



FIRST 5 ALAMEDA COUNTY COMMISSION MEETING AGENDA

Thursday, December 13, 2018

**First 5 Alameda County
1115 Atlantic Ave.
Alameda, CA 94501
Conference Room A**

9:00 AM – 11:30 AM

Commissioners: Chair: Renee Herzfeld, Vice Chair: Cecilia Echeverría , Wilma Chan, Lori Cox, Tomás A. Magaña M.D., Scott Coffin, Kimi Watkins-Tartt, Pamela Simms-Mackey M.D.

Alternates: Quamrun Eldridge, Michelle Love, Vanessa Cedeño

- 1. Public Comment (for items not listed on the agenda) - Limited to 3 minutes per speaker**
- 2. Approval of Minutes from October 18, 2018**
- 3. Staff Announcements**

INFRASTRUCTURE

- 4. 2019 Commission Calendar**
- 5. Contract Authorizations**
- 6. Personnel Policies Recommendation**
- 7. 2019 Cost of Living Adjustment Recommendation**

PROGRAM

- 8. Alameda County & City of Oakland Child Care and Early Education Initiatives**
- 9. State Commission and Association Updates**
- 10. Legislation and Public Policy Updates**
 - **Tobacco policy**
- 11. Fatherhood Summit**
- 12. FY 2017-18 State Annual Report Approval**
- 13. 20th Anniversary Celebration**

MISCELLANEOUS

- 14. Communication from Commissioners**
- 15. Adjournment**

Information about the First 5 Conference Center

- The First 5 Conference Center is wheelchair accessible. Please notify us 3 business days in advance if you need special assistance so we can make reasonable arrangements to ensure accessibility.
- Please refrain from wearing strongly scented products to the Conference Center in consideration of those who may experience chemical sensitivities.



FIRST 5 ALAMEDA COUNTY COMMISSION MEETING MINUTES

Thursday, October 18, 2018

First 5 Alameda County
1115 Atlantic Ave.
Alameda, CA 94501
Conference Room A

9:00 AM – 11:30 AM

Commissioners: Vice Chair: Cecilia Echeverría, Lori Cox, Scott Coffin, Pamela Simms-Mackey M.D.

Alternates: Quamrun Eldridge, Vanessa Cedeño

Absent: Renee Herzfeld, Wilma Chan, Tomás A. Magaña M.D., Kimi Watkins-Tartt

Vice Chair Echeverría called the meeting to order at 9:05 AM.

1. Public Comment

There was no Public Comment.

2. Approval of Minutes from August 9, 2018

Commission Action: The Commission approved the August 9, 2018 minutes upon motion by Commissioner Coffin, seconded by Commissioner Simms-Mackey and unanimously carried with no abstentions (5 in favor, 0 opposed, 0 abstentions).

3. Staff Announcements

Ms. Spanos shared an update on the hiring process for the open leadership positions at the agency. Ms. Christine Hom, Interim Chief of Staff, facilitated the 1st round of Director of Planning, Policy and Evaluation interviews that were held on October 5th. 2nd interviews were held on October 15th. The 1st round of Director of Program interviews were held on October 12th with the 2nd round scheduled for October 23rd. A decision on both positions is anticipated to be finalized by next week. The Director of Operations & Technology position remains open with a close date of October 31st. Recruitment is being held by Walker & Associates with the goal to have it filled before the end of the year. Cynthia Baron and Mary Williams have been on board as HR Consultants while the HR Administrator position remains vacant. The agency will hold all staff training related to change management on November 7th.

Malia Ramler, Senior Administrator has accepted the Program Officer position with Heising-Simons Foundation. Her last day with the agency will be October 25th. Ms. Spanos acknowledged her and thanked her for her work with the agency.

CONSENT

Vice Chair Echeverría stated that agenda items 4 and 5 were thoroughly discussed at the Executive Committee meeting and therefore will not be reviewed by the full Commission unless there are any questions. Commissioners should note any abstentions for the following contract authorizations for voting purposes.

4. Contract Authorizations

- Applied Survey Research - \$11,000
- Applied Survey Research - \$35,000
- Asian Health Services - \$50,000
- DDG Training & Consulting - \$12,000
- Health Management Associates - \$73,000

Commission Action: The Commission approved the contracts above upon motion by Commissioner Simms-Mackey, seconded by Commissioner Coffin, and unanimously carried with no abstentions (5 in favor, 0 opposed, 0 abstentions).

5. Biennial Conflict of Interest Disclosure

Commission Action: The Commission approved the Biennial Conflict of Interest Disclosure Code Revisions upon motion by Commissioner Simms-Mackey, seconded by Commissioner Coffin, and unanimously carried with no abstentions (5 in favor, 0 opposed, 0 abstentions).

INFRASTRUCTURE

6. 2019 Commission Calendar Draft

Ms. Spanos presented a draft of the 2019 Commission meeting calendar. She requested the Commission review the draft and note any known conflicts with the proposed future meeting dates. The final 2019 calendar will be distributed at the December Commission meeting.

7. FY 2017-18 Financial Audit Presentation

Ms. Hom provided an update on the FY 2017-18 financial audit. Ms. Hom stated it is a requirement of the Proposition 10 statute and First 5 California that each First 5 county commission conduct an audit and submit its corresponding audit report to First 5 California and the State Controller's Office by November 1st of each year.

Ms. Hom introduced Ragini Singh of RS Associates to present the results of the FY 2017-18 Financial Audit.

Ms. Singh provided an overview of the work conducted by RS Associates and reviewed the Financial Statements of the FY 2017-18 Financial Audit report distributed to the Commission. Ms. Singh stated overall it was a clean audit without significant findings or adjustments. The audit was conducted in compliance with government auditing standards.

Commissioner Coffin inquired whether there is any significant changes that agency should be aware of for the next audit.

Ms. Singh stated there are no major GASBs changes for the upcoming year. The biggest change in the previous year was GASB 34.

Ms. Spanos acknowledged the finance team for a clean audit through a year of transition. The agency has had 20 years of clean audits.

Commission Action: The Commission approved the FY 2017-18 Financial Audit report upon motion by Commissioner Simms-Mackey seconded by Commissioner Alternate Cedeño and unanimously carried (6 in favor, 0 opposed, 0 abstentions).

8. FY 2017-18 Investment Report

Ms. Hom presented the FY 2017-18 year end investment report. Ms. Hom stated Chandler Asset Management removed Home Depot and Wells Fargo holdings per the Commission's direction in the prior year. The combined loss at book value was \$4,215. A copy of the Union Bank statement was distributed detailing holdings. The total investment earnings for the year ending June 30, 2018 were \$453,334 and was budgeted at \$375,000.

9. Chandler Asset Management Investment Presentation

Ms. Hom introduced Carlos Oblites, SVP, Portfolio Strategist from Chandler Asset Management to present on First 5's investment portfolio.

Mr. Oblites provided an overview of the economic update outlined in the presentation distributed. Mr. Oblites reviewed the agency's investment holdings as of September 30th and briefly reviewed performance of the portfolio. Overall, the September employment report indicates the labor market remains strong, and there is steady but modest upward pressure on wages.

Mr. Oblites stated the investment objectives of First 5 Alameda County are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all requirements that may be reasonably anticipated; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives. The performance objective of the First 5 Alameda County Agency portfolio is to earn a total rate of return that exceeds the total rate of return on a market benchmark index of 1-5 Year Government securities.

Commissioner Simms-Mackey inquired whether Chandler has experience with advising on socially responsible investments. Mr. Oblites stated Chandler proactively seeks socially conscious investments with environmental and social governance investing. Ms. Spanos added the agency has had on-going conversations with Chandler during the past two years regarding socially responsible investments and has considered establishing a socially responsible investment clause to be included in the investment policies. Commissioner Simms-Mackey suggested the Commission make decisions around socially responsible investments with the agency moving forward.

PROGRAM

10. School Readiness Presentation

Ms. Spanos introduced Christina Branom from ASR to present the 2017 Alameda County Kindergarten Readiness Assessment and 2018 Longitudinal Study.

Ms. Branom stated there were similar outcomes in a three county sample of children in the Bay Area with 42% were fully ready, 36% partially ready and 22% not ready for Kindergarten. Ms. Branom discussed the predictors of readiness in the 2017 study. Each of the factors has an independent effect on readiness. Factors are outlined in detail in the study.

Commissioner Alternate Cedeño inquired whether ASR plans to add a non-specific gender field in the next study. Ms. Branom stated ASR will be inclusive and will be adding an "other" category on the forms.

Ms. Branom stated the current study validates findings from prior countywide studies and the need for systemic approach across the county to close readiness gaps. First 5 strategies address some of the predictors of readiness by improving the quality of children's early experiences and increasing investments in family and community supports. Raising readiness levels in the county will require investment from the broader community, including public, private, and nonprofit agencies from across sectors.

Ms. Branom provided an overview of the 2018 Longitudinal Study. The study includes 3rd grade outcome data from Hayward Unified School District (HUSD) as well as Oakland Unified School District (OUSD). The focus of the study was on third grade Math and ELA Smarter Balanced Assessment scores which included 519 students with Kindergarten Observation Form (KOF) scores and third grade assessment scores. Compared to the general student population in OUSD and HUSD, the sample had lower 3rd grade achievement. Ms. Branom stated the achievement gaps start early and observed in kindergarten are persistent. Third grade academic success is strongly related to child health and well-being, socioeconomic status, English proficiency and attendance. Findings highlight the importance of early intervention to ensure children are on track to succeed later in life.

Commissioner Simms-Mackey inquired about the factors associated with Kindergarten readiness to 3rd grade achievement. Kids were ready in kindergarten, but only 37% in 3rd grade were achieving. Ms. Branom stated there were not findings of significant factors.

Commissioner Cox commented on the difficulty in figuring out how to engage families. Systems leaders need to look at what the expectation is in the classroom. She raised the question on how the community can change the environment and how do we invest in neighborhood schools to make them the central focus.

Vice Chair Echeverría commented that the study could look at unpacking the category grouping of tired, sick and hungry. Ms. Branom stated that many kids on the study came to school with all the components leading to the categorization.

Commissioner Alternate Cedeño commented on the importance of strategic investments. Schools need to be ready for kids and systems needs to align their efforts.

Ms. Spanos commented that if the data is reporting factors, systems need to look at how to work in partnership.

Commissioner Alternate Eldridge commented that we need to look beyond our work with children and also look at pregnant mothers.

11. Kindergarten Transition Presentation

Ms. Spanos introduced Lisa Erickson, Neighborhoods Ready for School Administrator to provide a brief history of the agency's work with OUSD.

Ms. Erickson stated the work began with a part time coordinator at OUSD whose role was to conduct outreach and implement Summer Preschool, and conduct school readiness activities throughout the year across the district. The goal was to pilot effective strategies in these neighborhoods to scale across the district.

Ms. Erickson introduced Maria Sujo, Kindergarten Readiness Program Manager, OUSD to present on the Kindergarten Readiness Program at OUSD.

Ms. Sujo stated over half of children are not kindergarten ready and over half of children have no preschool experience. The Kindergarten readiness goals include: Kids are ready for school (K/TK); Families have what they need to support their child's growth and well-being and providers are better able to support families and children under the age of 5.

Ms. Sujo discussed the kindergarten readiness strategies. The Summer Pre-K program (SPK) focuses on family engagement and early intervention. Some of the program highlights include interdepartmental and community wrap around support, ASQ dental screenings and mental health supports. Another strategy focuses on Kinder Transition Plans & School Readiness which includes activities such as playgroups and parent cafes. These provide a connection point to health, early intervention and enrollment resources. Horizontal alignment puts systems in place for providers to support children and families in order for them to get adequate resources at school. Ms. Sujo added collaboration is essential to institutionalize and to anchor kindergarten readiness practices in the school district.

Ms. Sujo discussed the kinder transition teacher leader program. The program consists of a cohort of Pre-K and K/TK teachers on a co-located Child Development Center/elementary school working towards readiness goals. Ms. Sujo stated many of the school family connections open to the 0-5 community in the neighborhood: health fairs, summer learning option (recruit for SPK) and kindergarten readiness family series. There are currently 228 children participating in the program.

Ms. Sujo described the central family resource center. Families have a space to build kindergarten readiness skills in the 0-5 drop in play groups. This supports health development and kindergarten readiness skills. Ms. Sujo provided an overview of the Kinder/TK Transition Form. The info sharing strategy helps ensure that schools are ready for kids, and that teachers have pertinent info about how to best support them. Ms. Sujo stated the program is building capacity of providers in turn fueling system change independent of funding.

Ms. Spanos commented that the presentation was a good way to highlight the investment being made in the community and with families.

Commissioner Cox inquired how the program keeps bias out of the transition form data collection. Ms. Sujo stated bias is always present and the teachers go through training around it with the hope that the tool is used to share successful strategies.

Commissioner Coffin inquired whether there are or have been connections/opportunities for partnerships with faith based organizations. Ms. Sujo stated the program is embedded in literacy partnerships and not tapped in to faith based organizations for this work.

Ms. Spanos expressed appreciation to Ms. Sujo for the presentation.

12. Alameda County & City of Oakland Child Care and Early Education Initiatives

Ms. Spanos provided an update on the Alameda County Child Care and Early Education Initiative. Organizers for the Measure A campaign conducted a focus group in August and are evaluating their approach for a run in 2020. Commissioner Alternate Cedeño commented the findings from the focus group are still forthcoming. The group will need to simplify the messaging for the next election. Organizers also met with the Alameda County Early Care and Education Program to identify target neighborhoods. The group is collectively working on an analysis to present to the Alameda County Board of Supervisors. Commissioner Alternate Cedeño stated they are looking at strategies on how to target neighborhoods that were on the fence with voting in favor of Measure A in the June election.

Ms. Spanos stated the City of Oakland is moving forward with Measure AA. The measure would establish a parcel tax that would fund education services for pre-K through college students in Oakland. First 5 will continue to be in conversation with the City of Oakland regarding being the fiscal agent to hold the funds for the early childhood portion if the measure passes.

13. State Commission and Association Updates

Ms. Spanos provided a brief update. The First 5 Association will be holding a convening December 10th-12th in Palm Desert. The group will be working on network and branding. A number of First 5 Alameda County staff will be attending.

The agency has been active in voter registration outreach. Ms. Spanos shared voter postcards that were created to encourage voter registration. The postcards have been translated in to Spanish and Chinese.

14. Legislation and Public Policy Update

- **Environmental Health Statement adoption**
- **Tobacco Policy and Education update**

Due to time limitations, Vice Chair Echeverría stated agenda item 14 will be tabled and moved to a future Commission meeting for discussion.

MISCELLANEOUS

15. Communication from Commissioners

There was no communication from Commissioners.

16. Adjournment

Vice Chair Echeverría adjourned the meeting at 11:32 AM.



To: First 5 Alameda County Commission
From: Christine Hom, Interim Chief of Staff
Date: December 13, 2018
Subject: Contract Authorizations

REQUESTED ACTION

To review and approve the following contract authorizations.

BACKGROUND

Per our Financial Policies, Section VII. Purchasing and Contracting, the Commission must approve contract/award amounts in excess of \$50,000. The following awards require specific authorization from the Commission.

eightCloud - \$150,000

First 5 Alameda is requesting approval of a FY2018-19 \$150,000 contract amendment with eightCloud to provide post-implementation managed care support for HIGH5 applications. eightCloud has a current FY2018-19 \$63,000 contract to provide test script development, implementation and managed care support for the training and awards modules. The additional funding will provide application and client support, remote administration and configuration, and remote development for the internal and external awards interfaces, training module and RBA dashboards. The addition of this \$150,000 amendment brings the aggregate FY2018-19 contract amount to \$213,000 for which Commission approval is needed.

Fiscal Impact: Funding is budgeted and provided by Prop 10 and will be added to the mid-year budget modification process in February 2019.

Action Requested: Approve an aggregate FY2018-19 \$213,000 contract amount with eightCloud.

WestEd - \$197,000

First 5 Alameda is requesting approval of a FY2017-19 \$197,000 contract amendment with WestEd. West Ed's current FY2017-19 contract provides CLASS and ERS assessments to classrooms located at ECE sites participating in Quality Counts through December 31, 2018. The amendment will fund approximately 105-115 additional assessments representing all remaining ERS and CLASS assessments for QRIS sites in the rating queue through June 30th, 2019. The addition of this \$197,000 amendment brings the aggregate FY2017-19 contract amount to *\$845,300 for which Commission approval is needed.

*First 5 currently has the following contract with West ED:

- FY 2017-19 contract for \$648,300 to provide valid and reliable CLASS and ERS assessments for ECE programs participating in QRIS (Jan. 1, 2018 – Dec. 31, 2018); includes contract amendment for \$165,000 approved and pending execution).

Fiscal Impact: Funding of \$197,000 is provided by the CSPP QRIS Block Grant 5 and will be added to the mid-year budget modification.

Action Requested: Approve an aggregate FY2017-19 \$845,300 contract amount with WestEd.

YMCA of the East Bay - \$57,513

First 5 Alameda County is requesting approval of a FY2018-19 \$57,513 contract with YMCA of the East Bay (YMCA) to support college level, unit-bearing coursework and materials customized to meet the needs of the early childhood teaching staff at the YMCA of the East Bay. This contract will provide a total of four (4) 3-unit ECE courses and related textbooks to YMCA staff and students on site. YMCA of the East Bay currently has a FY 2017-18 \$58,245 contract to provide Infant/Toddler ECE unit bearing college coursework and textbooks for staff and students through December 2018. The addition of the \$57,513 brings the aggregate FY 2018-19 contract amount to *\$115,758 for which Commission approval is needed.

Fiscal Impact: Funding is budgeted and provided by the First 5 California IMPACT grant.

Action requested: Approve an aggregate FY2018-19 \$115,758 contract amount with YMCA of the East Bay.

Red Car IT Solutions- \$200,000

First 5 Alameda County is requesting approval of a FY 2018-19 \$200,000 contract with Red Car IT Solutions to provide support to the First 5 Application Suite (ECChange, Pathways and ECC Online). We contracted with Public Consulting Group for the first 6 months of the fiscal year for application support to allow time for the completion of the development and implementation of HIGH5 and to identify how ECC Online functionality would be minimized or terminated because of the new system. First 5 determined that the impact of the HIGH5 Go-Live in December 2018 has not changed the level of support needed for ECC Online through the remainder of the fiscal year. First 5 released a Request for Qualifications for a vendor to support the First 5 Application Suite through June 30th. Based on an internal review of the application received, Red Car IT Solutions was selected as the contractor to provide these services.

Fiscal Impact: Funding of \$200,000 is budgeted and provided by Prop 10 and will be added to the mid-year budget modification process in February 2019.

Action Requested: Approve a FY2018-19 \$200,000 contract amount with Red Car IT Solutions.

RECOMMENDATION

That the Commission approve the above contract authorizations.

Submitted by:

Reviewed by:

Christine Hom
Interim Chief of Staff

Kristin Spanos
Chief Executive Officer



To: First 5 Alameda County Commission
From: Mary Williams, Human Resources Consultant
Date: December 13, 2018
Subject: Employee Policies and Procedures revisions

ACTION REQUESTED

To review the proposed revisions to the Employee Policies and Procedures Handbook.

BACKGROUND

First 5 Alameda County adopted Personnel Policies in May 2004 in preparation for separation from Alameda County. Since then revisions have been made in May 2005, September 2005, June 2006, May 2007, May 2008, June 2009, June 2010, December 2011, May 2013, June 2014, July 2015, June 2016, June 2017 and June 2018. All significant policy revisions are listed on the change log at the end of the document. Revisions are necessary periodically due to changes in practice or law. We engage the employment law firm of Wiley Price & Radulovich when consultation is needed on issues of employment, including revision of personnel policies contained in the Employee Handbook.

RECOMMENDATION

The following changes are recommended as part of year-end manual review and represent edits that clarify policy, current agency practices and procedures *or* brings our current policies in line with changes in employment law. There are no significant changes this year. The edits include clarifications and enhanced language around current policies. The significant changes identified in the Employee Policies and Procedures Handbook are as follows:

- Page 10: Health and Dental Insurance: add reference to vision insurance; clarify the First 5 employer contribution.
- Page 10: Payment in Lieu: delete the reference to “*or dental*” which implies that if an employee waives only dental insurance they are entitled to the payment in lieu of \$137.50/pp. Additionally, an employee only needs to provide evidence of having coverage elsewhere for medical insurance.
- Page 13: Paid Family Leave Insurance Program: delete the sentence regarding a waiting period. Effective January 1, 2018, the California Paid Family Leave program no longer requires employees to serve a seven day waiting period.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

To review and approve the proposed Employee Policies and Procedures Handbook.

Submitted by:

Reviewed by:

Mary Williams
Human Resources Consultant

Kristin Spanos
Chief Executive Officer



EMPLOYEE HANDBOOK

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WELCOME

Welcome to First 5 Alameda County! Through the efforts of our staff members, First 5 Alameda County has established itself as a leading organization in our community and we are excited to have you join our team.

Our vision and mission, along with our strategic plan, guide the work that we do. To ensure our continued success, all employees also need to understand our policies and procedures. This Handbook contains important information that you need to know about First 5 Alameda County, including a summary of our policies, benefits, and work expectations, and we encourage you to use it as a reference throughout your employment with us.

If you have any questions, please do not hesitate to ask either your supervisor or a member of the Finance/Administration team.

Sincerely,

Kristin Spanos, Chief Executive Officer

OUR VISION

Every child in Alameda County will have optimal health, development and well-being to reach his or her greatest potential.

OUR MISSION

In partnership with the community, we support a county-wide continuous prevention and early intervention system that promotes optimal health and development, narrows disparities and improves the lives of children 0 to 5 and their families.

PART ONE: INTRODUCTORY INFORMATION

HANDBOOK USE AND PURPOSE

This employee handbook is designed to help employees familiarize themselves with important information about First 5 Alameda County (hereafter also referred to as F5AC), as well as information regarding their own privileges and responsibilities as employees.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, except for the At-Will Employment relationship, F5AC reserves the right to modify, rescind, supplement, or revise any provision in this handbook. While F5AC will make reasonable efforts to provide employees with advance notice of any modifications or revisions to the handbook and will distribute updated pages as revisions are made, advance notice of policy changes may

not always be possible. Even in this event, changes to policies apply to F5AC employees upon their effective date.

This handbook is not intended to be a contract. The policies and procedures in this handbook are intended to replace all previous personnel policies, practices, and guidelines.

Employees are expected to comply with all policies in this handbook. Employees who fail to do so will be subject to discipline, up to and including immediate termination.

Any questions regarding the contents of this handbook may be addressed to your supervisor or to the Human Resources Administrator.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of First 5 Alameda County to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion (including religious dress or grooming), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

REASONABLE ACCOMMODATION OF PROTECTED DISABILITIES

First 5 Alameda County complies with the employment-related reasonable accommodation requirements of applicable law, including the obligation to engage in the interactive process to identify possible reasonable accommodations for employees and applicants with disabilities. Employees or applicants who wish to request a reasonable accommodation should make this request to the Human Resources Administrator. Alternatively, employees may make their request to their direct supervisor, who will be responsible for communicating the request for accommodation to Human Resources.

COMPLAINT PROCEDURE FOR COMPLAINTS OF DENIAL OF REASONABLE ACCOMMODATION

Complaints of denial of reasonable accommodation shall be directed to the Human Resources Administrator. Applicants and employees are encouraged to bring such complaints to F5AC's attention promptly, so that it can address them promptly. The Human Resources Administrator will investigate the complaint and make a recommendation to the Chief Executive Officer.

The Chief Executive Officer shall make a determination regarding whether a reasonable accommodation can be provided. As part of this complaint resolution procedure, the Chief Executive Officer may require the applicant/employee and a F5AC representative to meet to discuss potential reasonable accommodations and to try to agree on a specific reasonable accommodation. The Chief Executive Officer shall have the authority to determine which reasonable accommodation, if any, shall be provided.

PART TWO: EMPLOYMENT AND HIRING POLICIES

AT-WILL STATUS

Employment with First 5 Alameda County is “at will.” This means that the employment relationship is not for any specified period and can be terminated by either the employee or F5AC at any time with or without any particular reason or cause and without advance notice. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between First 5 Alameda County and its employees. Although other terms and conditions and benefits of employment with First 5 Alameda County may change, or be eliminated or added to, from time to time, the at-will relationship of employment is one aspect that cannot be changed except by an agreement in writing with the First 5 Alameda County Commission, signed by the chair of the board on behalf of the entire board, and by the employee.

WORK ELIGIBILITY

To comply with federal law, First 5 Alameda County employs only United States citizens and non-citizens who are lawfully authorized to work in the United States. All employment is conditioned upon receipt, by the Human Resources Administrator, of documentation establishing identity and authorization to work in the United States.

Employees who will be working alone with children will be required to be fingerprinted prior to employment. Employees who will work directly with families will be required to pass a TB test prior to employment, and periodically during the course of employment.

California law requires that certain employees must report suspected child abuse or neglect to a child protective agency. Consistent with First 5 Alameda County’s mission to improve the lives of children who are 0-5 years of age and their families, all F5AC employees are considered to be mandated reporters and must sign a statement agreeing to comply with the reporting requirements, prior to commencing employment and as a prerequisite to that employment. Employees will also be provided with training on reporting procedures during their introductory period.

Employees for whom driving is an essential function of their job at F5AC must have a valid California driver’s license, personal automobile insurance and ability to meet the driving record requirements for coverage under F5AC’s non-owned auto liability policy. Such drivers are required to sign an Authorization of Release of Driver Record Information for F5AC insurance purposes at the commencement of employment. Assignment of driving responsibilities is conditional upon receipt of a satisfactory report from the State of California, Department of Motor Vehicles. If an applicant or employee cannot meet these requirements due to a disability or medical condition, he/she should notify the Human Resources Administrator to discuss possible accommodations.

INTRODUCTORY PERIOD

Employees are considered introductory during the first one hundred eighty (180) days following their date of hire. During this period, performance will be carefully evaluated and a determination made regarding whether the employee's job performance is sufficient to pass the introductory period. The fact that an employee has successfully completed the introductory period does not alter the employee's "at will" status, and does not guarantee continued employment for any period of time. During the introductory period, employees are not eligible to take vacation time, although vacation time does accrue for eligible employees during this period as described in the "Vacations" policy. New employees may take time off in the form of PTO during their introductory period.

Under certain circumstances and at its sole discretion, F5AC may extend an employee's introductory period for up to an additional 90 days.

Notwithstanding the introductory period, because your employment is at-will, it may be terminated by you or F5AC, during or after your introductory period, for any reason or no reason, with or without cause, and with or without advance notice.

EMPLOYEE CLASSIFICATIONS

Staff members are placed into classifications based on job description, job duties, and applicable wage/hour laws.

- Exempt Employee: An executive, administrative, or professional employee who is exempt from the overtime pay requirements of applicable law
- Non-exempt Employee: An employee (generally paid by the hour) who is eligible to receive overtime pay for overtime hours worked
- Regular Full-Time Employee: An employee who is regularly scheduled to work forty (40) hours or more per workweek
- Regular Part-Time Employee: An employee who is regularly scheduled to work between twenty (20) and thirty-nine (39) hours per workweek
- Temporary Employee: An employee who is hired on a full- or part-time basis for a specified period of time, usually not to exceed twelve (12) months
- On-Call Employee: An employee who is not regularly scheduled to work a specified number of hours in any given workweek, but who is scheduled to work on an as-needed basis
- Interns: A temporary employee hired on a full- or part-time basis for a specified period of time, usually not to exceed twelve (12) months for the purpose of furthering their degree and usually attached to an accredited University

CHANGES IN EMPLOYEE CLASSIFICATIONS

All employees are classified as exempt or non-exempt, and as regular, temporary, or on-call, and as part-time or full-time. These classifications determine eligibility for benefits, compensatory time, and overtime.

Changes in employee classification may occur when a significant job change occurs (for example, a promotion or a change in work hours, etc.) that is intended to last for more than four (4) months.

JOB POSTINGS

First 5 Alameda County attempts to find the most qualified candidates to fill position vacancies. This is accomplished through a combination of internal and external recruiting. Consideration will be given to the advancement of current employees, and employees are encouraged to apply for promotions or transfers for which they feel they are qualified.

Open positions may be posted internally through F5AC email and/or on the First 5 Alameda County intranet. Internal postings may occur simultaneously with external postings. The decision to fill positions from within or to hire from outside is made solely by First 5 Alameda County.

Only the Human Resources Administrator and the Chief Executive Officer have the authority to extend job offers. All offers of employment will be in writing.

HIRING OF RELATIVES

First 5 Alameda County is aware that relatives of employees or Commissioners may occasionally seek employment with First 5 Alameda County.

In the interest of avoiding conflicts of interest, or appearances of conflicts, First 5 Alameda County sets forth the following guidelines with respect to nepotism:

1. Current employees may not interview or make employment-related decisions with respect to relatives who seek employment with F5AC.
2. Current employees may not supervise relatives under any circumstances.

The definition of “relative” is:

- Spouse/domestic partner
- Employee’s, spouse’s or domestic partner’s child (natural child, legally adopted child, or a child for whom the employee, spouse, or domestic partner has been awarded court-appointed legal guardianship)
- Parent or spouse/domestic partner’s parent
- Brother, sister, or spouse/domestic partner of sibling
- Any other individual living in the same household as the employee

It is expected that all employees, regardless of any relationship status, will conduct themselves professionally in their interactions with each other and with other employees working at First 5 Alameda County.

EMPLOYMENT OF BOARD MEMBERS

To preserve the objectivity and integrity of F5AC’s Commission, any Commission member who wishes to apply for employment with F5AC must first resign from the Commission.

PART THREE: EMPLOYEE DEVELOPMENT

PERFORMANCE MANAGEMENT

Effective performance management is critical to the success of First 5 Alameda County; employees need to know what is expected of them if we are to carry out our strategic plan and achieve our mission. Supervisors are expected to provide ongoing, timely feedback and coaching to their staff so that employees know how they are doing and any performance issues can be addressed in a timely manner. Employees are expected to engage in dialogue with their supervisor to ensure a clear understanding of performance expectations and to identify any areas needing improvement.

Each employee's performance will be formally reviewed at the end of the introductory period, and thereafter on an annual basis, to coincide with the approximate anniversary of the employee's start date with First 5 Alameda County (or the anniversary date of any subsequent promotion or change in position). Performance review guidelines are provided by Human Resources for supervisors and employees to follow during the process.

Performance reviews, signed by the employee, supervisor and the Human Resources Administrator, will be placed in the employee's personnel file. Employees may keep a copy of their review and have the opportunity to provide input to and comment on it in writing.

In the event that an employee's overall performance is rated as less than satisfactory or specific areas are identified that are in need of improvement, the supervisor should develop a written performance improvement plan for the employee. Performance improvement plans should include specific goals for improvement along with the strategies and timeline to improve performance. Supervisors should notify and work with the Human Resources Administrator when any performance issues are identified that require a written improvement plan.

PROFESSIONAL DEVELOPMENT

First 5 Alameda County encourages the professional growth and development of employees through a variety of means, including in-house training, membership affiliations with professional organizations, and attendance at educational conferences, meetings or seminars. Each employee will have up to \$500 a fiscal year to spend on Professional Development. This will be reimbursable to employee after completion of the course(s). Unused funds will not carryover. This amount is subject to change. To support this, all employees, together with their supervisor, develop professional development goals annually as part of the performance review process.

First 5 Alameda County will consider employee requests to pay for membership dues and license renewals in job-related professional organizations when those fees become due after the start of employment with F5AC. Employees may make this request through their supervisor, and written approval by F5AC is required prior to payment or reimbursement. Employees who wish to attend a job-related conference, meeting or seminar must also make this request through their supervisor, and obtain advance written approval, prior to payment or reimbursement for the cost of the training. Detailed information about procedures for submitting professional development requests can be found in F5AC's Procedures Manual.

PART FOUR: HEALTH, WELLNESS, AND EMPLOYEE ASSISTANCE

HEALTH ~~AND DENTAL~~ INSURANCE

Health, ~~and dental~~ and vision insurance is offered as part of the benefits package to regular, full-time employees and regular, part-time employees who regularly work 20 hours or more per week. First 5 Alameda County ~~pays~~ contributes to the cost of premiums for the employee, spouse/domestic partner and/or eligible dependents, up to an amount to be determined annually. If an employee chooses a health, ~~and/or dental~~ and/or vision plan(s) that cost more than the employer contribution, the balance of the cost is borne by the employee, and ~~is shall~~ be paid for on a pre-tax basis through payroll. The employer contribution is only used to offset the health premiums and may not be used for other purposes or paid out to employees. First 5 Alameda County's share of costs of benefits for part-time employees will be pro-rated to the percentage of time the employee is regularly scheduled to work.

Effective January 1, 2016, temporary employees who work 30 or more hours per week and their eligible dependent children will be offered health insurance 30 days from the date of employment; if elected, this insurance will become effective on the first of the following month. First 5 Alameda County shall cover the same % of employer share of premiums as it does for permanent employees. Any balance of premium costs is borne by the employee, and shall be paid for on a pre-tax basis through payroll. Temporary employees who work less than 30 hours per week are not eligible to be offered health insurance. No other benefits shall be paid to temporary employees.

First 5 Alameda County reserves the right to change health, ~~and dental~~ and vision insurance plans and benefits under those plans, to change the employer share of premium payments for the plans, or change the amount it pays employees who opt out of the plan(s) (see "Payment in Lieu" section, below), with or without notice, consistent with any legal obligations it may have. In general, the employer share of premiums is determined prior to each Open Enrollment period.

DEFINITION FOR ELIGIBILITY

For the purposes of benefits coverage, "eligible dependents" is defined as spouse or domestic partner and eligible dependent children who are up to age 26, single or married.

PAYMENT IN LIEU

Employees may opt not to enroll in health ~~and/or dental~~ insurance provided through First 5 Alameda County provided they have proof of medical insurance through another source. Employees who wish to opt out must complete and sign a waiver form. First 5 Alameda County will pay employees who opt not to enroll in any form of Agency-provided medical, ~~or dental~~ or vision insurance \$137.50 each pay period (pro-rated for part-time employees to the percentage of time regularly scheduled to work). This payment is subject to state and federal taxes.

Temporary employees who are offered health insurance and elect not to enroll are not eligible to receive an in lieu payment.

INSURANCE CONTINUATION

Upon termination or other qualifying event, employees covered under a health insurance plan have certain legal rights to remain on the insurance plan at their own expense for up to eighteen (18) months (more in some exceptional cases) through benefits under COBRA. More information regarding COBRA coverage, costs, and administrative procedures is available from the Human Resources department at the time employment ends or when an employee has a question or provides notification about other qualifying events.

Employees who experience a qualifying event must provide written notice within 60 days after the qualifying event occurs to Human Resources. This written notice must include the name of the employee, the type of qualifying event, the date of the qualifying event, the name of the insurance plan, and the names of the individual(s) eligible for COBRA. In particular, for your dependents to be eligible for COBRA continuation coverage (which may be available for both health and dental insurance), you must inform us if:

- You and your spouse experience divorce or legal separation
- A dependent child loses eligibility for coverage as a dependent child

FIRST 5 FLEXIBLE BENEFIT

All regular, full-time employees receive a First 5 Flexible Benefit of \$1,500 per calendar year. This amount is reviewed annually, generally prior to each Open Enrollment period, and F5AC reserves the right to change the amount of the Flexible Benefit. The benefit may only be applied to the following pre-tax options:

1. The Employee's share of the health/dental premium,
2. The purchase of supplemental Life Insurance (for the employee), or
3. The funding of a Health Flexible Spending Account (HFSA)

Part-time, regular employees' Flexible Benefit is pro-rated based on the percentage of time regularly scheduled to work.

ALAMEDA COUNTY EMPLOYEES RETIREMENT ASSOCIATION (ACERA)

All regular, full-time employees are required to become members of ACERA, a defined benefit retirement pension plan for public employees in Alameda County. Employees are required to make a pre-tax retirement contribution to ACERA through payroll deduction; contribution rates are set by ACERA. Part-time or temporary employees are not eligible to become members of ACERA. Full-time employees who convert to part-time or temporary status are required to continue ACERA membership. Additional information about ACERA is available from Human Resources or can be found at the ACERA website: <http://www.acera.org>.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All regular employees are provided with access to an Employee Assistance Program, which offers a variety of confidential services and benefits at low- or no-cost. Information about the program and how to access it is available from Human Resources.

LIFE INSURANCE

Regular employees who work 20 or more hours per week are eligible for a basic \$25,000 life and accidental death and dismemberment insurance benefit paid for by F5AC. Employees may also elect supplemental coverage at their own expense, with premium payments being made on a pre-tax basis through payroll under F5AC's Cafeteria (Section 125) Plan. Additionally, employees may elect supplemental life insurance for their spouse/partner and/or dependent children at their own expense; these premiums are paid on an after-tax basis. Supplemental life insurance may only be elected at the time of hire or open enrollment and, depending on the amount requested and election date, may be subject to underwriting and approval by the insurance company.

FLEXIBLE SPENDING ACCOUNT

All regular employees may enroll in F5AC's flexible spending account ("FSA") program, which allows employees to set aside pre-tax dollars to be used for eligible medical expenses or dependent care expenses. For information about current annual election limits and a comprehensive list of reimbursable expenses, please review the FSA materials provided by Human Resources or visit www.wageworks.com.

A Word of Caution Regarding FSAs

No refunds of money left in an individual's flexible spending account are given at the end of the plan year. This means that employees participating in the plan need to estimate expenses carefully. The FSA Medical plan expires on your last day of employment unless you chose to take COBRA for the FSA.

WORKERS' COMPENSATION

First 5 Alameda County carries workers' compensation insurance as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to compensation for a percentage of loss of pay resulting from work-related injuries or illness. The cost of this coverage is paid by F5AC.

You must immediately report any on-the-job injury to your supervisor, regardless of how minor the injury may seem. Questions concerning our workers' compensation coverage should be directed to Human Resources.

STATE DISABILITY INSURANCE (SDI)

Employees of First 5 Alameda County who are unable to work due to illness, injury, or pregnancy may be eligible for disability benefits through SDI for the time they are unable to work. SDI is an employee paid benefit that provides for partial replacement of wages lost because of a disability not caused by work. The determination of benefits is up to the state Employee Development Department (EDD). The first seven days of an employee's absence are considered a "waiting period", and no SDI benefits are paid for that period. Information and claim forms can be obtained from the local EDD office or the EDD website: <http://www.edd.ca.gov/disability>.

PAID FAMILY LEAVE (PFL) INSURANCE PROGRAM

First 5 Alameda County employees are also covered under the state-administered Paid Family Leave (PFL) insurance program. PFL is an employee-paid benefit that provides partial wage replacement when an employee is taking approved time off work to care for a seriously ill family member (as defined by the state), or to bond with a child.

While the state may grant PFL benefits when an employee is taking leave to care for a sibling, grandparent, grandchild, or parent in-law, please note that employees are not eligible to take Family/Medical Leave under FMLA/CFRA for these situations. Employees who wish to request a leave of absence to care for a sibling, grandparent, grandchild, or parent in-law should request a Personal Leave of Absence as described in the Leave of Absence section of this Handbook.

Up to six (6) weeks of PFL benefits may be paid in a twelve (12) month period. The determination of benefits is up to the state Employee Development Department. ~~Employees must generally serve a seven (7) day waiting period before PFL benefits begin.~~ Information and claim forms are available from the local EDD office, from the EDD website at: http://www.edd.ca.gov/Disability/Paid_Family_Leave.htm, or by calling 1-877-238-4373.

LONG TERM DISABILITY INSURANCE

All regular full-time and part-time employees who are regularly scheduled to work 20 or more hours per week may apply to purchase long term disability insurance from a designated broker. Payment for such insurance is made by an after-tax deduction from the employee's gross salary.

DEFERRED COMPENSATION

Regular, full-time and regular, part-time employees may participate in the Alameda County Deferred Compensation Plan. Contributions to the plan may be made on either a pre-tax or after-tax basis through payroll, and may be placed in various investment vehicles. Employees may enroll or change their deferred compensation election at any time during the year; however, any requested changes will not be effective until the month following receipt of the requested change by Human Resources. For more information, visit www.acgov.org/treasurer/deferred.htm.

EXECUTIVE BENEFIT PACKAGE

The Commission may provide an Executive Benefit Package to the Chief Executive Officer. The components of the package are at the discretion of the Commission. Any Executive Benefit Package must be detailed in writing, signed by the Chair of the Commission and the Chief Executive Officer, and placed in the Chief Executive Officer's personnel file.

PART FIVE: PAID TIME OFF

VACATIONS

First 5 Alameda County provides paid vacation time to regular employees so that they may take time off to relax, recuperate and recharge.

Regular full-time employees earn paid vacation time on the following schedule, beginning with the first day of regular employment:

<u>Service Year</u>	<u>Total Possible Annual Accrual</u>
1–3 years:	10 days each calendar year (80 hours)
4–10 years:	15 days each calendar year (120 hours)
11-20 years:	20 days each calendar year (160 hours)
21+ years	25 days each calendar year (200 hours)

Regular part-time employees who are regularly scheduled to work twenty (20) or more hours per week earn paid vacation time on a pro-rated basis based on the number of hours worked per week. No other classification of employees earns paid vacation time.

Accrued vacation time cannot be taken until six months after your first day of employment.

Employees may accrue vacation time up to two (2) times their annual accrual, as set forth above. Once an employee reaches this cap on accrual, he/she will cease accruing vacation until sufficient vacation time is taken to reduce the employee’s balance to below the cap. Any unused vacation time is rolled over into the following year, up to the cap.

All vacation time must be requested in writing, at least 4 weeks in advance, and is subject to approval from your direct supervisor. Please note that First 5 Alameda County may not be able to approve all time off requests because of organizational needs.

First 5 Alameda County encourages employees to use their accrued vacation time. Employees may, however, request to receive a vacation pay-out for some of their accrued unused vacation in lieu of taking paid time off work. Vacation pay-out is limited to the number of hours that an employee accrues in one calendar year under this policy, and employees who request a vacation pay-out are required to have one year’s accrual remaining after the pay-out.

Upon termination of employment, employees will be paid for any accrued, unused vacation.

First 5 Alameda County does not make any advance payments of vacation time (i.e., employees will not be paid for vacation time before it is accrued). As a public agency, however, and pursuant to principles of public accountability, First 5 Alameda County may grant time off without pay to an employee, whether exempt or non-exempt, who needs time off for personal reasons and who has exhausted his/her accrued paid vacation and PTO leave. Time off granted in this circumstance, if any, is limited to a maximum of three (3) days. If an employee needs additional time away from work, the employee should request a Personal Leave of Absence. Please refer to the Personal Leave of Absence policy for more information.

HOLIDAYS

First 5 Alameda County generally observes the following holidays:

New Year's Day

Labor Day

Martin Luther King Jr. Day	Veteran's Day
Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Friday after Thanksgiving
Memorial Day	Christmas Day through New Year's
Independence Day	Day (included)

All regular full-time employees are provided a paid day off for each holiday. Part-time employees and employees with a flexible work schedule who are regularly scheduled to work on a holiday will be paid for that holiday up to the number of hours regularly scheduled to work. No other classification of employees is eligible for holiday pay.

Employees on vacation at the time a holiday occurs will not have that day counted as vacation pay, but will instead receive holiday pay as described above.

PAID TIME OFF (PTO)

All regular full-time employees receive 56 hours (7 days) of paid time off (PTO) each year in addition to vacation and sick leave and F5AC's regular holidays. PTO allows employees to have additional paid leave to cover absences for personal reasons such as religious observances or to supplement vacation, sick and holiday leave. Eligible employees will receive 56 hours of PTO on January 1 of a given year; eligible employees hired during a calendar year receive a PTO allocation at the time of hire that is prorated based on the hire date. Eligible employees may request to use PTO on or following the day that it is received, including new employees who may request to use PTO during their introductory period. Requests should be submitted as soon as possible. Please note that First 5 Alameda County may not be able to approve all time off requests because of organizational needs.

Regular part-time employees will be granted PTO hours pro-rated based on the percentage of time they are regularly scheduled to work, and on the schedule described above. No other classification of employees receives PTO.

The total amount of PTO an employee may have in his/her account at any time is 56 hours (prorated as described above for part-time employees). Employees may carry over unused PTO to subsequent years. However, in the succeeding year, employees will receive on January 1 only the number of PTO hours that will bring their total to 56 hours.

Upon termination of employment, employees will be paid for any unused PTO.

PAID SICK TIME

Paid sick time provides eligible employees with some paid time off to recover from illness or injury, to care for medical needs of family members, or for any other reason permitted by law, including for an employee who is a victim of domestic violence, sexual assault or stalking to obtain relief, such as medical attention and psychological counseling. For purposes of this section "family member" means mother, stepmother, father, stepfather, husband, wife, domestic partner, son, stepson, daughter, stepdaughter, grandparent, grandchild, brother, sister, foster parent, foster child, mother-in-law, and father-in-law, or any other person sharing

the relationship of in loco parentis; and, when living in the household of the employee, a brother-in-law or sister-in-law.

Sick time may also be used for health care appointments that cannot be scheduled outside work hours.

Accrual and Payment

Eligible regular full-time employees may accrue sick time at the rate of .5 days (4 hours) per pay period of service for a total possible accrual of thirteen (13) paid sick days per year. Regular part-time employees accrue sick time on a pro-rated basis, based on the number of hours they are regularly scheduled to work. Eligible new regular employees may use accrued sick time during their introductory period, beginning on their hire date, and may use paid sick time as soon as it accrues.

Temporary employees, whether full-time or part-time, shall be provided with three days (24 hours) of sick time at the time of hire, and on January 1 of each year. Temporary employees may not use sick time until their ninetieth (90th) day of employment.

Regular employees' accrued, unused sick time may be carried over from one year to the next, and there is no limitation on the amount of sick time a regular employee may accrue. Sick time balances for temporary employees may not be carried over to the next year.

No payment is made for accrued, unused sick time upon separation or at any other time. However, regular employees who are rehired within twelve (12) months, shall have their sick leave balance at the time of separation reinstated. Temporary employees who are rehired within 12 months from their date of separation shall also have their sick leave balance reinstated and will be provided with three days of sick time, as described above, up to a combined maximum of six (6) days of sick time.

Sick Time Use

Employees are responsible for directly notifying their supervisor prior to the start of the business day (or no later than one hour following their regularly scheduled start time) when prevented from starting or continuing a workday due to illness or injury. Employees must also keep their supervisor informed about the expected duration of the time away from work.

In most circumstances, a doctor's statement is required when an employee uses more than five (5) consecutive days of sick time (either for himself/herself, or to care for an ill family member) or when an accumulation of absences seems to establish (in the supervisor's judgment) a problematic use of sick time. However, First 5 Alameda County may request verification of the reasons for any use of sick time, regardless of duration.

If sick leave is exhausted, regular employees may request or be required to use vacation and/or PTO leave. Such requests must be approved by First 5 Alameda County.

First 5 Alameda County does not make any advance payments of sick time (i.e., employees may not use sick time before it is accrued). As a public agency, and pursuant to principles of public

accountability, First 5 Alameda County may give time off without pay to an employee, whether exempt or non-exempt, who needs time off due to personal or family illness or injury as allowed above and who has exhausted his/her accrued paid leave (sick, PTO, and vacation).

LEAVE OF JURY DUTY OR IN ANSWER TO SUBPOENA

Leave shall be granted to permit an employee to serve jury duty, or to serve witness duty in answer to a subpoena. The Agency will provide paid time off for a maximum of two weeks on any occasion that a regular employee is required to serve jury or witness duty. If additional jury duty leave is required beyond the two-week period, leave shall be provided as unpaid time off, and the employee serving jury/witness duty may elect to use any accrued paid vacation and/or PTO time during the unpaid portion of the leave.

Proof of attendance from the court will be required in order to receive jury/witness duty pay. When an employee is excused from jury or witness duty in time to report for at least one-half of his/her regularly scheduled shift, the employee is required to report for duty.

BEREAVEMENT LEAVE

Leave of absence with pay because of death in the immediate family of a regular full-time employee may be granted by the supervisor for a period up to five days per calendar year. Regular part-time employees may be granted bereavement leave pro-rated based on the percentage of time regularly scheduled to work. For purposes of this section, "immediate family" means mother, stepmother, father, stepfather, husband, wife, registered domestic partner, son, stepson, daughter, stepdaughter, grandparent, grandchild, brother, brother-in-law, sister, sister-in-law, foster parent, foster child, mother-in-law, and father-in-law, or any other person sharing the relationship of in loco parentis with the employee.

PART SIX: TIME OFF AND LEAVES OF ABSENCE

First 5 Alameda County (F5AC) provides unpaid leaves of absence to eligible employees in a variety of circumstances. Information concerning legal requirements applicable to legally-required leaves of absence is posted in the workroom. Employees who are considering requesting a leave of absence are encouraged to meet with the Human Resources Administrator as early as possible to discuss the details of the leave and to coordinate the integration of benefits and payroll.

Employees may request a leave of absence without pay for reasons including, but not limited to: personal or family illness, qualifying exigency arising from a call to active duty, or justifiable personal or other reasons, or any reason required by law. "Without pay" means that F5AC does not pay for time on leave, other than the accrued, unused vacation, PTO, and/or sick leave that the employee uses consistent with F5AC policies. The employee must submit a written request to his/her supervisor as far in advance of the leave as possible. Generally, no benefits or seniority shall accrue during any unpaid portion of the leave. Human Resources will explain to employees requesting unpaid leave how to continue health plan coverage while on a leave of absence.

The Following General Information is Applicable to All Unpaid Leaves

REQUESTS FOR LEAVE

As soon as an employee learns of the need for a leave of absence, the employee should submit a written request for leave to his/her supervisor and provide a copy to Human Resources. Request forms are available from Human Resources and on the F5AC intranet. If the need for the leave is foreseeable, employees are required to provide at least 30 days' advance notice. Approval of the leave may be delayed if timely notice is not provided. If the employee learns of the need for leave less than 30 days before the leave is needed, the request must be made as soon as possible.

INTEGRATION OF BENEFITS

If an employee on leave is receiving State Disability Insurance ("SDI") or Paid Family Leave ("PFL") or Workers' Compensation benefits, and the employee has not exhausted his/her accrued paid benefits with First 5, First 5 will generally integrate the outside paid benefit with the employee's accrued paid benefit (to the extent permitted by law) so that total compensation for the pay period does not exceed the employee's regular wages for that pay period.

Employees on approved leaves under this section, who receive SDI or PFL or Workers' Compensation benefits, must promptly notify the Human Resources Administrator of the dates and amount of payment(s) so that F5AC can make arrangements for the integration.

MEDICAL CERTIFICATION

Human Resources will notify the employee if medical certification is required for a requested leave to be approved. If the reason for leave is the employee's own injury or illness, medical certification of the employee's ability to return to work, with or without reasonable accommodation, at the conclusion of the leave is required before the employee will be permitted to return.

CONCURRENT RUNNING OF LEAVES

If an employee is on a leave that qualifies under more than one law (e.g. leave for a serious health condition under the FMLA/CFRA that is also a Workers' Compensation injury), the leave time will run concurrently to the extent permitted by law.

NO LEAVE TO ACCEPT OUTSIDE EMPLOYMENT

A request for a leave of absence with or without pay for the purpose of working for an employer other than First 5 Alameda County will not be granted.

PAID LEAVE

Employees are entitled to 4 weeks of paid leave for bonding with their newborn, an adopted child or a child placed in foster care with an employee. This benefit will be paid in coordination with the state to employee whether mother or father, and prior to using earned sick, PTO or vacation time. This time cannot be cashed out. This benefit can only be paid to 1 parent at any time per year.

UNPAID LEAVES

The most common types of unpaid leaves are described below. Please see Human Resources for additional information about any leaves of absence, or if you have a need for leave that is not covered by the descriptions below.

Family/Medical Leave under the Family Medical Leave Act and California Family Rights Act (“FMLA”/“CFRA”)

Eligible employees may request an unpaid leave of up to 12 workweeks in a rolling 12-month period for any of the following reasons:

- To care for the employee’s child after birth, or following placement for adoption or foster care (“baby bonding”);
- To care for the serious health condition of the spouse, registered domestic partner, child, or parent of an employee;
- For the employee’s serious health condition; or
- To handle “qualifying exigencies” arising out of the fact that the employee’s spouse, registered domestic partner, child, or parent is on active duty, or is called to active duty, in support of contingency operations as a member of the National Guard or Reserves.

In addition, eligible employees may be entitled to take a leave of up to 26 weeks in a 12-month period to care for a spouse, registered domestic partner, parent, child, or next-of-kin who has sustained serious illness/injury in the line of military duty.

Eligible employees are those who have at least one year of service with First 5 Alameda County, and who have worked at least 1,250 hours in the 12 month period before the date the requested leave will begin.

Generally, employees taking FMLA/CFRA leave must use accrued paid sick (if applicable), PTO, and vacation time during the leave. The exceptions to this are:

- Employees on FMLA/CFRA leave for their own serious health condition and who are receiving temporary disability benefits (SDI) or workers’ compensation benefits may elect to use their paid leave to supplement their disability benefit up to an amount that, when combined with the disability benefit, does not exceed their regular pay for the pay period.
- Employees taking leave to care for a family member or for baby bonding are required to use accrued vacation or PTO. They are not required to use accrued sick leave, but may elect to do so, and may elect the order in which accrued leave is used.
- Employees on FMLA leave for pregnancy disability may elect whether or not to use PTO or vacation time during the leave.

Employees on FMLA/CFRA leave retain their employer-paid health insurance up to a maximum of 12 weeks in a rolling 12-month period. Employees who are concurrently taking pregnancy disability leave (“PDL”) remain covered by F5AC health insurance during their approved PDL.

Employees who are eligible for and request baby bonding leave under CFRA may request additional unpaid leave, but total leave taken may not exceed six (6) months when combined with PDL and/or FMLA/CFRA unless otherwise required by law.

Upon expiration of an authorized leave, employees will be returned to the same, or to a comparable, position to the extent required by law.

Non-FMLA/CFRA Medical/Family Leave

Employees who have at least one year of continuous service with F5AC, and who are not eligible for leave under the FMLA/CFRA may nonetheless request a leave for any of the reasons allowed for FMLA/CFRA leaves. The employee must provide evidence of one of the reasons for leave as stated in the FMLA/CFRA, and provide 30 days’ notice if the need for the leave is foreseeable.

If approved, in most cases, leaves of this type will not exceed a maximum duration of eight (8) work weeks within a rolling 12-month period. Generally, employees must exhaust any and all accrued sick leave (if applicable), PTO, and vacation time during the leave.

Employees on this leave who are otherwise eligible for paid health insurance with First 5 will have paid health insurance coverage through the end of the pay period in which their unpaid leave commences. Thereafter, employees may continue coverage under First 5’s group insurance plans at their own expense. The sole exception to this is employees on pregnancy disability leave, who remain covered by F5AC health benefits during their approved leave.

Upon expiration of an authorized leave of this kind, employees will normally be returned to the same, or a comparable position, to the extent required by law.

“Reasonable Accommodation” Leave

An employee with a protected disability under the Americans with Disabilities Act (“ADA”) and/or the Fair Employment and Housing Act (“FEHA”) may request a leave of absence as a reasonable accommodation that will enable the employee, after the leave, to return to work and perform the essential functions of his/her position with or without a reasonable accommodation.

First 5 will generally require the employee to obtain and provide reasonable medical documentation from a health care provider in support of the leave request. Reasonable medical documentation is that which sets forth: 1) the name and credentials of the health care provider; 2) that the employee has a medical condition or physical or mental condition that

limits a major life activity; and 3) a description of why the employee needs a leave of absence as a reasonable accommodation in order to perform his/her job duties.

The duration of leave under this section will be depend on the circumstances involved, which First 5 will evaluate on a case by case basis.

Employees on leave under this section must exhaust accrued paid sick (if applicable), PTO, and vacation time during the leave.

Employees who are otherwise eligible for paid health insurance with First 5, and who are not concurrently taking FMLA/CFRA or PDL leave, will have paid health insurance coverage through the end of the pay period in which the unpaid portion of their leave commences. Thereafter, employees may continue coverage under First 5's group insurance plans at their own expense.

Upon expiration of an authorized leave under this section, employees will be returned to the same, or to a comparable, position to the extent required by law.

Pregnancy Disability Leave ("PDL")

Employees who are disabled and unable to work due to pregnancy, childbirth, or a related condition are eligible to request a leave of up to four months per pregnancy. Related conditions include, but are not limited to, severe morning sickness, the need for prenatal or postnatal care, postpartum depression, gestational diabetes, preeclampsia, mastitis, and loss or termination of the pregnancy and recovery therefrom.

PDL does not need to be taken all at once, but can be taken on an as-needed basis as required by the employee's health care provider, including intermittent leave or a reduced work schedule, all of which counts against the employee's four month entitlement, and certified by the health care provider.

Employees on PDL are required to use accrued sick time during the leave, and may elect to use, or not to use, accrued vacation and PTO. However, employees who are FMLA-eligible, and concurrently taking PDL leave, **and** receiving benefits under SDI, may use their accrued leave to supplement their disability benefit up to an amount that, when combined with the disability benefit, does not exceed their regular pay for the pay period.

Employees on PDL retain their employer-paid health insurance during their approved leave (i.e., up to a maximum of four months). Eligible employees who take CFRA leave for baby bonding (or other qualifying reason) following their PDL leave, may receive employer-paid health insurance for up to an additional 12 workweeks.

Employees returning from PDL will be returned to the same, or a comparable position, to the extent required by law.

Workers' Compensation Leave

Employees who are temporarily unable to work due to a job-related illness or injury may be eligible for a leave of absence until the earlier of the following:

- The employee is released to return to work; or
- The employee is determined to be permanently unable to return to his/her usual duties.

Employees must exhaust all accrued sick, vacation, and PTO during this leave. The exception to this is that employees receiving workers' compensation benefits whose leave runs concurrent with FMLA/CFRA leave are not required to use their paid leave but may elect to do so in order to supplement their disability benefit up to an amount that, when combined with the disability benefit, does not exceed their regular pay for the pay period.

Employees who are otherwise eligible for paid health insurance with First 5, and who do **not** have FMLA/CFRA leave running concurrently, will have paid health insurance coverage through the end of the pay period in which the unpaid portion of their leave commences. Thereafter, employees may continue coverage under First 5's group insurance plans at their own expense.

Employees returning from workers' compensation leave will be returned to the same, or a comparable position, to the extent required by law.

Personal Leave of Absence

In addition to the previously described leaves, and in an effort to recognize the needs of employees for time off in addition to vacation or PTO, First 5 Alameda County may consider granting a personal leave of absence without pay. Personal leaves are limited to a maximum of two months in any two year period (measured in a rolling 24-month period). Personal leaves may generally not be added to any of the previously described leaves.

All regular employees of First 5 Alameda County who have completed their introductory period may request an unpaid personal leave of absence. Job performance, attendance problems, and work/program requirements will all be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted by First 5 within the sole discretion of the Agency.

Personal leaves of absence must be requested in writing, and 30 days advance notice is required if the need for leave is foreseeable. All requests must be reviewed and recommended by the supervisor and the Human Resources Administrator, and approved by the CEO or COO.

Employees are required to exhaust any and all accrued sick (if applicable), vacation, and PTO time prior to requesting an unpaid personal leave of absence.

While on an unpaid personal leave, insurance benefits may be continued at the employee's own expense.

An employee is required to return from the personal leave on the originally scheduled return date. If the employee is unable to return, he/she must request an extension of the leave in writing within five (5) business days before expiration of the leave, explaining the reason for and requested duration of the additional leave sought. If the leave is not extended, the employee must return to work on the originally scheduled return date or be considered to have voluntarily resigned from his/her employment. Extensions of leave are considered only on a case-by-case basis.

Upon expiration of an approved personal leave, the employee will generally be returned to the same or comparable position, but there is no guarantee of reinstatement following a personal leave.

CATASTROPHIC SICK LEAVE BANK

An employee may be eligible to receive donations of paid leave from other employees if he/she has suffered a catastrophic illness or injury, or must care for an immediate family member (as defined in the Sick Time policy of this Handbook) who has suffered a catastrophic illness or injury. Catastrophic illness or injury is defined as a critical medical condition considered to be terminal or a long-term major physical impairment or disability, and which prevents the employee from working his/her usual hours, or from working at all.

The Catastrophic Leave (“CL”) Program is designed to be as confidential as possible, and is strictly voluntary. Employees who donate benefits to the CL bank will be made aware of the value of their donation to the bank. The recipient of CL benefits will be made aware of the value of their benefits received from the CL bank. Individual donations, and the identities of donors and recipients of benefits, are confidential, will not be disclosed except on a need-to-know basis for administrative purposes.

Any First 5 Alameda County employee who is eligible for sick leave is eligible to participate in the Catastrophic Leave Bank, either by donating paid vacation leave, or by requesting a donation.

To be considered for a CL Bank donation, the requesting employee, family member of the requesting employee, or another person designated in writing by the requesting employee must submit a request for such a donation to First 5 Alameda County Human Resources Department, 1115 Atlantic Avenue, Alameda, CA 94501. The Human Resources Administrator, in consultation with the Chief Executive Officer, will administer the Catastrophic Leave Bank.

The requesting employee must provide to F5AC a medical verification of the employee’s qualification for this CL program, including an explanation of the employee’s work limitations and estimated date of return to work, if applicable. If the employee requesting CL benefits has left work to care for a critically ill family member, medical documentation confirming the critical illness/injury of the family member, the need for the employee’s care, and the expected duration of the care period is required for the family member.

The determination of whether to award an employee donations from the catastrophic sick leave bank shall be at First 5 Alameda County's sole discretion and shall be final (i.e., not subject to challenge).

The requesting employee is not eligible to receive and use donations so long as she/he has paid leaves available, however, the request may be initiated prior to the anticipated date leave balances will be exhausted. No retroactive requests will be permitted (i.e., employees will not be granted donations for time off already treated as unpaid leave). Exhaustion of paid leaves alone is not sufficient justification for requesting a donation from the catastrophic leave bank.

A requesting employee may be eligible to receive up to a total of 40 working days of donated time throughout the duration of his/her employment. Donations will be considered for requesting employees on a first-come, first-served basis. Donations from the bank may be received only if there are funds available in the bank.

Periodically, F5AC may notify all employees that they may choose to donate to the bank, particularly at year-end.

The donor employee may donate accrued paid vacation time only. The donor's hourly value of paid vacation time donated will be converted into a dollar value and deposited into the bank. CL leave will be withdrawn from the bank and converted into paid sick hours to be granted to eligible requesting employees.

Donations shall be made in half day increments. Once the donation is made, and deposited in the CL Bank, it is a final transaction and cannot be retrieved by the donating employee. The maximum that may be donated in a calendar year is ten donor days per employee, except that a husband and wife or registered domestic partners, both employed by First 5 Alameda County, may donate unlimited amounts of paid vacation time between one another. In any case, donations that would result in vacation leave balances falling below 40 hours are not permitted.

When using donated CL bank leave, disability benefits will be integrated with donated sick leave, just as they are when non-donated sick leave is used.

PART SEVEN: WORK HOURS AND PAY

PAY PERIODS

For all employees, the standard pay period is biweekly. Paychecks are distributed every other Friday.

WORK SCHEDULES

Although for most employees the regular work schedule is from 8:30 a.m. to 5:00 p.m. Monday through Friday, other employees may have different work schedules if agreed upon by the employee and his or her supervisor, and memorialized in writing and reviewed by Human Resources, and subject to the demands and limitations of the job and department. Supervisors

have final approval for flextime requests and retain the authority to require the employee to return to a regular schedule should organizational need require it. Additional information about flextime options is available from Human Resources.

MEAL PERIODS

Non-exempt employees who work five (5) hours or more should take an unpaid lunch break of a minimum of thirty (30) minutes (up to one (1) hour if desired) towards the middle of their work day during which no work should be performed. When being relieved of all duties during lunch is not possible due to work requirements of First 5 Alameda County, employees will be paid for their meal period. Employees may not skip meal breaks to shorten the workday without prior approval from their supervisor.

TIMEKEEPING REQUIREMENTS

Non-exempt employees must accurately complete and submit time sheets to be approved by their supervisor or manager for each pay period. Non-exempt employees record actual hours worked and leave taken; non-exempt employees must report all hours worked and are prohibited from performing any work “off the clock”. Exempt employees should accurately complete a time sheet for each pay period showing their regular work schedule and leave taken.

FLEXIBLE SCHEDULE

Pending approval, any full time (40 hours a week) employee is eligible for a 9/80 schedule. A 9/80 schedule allows an employee to work 9 days in 2 week pay period: Five days on one calendar week and 4 days the following calendar week. Eight of the shifts are 9 hours and one shift is 8 hours. Employees on this schedule receive one day off per 80-hour pay period. Employees cannot accumulate or change 9/80 days off and will have to sign a Flex schedule agreement.

OVERTIME PAY

First 5 Alameda County provides overtime compensation to non-exempt employees for all hours worked in excess of 40 hours per workweek. All overtime must be approved in advance by the supervisor and the Chief Executive Officer (or the Chief Operating Officer in the CEO’s absence).

At the option of the employee, First 5 Alameda County provides compensatory time off (CTO) as a substitute for overtime pay, for all hours worked in excess of 40 in the workweek, at the rate of one and one-half hours of paid time off for each hour of overtime worked, up to a maximum of 240 CTO hours. Any employee wishing to receive CTO under this policy must have a written CTO agreement on file with HR in advance of performing the overtime work. When the employee takes off the compensatory time earned shall be determined between the employee and his or her supervisor; however, employees are encouraged to take compensatory time off as soon as possible after it is earned. F5AC will not unreasonably deny such requests.

Vacation, PTO, holiday, and sick time do not constitute hours worked for the purposes of computing overtime.

BILINGUAL PAY

If an employee is required by his/her job duties to use a second language at least 20% of the time on the job (in the sole discretion of F5AC), the employee’s supervisor may request that she/he be given bilingual pay. The process involves the employee passing a language proficiency exam administered through the Alameda County Health Care Services Agency (or an alternative testing agency designated by First 5). If the eligible employee passes the test, a taxable salary augmentation will occur each pay period in an amount consistent with the bilingual pay rate of Alameda County.

Supervisors should contact Human Resources to schedule testing for eligible employees. Supervisors must also confirm that the employee is continuing to use the second language at least 20% of the time and reauthorize bilingual pay, as appropriate, on an annual basis.

PAYROLL DEDUCTIONS

Your payroll and earnings deductions are detailed with your paycheck. Mandated and voluntary deductions usually include the following:

Deductions Mandated by Federal and State Law	Voluntary Deductions
Federal income tax	Health and Dental insurance
State income tax	Health Flexible Spending Account
Social Security, Medicare contributions	Dependent Care Flexible Spending Account
State disability insurance	Supplemental Life Insurance
Garnishments, wage attachments	Deferred Compensation
Employee contribution to ACERA	Long Term Disability Insurance

Any questions about your paycheck should be directed to the Human Resources Administrator or Finance Manager.

PART EIGHT: WORKPLACE HEALTH AND SAFETY

DRUG-FREE WORKPLACE

As part of First 5 Alameda County’s ongoing commitment to a safe and healthy workplace, we maintain a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol runs the risks of endangering his or her safety and the safety of others, destruction of or damage to personal or F5AC property, and a loss of productivity and workplace morale.

All employees of First 5 Alameda County are required to understand and comply with F5AC’s drug-free workplace policy. Employees either in our offices or conducting business on behalf of F5AC regardless of location are prohibited from all of the following:

- Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or drugs
- Reporting to work while under the influence of alcohol or drugs.

If an employee is taking prescription or over-the-counter medications that may impair his/her ability to work safely, the employee should inform his/her supervisor of that fact prior to commencing work.

SMOKING

Smoking, including the use of e-cigarettes, is prohibited in all First 5 Alameda County offices, and while conducting F5AC business, regardless of location.

PART NINE: WORK PRACTICES AND ENVIRONMENT

PUNCTUALITY AND ATTENDANCE

Employees who are unable to report for work for any reason must notify their immediate supervisor prior to the start of the business day (or no later than one hour following their regularly scheduled start time). Employees must also keep their supervisor informed about the expected duration of the time away from work.

In general, all employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance.

Frequent lateness or excessive absenteeism is not generally tolerated.

USE OF FACILITIES AND PROPERTY

Employees are asked to treat F5AC property as they would their own. Specifically, employees are to keep their work area and F5AC common areas clean and well maintained and limit their use of F5AC equipment to work-related purposes. Employees are required to receive written supervisory approval in advance before removing any F5AC property from the premises. Employees may decorate their own work spaces, as long as such decorations are consistent with F5AC policies and project a professional image appropriate to our work, but must consult with the Office Manager before displaying items in or making any alterations to public spaces or common areas.

GUESTS AND VISITORS

Employees are asked to keep on-the-job, non-work-related visitors to a minimum to ensure that the workplace is not unduly interrupted. All visitors are required to sign in and out of the First 5 office, and are provided with a visitor badge to wear while in the First 5 office. Visitors should remain in the reception area until escorted by the appropriate employee.

SECURITY

First 5 Alameda County strives to provide a secure work environment for our employees, volunteers, clients, and visitors. Our building is equipped with an alarm system that is activated during non-business hours, and exterior doors (with the exception of the front entrance and conference center entrance which are unlocked during business hours) are locked at all times. You are required to comply with all F5AC security procedures and immediately report any breach of security to your supervisor.

We encourage employees to be prudent about bringing personal items to work. First 5 Alameda County is not responsible for losses resulting from theft of property.

Immediately report lost or stolen keys/fobs or missing F5AC property to your supervisor. Copying or giving F5AC keys/fobs, alarm codes, or lock combinations to an unauthorized individual is strictly prohibited.

BREASTFEEDING-FRIENDLY WORKPLACE

First 5 Alameda County recognizes that breastmilk is the optimal food for growth and development of infants, and First 5 Alameda County encourages employees and management to have a positive, accepting attitude toward working women and breastfeeding. First 5 Alameda County promotes and supports breastfeeding and the expression of breastmilk by employees who are breastfeeding their babies.

It shall be the policy of First 5 Alameda County to provide:

- Information about breastfeeding support prior to their leave for pregnancy disability or related condition.
- Reasonable time to express milk or breastfeed. Supervisors are encouraged to consider flexible break times, schedules, or other reasonable accommodation to meet employees' needs.
- A designated Lactation Room within the First 5 Alameda County office, which shall be furnished with an electrical outlet, refrigerator for storage of expressed breastmilk, comfortable seating, a table, and appropriate furnishings/signage to ensure privacy.

CHILDREN IN THE WORKPLACE

First 5 Alameda County values family and work/life balance, and strives to create an employee-friendly workplace. Our employment policies and benefits reflect our beliefs. First 5 Alameda County also believes in creating an environment that is conducive to work. In general, therefore, the workplace should not be used in lieu of child care.

While First 5 Alameda County is sensitive to our employee's child care needs, it is not appropriate for minor children and other minor relatives of employees to be in the workplace during working hours, except for brief visits. This policy has been adopted to minimize potential liability to First 5 Alameda County, the risk of harm to children, and decreased employee productivity due to distractions and disruptions.

We recognize that there are occasions when childcare is not available and work demands are such that the employee needs to be available for work. In those situations, the employee may request to work from home on a temporary basis, or, if the work must be done in the office, may request to bring in their child(ren) for a short period of time. In those cases where children are in the workplace, they must be directly supervised by the parent at all times. In the interest of maintaining the health and well-being of all F5AC employees, children who are ill should not be brought to the workplace except for brief visits to enable the parent to gather work materials or take care of urgent matters that cannot be handled from outside the office. Employees may consult First 5 Alameda County's Employee Assistance Program for assistance with finding emergency care providers to care for sick children.

Situations like these should occur infrequently and not be a regular way of managing the employee's childcare obligations. If the frequency, length or nature of children in the workplace becomes problematic, the employee will be advised of the situation by his/her supervisor and will be expected to take corrective action.

TELECOMMUTING

Telecommuting is a work arrangement in which some of the employee's work is performed at home. Telecommuting is a privilege that may be appropriate for some employees and some jobs. It is not an entitlement or Agency-wide benefit. A telecommuting arrangement in no way changes any other terms or conditions of employment with First 5 Alameda County.

Telecommuting can be informal, such as occasionally working from home for a short-term project, or formal as described below. All informal telecommuting arrangements are made on a case-by-case basis at the discretion of the supervisor and are memorialized in writing in advance. While informal telecommuting arrangements are not the focus of this policy, supervisors should know the specific work to be performed and the projected amount of time expected before granting permission for short-term, informal work at home arrangements. All employees who telecommute, even if only on an informal basis, are responsible for ensuring accurate and timely reporting of hours worked (if employee is non-exempt), a safe home workplace, and taking appropriate steps to safeguard F5AC confidential information.

Requests for a regular, formal telecommuting arrangement are considered on a case-by-case basis when an employee's work can reasonably be carried out from home without unduly impacting either the employee's own level of work productivity or that of his/her fellow employees. In general, telecommuting requests are considered only for employees who have been employed at First 5 Alameda County for a period of at least one year, have received above satisfactory performance reviews, and have demonstrated their ability to manage their work independently. Due to the high degree of interaction required for most positions at First 5 Alameda County, telecommuting schedules are generally limited to one (1) day per week, or a maximum of 25% of the employee's regularly scheduled work hours.

Requests for telecommuting arrangements must be made in writing utilizing F5AC's Telecommuting Application Form, will be considered by the supervisor and Senior Administrator (if applicable), and require approval by the CEO. If the telecommuting

arrangement is approved, the employee will be required to sign a Telecommuting Agreement, and to complete a self-certification safety and security checklist of their home-based work location prior to the commencement of telecommuting.

If approved, any formal telecommuting arrangement made will be on a trial basis for the first three (3) months. Telecommuting arrangements are reviewed by the employee and supervisor at least annually, and can be terminated at any time by either party, even during the initial three-month period.

USE OF PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized F5AC business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must provide to F5AC, in advance of using their personal vehicle, a copy of their driver license and evidence that they obtained at their own expense the minimum insurance coverage for property damage and public liability.

All F5AC employees are required to sign a Use of Personal Automobile Agreement at the time of hire, and employees whose jobs entail driving as an essential function are required to sign an Authorization of Release of Driver Record Information at the commencement of employment.

ATTIRE

First 5 Alameda County's objective in establishing guidelines for work attire is to enable our employees to be comfortable in the workplace, while also projecting a professional and businesslike image in dealing with other employees, clients, partners, volunteers, and the general public. The following guidelines have been developed to provide general parameters for appropriate work attire and to help you to exercise good judgment about similar items that are not specifically addressed.

All employees should wear casual business attire on Mondays through Thursdays, and a clean and neat appearance should be maintained at all times. Casual business attire may include denim skirts or dark, colored, or trouser-style jeans as long as they are professional in appearance and the employee does not have meetings or other work scheduled where customary business attire would be more appropriate. F5AC observes "casual Fridays" on which other styles of jeans may be worn, as long as they are appropriate for the workplace, and you are not otherwise notified that business casual attire is more appropriate on a particular Friday. Under special circumstances (storage clean-up, moving furniture, working with children, etc.) casual attire may be worn on work days other than Fridays upon supervisor approval. In all situations, clothing should be comfortable and practical for work, but not distracting or offensive to others. Clothing that is torn, frayed, ripped, or excessively worn and overly casual items are not considered appropriate for the office.

Employees may observe dress and/or grooming practices consistent with their religious beliefs, and any employee requiring special clothing accommodations for any reason should advise his or her supervisor in advance. Supervisors are responsible for interpreting and monitoring dress

and grooming standards, including counseling employees whose appearance fails to comply with this policy.

EXPENSE REIMBURSEMENT

Reasonable and customary expenses incurred in the performance of one's job will be reimbursed. Reimbursement requires prior authorization by the employee's immediate supervisor, written approval of actual expenses, and completion of a signed expense reimbursement form with all required documentation/receipts attached. Employees should consult the Finance department or the First 5 Alameda County Procedures Manual for specific instructions.

PARKING

Employees are provided with free parking at the First 5 Alameda County office.

REFERENCES

It is the policy of First 5 Alameda County to provide references about current or former employees to prospective employers. Just as F5AC obtains job-related reference information prior to extending an offer of employment to prospective employees, we believe that providing reference information represents good faith in being part of a community. References may be provided about current or former employees only by Human Resources or the employee's supervisor (or supervisors higher in the line of supervision). All supervisors are provided with training on appropriate reference practices and guidelines.

It is also the policy of F5AC not to disclose any information about employees (other than hire and termination dates, job titles and earnings), unless and until Human Resources has received an original Reference Authorization and Release form signed by the employee for whom the reference is requested. This form may be obtained from Human Resources and is provided to all employees at the time that employment is terminated.

Only job-related information may be provided to persons requesting information on current or former employees, and employees providing references must ensure that the information provided is accurate and truthful. Examples of information that may be shared include, but are not limited to information, either positive or negative, regarding performance, team/interpersonal behaviors, attendance, productivity, work quality, etc. When providing references, supervisors and human resources staff are strongly encouraged to access the employee's performance reviews to ensure accurate information is provided. Under no circumstances should information be provided regarding any protected characteristic regarding the employee (such as race, religion, national origin, health, medical condition, disability status, childrearing, sexual orientation, veteran status, etc.). Nor should any information be provided regarding workers' compensation history, complaints about alleged discrimination, political views, or similar matters unrelated to job performance.

Before a reference will be provided, prospective employers must complete a waiver form releasing First 5 Alameda County from claims, damages or liabilities that may arise from

provision of the reference. This form may be obtained from Human Resources, and may be mailed, faxed or emailed to the prospective employer. It is also the policy of F5AC that whenever an employment reference is given, the person giving the reference must complete a Record of Employee Reference Form so F5AC will have documentation of the information that was provided. This form is to be submitted, along with the waiver form, to Human Resources within one day of any reference being provided.

Except as provided by this policy, all employee information is considered confidential.

PART TEN: INFORMATION AND COMMUNICATION

TECHNOLOGY, VOICE MAIL AND ELECTRONIC MAIL

First 5 Alameda County employees are permitted to use F5AC's voice mail, electronic mail, computers, networking sites and internet access (collectively "Technology Systems") to communicate with others for business purposes. The e-mail system is to be used for F5AC or work-related email only, and not for personal purposes. In no event should First 5 Alameda County's Technology Systems be used to send jokes, comments or information to others that may be perceived as discriminatory, harassing, offensive, or disruptive, or otherwise in violation of any F5AC policy. Any technology provided by F5AC may not be used to send material that disparages an individual, company, or business entity, or to disclose personal information without authorization.

Employees may not install, copy, stream, or download software onto F5AC computers unless authorized to do so by the Senior Administrator, Evaluation and Technology or the Information Systems Administrator. Employees are also prohibited from downloading any personal files onto work computers, as this may result in reduced capacity, slower computer speed for all employees, and maintenance and support issues. In addition, it places the employee's computer and the entire First 5 Alameda County network at risk for viruses and other problems.

Employees do not have any right or expectation of privacy in any F5AC Technology Systems, including email sent to or received by F5AC computers or transmitted via F5AC's servers and networks. F5AC may monitor and/or search the contents of all voice mail, computer files, and electronic communications (including email) to promote the administration of F5ACs operations and policies or for any other business reason.

All employees are provided training on and required to sign F5AC's Technology Use Agreement at the time of hire and periodically during the course of employment.

SOCIAL MEDIA

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. Additionally, F5AC has established a social media presence on various outlets that we encourage our employees to connect with to help us spread the word about the great work that we're doing and the services and supports that are available to children and families in Alameda County. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social

media as it relates to your employment, we have established the following guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, or any other form of electronic communication, whether or not associated or affiliated with F5AC. The same principles and guidelines found in F5AC's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Keep in mind that any conduct on social media or otherwise that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects staff, volunteers, contractors/grantees, vendors, or any other people who work on behalf of or receive services from F5AC is not permitted.

Know and follow the rules

Employees are expected to ensure their social media postings are consistent with these and all other F5AC policies. Use sound judgment and common sense as you consider the content of your posts. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct that affect the workplace will not be tolerated.

Be respectful

Always be fair and courteous to fellow employees, volunteers, contractors/grantees, vendors, or other people who work on behalf of or receive services from F5AC. Remember that colleagues, supervisors, and agency partners often have access to the online content you post. Keep in mind that you are more likely to resolve any work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid any content that could reasonably be viewed as unlawful, malicious, obscene, threatening or intimidating, that disparages employees, volunteers, clients, contractors/grantees or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant intentionally to harm someone's reputation or posts that could contribute to a hostile work environment.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

Be conscious about mixing your work and professional lives

- Maintain the confidentiality of F5AC's confidential, private, or sensitive information (see the Confidentiality policy contained in Part Eleven of this Handbook for examples). Do not post internal reports or memos, policies, procedures or other internal business-related confidential or sensitive communications.

- Do not create a link from your blog, website or other social networking site to a F5AC website without identifying yourself as a F5AC employee.
- Express only your personal opinions, and never represent yourself as a spokesperson for F5AC. If F5AC is a subject of the content you are creating, be clear and open about the fact that you are an employee of F5AC; make it clear that your views do not represent those of F5AC and you are not speaking on behalf of F5AC. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of First 5 Alameda County.”
- Do not use your F5AC email address to register on social networks, blogs, or other online tools utilized primarily for personal/social purposes.
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with F5AC’s Technology Use Agreement.

References and endorsements

Employees, including supervisors, are not to provide any references or statements of endorsement for other F5AC employees on social media sites. Any references provided must be done in accordance with our References policy contained in Part Nine of this Handbook.

F5AC’s social media presence

First 5 Alameda County has established a social media presence on Facebook (www.Facebook.com/first5alameda), Twitter (www.twitter.com/first5alameda), and YouTube (www.youtube.com/first5alameda), and will likely be expanding into other outlets over time. The Communications team holds the primary responsibility for the content of posts, including a schedule of featured programs and events. Only staff with login credentials may post content on F5AC-affiliated social media sites; other staff that have ideas, suggestions, or resources for posts are encouraged to share them with the Communications team or the Evaluation and Technology department (for YouTube).

For detailed information on our posting strategy and guidelines, please reference the “F5AC on Facebook” document located in the Communication Team folder on the F5AC J: drive.

EMPLOYEE INFORMATION

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform Human Resources immediately whenever there are changes in their personal data (such as address, telephone number, marital status, domestic partnership, number of dependents, and the person to notify in case of emergency), that may affect their pay or benefits with F5AC.

Employees have the right to inspect their personnel records relating to their performance or to any grievance concerning them during regular office hours, upon written request to the Human Resources Administrator. An inspection request form is available from Human Resources and on the F5AC intranet that employees may use to make their request. Records will be made available for inspection within 30 days of receipt of the written request. An appointment to inspect the file may be made with the Human Resources Administrator, who will accompany

the employee while he or she inspects the file. Employees may obtain copies, at their own cost, of any document in their personnel file to the extent required by law. Personnel records are the property of First 5 Alameda County and are not allowed to be taken from the office of the Human Resources Administrator without prior written authorization.

INTERNAL COMMUNICATION

We use bulletin boards, mailboxes, meetings, F5AC's intranet, and office e-mail to communicate important information to employees on a regular basis. Each of our employees is responsible for reading posted or distributed information on a timely basis.

MEDIA RELATIONS

Employees should not respond to any inquiries or requests received from the media for comments or statements on behalf of F5AC. Instead, employees should refer such requests to the Chief Executive Officer or, if the CEO is unavailable, to the Communications Specialist. The CEO will respond directly or designate another staff member to serve as the F5AC spokesperson.

PART ELEVEN: STANDARDS OF CONDUCT

DISCRIMINATION AND HARASSMENT

First 5 Alameda County does not tolerate discrimination or harassment in the workplace or in a work-related situation based on an individual's race, color, religion (including religious dress and grooming), gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, citizenship, age, marital status, registered domestic partner status, physical disability, mental disability, medical condition, sexual orientation, gender identity, gender expression, genetic information, military or veteran status, having taken a protected leave, or any other basis protected by law, or based on a perception that an individual has any of these characteristics, or based on a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics.

Harassment may include, but is not limited to, slurs; epithets; derogatory jokes; degrading comments; gestures or physical conduct; or threats that an employee's job, advancement, compensation, assignment, or other benefit is dependent on submission to sexual demands or on toleration of harassment. This policy covers conduct of all F5AC employees, volunteers, and unpaid interns as well as conduct of persons with whom First 5 Alameda County contracts to do business, such as independent contractors, when the conduct is directed at, or involves, a F5AC employee, volunteer, or contractor.

Anyone who believes he or she has been discriminated against or harassed in connection with his or her employment, services, or volunteer capacity at First 5 Alameda County, or is aware of such discrimination or harassment, should notify the Chief Executive Officer or the Human Resources Administrator immediately. A prompt and, to the extent possible, discreet investigation will be conducted, and appropriate corrective action will be taken for any conduct deemed to violate this policy or otherwise to be inappropriate. There will be no retaliation

against anyone for complaining of, reporting, or participating in any investigation of a complaint of discrimination or harassment.

Anyone who is found by F5AC to have violated this policy, or whose conduct is found otherwise to be inappropriate, will be subject to appropriate corrective action, up to and including immediate termination of employment.

WORKPLACE CONDUCT

First 5 Alameda County requires of its employees cooperation, efficiency, productivity, and compliance with its policies and procedures, and expects that we treat each other with dignity and respect at all times in the course of work or outside of the work environment.

Some examples of conduct that may result in disciplinary action, up to and including immediate termination, include, but are not limited to:

- Substandard job performance
- Excessive tardiness or unauthorized absenteeism
- Rudeness or discourtesy toward a fellow employee, supervisor, volunteer, supporter, or member of the general public
- Being disrespectful, argumentative, making snarky comments or being uncooperative
- Fighting, roughhousing, bullying, violent or threatening language or gestures, or conduct that is abusive, hostile, or disrespectful (such as slandering or ridiculing others, making false accusations, humiliating others in public, or shunning/ostracizing others)
- Theft of or unauthorized use of F5AC property or the property of another employee
- Disregarding established safety or security procedures, or knowingly creating an unsafe work situation for oneself or any coworker
- Refusing to perform a work-related task when directly instructed to do so by a supervisor or member of management
- Possessing a weapon or firearm on F5AC's property
- Violating F5AC policy prohibiting workplace discrimination, harassment, and retaliation, and violation of any other F5AC policy

OPEN DOOR POLICY

First 5 Alameda County has an open door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. Employees who have a difference of opinion, misunderstanding or conflict with another First 5 employee are encouraged to address the situation directly with the employee(s) involved. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management who they feel can help them. First 5 Alameda County believes that employee concerns are best addressed through informal and open communication.

To the extent possible, F5AC will maintain confidentiality in addressing and resolving concerns brought to its attention. However, in the course of investigating and resolving concerns, some dissemination of information to others with a need to know may be necessary.

No employee will be retaliated against for raising a concern in good faith.

DISCIPLINARY PROCEDURES

While F5AC may advance to whatever disciplinary step it concludes is appropriate in the circumstances, including immediate termination, any, all, or none of the following disciplinary steps may be invoked:

- Employee Counseling or Oral Warning – The supervisor counsels the employee, generally following a relatively minor offense in an effort to eliminate possible misunderstandings and to identify what constitutes acceptable conduct or performance. Counselings and oral warnings are documented by the supervisor and placed in the employee’s personnel file. They are signed by the employee to acknowledge receipt of the warning.
- Written Warning – The employee meets with his or her supervisor and is presented with a written notice of corrective action, also referred to as a written warning. A written warning is designed to make sure that the employee is aware of the misconduct or performance problem, including the degree of seriousness and the consequences if the problem is not corrected. Written warnings are to be signed by the employee to acknowledge receipt of the warning and will be placed in the employee’s personnel file.
- Suspension –Employees may be suspended without pay for a period of time for relatively serious offenses at the sole discretion of F5AC.
- Discharge –Termination can result from a single serious offense, or it can be the final step in a process designed to correct offenses or performance deficiencies. It can also occur as the result of conduct inconsistent with F5AC policy.

Other disciplinary steps not described above may or may not be taken, depending on the circumstances. Supervisors are required to consult with the Human Resources Administrator prior to the issuance of any discipline, including discharge, and before taking any step of the progressive discipline process.

The use of any of the above disciplinary procedures in no way alters the fact that employment at First 5 Alameda County is at-will.

CONFLICT OF INTEREST

It is important that employees avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which an employee's personal or economic interest does or may interfere with, influence, appear to interfere or influence, or is, in the judgment of F5AC, incompatible with the employee's duties and responsibilities at First 5 Alameda County or with F5AC’s general activities. A conflict may exist even if the conflict or incompatibility has no adverse impact on job performance.

All regular employees are required to sign an Incompatible Activities Statement at the time of hire and periodically during employment as part of F5AC's Ethics Training program. In accordance with California's Political Reform Act, designated employees are also required to complete a Statement of Economic Interests (Form 700) within 30 days of hire, on an annual basis, and within 30 days of terminating employment with First 5 Alameda County. Employees must advise their supervisor and the Ethics Officer/Contracts and Grants Administrator of any outside employment that they have. Any employee needing advice about a potential conflict of interest should consult with the Ethics Officer, Human Resources Administrator or the Chief Executive Officer. If an employee's outside activity is determined to constitute a conflict of interest or incompatible activity, F5AC may make the cessation of the outside activity a condition of continuing employment with First 5 Alameda County.

CONFIDENTIALITY

Careful custody and handling of F5AC files, documents or materials (in hard copy or electronic format) containing confidential information is of critical importance to the well-being and success of First 5 Alameda County and our clients. Each employee is responsible for safeguarding against the theft, loss, unauthorized use or disclosure of this information and for following F5AC's best practice policies and procedures addressing confidentiality including, but not limited to, HIPAA compliance. Further, employees must not, directly or indirectly, disclose any confidential information to any other person except as necessary to perform their job responsibilities. Employees who have access to such information must take whatever steps are necessary to assure that F5AC confidential information is handled, stored, transmitted or destroyed in a manner which will protect against loss or misuse, as outlined in First 5's Confidentiality Procedures Manual.

Confidential matters include, but are not limited to:

- Employee or client names, addresses, telephone numbers, social security numbers, and medical/health information
- Information contained in employee personnel or benefits files, including but not limited to items such as records of disciplinary actions, performance evaluations, benefits application forms, beneficiary information, etc.
- Anything marked "Confidential" or "Personal", such as incoming mail, internal documents marked with these terms, etc.

Such private and confidential information should be given only those persons in First 5 Alameda County who have both the need and authority to know about the information in order to properly perform their jobs.

Further, data contained in First 5 web-based applications (ECChange, ECC Online and Pathways Referral System) are also subject to HIPAA compliance and Agency Confidentiality best practices policies as outlined in First 5's Confidentiality Procedures Manual and applications trainings.

Employees are expected to maintain F5AC confidential information as confidential even after separation from F5AC. Employees will, at F5AC's request at any time and/or upon termination of employment, return to F5AC all documents, papers, computer files or storage devices, web

application passwords, or any other material in their possession that may contain or be derived from F5AC confidential information.

Requests for documents or information from outside persons or entities including those that may be governed by the Public Records Act, must be referred immediately to the Chief Executive Officer or the Ethics Officer/Contracts and Grants Administrator.

PART TWELVE: ENDING EMPLOYMENT

VOLUNTARY TERMINATION OF EMPLOYMENT

All employees are asked to give a minimum of two (2) weeks' written notice of resignation. If F5AC asks an employee who has voluntarily resigned to leave our employ before the end of the notice period (for example, if a replacement is to begin immediately), the employee will be paid for the entire notice period, up to a maximum of two weeks.

PAYROLL AND THE RETURN OF FIRST 5 PROPERTY

All employees separating from First 5 Alameda County will receive their final paycheck at the next regularly scheduled payroll date. Employees are required to turn over all keys, building access fobs, HFSA benefit cards, and other F5AC property or equipment to the Human Resources Administrator or Office Manager before leaving on their last day of work.

REDUCTION IN WORKFORCE

In the event First 5 Alameda County determines that it is necessary to implement a reduction in its workforce, the methods below may be used to accomplish this. First 5 Alameda County reserves the right to determine when and whether it is necessary to implement a reduction in force (RIF), which employees would be affected by the reduction in force, and the method for implementing the reduction in force. Generally, First 5 Alameda County shall give primary consideration to the needs and circumstances of the program and F5AC. The following terms and conditions are guidelines which First 5 anticipates it will apply in the event of a reduction in force. Since First 5 Alameda County cannot foresee the future circumstances and funding of the program and F5AC, it reserves the right to change the below terms and conditions at any time, at its sole discretion.

- To reduce the potential need for a RIF, employees may be hired for temporary positions, with the duration of the position dependent on the availability of funding. Employees hired for temporary positions are not eligible for severance pay under this policy, but may be eligible to receive outplacement services.
- First 5 Alameda County may reduce positions through attrition rather than lay-off, as long as a workforce can be maintained that supports the program needs at the time.
- First 5 Alameda County may require all or a portion of employees to go on furlough (ie, work fewer hours per week or take a specified period of time off work without pay). During the period of furlough, First 5 Alameda County will attempt to maintain affected employees' health and dental insurance benefits at the same level as they were prior to the furlough for a period not to exceed eighteen (18) months.

- First 5 Alameda County may reduce a position(s) from full-time to part-time dependent on program needs and availability of funding. If First 5 Alameda County reduces a position to part-time, First 5 Alameda County will attempt to maintain the affected employee's health and dental benefits at the same level as they were immediately prior to the reduction for a period not to exceed eighteen (18) months, and subject to any future changes in the F5AC's benefit package. Employees who voluntarily request a part-time schedule are not eligible for this benefit.
- First 5 Alameda County may eliminate positions, resulting in a separation of certain employees. First 5 Alameda County shall determine if the reduction in force will occur on an agency-wide basis or in one or more programs, departments, and/or classifications. If this option is utilized, continued employment with First 5 Alameda County for employees affected by the RIF will be based on the following factors:
 - ♦ Availability of open vacant positions within First 5 Alameda County
 - ♦ Transferability of skills to other positions within First 5 Alameda County
 - ♦ Demonstrated strong current and past performance

Evaluation of these factors shall be within the sole discretion of First 5 Alameda County. If these factors are equal between two or more employees of the same classification in the same program, then length of service will be the deciding factor for continued employment.

Length of Service

An employee's length of service is measured from the original date of employment with First 5 Alameda County (including time as a County employee, Tri-Net employee, Diversified employee, or First 5 Alameda County employee) as long as there has not been a break in service greater than 30 days (but not including leave protected by law).

Notice

Employees selected for reduction in workforce through elimination of position will be given at least 10 business days' notice.

Severance Pay

In the event that positions are eliminated due to the need to reduce the First 5 Alameda County workforce, First 5 Alameda County may authorize severance pay for laid off employees in the amount of two weeks of regular base salary or pay (i.e., the employee's regular base salary or regular straight-time hourly wages for the time period), but not irregular pay (such as accrued vacation leave paid out during the time period), less applicable tax and other withholdings, for every year of continuous full-time service (according to the above length of service definition), not to exceed eighteen (18) weeks of pay. If severance pay is authorized, it will be paid in one lump sum, and, according to ACERA, is not pensionable.

In order to receive severance pay, employees will first be required to sign a waiver releasing First 5 Alameda County from any and all liability arising out of their employment and separation from employment. Refusal to sign the waiver timely and/or lawful revocation of the waiver will render an employee ineligible to receive severance pay.

In addition to severance pay as described above, First 5 Alameda County may also make a payment equivalent to \$500 per year of service (as defined above) up to but not to exceed \$3000.00 to assist the employee in maintaining his/her health insurance. This payment, if authorized by F5AC, shall be made in one lump sum, and will be issued at the same time and under the same conditions as severance pay. That is, to receive the payment described in this paragraph, employees will first be required to sign a waiver releasing First 5 Alameda County from any and all liability arising out of their employment and separation from employment. Refusal to sign the waiver timely and/or lawful revocation of the waiver will render an employee ineligible to receive the supplemental health insurance payment.

In the event that an employee who was previously laid off and received severance pay is rehired and then subsequently laid off, that employee is eligible for severance only up to the maximum eighteen (18) weeks of pay when all severance payments are combined.

Outplacement Services

Employees whose positions are being eliminated in a RIF, or who were hired for temporary positions may be eligible for First 5 Alameda County outplacement services. These services are designed with the goal of placing First 5 Alameda County staff affected by a RIF in positions within Alameda County where they can continue to use their skills and expertise on behalf of children age 0-5. Outplacement services to assist employees with their employment search may be available to eligible individuals reduced in force from First 5 Alameda County for a period not to exceed three months following the date of separation. First 5 Alameda County makes no guarantee that utilizing its outplacement services will result in an offer of employment.

First 5 Alameda County reserves the discretionary right to interpret, administer, and terminate or alter this policy at any time upon approval by the First 5 Alameda County Commission.

EXIT INTERVIEWS

The Chief Executive Officer or the Human Resources Administrator will conduct an exit interview with each employee who voluntarily terminates employment with First 5 Alameda County prior to the last day of work. These conversations enable the Agency to gather important information about personnel policies and procedures, and the work environment, that may be of benefit to many other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with First 5 Alameda County.



ACKNOWLEDGEMENT OF RECEIPT

RECEIPT OF MANUAL

I hereby acknowledge that I have received a copy of the First 5 Alameda County (“F5AC”) Employee Policies and Procedures Handbook and understand that the Handbook contains important information on the general personnel policies of First 5 Alameda County and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to First 5 Alameda County’s policies, and I understand I am governed by the contents of this Handbook. I further understand that F5AC may change, rescind, or add to any policies, benefits, or practices described in the Handbook, other than the concept of at-will employment. By my signature below, I also acknowledge and understand that employment at First 5 Alameda County is at-will employment. That is, either I or F5AC may terminate my employment at any time, for any reason or no reason, with or without cause, and without advance notice.

Employee’s Name (Printed)

Employee’s Signature

Date

CHANGE LOG

Item	Date
Original adoption of Personnel policies adopted by Commission	5/21/2004
Addition of fingerprinting under "Work Eligibility" – approved by Commission	5/26/2005
Medical and Dental Insurance sections rewritten to reflect current benefit structure – approved by Commission	5/26/2005
Addition of "Tools and Technology" section – approved by Commission	5/26/2005
"Floating Personal Days" and "Personal Use Time" merged under "Paid Time Off (PTO)" – approved by Commission	5/26/2005
"Unpaid Time Off and Leaves of Absence" section reformatted to include matrix of leaves – approved by Commission	5/26/2005
Addition of "Bilingual Pay" section – approved by Commission	5/26/2005
Addition of Catastrophic Leave Bank – approved by Commission	9/29/2005
Year End Manual Clean-up – reviewed by Executive Committee	6/19/2006
Year End Manual Clean-up – reviewed by Executive Committee	5/22/2008
Change in Full Time Status definition	5/22/2008
Addition of Professional Development section	5/22/2008
Addition of Payment in Lieu section	5/22/2008
Addition of Long Term Disability section	5/22/2008
Addition of Children in the Workplace section	5/22/2008
Addition of Telecommuting section	5/22/2008
Addition of References section	5/22/2008
Deleted Position Description section	5/22/2008
Formatting	2/25/2009
Year End Manual Clean-up – reviewed by Executive Committee	6/25/2009
Addition of Paid Family Leave section	6/25/2009
Addition of Breastfeeding-Friendly Workplace section	6/25/2009
Addition of Reduction in Workforce section – approved by Commission 12/11/08, with addition of severance pay cap 3/26/09	6/25/2009
Year End Manual Clean-up – reviewed by Executive Committee	6/24/2010
Addition of modifications to sick leave policy - approved by Commission on 12/10/09	6/24/2010
Deleted Tools and Technology benefit – approved by Commission on 12/10/09	6/24/2010
Addition of Personal Leave of Absence	6/24/2010
Year End Manual Clean-up – Reviewed by Executive Committee	12/8/2011
Addition of Child Abuse Reporting and Confidentiality policies	12/8/2011
Deletion of Lent to Other Government or Educational Institution Leave	12/8/2011
Addition of Temporary Military Duty Leave	12/8/2011
Deleted ACERA offset benefit – approved by Commission on 12/13/12	12/13/2012
Year End Manual Clean-up – Reviewed by Executive Committee	5/23/2013
Revisions to Unpaid Leave section, including deletion of the Matrix	5/23/2013

format, addition of Reasonable Accommodation Leave, and deletion of Educational, Temporary Military Duty and Military Leaves	
Separation of Pay Periods into Pay Periods and Work Schedules	5/23/2013
Addition of Social Media	5/23/2013
Addition of Media Relations	5/23/2013
Year End Handbook Clean-up – Reviewed by Executive Committee	6/26/2014
Consolidation of Medical and Dental Insurance sections, deletion of Wage Garnishments and Appeal of Serious Discipline sections	6/26/2014
Year End Handbook Clean-up – Reviewed by Executive Committee, including modifications to Sick Time to reflect provisions in the Healthy Workplace Healthy Family Act, and to Health and Dental Insurance to reflect provisions in the Affordable Care Act	6/18/2015
Year End Handbook Clean-up – Approved by Commission on 6/16/16	6/16/2016
Title change from “Employee Policies and Procedures Handbook” to “Employee Handbook”	6/16/2016
Addition of “Paid Time Off” usage during Introductory Period	6/16/2016
Addition of \$500 per Fiscal Year for Professional Development, to Be Reimbursed After Completion of Course(s) – Any Unused Funds Will Not Carryover	7/20/2016
Addition to Eligibility of Dependent Children of Temporary Employees	6/16/2016
Addition of Employer Share of Health and Dental Premiums for Temporary Employees and Their Eligible Dependents	6/16/2016
Addition of Definition for Eligible Dependents	6/16/2016
Addition of Vacation Time off Requests	6/16/2016
Addition to “Workplace Conduct” Section	6/16/2016
Addition to Leaves of Absence – Paid Leave	08/18/2016
Addition to Work Hours and pay – Flex schedule	08/18/2016
Edit language to Leaves of Absence – Paid Leave	06/15/2017
Week of Christmas Off - Approved by Commission on 12/14/17	12/14/17
3% Cola Eff. 01/26/18 - Approved by Commission on 12/14/17	12/14/17
In Lieu update from \$125 per month to \$137.50 per month	12/14/17
Year End Handbook Clean-up – Approved by Commission	6/21/2018
Extension of Employee’s Introductory period	6/21/2018
Edit Language to Leaves of Absence - Unpaid	6/21/2018
Edit language to Paid Sick Time	6/21/2018
Edit Language in Workplace Conduct	6/21/2018
<u>Edit language to include vision insurance coverage; clarify First 5 employer contribution</u>	<u>12/13/18</u>
<u>Edit language to clarify eligibility of receiving Payment in Lieu for waiving health benefits</u>	<u>12/13/18</u>
<u>Delete language regarding a waiting period for CA Paid Family Leave</u>	<u>12/13/18</u>



To: First 5 Alameda County Commission
From: Christine Hom, Interim Chief of Staff
Date: December 13, 2018
Subject: 2019 Cost of Living Adjustment

REQUESTED ACTION

That the Commission review and discuss the recommendation for a 2019 Cost of Living Adjustment (COLA) of 3.75%.

BACKGROUND

Per the Salary Guidelines approved by the Commission it is the Commission's responsibility to grant a COLA to employees. If awarded, COLAs are granted to all regular employees, both full and part-time, at the beginning of the calendar year. Typically, COLAs are implemented to ensure that employees' wages do not lose real value due to increases in the costs of goods and services. Competitive salaries are an important recruitment and retention strategy; the ability to consider a COLA is particularly important for retention purposes considering that many of our employees' salaries are capped and, as a relatively small agency, promotional opportunities are limited. If approved, COLA adjustments will be applied to our salary ranges.

DISCUSSION

Consumer Price Index:

The Bureau of Labor Statistics determined that the Consumer Price Index (CPI) for the San Francisco – Oakland – San Jose metropolitan area has increased 4.4% over the last 12 months (October 2017 – October 2018). This year's increase was driven by higher energy costs (a 14.2% increase). The index for all items less food and energy rose 3.8% over the past year.

Alameda County COLAs:

As a partner, we have always looked at the County's COLA practices in an attempt to provide comparable benefits to remain a competitive employer.

SEIU, representing the majority of non-exempt employees at Alameda County, will receive a COLA of 3.25% effective 6/30/19.

ACMEA, representing the majority of management and professional level employees at Alameda County, will receive a 3.5% COLA on 12/20/18.

An average of the above factors results in a COLA recommendation of 3.75%. We would anticipate applying the COLA so that it is reflected in the paychecks received on January 11, 2019.

FISCAL IMPACT

The fiscal impact of granting a 3.75% COLA for the six month period of the current fiscal year and the first six months of the next fiscal year is \$181,469 (\$90,735 each fiscal year). Current year salary savings will allow us to absorb the impact on the FY 2018-19 budget and we will incorporate the impact of the COLA into the budget for FY 2019-20.

RECOMMENDATION

That the Commission approve and grant a 3.75% employee Cost of Living Adjustment (COLA) to take effect for the coming year of 2019.

Submitted by:

Reviewed by:

Christine Hom,
Interim Chief of Staff

Kristin Spanos,
Chief Executive Officer



To: First 5 Alameda County Commission
From: Lisa Forti, Director of Policy, Planning & Evaluation
Date: December 13, 2018
Subject: FY 2017-18 First 5 Annual Report to First 5 California

ACTION REQUESTED:

To approve the F5AC FY 2017-18 Annual Report to First 5 California.

BACKGROUND:

Each year First 5 Alameda County is required to submit an annual report to First 5 California. The report contains information on clients served and financial data, and a narrative summary of evaluations completed in FY 2017-18. The report was due and submitted on October 31, 2018.

RECOMMENDATION:

That the Commission approve the FY 2017-18 Annual Report submitted to First 5 California.

Submitted by:

Reviewed by:

Lisa Forti
Director of Policy, Planning &
Evaluation

Kristin Spanos
Chief Executive Officer



Annual Report AR-1
Alameda Revenue and Expenditure Summary
July 1, 2017 - June 30, 2018

Revenue Detail

Category	Amount
Tobacco Tax Funds	\$11,300,676
First 5 Impact Funds	\$1,010,595
Small County Augmentation Funds	\$0
DLL Pilot Funds	\$0
Donations	\$0
Revenue From Interest Earned	\$67,926
Grants	\$3,669,925
Other Funds	\$2,771,682
Total Revenue	\$18,820,804

Improved Family Functioning

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Family Support	CBO/Non-Profit	<ul style="list-style-type: none"> • Five Protective Factors • Other • Father Involvement 	264	424	359	\$738,033
General Family Support	County Office of Education/School District	<ul style="list-style-type: none"> • Other 	707	481	50	\$195,769
General Family Support	Internal	<ul style="list-style-type: none"> • Benefits enrollment (CalFresh) • Five Protective Factors • Other • Father Involvement 	0	0	1040	\$733,661
General Family Support	Research/Consulting Firm	<ul style="list-style-type: none"> • Five Protective Factors 	0	0	13	\$69,049
Intensive Family Support	CBO/Non-Profit	<ul style="list-style-type: none"> • Other 	0	0	69	\$111,952
Intensive Family Support	Hospital/Health Plan	<ul style="list-style-type: none"> • Other 	103	0	0	\$103,900
					Total	\$1,952,364

Improved Child Development

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
Quality Early Learning Supports	CBO/Non-Profit	<ul style="list-style-type: none"> • CSEFEL • DRDP • Other 	0	0	775	\$167,535
Quality Early Learning Supports	Higher Education	<ul style="list-style-type: none"> • Other 	0	0	468	\$77,613
Quality Early Learning Supports	Internal	<ul style="list-style-type: none"> • Other 	11393	0	3166	\$1,224,059
Quality Early Learning Supports	Other Public	<ul style="list-style-type: none"> • Other 	165	0	0	\$16,483
Quality Early Learning Supports	R & R (COE or Non-Profit)	<ul style="list-style-type: none"> • Other 	157	51	207	\$775,743
Quality Early Learning Supports	Research/Consulting Firm	<ul style="list-style-type: none"> • Business Supports 	0	0	34	\$36,450
					Total	\$2,297,883

Improved Child Health

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
Prenatal and Infant Home Visiting	County Health & Human Services	• Nurse Family Partnership	310	14	0	\$1,625,000
Prenatal and Infant Home Visiting	Internal	• Other	0	2305	0	\$629,094
Oral Health Education and Treatment	Internal	• Oral Health Screening and Varnish	318	0	0	\$357,064
Early Intervention	CBO/Non-Profit	• Other	1275	1275	0	\$675,723
Early Intervention	County Health & Human Services	• Other	0	0	256	\$95,000
Early Intervention	Hospital/Health Plan	• Other	74	74	0	\$167,294
Early Intervention	Internal	• Other	3274	0	0	\$1,565,542
Early Intervention	Research/Consulting Firm	• Other	0	0	20	\$10,000
					Total	\$5,124,717

Improved Systems Of Care

Service	Grantee	Program(s)	Amount
Policy and Public Advocacy	Research/Consulting Firm	• Other	\$136,457
Policy and Public Advocacy	Hospital/Health Plan	• Other	\$6,600
Policy and Public Advocacy	Internal	• Other	\$887,264
Programs and Systems Improvement Efforts	CBO/Non-Profit	• Fatherhood • Place-Based • Other	\$1,041,605
Programs and Systems Improvement Efforts	Child Care Centers	• Other	\$48,935
Programs and Systems Improvement Efforts	County Office of Education/School District	• Place-Based • Other	\$186,363
Programs and Systems Improvement Efforts	Higher Education	• Other	\$17,096
Programs and Systems Improvement Efforts	Hospital/Health Plan	• Other	\$42,500
Programs and Systems Improvement Efforts	Internal	• Family Strengthening Systems • Other	\$618,499
Programs and Systems Improvement Efforts	Other Public	• Other	\$131,532
Programs and Systems Improvement Efforts	R & R (COE or Non-Profit)	• Other	\$28,752
Programs and Systems Improvement Efforts	Research/Consulting Firm	• Fatherhood • Other	\$2,001,820
Total			\$5,147,423

Expenditure Details

Category	Amount
Program Expenditures	\$14,522,387
Administrative Expenditures	\$3,413,236
Evaluation Expenditures	\$866,234
Total Expenditures	\$18,801,857
Excess (Deficiency) Of Revenues Over (Under) Expenses	\$18,947

Other Financing Details

Category	Amount
Sale(s) of Capital Assets	\$0
Other	\$0
Total Other Financing Sources	\$0

Net Change in Fund Balance

Category	Amount
Fund Balance - Beginning	\$34,051,442
Fund Balance - Ending	\$34,070,389
Net Change In Fund Balance	\$18,947

Fiscal Year Fund Balance

Category	Amount
Nonspendable	\$3,531
Restricted	\$0
Committed	\$3,207,820
Assigned	\$30,859,038
Unassigned	\$0
Total Fund Balance	\$34,070,389

Expenditure Note

No data entered for this section as of 11/27/2018 10:28:57 AM.

Small Population County Funding Augmentation

Category	Amount	Comment
Administration	\$0	
Evidence Based Programs	\$0	
Evidence Informed Programs	\$0	
Funded Programs	\$0	
Professional Development, Training and Technical Assistance	\$0	
Evaluation	\$0	
Other (Please Explain)	\$0	
Total	\$0	
If unspent funds occurred during the FY, please list amount and provide explanation.	\$0	



Annual Report AR-2
Alameda Demographic Worksheet
July 1, 2017 - June 30, 2018

Population Served

Category	Number
Children Less than 3 Years Old	4,123
Children from 3rd to 6th Birthday	9,624
Children – Ages Unknown (birth to 6th Birthday)	4,359
Primary Caregivers	4,693
Other Family Members (including siblings)	0
Providers	6,388
Total Population Served	29,187

Primary Languages Spoken in the Home

Category	Number of Children	Number of Adults
English	6,084	408
Spanish	4,377	319
Cantonese	810	40
Mandarin	170	1
Vietnamese	178	4
Korean	40	0
Other - Specify with text box	854	25
Unknown	5,593	3,896
Totals	18,106	4,693

Race/Ethnicity of Population Served

Category	Number of Children	Number of Adults
Alaska Native/American Indian	44	0
Asian	2,455	180
Black/African-American	2,487	241
Hispanic/Latino	4,557	438
Native Hawaiian or Other Pacific Islander	120	2
Other – Specify with text box	205	3
Two or more races	848	35
Unknown	5,178	3,772
White	2,212	22
Totals	18,106	4,693

Duplication Assessment

Category	Data
Degree of Duplication	20%
Confidence in Data	Somewhat confident
Additional Details (Optional)	We are confident that there is little to no duplication within the Help Me Grow count of 2,769 children and within the QRIS count of 9,486 children.



Annual Report AR-3

Alameda County Evaluation & Improved Systems

July 1, 2017 - June 30, 2018

County Evaluation Summary

Evaluation Activities Completed

(1) Improved Child Development (1a) Alameda County's Quality Counts program served 215 sites (9,277 children) with supports including on-site coaching and consultation, professional development and training, and incentives for quality improvement. (1b) First 5 Alameda contracted with Applied Survey Research to conduct a county-wide kindergarten readiness assessment in Fall 2017. Eighty-nine classrooms at 51 schools in 13 school districts participated in the study. Kindergarten readiness assessments using the Kindergarten Observation Form (KOF) were completed by kindergarten teachers on 1,444 children during the first 3-5 weeks of school. For 1,376 of the children, parents or caregivers completed parent surveys covering such topics as types of child care arrangements prior to kindergarten entry, family activities and daily routines, parenting social support and stressors, use of community resources, health care measures, and demographic and socioeconomic measures. (2) Improved Child Health For Alameda County families with children with significant developmental delays, Help Me Grow is able to provide child development information and linkages as well as navigation to early intervention supports and services. However, children with milder developmental delays, who may not require intensive intervention, often do not have access to services that could support their development. First 5 Alameda teamed up with First 5 Contra Costa to test different service delivery models for developmentally vulnerable children. Models include parent-child playgroups, child-specific interventions or a combination of both. A multi-year process and outcome evaluation is currently being conducted to examine similarities and differences among agency program models and the impact of services on children's development and parental satisfaction and confidence.

Evaluation Findings Reported

(1) Improved Child Development (1a) Of the 215 sites served, 92% (198) had an active rating. More than half of the center-based sites and a quarter of the family child care homes achieved the highest quality rating (tier 4 and tier 5). Of those sites with active ratings, 60% (n=128) had been re-rated. Upon re-rating, half of these sites maintained their earlier rating, while 43% moved up at least 1 tier. Forty-two percent (n=42) of the re-rated Title V sites moved from a 2, 3, or 4 to a 4 or 5. Three Head Start sites maintained their tier 4 rating and one moved up a rating. Eleven of 17 (65%) re-rated family child care sites moved to higher tiers as well. (1b) Results from the kindergarten readiness assessment indicated that 44% of kindergarten children were fully ready for kindergarten, 35% were partially ready, and 21% were not ready. Two key predictors of readiness were attendance in licensed preschool, family child care, or TK prior to kindergarten entry and child's health and well-being (not coming to school hungry or tired). Children who attended a QRIS site were significantly more ready for kindergarten than children without ECE experience and scored similarly to other more advantaged children who attended other ECE programs. Other predictors of readiness included whether or not the child had a special need, the family's socioeconomic status, child's age, English Learner status, gender, the family's use of community resources, parenting stress, and the frequency with which parents or caregivers reported reading with the child. (2) Improved Child Health Preliminary results have found that the programs are similar in using strength-based, culturally sensitive approaches to service delivery but differ in terms of dosage, duration, and group size. Service delivery challenges are addressed through a learning community of providers. Preliminary pre and post developmental assessments of 47 of 346 enrolled children found that 25 of 47 (53%, $p < .05$) significantly increased their social-emotional resilience following services. Parent surveys showed that 98% of parents were satisfied with services and 95% felt providers were culturally sensitive but only 45% felt they were much better able to manage their child's behavior.

Policy Impact of Evaluation Results

(1) Improved Child Development (1a) The diversity and high needs of the children enrolled—who include 5,494 dual language learners, 883 children with IEPs or IFSPs, 92 homeless and 82 foster children—have been brought to the attention of local stakeholders to develop strategies to continue to increase the quality of the early care and education experiences for the county's most vulnerable children. (1b) Results from the kindergarten readiness assessment have informed the development of a school readiness policy brief which is being shared widely. The policy brief highlights the need for partners and systems to collectively address several issues including improving children's health and well-being, removing barriers for low-income families and English Language Learners, addressing the needs of children of color, improving access to quality early care and education programs, and early identification of special needs. The brief also presents a "call to action" to preserve, sustain, and scale proven and successful First 5 programs, increase utilization of the social safety net, and develop leadership pathways for families with young children. 2) Improved Child Health Continued evaluation of these services will demonstrate how well programs can meet the needs of developmentally vulnerable children who might otherwise fall through the cracks and require more intensive intervention later in their developmental trajectory. The findings will help inform future programmatic and investment decisions.

Improved Systems of Care

Who was the primary audience for the service?

Legislators, policy makers, school districts, local systems leaders (County Agency Directors), early care and education providers, community based family support organizations, and parent leaders.

What were the types of services provided?

Monitored, advocated for, and supported key local initiatives focusing on early childhood investments. Communications and outreach to the broad community regarding the importance of School Readiness.

What was the intended result of the service? What was the community impact of the service?

- Worked with partner organizations to inform policy changes that impact families. This includes co-chairing the Alameda County Early Care Policy Council and participating in the Alameda County Birth to 5 Collaborative, Oakland/Alameda County Joint Power Authority and the All In Steering Committee.
- Collaborated with partners to educate the broader community about the importance of early care and education in relationship to a ballot measure that would have brought \$144 million to Alameda County to support child care, increased wages for child care workers and improved ECE quality.
- Support the Oakland Early Childhood Funders in an effort to align resources and communicate better among government agencies and philanthropy investing in Oakland.
- Funded a pilot project to bring child care navigation services to Homeless families.
- Created collateral material related to the 2017 Kindergarten Readiness Study that included policy opportunities to improve kindergarten readiness.

