideas you may have or come across. Please email us @ DCSSCentralSierraCSCSAIn-sider@centralsierra.cse.ca.gov.

We look forward to creating every issue with facts and creativity for you to enjoy!!

Gina and Carey

Calendar & Reminders

- November 2 - New court unit caseload changes begin
- November 3 - Election Day
- November 11 - Veteran's Day (office closed)
- November 26 - Thanksgiving Day (office closed Thursday/Friday)
- December 9 - All-Staff Meeting
- December 10 - Wellness benefit requests are due to Leslie



Dear Ms. IN-tuitive,

With Thanksgiving just around the corner, I always get a little nervous about how the dinner conversation will be with my family. This year we are doing something a little different and are each going to make our own dinner and then hop on a Zoom call and eat together. Do you have any advice or tips for me?

Yours truly,

One Troubled Turkey

Dear Troubled Turkey,

The holidays can always be a little stressful and nowadays, with everything going on, I see how it can be easy to get your feathers ruffled. I think the idea of each making your own dinner is very creative and can also help cut down on those pesky calories and the temptation to over INdulge on grandma's famous sweet potatoes. I also commend you for being so creative and organizing a Zoom dinner. I caution you to make sure your beak isn't too full when talking because sometimes its hard enough to hear each other on those calls so a full beak could make that INcredibly difficult. I would encourage you to think of some fun activities to do during your Zoom such as a fun game of Scattegories or Most Likely To. You could also IN-vent some INteresting topics to discuss to keep the conversation light. Some suggestions would be: your favorite Thanksgiving tradition, share a story about when you were thankful for someone who is currently on the Zoom call with you, and what's your favorite holiday movie and why? Remember, Thanksgiving is a time to spend with family and friends and even though that may look a little different this year, we can still be thankful for what we do have and how resilient we as people are.

Gobble Gobble,

Ms. IN-tuitive

If you have questions for Ms IN-tuitive, please email DCSSCentralSierraIN-sider@centralsierra.cse.ca.gov

All questions will be anonymous

colored leaves
SWEATERS
scarves
hot chocolate
bonfires
BOOTS
crisp air
halloween
PUMPKIN EVERYTHING
CORN MAZES
hayrides
CUDDLING UNDER BLANKETS
thanksgiving

"In" words

I	E	V	I	T	A	M	R	O	F	N	I	I	T
V	N	I	I	N	D	E	P	E	N	D	E	N	T
N	I	N	G	E	N	U	I	T	Y	T	D	S	E
I	E	I	N	T	E	L	L	I	G	E	N	T	T
N	E	V	I	T	A	I	T	I	N	I	E	S	I
S	I	N	Q	U	I	S	I	T	I	V	E	E	I
P	O	I	N	V	G	N	N	I	T	G	T	A	G
I	G	N	I	T	I	V	N	I	E	N	V	V	I
R	Y	V	E	T	S	E	V	N	I	S	I	N	E
E	T	O	I	R	T	E	N	S	I	V	V	T	E
I	I	L	E	T	E	V	I	S	U	L	C	N	I
E	I	V	T	T	T	M	N	V	E	I	T	O	Y
E	N	E	I	N	T	I	E	V	V	A	N	T	N
C	A	D	I	N	N	O	V	A	T	E	T	T	I

INVITING
INDEPENDENT
INVOLVED
INNOVATE
INCLUSIVE
INQUISITIVE
INSPIRE
INITIATIVE
INTELLIGENT
INFORMATIVE
INVEST
INGENUITY

IN-the-Know from Blue Vision

In each monthly IN-sider edition our 2025 Guiding Coalition, better known as Blue Vision, will keep us moving forward in our IIE journey by bringing us monthly recaps and updates.

Since the beginning of the lockdown we, as an Agency, have attended more than 25 virtual IIE meetings. Each one has brought us together, taught us something, and provided great conversations and **IN**-sights. Amidst the laughter, our connections have grown. Our very first virtual challenge was to make a list of how we are **IN**-SPIRED by each other. And here we are, months (perhaps it has been years, not really sure by Covid time) later, still **IN**-VESTED and continuing to find **IN**-NOVATIVE ways to grow into the Best Team Ever!

Just in the last thirty days we have had some amazing meetings. Starting with Wendy who graciously shared with us some of her very interesting life experiences. She then shared with us excerpts from the book *Exhale*, which we all have, thanks to Julie and Liane! Wendy reminded us to strive for continuous progress instead of perfection and challenged us to believe in ourselves because we are braver and more talented than we know, and capable of more than we imagine.

Marlene gave us amazing stories of generosity and random acts of kindness. As we were grabbing our tissues, we shared some of our own stories of being helped, and helping others, in times of need. So many of us have "paid it forward."

Gina encouraged us to start with believing that others are coming from a place of good intentions. She shared the many benefits of this mindset, both to ourselves and to others.

Then Melody, with her assistant Kermit, brought us insights into seeing things from other people's perspective. Understanding that we should embrace our scars, internal and external, and realize they are what makes us each a unique individual. She also stressed how awesome the band Godsmack is, Rock-n-Roll forever!

Leslie had us posting pictures of our fur-babies. They are so cute and loveable and bring us so much joy. We learned that having a pet improves health and reduces stress. That's THE POWER OF PETS!

Carey had us take a quiz to determine our personality based on our names. We learned most of us fell into the category of either a "thinker" or a "maker". We all shared the origins of our names—some being from comic books, family or ex-girlfriends.

CALL FOR MEMBERSHIP: Blue Vision's Charter specifies that every year the committee will solicit new members. There are currently five potential openings. This is your opportunity to be part of guiding the Agency to our 2025 goals. If you are interested email the Committee Chair, Joette Pitcher.

COMING UP: Looking forward to just eight more Wednesdays with more **IN**-sights and **IN**-spirations before the end of this year! The good news is that we still have four open slots for pre-senters. Don't worry, in case we have too many volunteers we can always start the list for 2021. To reserve your spot email Blue Vision at DCSSCSCSABlueVision@centralsierra.cse.ca.gov

The Support Report

Your go-to spot for monthly performance figures.

September 2020

Parentage: **104.5%**

Orders Established: **97.0%**

Current Support Collections: **75.9%**

Arrears Collections: **82.5%**

We are excited to share with you our end of year figures at the All-Staff meeting in December.



Fun Thanksgiving Facts:

In 1953, a Swanson employee accidentally ordered 260 tons of turkey. Taking the inspiration from prepared food served on airplanes, a Swanson salesman came up with the idea of filing aluminum trays with the turkey, along with cornbread dressing, gravy, peas and sweet potatoes. They sold for 98-cents and became the first “TV dinners”.

On average, Americans prepare 46 million turkeys each year on Thanksgiving. The heaviest turkey on record was 86 pounds. On a sweet note, we eat approximately 50 million pumpkin pies, however in a poll, more prefer apple pie on Thanksgiving. Many people simply have pumpkin pie out of tradition.

President John F. Kennedy pardoned the first turkey, however in 1989 President George HW Bush made the turkey pardoning an annual event after noticing the bird looked a little “nervous” at his Thanksgiving proclamation. Every president has upheld the tradition since. In 2005 and 2009 the pardoned turkeys were sent to Disneyland and Disney World to serve as Grand Marshal in their annual Thanksgiving parades.

The Butterball Turkey Talk Line answers about 100,000 calls each season. In 2016, the company’s popular cooking crisis management team introduced a test message line. No question is too silly for these specially trained experts. 1-800-288-8372.

The Wednesday before Thanksgiving has become known as “Drinksgiving” or “Black Wednesday” with millions of us toasting our friends and family before the chaos begins. Ironically, Black Friday is the busiest day for plumbers.

On average, about 4,500 calories are consumed PER PERSON on Thanksgiving.

How to make mashed potatoes and green bean casserole is the most googled recipe in California on Thanksgiving.



Food for Thought

5 fall foods that help with mental health

1. Acorn squash - acorn squash contains magnesium which is an important nutrient that may help with depression and anxiety.
2. Apples - apples have high levels of phytochemicals which help prevent DNA damage and reduce oxidative damage.
3. Pumpkins - pumpkins contain minerals that boost brain function and memory. Pumpkin seeds help to boost your mood.
4. Turmeric - turmeric contains many health benefits including reducing symptoms of depression as well as powerful antioxidants and anti-inflammatory properties.
5. Cinnamon - cinnamon helps to stimulate your brain as well as regulate your sugar which helps to improve your mood.



CSCSA IN-sider

Invest, Innovate, Inspire

Volume 1, Issue 2

The IN-side Scoop - Julie

As we roll through Thanksgiving and into the last month of 2020, I cannot help but reflect on everything that has come our way this year. With every curve ball, bump in the road, twist, and turn you have come through with resilience and grace. I look forward to wrapping up the year by listing all of our accomplishments and strengths so that we can use those accomplishments to conquer our goals for 2021. You should be so proud of the committee work, process analysis, efficiency studies, and restructures you have accomplished this year. Sometimes the “old us” is so much of a distant memory that we forget how far we have come. I encourage you, especially during this time of the year, to bask in the emotions and feelings that your successes create for you. Two years ago we proclaimed who we are and what we are capable of and if you stop for a moment to take it all in, you will be amazed at how far we have come. The sense of pride that I feel to be a part of this team is beyond words and I am truly excited to continue our journey.

I have just two quick updates for you this month.

Soft Phones

As you know, we have been working for months to get a solution in place that will allow you to call customers without having to block your number. We finally have an implementation date that (fingers crossed) should not slip. We expect to be able to implement the new process on or about December 1. This new solution will allow you to make calls from your computer and customers will be able to call your office phone number and it will ring on your computer at home so that you no longer need to use a cell phone. I want to recognize Dalaine for her work on this project, which has been difficult to say the least. She has been a trooper in dealing with AT&T, State DCSS, and the County to get this project off the ground. Her tenacity and dedication has been the driving force in getting this done. I hope you will be super happy with the end result.

Dress Code

We continue to look for new ways to boost employee satisfaction. With our temporary telework in place, our ability to positively impact the office setting becomes a bit harder. There are so many things that are out of our control so we have begun taking a look at our policies and practices to see how might be able to make your experience in the office a bit more comfortable. To that end, we have decided to *temporarily suspend* the Dress Code Policy. In doing so, we ask that you be accountable for your own attire by ensuring that you dress in a way that does not look shabby, indecent, or offensive. It also must be understood that the leadership team will talk with you about your appearance if they feel something is inappropriate. We have every confidence that we will all use good judgement in deciding what is and is not appropriate for work. If this self-monitoring process does not work, we will revert back to enforcing the dress code. I am guessing you will have questions about this dress code suspension which we can discuss at our all staff meeting next week. In the meantime, yes...jeans are ok any day of the week. Yes...you can wear athletic shoes. Yes...you can wear jeans that you bought with a rip in them. The key, guys, is to look presentable and not shabby, indecent or offensive. We hope you enjoy this, it is a small thing but just might put a little more pep in your step on those days where you have to get ready and go to the office.

Welcome to the holiday season! I look forward to spending time with you all at our end of the year meeting.

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IN-vesting IN Performance - Liane

Each month we are going to feature a tactic that we are focusing on in our Performance Management Plan (PMP) for the 2020/2021 year. As an LCSA, we are required to submit a detailed PMP every October to State DCSS that outlines our goals and tactics for the year that align with the State's Strategic Plan. The State's Strategic Plan emphasizes the need for consistent child support for children through building collaborative partnerships, engaging customers, leveraging best practices, and IN-novating to create a consistent statewide program therefore, the PMP will align with these strategies by setting goals for the LCSA to focus on. The 5 goals listed in the PMP are as follows:

1. **Facilitate Consistent Support for Children**
2. **Strengthen Customer Engagement**
3. **Enhance Program Performance**
4. **Build Collaborative Partnerships to Benefit Families**

THE SUPPORT REPORT - DALAINE OCTOBER 2020

PATERNITY ESTABLISHED 94.8%

ORDERS ESTABLISHED 96.6%

CURRENT SUPPORT 74.5%

PAYMENT ON ARREARS 49.0%

NEW NEVER CASES OPENED 17

COST EFFECTIVENESS \$3.82

12 DAYS OF CHRISTMAS - VERONICA

L	F	C	E	G	D	I	R	T	R	A	P	L	G
M	S	R	A	L	E	A	P	I	N	G	P	A	O
I	G	D	E	L	P	M	I	G	S	G	I	D	L
L	T	N	L	N	L	E	A	M	D	M	P	I	D
K	G	D	O	S	C	I	A	I	I	A	I	E	E
I	N	N	R	E	W	H	N	R	D	D	N	S	N
N	I	S	D	U	L	I	H	G	T	S	G	E	R
G	C	W	S	T	M	L	M	E	B	R	S	S	I
G	N	A	P	I	A	M	A	M	N	I	E	G	N
G	A	N	S	Y	O	P	I	N	I	S	R	E	G
T	D	S	I	M	I	O	G	N	F	N	L	D	S
S	S	N	U	E	M	M	D	M	G	M	G	S	S
G	G	T	U	R	T	L	E	D	O	V	E	S	S
S	R	E	M	M	U	R	D	R	G	E	E	S	E

MILKING
LAYING
PEAR TREE
SWIMMING
CALLING BIRDS
GEESE
DRUMMING
DRUMMERS
PARTRIDGE
TURTLE DOVES
FRENCH HENS
MAIDS
GOLDEN RINGS
LADIES
SWANS
PIPING
DANCING
LORDS
LEAPING



Life IN Colors - Gina

This month we are celebrating our GREENS and since they appreciate facts and figures here is a short history about the origin of personality types. The first mention dates back to the ancient Greek physician Hippocrates, around 500 BC. Hippocrates' theory of the four humors or temperaments was then used by Carl Jung for his work "Psychological Types". IN 1923 when Jung's work in this area was translated into English it came to the attention of Kathryn Briggs, who with her daughter, Isabel, developed the Myers-Briggs Personality Indicator in 1944, which identified 16 personality types. IN 1975 clinical psychologist David Keirsey published the first edition of his book "Please Understand Me" where he refined the work of Myers-Briggs to four fundamental personalities. Then, in 2005 George J. Boelche wrote "Colorful Personalities: Discover Your Personality Type Through the Power of Colors" which contained the first test to find your color.

GREEN'S keyword is **INNOVATION**, and their motto is **LET ME THINK ABOUT IT**.

GREENS make-up the smallest percentage of the American population with a total of 10.4%, of which 5.9% are females and 14.8% are males according to CAPT (Center for Applications of Psychological Type).

GREEN'S COMMUNICATION STYLE

- ♦ logical and objective
- ♦ value knowledge and innovation
- ♦ big picture, conceptual
- ♦ questioning, critiquing
- ♦ wry sense of humor

TIPS FOR COMMUNICATING WITH GREENS

- ♦ allow them time to ponder
- ♦ do not misinterpret their need for information as interrogation or lack of understanding
- ♦ avoid redundancy
- ♦ give big picture first, the "why"
- ♦ wants to be challenged

Remember, we need the full rainbow of colors to be effective as a business and a society.

Quote by Carl Jung - ***"It all depends on how we look at things, and not how they are in themselves"***.

Calendar & Reminders

December 9 - All Staff Meeting

December 11 - Wellness benefits due

December 21 - First Day of Winter

December 24 & 25 - Christmas office closure

December 31 & January 1 - New Year's office closure



Dear Ms. IN-tuitive,

With the holiday gift giving season right around the corner, I am looking for some advice on the concept of re-gifting. I have some friends who say that this is a social faux pas and should never be done and have others who say it is perfectly fine. Are there any rules or guidelines you can share that may help me decide if this is something I would like to incorporate into my gift giving this year?

Sincerely,

The Gift That Keeps on Giving



Dear The Gift That Keeps on Giving,

This question is one that comes up often and, IN my opinion, there is no right or wrong answer. There are, however, some guidelines to follow if you are going to go down the regifting route that I can share and offer some IN sight on.

- ◇ The gift should make sense-do not just regift to regift...if you didn't like the gift, it's likely the new recipient may not as well.
- ◇ Remove the tag. This is key! Do not leave the original gift tag that says "Love, Aunt Sue" on the gift, this is a dead give away that your gift has been around the block, at least once. Also, it is a great idea to re-wrap the gift to give it a fresh look.
- ◇ Do not regift a gift received from a meaningful person IN your life. Speaking of Aunt Sue, if she gave you a scarf she knitted, it means the world to her when you show up wearing it to the next family function. If you give that gift away, you may very well leave Aunt Sue heartbroken.
- ◇ Regifting a family gift is a no-go. Giving away family heirlooms is not ok. If you are looking for something vintage to give, visit your local thrift store, and you will achieve the same effect.
- ◇ Avoid regifting amongst the same circle of friends. There is nothing worse than going to a gathering and seeing someone open a gift that looks oddly familiar to a gift given at the last gathering. Save yourself the humiliation and your friend(s) the hurt and make sure to keep your regifting circles separate.
- ◇ Regift sooner, rather than later. This is especially important with perishable items such as Grandma Zelda's fruitcake that she sends you every year. It is also important to remember that styles and trends come and go so regifting that pair of corduroy pants from 1973 may not be the best idea IN 2020.
- ◇ Own it if you regift to the original giver. Maybe you accidentally regifted a vase back to Cindy, who gave it to you last year. Or maybe you forgot to take the gift tag off the bag (see #2). If you find yourself in that situation, own it. Sure, it is embarrassing at first, but be honest about why you regifted the item and move on.

Regifting can work and save you time and money during the busy holiday season. Gift giving should be enjoyable, for both the giver, and the receiver. Happy gift or regift giving!

Sincerely,

Ms. IN-tuitive

⇒ If you have questions for Ms. IN-tuitive, please email DCSSCentralSierraIN-sider@centralsierra.cse.ca.gov.
All questions will be anonymous

Mission, Vision & Values

Trust

By that we mean we behave with respect and integrity.

- ◆ I support empowerment and engagement to and from others.
- ◆ I provide accurate information to others and expect the same in return.
 - ◆ I hold myself to a high standard.
 - ◆ I treat others with dignity and respect.
 - ◆ I agree to disagree without being disagreeable.
- ◆ I act with positive intent and expect the same of others.



STAINED GLASS COOKIES

PREP TIME: 1 HR MIN

TOTAL TIME: 3 HR 8 MIN

MAKES: ABOUT 4 DOZEN COOKIES OR 24 SERVINGS, 2 COOKIES EACH

1/2 CUP (1 STICK) BUTTER OR MARGARINE, SOFTENED

1/2 CUP SUGAR

1/2 CUP HONEY

1 EGG

1 TSP. VANILLA

3 CUPS FLOUR

1 TSP. BAKING POWDER

1/2 TSP. BAKING SODA

1/2 TSP. SALT

5 ROLLS (1-1/4 OZ. EACH) LIFE SAVERS



BEAT BUTTER, SUGAR, HONEY, EGG AND VANILLA IN LARGE BOWL WITH ELECTRIC MIXER ON MEDIUM SPEED UNTIL WELL BLENDED. ADD FLOUR, BAKING POWDER, BAKING SODA AND SALT; MIX WELL. COVER. REFRIGERATE AT LEAST 2 HOURS.

PREHEAT OVEN TO 350°F. PLACE DOUGH ON LIGHTLY FLOURED SURFACE; ROLL OUT TO 1/4-INCH THICKNESS. CUT INTO DESIRED SHAPES WITH 2-1/2- TO 3-INCH FLOURED COOKIE CUTTERS. TRACE SMALLER VERSION OF EACH COOKIE SHAPE ON DOUGH, LEAVING 1/2- TO 3/4-INCH BORDER OF DOUGH. CUT OUT AND REMOVE DOUGH FROM CENTER OF EACH SHAPE; SET ASIDE. PLACE CUTOUTS ON BAKING SHEETS COVERED WITH FOIL.

CRUSH EACH COLOR OF CANDY SEPARATELY BETWEEN 2 LAYERS OF WAX PAPER WITH Mallet. SPOON CRUSHED CANDY INSIDE CENTERS OF CUTOUTS.

BAKE 6 TO 8 MINUTES OR UNTIL CANDY IS MELTED AND COOKIES ARE LIGHTLY BROWNEED. COOL



IN Our Communities - Gina

I hope you all saw the Reverse Advent Calendar posted in the IN Channel. Here are a few places accepting donations:

IN Calaveras, the Resource Connection's Annual Santa Express will be providing families holiday meals, toys and gifts. Find out more information @ <https://trcac.org/events/santas-express>.

ATCAA is accepting donations for their holiday meals at their food bank at 10059 Victory Way in Jamestown. Also, check out ATCAA's Adopt-a-Family Find out more information @ <https://www.atcaa.org/adopt-a-family>.

Christmas Inside Out — sponsored by Grandma's House and Resiliency Village is hosting a Drive by Santa interactive event on December 12th and 19th, from 6pm to 8pm. Santa will be outside Grandma's House at 22828 Gold St. in Columbia. On the 19th, from 9am to 4pm, there will be a Stuff-the-Bus event in the Sonora Walmart parking lot. Asking for donations of new Winter Items (coats, socks, mittens, blankets etc.) and new children's pajamas, wrapped and labeled with gender and size.

Amador County Sheriff's Toy Drive will be held Saturday, December 19 from 9am to 230pm. Unwrapped toys can be dropped off at the Sheriff's Dept at 700 Court St, Jackson right up to the day of the event.

IN-novation Alert Tech Tips - Reesa

Trying to save time? Here are some quick shortcuts to keep in mind:

Select all: Hold down "Ctrl" and hit **A**

Copy: Highlight/select the words/section, then hold down "Ctrl" and hit **C**

Cut: Highlight/select the words/section, then hold down "Ctrl" and hit **X**

Paste: Highlight/select the words/section, then hold down "Ctrl" and hit **V**

Lock your computer: Hold the windows key and hit **L**

Print: Be on the page you want to print, Hold "Ctrl" and hit **P**

Undo: Hold "Ctrl" and hit **Z**

Redo: Hold "Ctrl" and hit **Y**

Clear screen instantly: Hold the windows key and hit **D**

Open a new window/document: be in explorer or word and Hold "Ctrl" and hit **N** to open another window/document

Want a fun challenge - count how many "IN's" there are in this newsletter? Post your guess on the IN channel on TEAMS.

YOU WOULDN'T LET
THIS HAPPEN TO
YOUR PHONE.



DON'T LET THIS
HAPPEN TO
YOU EITHER.



SELF-CARE IS A PRIORITY.
NOT A LUXURY.

IN The Know - Blue Vision

Our IIE meetings in November were once again full of awe-IN-spiring IN-sights!

Veronica IN-formed us that, while we cannot completely eliminate stress from our lives, we can manage how we react. Most of us agree that controlled breathing; connecting with nature; music, and exercise help but we often fail to take advantage of these tactics. In short, by learning to change our attitudes, our self-talk, and our habits - we can control how we perceive, experience, or manage stress.

Joy brought us Kelly Swanson who made us laugh while IN-spiring us. As Kelly talked to herself in a mirror (yes she really did!) she told us that what we contribute to others is a service, and when we serve it is not about us, but about those we serve. Every single one of us has the amazing privilege to impact every person who crosses our path, and you can't really care about your customers until you care.

Julie presented a truly IN-spiring video of gratitude just in time for Thanksgiv-IN-g! In the video each of us spoke about how grateful we are for one of our co-workers. It reminded us of the importance of what each of us contribute to our wonderful work family.

We are looking for 100% participation in our newest Blue Vision Challenge: DIY CHRISTMAS ORNAMENT CONTEST. Prizes will be awarded for 1st, 2nd and 3rd places. Check-out the IN Channel for contest rules and voting instructions.

All-Staff Meeting - Liane

I can't believe it has been a year since our last Holiday All Staff Meeting where we learned what color we were thanks to Julie Hubbs, unveiled our guiding coalition by announcing our Blue Vision committee members and charter, discussed our strategic plan, and so much more. This year's meeting is going to look and feel a little different but the energy and excitement that has gone into the planning will hopefully make it the best virtual Holiday All Staff Meeting we have ever had.... I promise you that, since it's our first virtual Holiday All Staff!!



This year's meeting will start at 10:00am and wrap up around 3:00pm with an hour lunch break from 12-1 pm. Since we are starting later in the morning and ending earlier in the afternoon, we are asking that you take your morning and afternoon breaks before and after the meeting since we have a jam-packed agenda. We also have some visiting elves that are going to share in the fun, and we can't wait for you to meet them!

Since we are all still working from home, what better way to stay cozy and comfy during the meeting than to wear your favorite holiday jammies! If you do not have any holiday jammies, feel free to throw on an ugly Christmas sweater, crazy holiday hat, or anything else that puts you in the holiday spirit!!



CSCSA IN-sider

Invest, Innovate, Inspire

Volume 2, Issue 1

THE IN-SIDE SCOOP – JULIE

While 2020 brought many challenges for us, it was also a year of tremendous growth for our Agency. As we highlighted in our December all-staff meeting, the pace on our journey toward a healthier culture surpassed all expectations. The work, enthusiasm, vulnerability, and transparency you have all demonstrated has put us in an outstanding position to continue to crush our goals. We look forward to delving in to the specific feedback provided in our cultural survey so that we can create a plan for 2021 that addresses the areas where we need to continue our growth journey. You are all to credit for this incredible progress, I am truly excited to begin 2021 with you. Here are a few updates:

SharePoint

I know this has been a long time coming. Liane has been working diligently to get this project done and out to you all. Our conversion to ADP changes things just a bit because we will have a portal for our personnel/payroll related documents, forms, etc. so we had to circle back to SharePoint and reconfigure it some so that we put the right documents on the right platform. SharePoint will be released to you in January!!! This is exciting, and thank you Liane for all of your work on this. It is sure to be a time saver and stress reducer for all of us!

CSDA Conference 2021

CSDA recently announced that the 2021 CSDA Training Conference and Expo will be delivered virtually. While this is a bummer in many ways, it also allows us to take advantage of the workshops by sending more staff since there will not be a coverage issue. The conference will be the first two weeks of May. More info to follow as soon as it is available.

Sutter Creek Kiosk

The Kiosk at HHSA Amador has been unavailable since March when the office closed to the public. Even before the closure, the Kiosk was not widely used by customers, especially since we vacated the office. We are in the process working with the vendor to move the Kiosk because HHSA has expressed a need for the lobby space. We are working with Court in Amador in hopes that we can relocate the Kiosk to the courthouse. As soon as we have more information we will pass it along. In the meantime, the Kiosk continues to be unavailable to customers.

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Payroll

Our 2-3 week project to convert to ADP has turned into a 2-3 MONTH project for us. We have experienced several hiccups in converting our data from Central Square, our current vendor, to ADP. We must make certain that every bucket of dollars and hours match perfectly from one system to the other. In order to ensure the conversion works smoothly and accurately, we have had to change our timeline a couple of times. We feel confident that our first payroll with ADP will now be January 15, 2021, which makes it a clean conversion with payroll #1. You will be provided with training on the time off and time sheet process as well as how to access the portal which will contain all of your personnel information, paystubs, W-2's, personnel forms and more. We are really excited to get this project complete. We will keep you informed.

That is it for now. Let the year begin!!!

December All-Staff Meeting 2020—Liane

This year's December All Staff Meeting definitely had a different feel than years past however, in typical CSCSA fashion, we adapted to our surroundings and challenges and were able to come together and share in celebration, laughter, and comradery.

Kicking off the meeting with our Culture Survey results was not only exciting, but memorable and rewarding. Julie painted a picture for us of where we were, what we have accomplished, and provided some insight on what our next steps are. We committed as an Agency to relish in our success and develop a plan to continue in our journey and Vision 2025.

Maggie Newcomb, author of *Chocolate Pudding in Heaven: The Intriguing Journey of My Bipolar Mind* and mental health advocate shared with us her personal journey and how important it is to make our own mental health a priority, especially in our current reality. She shared with us the 3 pillars of mental health...mind, body, and soul and gave us some ideas of how to nurture each of those pillars.

We had the opportunity to celebrate our teammates, Brandi, Joy, Marlene, Melissa, and Rebecca and their many years of service with CSCSA. With Rebecca's 10 years, Brandi's 15 years, Joy and Marlene each celebrating 20 years and Melissa's 25 years, we just recognized 90 years of hard work and dedication to children and families in our communities. WOW!!!

During lunch, we did kept our tradition alive with a compilation of Jib Jabs and shared in some laughter with a game of Family Feud. Way to go "Team Harry and the Henderson's" for the win!

The Leadership team kept us entertained by watching "What's Poppin With Performance", a compilation of skits focusing on each of 5 Federal Performance Measures and total collections. Who knew Veronica had a "Judge Moody" alter ego and that Marlene had such a talent with voice over skills? Great job on all of your hard work in the 2019/2020 Federal Fiscal year and here's to achieving our goals in 2020/2021.

Margaret Dawson reminded us that it is ok to snort when you laugh, dance like no one is watching, and find joy in doing what we love. She reminded us that we all have an inner light inside of us that may have dimmed or even gone dark over the years. Finding this light and letting it shine allows us to become our true authentic self and can help us answer the question, "who am I?"

Congratulations to Melissa for earning bragging rights for the In-Home Scavenger hunt and gathering all the items on the list. Clearly most of us used any canned pumpkin we had during the last holiday.

Throughout the entire meeting many of you displayed vulnerability and authenticity by sharing your thoughts, comments, and personal experiences. A true demonstration of how much we have grown in trust! Kudos to one and all for your active participation and engagement.

The Support Report - Dalaine

Pat EST: 94.65%

Order EST: 96.75%

Current Support: 73.1%

Payment on Arrears: 55.85%

New Never cases Opened: 13

Cost Effectiveness: \$3.57

Calendar of Events

January 13 - TPI training with Kent & Shane

January 18 - Martin Luther King holiday

January 20 - TPI training with Kent & Shane

January 27 - TPI training with Kent & Shane

January Birthdays

January 7—Gina

January 29—Wendy

A NEW YEAR—VERONICA

G	N	N	N	E	G	N	I	M	O	C	P	U	T
G	H	A	N	O	P	T	I	M	I	S	M	S	G
N	P	O	P	N	O	I	T	U	L	O	S	E	R
I	C	R	P	R	S	E	I	O	T	N	G	L	E
N	O	T	E	E	O	I	O	M	U	T	O	O	N
N	M	N	P	M	S	M	S	D	R	E	A	M	S
I	M	I	F	T	I	V	I	O	E	I	L	S	R
G	I	N	H	U	C	E	I	S	N	P	S	U	I
E	T	I	O	E	T	G	R	S	I	G	O	R	U
B	M	T	R	D	O	U	F	P	I	N	O	B	P
A	E	I	I	U	T	S	R	L	L	O	G	R	I
H	N	A	O	K	M	S	E	E	S	A	N	I	P
O	T	L	O	I	R	P	S	R	N	A	N	I	L
K	O	O	L	T	U	O	H	I	N	P	U	S	R

PROMISING
DREAMS
FRESH
PROGNOSIS
PLANS
INITIAL
BEGINNING
COMMITMENT
UPCOMING
PREMIER
FUTURE
OPTIMISM
GOALS
VISION
HOPES
RESOLUTION
OUTLOOK



IN Our Culture - Liane

Seeing the results of our culture survey and the progress we have made as a team was definitely a highlight in 2020!! The growth for us as individuals and as an Agency in our ability to be vulnerable, build trust, and reinforce our agreed upon behaviors is something we should all celebrate. The most exciting part of this whole thing is that we, as an Agency, have the opportunity to continue in our growth and development in 2021!!

Thought Patterns for High Performance 5.0 is the next step in our journey that we will be embarking on with The Pacific Institute. Kent and Shane will be back with us to provide their support, guidance, and education on reinforcing some of our existing practices we already learned through Investment in Excellence (IIE); and will open our eyes to new concepts and techniques. The focus will be on us as individuals and how our thought patterns determine performance and impact our culture. Managing change, goal setting, and thinking in ways that create success for ourselves are just some of the topics we will learn to master and apply to our daily work and personal life.

Training begins on Wednesday January 13th from 9am-11am and will continue weekly (on Wednesdays) through March 3rd. These weekly trainings will replace our regular IIE meetings for those weeks, but don't worry, we will reconvene our regular IIE meetings after the trainings so if you want to sign up, please email Gina your name and the date you would like to host and she will mark you down.

Life IN Colors - Gina

We will be starting off the New Year by celebrating our BLUES. Remember the goal of understanding our colors is to better understand ourselves and each other. I am sure all our Blues can relate to this statement since they are all about understanding and caring for others. Blues are people oriented, good communicators, and tend to put others needs before their own. They are frequently found in the service professions such as teachers, social services, and counseling.

Blues make up approximately 16.5% of the population with 19.2% being female and 13.45% being male, according to CAPT (Center for Applications of Psychological Type).

Blue's key word is CARING, their moto is WINNING ISN'T EVERYTHING, HARMONY IS, and their most frequently asked question is ARE YOU OKAY?

BLUE COMMUNICATION STYLE

- * Helpful
- * Optimistic
- * Expressive
- * Fosters harmony
- * May use metaphors to clarify points

TIPS FOR COMMUNICATING WITH BLUES

- * Acknowledge them
- * Show appreciation
- * Include them
- * Have patience
- * Don't "bark" orders

Kudos Korner

I would like to share a KUDOS to the entire Ventura Call Center Team. They have worked hard in reducing the number of abandoned calls and have reduced the call wait time dramatically over the last few months. I can only imagine the complexity of handling 20 different agencies' calls and with all of our individual quirks on top of dealing with all of the changes that came with the pandemic. They have done an amazing job over the last year and have done so with grace.

~ Dalaine

The best and most beautiful things in the world cannot be seen or even touched. They must be felt within the heart. - *Helen Keller*

IN Our Communities - Gina

Outreach Update: We continue to make progress with our Outreach endeavors (in spite of a worldwide pandemic!) In December I gave two 30-minute virtual presentations to ATCAA's Early Head Start parent meetings; one for Tuolumne and one for Amador. I talked about child support and the services CSCSA provides. The feedback received from the group was very positive. I will continue to work with ATCAA to find new opportunities provide education about our services to our community and to potential customers.

During December I explored an opportunity to collaborate with First 5 of Calaveras to bring co-parenting classes to our customers. We look forward to forming a strong partnership with First 5.

Now, in the category of "Random Acts of Kindness": Infuze reached out to us in November stating they have a nonprofit wanting to give away masks to those who need it most, especially first responders, faith-based organizations, or senior living environments. They wanted to donate 250,000 Kn95 certified masks! InFuze asked us to let them know if we knew of any local organizations that could benefit from this generous offer. I reached out to Senior Centers and faith-based food banks. Not everyone contacted responded, but the ones that did were very excited about the gift of much needed masks. We were notified in December that all three of the local agencies we suggested were gifted masks. Those agencies are: Common Ground Senior Services who administers the Meals on Wheels program in Calaveras and Amador; Meals on Wheels in Tuolumne County; and Interfaith in Tuolumne who provides food, clothing, household items, showers, job and housing referrals, and health clinic services. This is not exactly what we thought Outreach would look like but the opportunity to spread goodwill and help those in need IN our Community helps to establish CSCSA as an agency that supports our communities.



IN-The Know - Blue Vision

Seems like December just flew past and we are now in the New Year! We are all excited and looking forward to spending the next few weeks with our old friends Kent and Shane and continuing to grow, both as individuals and as a collective.

At the first IIE meeting last month Dalaine brought us a video that, in a fun way, spoke to the power of being thankful for all we have, including the many everyday things we often take for granted. A second video reminded us that success is a mindset. If you can dream it, envision it, you can make it happen!

Thank you Barbara! There was not a dry eye in the house after watching the video of kids choosing to give gifts to their parents rather than getting a present for themselves. Watching them wrestle with the decision and then decide to selflessly chose the gift for the ones who care and sacrifice for them. They were rewarded for their generosity by being allowed to keep both gifts. We were all IN-spired to renew the spirit of giving in our Agency! Can't wait to see what that looks like for Christmas 2021!

Rhonda's video reminded us first to remain grateful for absolutely anything we have. When we start with gratitude and see everything as fortune and grace we are able to receive much more deeply. And secondly, to help those who are in need. Compassion is key and empathy is essential.

Accountability

By that we mean we act with transparency and take responsibility for our actions.

- ◆ **I take and accept responsibility and the consequences of my actions.**
 - ◆ **I solve problems with others rather than place blame.**
 - ◆ **I offer and receive feedback constructively.**
 - ◆ **I work for the greater good of the agency.**
 - ◆ **I correct, improve and learn from my mistakes.**
 - ◆ **I self-reflect with honesty.**

Dear Ms. In-tuitive,

My friends and I were discussing whether New Year's resolutions are a good thing or bad thing. I said they were good because they were like goals, but my friend said that you just set yourself up to fail if you make a resolution. We decided that we would let you make the call on this one. Happy New Year!

Sincerely,

Unresolved Resolutions

Dear Unresolved Resolutions,

I hate to be the one to break it to you and your friend but, you are both right. New Year's resolutions can be a positive thing for some people while carrying a negative connotation for others. Let us explore this a little further and share some IN sight for each side of the resolution coin.

New Year's resolutions can be a great way to create a fresh start for the new year by establishing personal goals and a map of how they will be achieved. There is something liberating and refreshing that comes with the idea of starting with a clean slate. Resolutions can also allow for self-reflection on the past year and the accomplishments you achieved, which can then be used as the drive to help you meet this year's goals or resolutions.

While they can allow for goal setting and a fresh start, resolutions can also fall by the wayside since there is such a long lead time allowed to accomplish those goals. An entire year is a long time for procrastination to rear its ugly head. There is also the issue of setting oneself up to fail. Setting goals without developing a plan, or map of how that goal will be achieved will only lead to self-doubt and disappointment when the goal or resolution is not achieved.

It is important to remember that at the end of the day, you are in charge of your life. If you set goals or resolutions, don't feel like you have to wait to get serious about them due to a date on the calendar. It's encouraging to be able to reflect on your years past and make promises to yourself to grow and evolve however, New Year's resolutions don't have to be for everyone. In the end, maintain motivation in your life and give yourself a little grace in moving forward into the New Year and whatever it has in store for you!

Sincerely,

Ms. IN-tuitive

Have a question for Ms. Intuitive? Email the newsletter @

DCSSCentralSierraCSCSAIn-Sider@centralsierra.cse.ca.gov

All submissions are anonymous.

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2020/2021

Federal Performance Measure Goals

December 2020

	FFY GOAL	ACTUAL RESULT
FPM 1 IV-D Paternity Establishment	105.00%	100.29%
<i>Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.</i>		
FPM 2 Cases with a Support Order Established	97.00%	96.69%
<i>Measures cases with support orders established compared to total number of cases open at the end of a month.</i>		
FPM 3 Collections on Current Child Support	80.50%	74.25%
<i>Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.</i>		
FPM 4 Cases with Collection on Arrears	80.00%	61.71%
<i>Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.</i>		
		FFY to-date
FPM 5 Distributed Collections	\$13,300,000	\$3,180,788
<i>Measures the total dollar amount of child support collected and distributed based on the CS34/35</i>		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2020/2021

Federal Performance Measure Report

Data Source: FPM Report

FPM 1 IVD Paternity Establishment 105%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal		97.82%	98.53%	99.24%	99.95%	100.66%	101.37%	102.08%	102.79%	103.50%	104.21%	105.00%	98.53%	
Children with Paterniy Established	2586	2684	2772										2772	1257 line 6
Children born out of wedlock per year	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	1257 line 5 PY
FFY 2021 Actual	93.56%	97.11%	100.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.29%	
Over/Under (%points)		-0.71%	1.76%	-99.24%	-99.95%	-100.66%	-101.37%	-102.08%	-102.79%	-103.50%	-104.21%	-105.00%	1.76%	
FFY 2020 Actual	94.08%	95.41%	96.48%	98.05%	99.34%	99.16%	98.29%	101.74%	102.54%	103.20%	104.00%	104.63%	1.0463	

FPM 2 Cases with Support Orders Established 97.00%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	96.65%	96.68%	96.71%	96.74%	96.77%	96.80%	96.83%	96.86%	96.89%	96.91%	96.94%	97.00%	96.71%	
Cases with a Support Order	4625	4593	4582										4,582	1257 Line 2
Total Cases	4789	4749	4739										4739	1257 Line 1
FFY 2021 Actual	96.58%	96.72%	96.69%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	96.69%	
Over/Under (%points)	-0.07%	0.04%	-0.02%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-0.02%	
FFY 2020 Actual	96.51%	96.53%	96.38%	95.94%	96.30%	96.21%	96.13%	96.31%	96.34%	96.50%	96.65%	96.62%		

FPM 3 Collections on Current Support 80.5%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	75.14%	75.62%	76.10%	76.58%	77.06%	77.54%	78.02%	78.50%	78.98%	79.46%	79.94%	80.50%	76.10%	
Current Support Collected	\$670,574	\$1,318,081	\$2,014,549										\$2,014,549	1257 Line 25
Current Support Due	\$902,235	\$1,808,767	\$2,713,354										\$2,713,354	1257 Line 24
FFY 2021 Actual	74.32%	72.87%	74.25%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	74.25%	
Over/Under (%points)	-0.82%	-2.75%	-1.85%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-1.85%	
FFY 2020 Actual	77.12%	74.02%	75.19%	75.33%	75.20%	75.28%	74.69%	75.01%	75.23%	84.25%	74.82%	75.14%		

FPM 4 Collections on Arrears 80.0%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal		51.77%	54.59%	57.41%	60.23%	63.05%	65.87%	68.69%	71.51%	74.33%	77.15%	80.00%	54.59%	
Case Paying Arrears	1,522	1,784	2,021										2,021	1257 Line 29
Cases w/Arrears Due	3,109	3,196	3,275										3,275	1257 Line 28
FFY 2021 Actual	48.95%	55.82%	61.71%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	61.71%	
Over/Under (%points)		4.05%	7.12%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7.12%	
FFY 2020 Actual	44.36%	49.94%	55.68%	58.28%	60.78%	62.75%	64.39%	71.77%	76.10%	78.82%	82.83%	82.51%		

Total Distributed Collections \$12,000,000	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	\$1,108,333	\$2,216,666	\$3,324,999	\$4,433,832	\$5,542,165	\$6,650,998	\$7,759,331	\$8,867,664	\$9,976,497	\$11,084,830	\$12,193,663	\$13,300,000	\$3,324,999	
FFY 2021 Actual	\$1,120,082	\$2,026,824	\$3,180,788										\$3,180,788	CS 34 line 4b,4c, 8 & 11
Over/Under	(11,749)	189,842	144,211	4,433,832	5,542,165	6,650,998	7,759,331	8,867,664	9,976,497	11,084,830	12,193,663	13,300,000	-\$144,211	
FFY 2020 Actual	\$1,000,789	1,845,449	\$2,844,621	\$3,786,150	\$4,719,664	\$5,754,335	\$6,756,745	\$8,225,259	\$9,741,046	\$10,951,585	\$11,974,998	\$13,095,080		

AGENDA ITEM

#6

CLOSED SESSION

AGENDA ITEM

#7

CLOSED SESSION

AGENDA ITEM

#8



MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Leave Liability Funds

(Item # 8)

Background

In 2011, upon Tuolumne County joining the CSCSA JPA, the Board approved a Resolution to create a bank account separate and apart from the Agency allocation fund in which would be deposited the amount of dollars transferred to the Agency by Tuolumne County General Fund representing the amount of leave liability for those employees who left Tuolumne County and joined the JPA. The Resolution restricted the use of those funds to payment of leave cash out on termination of Agency employees who were employees of Tuolumne County as of December 31, 2010.

The Agency seeks direction from the Board on how to allocate funds that are not directly associated with any employee of CSCSA.

RECOMMENDATION:

It is recommended that the Board authorize the Executive Director to utilize funds not directly associated with employees of CSCSA on items that are unallowable under the Agency funding source but within the parameters of the Executive Directors spending authority.