

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PERSONNEL & AFFIRMATIVE ACTION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 11, 2020
12:00 pm

Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 864 216 601#

[Join Microsoft Teams Meeting](#)

Members of the public may join the tele-conference or listen to the call from the CAPK office at
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Jose Gurrola

Jonathan Mullings

Yolanda Ochoa

Fred Plane

3. Approval of Agenda

4. Public Forum

The public may address the Committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

5. New Business

- a. Cessation of COVID-19 On-Site Employee Incentive Policy – Tracy Webster, Chief Finance Officer – **Action Item (p. 3)**
- b. Revised Leave Policies – Tracy Webster, Chief Finance Officer – **Action Item (p. 4-38)**
- c. COVID-19 Facial Covering Policy – Tracy Webster, Chief Finance Officer – **Info Item (p. 39-43)**
- d. COVID-19 Screening Procedures – Tracy Webster, Chief Finance Officer – **Info Item (p. 44-47)**
- e. Suspected or Confirmed Cases of COVID-19 Procedures – **Info Item (p. 48-51)**
- f. COVID-19 Travel Policy – Tracy Webster, Chief Finance Officer – **Info Item (p. 52-54)**
- g. Head Start and State Child Development Revised Job Descriptions – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 55-83)**

6. Committee Member Comments

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
Thursday, October 15, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 8, 2020. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee
From: Tracy Webster, Chief Finance Officer *Tracy Webster*
Date: June 11, 2020
Subject: Agenda Item 5a: Cessation of COVID-19 On-Site Employee Incentive Policy – **ACTION ITEM**

In response to the Governor's order to shelter in place, CAPK instituted a COVID-19 On-Site Employee Incentive Policy. The Policy allowed for Incentive Pay to be earned by essential staff who were required to be on site 50% or more of their workday. It allowed for the additional accrual of comp time during this period. The intention was to end these benefits when the shelter in place restrictions were lifted.

The state of California has taken measures to phase in the return of business activities based on health data. Based on the recommendations of the CDC and guidance from the state of California, CAPK has begun to return staff to their normal functions. CAPK has begun a phased in approach to return staff to their regular duties on site. Head Start staff have begun to serve children and families in classrooms.

The conditions surrounding the initial implementation of the COVID-19 On-Site Employee Incentive Policy have changed. Accordingly, we believe it is necessary to end the COVID-19 On-Site Employee Incentive effective June 28, 2020. Ending this will allow employees who have been on-site during the restrictions to begin to use accumulated comp time.

Recommendation:

Staff recommends the that CAPK end the implementation of the COVID-19 On-Site Employee Incentive Policy effective June 28, 2020.



MEMORANDUM

TO: Personnel Committee
FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*
DATE: June 11, 2020
RE: *Agenda Item 5b:* Revised Leave Policies – **Action Item**

An update of Leave Management was presented to the Personnel Committee on March 12, 2020. The Benefits and Human Resources team worked on revised leave policies in collaboration with legal counsel. The following leave policies presented represent revisions that comply with federal and state law:

- Americans with Disability (ADA) Leave
- Bereavement Leave
- Domestic Violence or Victims of Crime Leave
- Family and Medical Leave
- Lactation Accommodation and Form
- Military Leave
- Pregnancy Disability Leave
- Time Off to Participate in Child's School Activities
- Time Off to Vote

Recommendation:

Staff recommends the adoption of the revised leave policies.

Attachments: Revised Leave Policies



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	The Americans with Disabilities Act (ADA)/ Americans with Disabilities Amendments Act (ADAAA) Policy
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY

It is the policy of CAPK to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Beyond its legal obligations, CAPK is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

AFFECTED DEPARTMENTS

All Community Action Partnership of Kern (CAPK) employees affected by the policy.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

CAPK will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to CAPK. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

All employees are required to comply with the company's safety standards. Employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy. All accommodation requests are handled on a case by case basis.

PROCEDURE

Requesting Accommodation

Employees or applicants with disabilities may request reasonable accommodations of the employer, regardless of title, salary or employment status. The requests are as follows:

- Requests should be made orally or in writing to the Human Resources Department
- Managers must communicate accommodation requests to the Human Resources Department.
- Human Resources is responsible for initiating the interactive process with the individual requesting the accommodation.
- Human Resources will inform the employee or applicant of the outcome of their request.

Reasonable accommodations don't have to be requested at the beginning of employment. However, it is best for employees to ask for accommodations before any work-related issues or concerns arise. While an employee does not have to disclose his/her disability until he/she feels they need an accommodation, it is highly recommended that employees not wait until their performance appraisal meeting or during a disciplinary proceeding as CAPK does not have to rescind disciplinary actions administered prior to a request for an accommodation. A reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

Interactive Process for Reasonable Accommodations

After the request for accommodation has been made, and if needed be, confirmed by a health care provider, the next step is to begin the Interactive Process to determine what, if any, accommodation should be provided. During the interactive process, CAPK will consider the preference of the employee to be accommodated, however CAPK has the right to select and implement an accommodation that's effective for both employer and employee. The Human Resources Department may initiate the interactive process when any of the following events occur:

- An applicant or employee with a known disability requests an accommodation
- CAPK becomes aware of the need for an accommodation through a third party
- CAPK becomes aware of the need for an accommodation by observation
- CAPK becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted leave under the California's Worker's Compensation Act, the California Family Rights Act, or the Family and Medical Leave Act, but the employee's health care provider indicates that further leave is necessary for the employee to perform the essential functions of his/her job

For complex accommodations CAPK will contact the applicant or employee as soon as feasible but no longer than 10 days after establishing the need for accommodation. The employee and a Human Resources Representative will engage in a timely good-faith interactive process to determine effective reasonable accommodations. The interactive will be an ongoing effort, it will require an individualized assessment of both the job at issue and the individual's specific physical or mental limitations that are directly related to the need for reasonable accommodation. The discussion will include the following steps:

- a. A review of the employee's position and job description delineating the essential functions from the marginal or auxiliary functions
- b. A determination of how the employee's disability limits their ability to perform the essential functions of their job in order to identify the employee as a qualified individual with a disability
- c. Identification of potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance
- d. Identification of the type of accommodation needed. CAPK has the right to select among the alternatives available, as long as they are effective
- e. Selection and implementation of the effective reasonable accommodation by CAPK will occur as soon as possible. The Human Resources Department will continue to communicate with the employee to discuss timelines for obtaining the accommodation and any possible delays

Along with the following steps the employee will also be provided the following documentation during the Interactive Meeting:

- a. Employee Authorization to Engage in the Interactive Process
- b. Request for Accommodation Questionnaire to be completed by the employee requesting the accommodation
- c. Authorization to Disclose and Release Medical Information
- d. Job Description
- e. CAPK will provide the employee a Healthcare Provider Questionnaire to give to the health care provider to answer

Employees are obligated to cooperate with the interactive process, failure to do so could result in delayed consideration of a request or in its denial.

Medical Documentation and Confidentiality

If the disability or need for accommodation is obvious or adequate and medical documentation has already been provided for other reasons (i.e. Family Medical Leave Act, Workers Compensation), no medical documentation will be required. If the disability is not obvious and sufficient medical information has not been provided by the employee after several attempts, CAPK may ask the employee to sign a release form authorizing CAPK or the third party administrator to secure additional medical information from the employee's health care provider to provide job relevant information as to the nature of the employee's medical condition concerning the existence and extent of the disability, and/or whether the requested modification/accommodation is necessary. CAPK may also elect to have the medical information reviewed by a doctor of their choice at the company's expense.

CAPK will maintain the confidentiality of all medical information obtained in connection with a request for reasonable accommodation, as well as the confidentiality of all associated communications during the interactive process as required by federal law. The employee's medical information will be maintained in a separate confidential file separate from an employee's personnel file. Non-medical information obtained during this process is shared on an as needed basis with those involved in providing a reasonable accommodation.

Timeframe for Processing Requests

CAPK Human Resources Department will process requests and where appropriate provide accommodations in as short a period as reasonably possible. The time frame for processing a request including providing accommodation, if approved is as soon as possible but no later than 30 business days from the date the request is made. This 30-day period includes the 10-day time frame in which the HR Representative must contact the requestor after the request for a reasonable accommodation is made.

If the HR Representative or third party administrator must request medical information or documentation from a requestor's health care provider, the time frame will stop on the day that the HR Representative or third party administrator makes a request to the individual to obtain medical information or sends out a request for information/ documentation and will resume on the day that the information/documentation is received by the HR Representative or third party administrator. It is therefore recommended that the requestor work closely with their health care provider to expedite their response to the company's inquiry. The Human Resources Department will provide the employee a letter describing the details of the requested accommodation and the timeframe of the accommodation.

Extension of Timeframe for Providing an Accommodation

An extension of the time frame for providing an accommodation will be considered in extraordinary circumstances that could not reasonably have been anticipated or avoided in advance of the request for accommodation, or that are beyond CAPKs ability to control. When extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as reasonably necessary. In such circumstances the requestor, manager and other need to know individuals will be informed as to the reason for the delay and anticipated delivery of solution.

Types of Reasonable Accommodation

Accommodation will be determined on a case by case basis. The Human Resources Department will work closely with the employee, supervisor and safety risk supervisor to ensure that a reasonable accommodation is provided and effective. Depending on the type of accommodation requests, if the accommodation request is not reasonable or necessary, poses an "undue hardship" on the company or its employees or threatens the safety of the individual who has made the request or of others the accommodation request will not be honored. In a case like this, the company will discuss whether some other form of accommodation may be effective.

Note: Leave time and/or reassignment to another vacant position are accommodations of last resort.

The common types of accommodations may be the following:

- Acquisition or modification of equipment
- Changes in the physical layout of a work environment to eliminate or reduce barriers
- Elimination of non-essential job duties
- Modifications of an individual's work schedule while continuing to meet business requirements

ADA Determination

Once Human Resources receives all of the medical and other information deemed necessary, they will determine in consultation with others on a need-to-know basis whether the workplace modification / accommodation sought will be granted, or, whether an alternative modification / accommodation is appropriate. The Human Resources representative will first inform the employee's manager and then communicate the decision to the employee and discuss the employee's questions/concerns, if any, about that decision and steps for implementation.

CAPK Human Resources Department will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. The plan may include the following:

- a. State whether the employee is a "qualified individual with a disability" as defined by the ADA
- b. Outline the employee's essential job functions needing accommodation
- c. Recommend types of accommodation long term or temporary accommodation
- d. Determine whether any accommodations cause and undue hardship or pose a direct threat

The Human Resources Representative will provide the employee requesting an accommodation a letter with the details of the accommodation and the timeframe of the accommodation.

Within 90 days after the accommodations have been provided, the Human Resources Department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job. Additional accommodations or changes to the existing accommodations may be considered.

Terms Used in this Policy

Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized

assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Bereavement Leave Policy
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) that in the event of a death in the immediate family, an eligible employee shall be entitled to leave of absence of up to six (6) days per calendar year.

If the terms of an employee's Bereavement Leave or equivalent benefit is covered by a collective bargaining agreement (CBA) the provisions of the CBA prevail for employees covered by the CBA.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) "eligible" or "benefit eligible" employees affected by this policy.

GUIDELINES

1. Employees may take up to six (6) days of bereavement leave with pay per calendar year for the death of an immediate family member.
2. The leave can be deducted in hour increments for the purpose of making arrangements for or to attend the funeral.
3. Such leave shall not exceed six (6) days per calendar year. Pay for such time lost will be computed at the employee's regular hourly rate for hours lost. These hours will not be considered hours worked for purposes of computing overtime.
4. Bereavement leave is for time lost from work, employees will not be paid under this provision for any days that are paid holidays, paid vacation days, or for FMLA leaves, disciplinary, suspension, or layoff for lack of work.
5. Employees needing additional days for immediate family members or in the event of death of any other relatives by blood or marriage, may request additional time off as vacation. The organization will not unreasonably deny such a request.
6. Immediate family is defined as:
 - Spouse or domestic partner (including common-law spouse and registered domestic partner)

- Child (including foster and/or stepchild)
 - Mother and father, or individual who has, prior to the employee's attaining legal majority, legally stood in place of the employee's mother or father
 - Brother or sister (including step or half)
 - The employee's own grandparents, grandchildren, great-grandchildren
 - Current mother-in-law
 - Current father in-law
7. Employees should:
- When feasible make a request for bereavement leave orally or in writing to management and the Leave of Absence Administrator.
 - If requested employees may be required to provide any supportive documentation such as newspaper notice, death certificates, memorial service announcements, funeral arrangements up to including proof of relationship.
 - Comply with the terms and conditions of any leave that is granted.
 - Keep Leave of Absence Administrator and manager informed as to the status of the leave.

Where there is a conflict between Policy and applicable Collective Bargaining Agreement the Collective Bargaining Agreement shall cover.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Domestic Violence or Victims of Crime Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Employees who are victims of domestic violence, sexual assault and stalking are eligible for leave. While the leave is generally unpaid, employees can use their accrued sick and/or accrued vacation time for the purposes described in this policy.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees affected by the policy.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:

CAPK will provide time off to any employee who is a victim of domestic violence, victim of sexual assault, and/or a victim of stalking for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking
- To participate in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure their health, safety, or welfare of the employee or the employee's child(ren)
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation
- The employee should provide notice and certification of their need to take a leave under this policy, unless advance notice is not feasible.

Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence or sexual assault
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault

CAPK will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The length of unpaid leave an employee may take is limited to 12 weeks provided for in the Federal Family and Medical Leave Act for eligible employees.

If you need reasonable accommodation for your safety at work, contact Human Resources. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for your safety at work.

For reasonable accommodation requests, the Company will also require certification, as described above, demonstrating that you are a victim of domestic violence, sexual assault, or stalking. The Company may request recertification every six months. Please notify the Company if the accommodation is no longer needed.

The Company will engage in the interactive process with you to identify possible accommodations, if any, that are effective and do not create undue hardship on the Company.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- The employee must be the victim of a crime, or he/she must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

A registered domestic partner means a domestic partner who is registered in accordance with California State Law.

The absence from work must be in order to attend a judicial proceeding related to a crime listed above. Before you are absent for such reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/ witness office.

Any absences from work to attend judicial proceedings are unpaid unless you choose to use accrued PTO and/or vacation time.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Family and Medical Leave (FMLA) /California Family Rights Act (CFRA)
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of CAPK to follow the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) federal and state laws and regulations regarding leaves of absence. The Family and Medical Leave Act / CFRA provides eligible employees up to 12 weeks of unpaid leave a year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

AFFECTED DEPARTMENTS:

This policy applies to all Community Action Partnership of Kern (CAPK) employees.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

ELIGIBILITY:

Employees are eligible for this leave if they have been employed for twelve (12) months and have worked 1,250 hours or more over the prior twelve (12) month period and works in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite as of the date the leave is requested.

When an employee calls out and is incapacitated for more than three (3) full consecutive days and has a serious health condition which means an illness, injury, impairment or physical or mental condition that requires the employee to have an inpatient stay, be treated by a medical

professional two or more times within 30 days or consults with a doctor once and receives a regimen of continuing treatment under the supervision of the health care provider (i.e., prescription medication) the employee's illness may be treated as an FMLA/CFRA qualifying illness and we will request a medical certification. If the employee's condition does not qualify for FMLA/CFRA leave the employee may qualify for leave under the state's sick leave laws.

Protected unpaid leave of up to twelve (12) weeks may be granted for any of the reasons set forth below:

1. To care for the employee's child after birth, for adoption, or foster care placement within twelve (12) months following birth or placement of the child (Bonding Leave).
2. To care for the employee's spouse, registered domestic partner, child, child of a domestic partner or parent who has a serious health condition (Family Care Giver).
3. For a serious health condition that makes the employee unable to perform the employee's job duties.
4. For qualifying exigencies that arise when the employee's spouse, registered domestic partner, child, child of a domestic partner or parent is on covered active duty or has been notified of an impending call or order to covered active duty.
5. To care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member (unpaid leave of up to twenty-six (26) weeks may be granted under these circumstances).

Under the FMLA, employees will be provided job-protected, unpaid leave for specified family and medical reasons, which may include the flu and/or a pandemic virus where complications arise that create a "serious health condition" as defined by the FMLA. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

Employees who are ill with pandemic influenza or any other pandemic viruses are urged to stay home to minimize the spread of the pandemic. CAPK will support the leave and other community mitigation strategies and will consider flexible leave policies for its employees. Leave taken by an employee for the purpose of avoiding exposure to the flu or a pandemic virus would not be protected under the FMLA.

During a pandemic health crisis, employees will be required to present a doctor's note, a medical examination, or a time period during which the employee has been symptom free, before the employee is allowed to return to work.

Continuing Treatment for Chronic Conditions

A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves either: (a) periodic visits (at least two times per year) for treatment by a healthcare provider; or (b) treatment by a healthcare provider continues over an extended period of time (including recurring episodes of an underlying condition; or (c) may cause episodic rather than continuing periods of incapacity (e.g. asthma, diabetes, epilepsy, etc.).

Further, the first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. Covered “treatment” includes examinations to determine if a serious health condition exists and evaluations of the condition but does not include routine physical examinations.

Intermittent Leave or Reduced Work Schedule

Employees may take FMLA/CFRA Leave intermittently which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Leave taken intermittently may be taken in increments less than one hour. When an employee who has been approved for intermittent leave calls in due an unforeseen instance of intermittent leave, at the time the employee calls off the employee must specifically reference either the qualifying reason for leave or the need for FMLA/CFRA leave. Employees needing intermittent/reduced schedule leave for foreseeable medical treatments must work with the Human Resources Department to schedule the leave so as not to disrupt the employer’s operations, subject to the approval of the employee’s health care provider.

To the extent required by law, some extensions to leave beyond an employee’s FMLA/CFRA entitlement may be granted when the leave is necessitated by an employee’s work-related injury/illness, a pregnancy related disability, or a “disability” as defined under the American’s with Disability Act and/or applicable state or local law.

CAPK may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule in instances of when leave for the employee or employee’s family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with CAPK before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Employee Notice

Employees should contact their supervisor as soon as they become aware of the need for FMLA/CFRA leave. Employees seeking to use FMLA/CFRA leave are required to provide 30-day advance notice of the need to take FMLA/CFRA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. Employees must comply with CAPK’s usual and customary notice and procedural requirements for requesting leave. Employees are also expected to provide prompt notice to CAPK of any change(s) to an employee’s return to work date. Accepting other employment, continuing to work

in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

An employee must comply with CAPKs call-in procedures unless unusual circumstances prevent the employee from doing so (in which case the employee must provide notice as soon as he or she can practicably do so). If the employee fails to provide timely notice, he or she may have the FMLA/CFRA leave request delayed or denied and may be subject to discipline.

Employees must provide sufficient information for CAPK to reasonably determine whether the FMLA/CFRA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for the leave or the need for FMLA leave.

Medical Certification

CAPK will require certification for the employee's serious health condition or that of a family member. The employee must respond to such a request within fifteen (15) calendar days of the request to obtain the medical certification or provide a reasonable explanation for the delay. The employee will be advised by the employer if the certification is incomplete. If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA/CFRA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA nor CFRA leave.

CAPK may directly contact the employee's health care provider for authentication or clarification of the medical certification by using a health care provider, an HR professional or a leave administrator. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information. The employee will need to provide the company and health care provider with a written authorization allowing the health care provider to disclose such information to the employer.

The company also has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA/CFRA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA/CFRA pending the second and/or third opinion.

Serious Health Condition

The most common serious health conditions that qualify for FMLA/CFRA leave are:

1. Conditions requiring an overnight stay in a hospital or other medical care facility
2. Conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
3. Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
4. Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Although FMLA itself does not define qualifying illnesses, the FMLA regulations state ordinarily, unless complications arise, the common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal diseases, etc. are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. If the employee's illness meets the definition of a "serious health condition," the FMLA will apply.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six (6) months in connection with an FMLA/CFRA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Employment & Benefits

FMLA is an unpaid protected leave, however an employee may be eligible to receive benefits through State Disability Insurance (SDI). If one is eligible to receive these benefits, one may also choose to supplement these benefits with the use of accrued sick and/or vacation leave, to the extent permitted by law and CAPK policy. All such payments will be integrated so that the employee will receive no more than the regular compensation during this period. If one is not eligible to receive any of these wage-replacement benefits, CAPK may require one to use accrued sick and vacation to cover some or all of the FMLA/CFRA Leave. The use of paid benefits will not extend beyond the length of an FMLA/CFRA Leave.

If an employee wants to continue benefits coverage during a leave, they must continue to make any premium payments that are normally made. If the employee is not receiving a check from CAPK, the employee will be required to make payments directly to the Human Resources Department. CAPK will continue making contributions for an employee's group health benefits

during their leave on the same terms as if she/he had continued to work for up to a maximum of twelve (12) weeks. All premium payments must be made within the first week of the due date or the employee benefits will be terminated. The due date is the normal pay period the employee deduction would have been deducted from had the employee been receiving a check.

If an employee is on leave but does not make their premium contributions by the required date, they will not be entitled to continue paid group health insurance coverage, but she/he may continue his/her coverage through COBRA. Upon the employees return from FMLA/CFRA the employee may re-enroll in group health insurance coverage and their benefits may be reinstated. For other voluntary benefits employee deductions will have to be paid by the employee to continue the coverage for these plans.

Accrued benefits such as vacation and sick or paid holidays will not accrue while on leave.

Job Reinstatement

On return from FMLA/CFRA leave (whether after a block of leave or an instance of intermittent leave), CAPK will return the employee to the same job, or one that is nearly identical (equivalent). However, the employee will have no greater right to reinstatement than if she/he had been continuously employed rather than on leave. If the employee is not returned to the same job, a nearly identical job must:

- Offer the same shift or general work schedule, and be at a geographically proximate worksite (i.e., one that does not involve a significant increase in commuting time or distance)
- Involve the same or substantially similar duties, responsibilities, and status
- Include the same general level of skill, effort, responsibility and authority
- Offer identical pay, including equivalent premium pay, overtime and any unconditional pay increases that occurred during FMLA/CFRA leave; and
- Offer identical benefits (such as life insurance, health insurance, disability insurance, sick leave, vacation, educational benefits, pensions, etc.).

Prior to being allowed to return to work, an employee wishing to return after a leave of absence must submit an acceptable release from a healthcare provider that certifies the employee can perform the essential functions of the job with or without accommodations. For an employee on intermittent FMLA/CFRA Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his/her job duties based on the serious health condition for which the employee took the intermittent leave.

If an employee fails to submit a properly requested medical release, the employer may delay job restoration until the employee provides the medical release from their provider. If the employee never provides the medical release, he or she may be denied reinstatement. CAPK may presume that the employee does not plan to return to work and will voluntarily terminate one's employment if he/she fails to return to work once the leave has expired and no extension of leave has been obtained.

Additionally, CAPK may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA/CFRA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

“Key employees” as defined by law, may be subject to reinstatement limitations in some circumstances. Key employees will be notified of the possible limitations on reinstatement at the time they request a leave.

Organ and Bone Marrow Donor Leave

Eligible employees are entitled to paid leave to donate an organ or bone marrow if they have been employed with CAPK for the 90 days prior to the commencement of requested leave, as provided below:

a. Organ Donation

Employees may take up to 30 business days of paid leave and up to an additional 30 days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave. Employees taking leave for an organ donation must utilize two weeks of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining paid leave of absence, if additional leave is needed up to the maximum allowed by law.

b. Bone Marrow Donation

Employees may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins. Employees taking leave for bone marrow donation may utilize (5) days of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once the employee has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

c. Certification

Employees who wish to take a leave of absence to donate bone marrow or an organ must provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

d. Continuation of Benefits

CAPK will continue to provide and pay for any group health plan benefits for donor employees during the leave in the same manner the coverage would have been maintained if the employee

had been actively at work during the leave period. NOTE: The employee must continue to pay his/her share of any premiums required for the employee or dependents coverage for benefits coverage to continue during a leave.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA).



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Lactation Accommodation
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's child. CAPK will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity that is safe, clean and free of toxic or hazardous materials. Additionally, CAPK shall provide a sink with running water, and a refrigerator or cooler for storing breast milk in close proximity to the employee's workspace.

AFFECTED DEPARTMENTS:

This policy applies to all Community Action Partnership of Kern (CAPK) employees affected.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:

- a. An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to their department supervisor.
- b. The department supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval of the break request. The completed request form must be returned to the employee and a copy sent to the Human Resources department.
- c. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.
- d. The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.



LACTATION ACCOMMODATION REQUEST FORM

Employee Name: _____
Job Title/ Department: _____
Date of Request: _____

I have read Community Action Partnership of Kern (CAPK) lactation accommodation policy and I am requesting an accommodation to allow for lactation breaks while at work as follows (check all that apply):

- ☐ A private space to express breast milk
☐ Lactation breaks that run concurrently with rest breaks already provided
Current rest break times: _____
- ☐ Lactation breaks in addition to already provided rest breaks
Additional unpaid break time needed: _____
- ☐ Other _____

Employee Signature Date

To be completed by the employee's supervisor and returned to the employee with a copy sent to Human Resources.

Supervisor Name: _____
Date Received: _____

Your request for lactation break accommodation is:

- ☐ Approved as requested
☐ Approved with modifications: _____

Supervisor Signature Date



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Military Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of CAPK that military leave of absence shall be granted to eligible employees who are absent from employment in order to perform duty on a voluntary or involuntary basis in the uniformed service of the United States.

Eligibility for military leave and all other rights and obligations in connection with such leave shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other federal or state laws and regulation.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees affected by the policy.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

Qualifying Exigency Leave (FMLA)

FMLA allows for leave for any “qualifying exigency” for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

- Short-notice deployment
- Military events and activities
- Financial and legal arrangements

- Childcare and school related activities including arranging alternative childcare, enrolling or transferring schools, etc.
- Counseling
- Rest and recuperation
- Post-deployment activities and additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be:

- The spouse, son, daughter, or parent, or next of kin of a covered servicemember.
- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember’s next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(j).

Definition of Covered Active Duty

- a. "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- b. "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code. (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- c. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave

Military Caregiver Leave, also known as covered servicemember leave, is to care for an injured or ill servicemember or veteran with a serious injury or illness. An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take leave to care for that servicemember.

Next of kin is defined as the closest blood relative, other than the spouse, parent or child of the injured or recovering servicemember. The term "covered servicemember" means:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Definition of Serious Illness

- a. In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and who is undergoing medical treatment, recuperation or therapy, is an outpatient, or is on the temporary disability retired list for a serious injury or illness.
- b. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave for the veteran who is undergoing medical treatment, recuperation, or therapy for a qualifying serious illness or injury that occurred during a period when the person was a covered service member in the line of duty. A veteran who is dishonorably discharged is not a covered servicemember.

- c. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Military caregiver leave is partially covered by CFRA. It applies in those circumstances when the caregiver is a spouse, child or parent of the servicemember and the servicemember's qualifying illness or injury meets the definition of serious health condition under CFRA. Under these conditions CFRA runs concurrent with FMLA for the first 12 weeks.

If a husband and wife both work for the company and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave between the two when the leave is for Military Caregiver Leave only or is a combination of Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Use of Paid or Unpaid Leave

An employee who is using military caregiver leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Certification of Qualifying Exigency for Military Family Leave

CAPK will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

CAPK will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Military Spouse Leave

CAPK recognizes the sacrifices made by the families of those who are away serving our country on military deployment. This is not a form of FMLA or CFRA Leave, but a separate entitlement.

An eligible employee with a spouse away on military deployment may take up to ten (10) days unpaid leave to be with his/her spouse when the spouse is home on leave. All classifications of employees are eligible, provided the employee is also regularly scheduled to work at least twenty (20) hours per week. The employee must provide notice of intent to take leave or not later than two (2) business days after getting official notice that his/her spouse will be home on leave.

The employee must also submit written documentation certifying that spouse will be home on leave during time the employee asks to have off. Employees may use vacation during this time. Please see Human Resources for more information.

Military Service

Leave without pay is provided to employees if they enter military service of the armed forces of the United States or are in the Armed Forces Reserves. Employees that have served in the armed forces are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable State or Federal Law.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Pregnancy Disability Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) that the organization will follow all applicable laws and regulations regarding Pregnancy Disability Leave.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees are affected by this policy.

PURPOSE:

The purpose of this policy is to provide guidance to management and employees regarding Pregnancy Disability Leave.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

Employees who are disabled by pregnancy, childbirth, or related medical conditions, are eligible to take a Pregnancy Disability Leave (PDL) and such leave will run concurrently with Family Medical Leave of Absence (FMLA).

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions up to four (4) months per pregnancy.

The PDL does not need to be taken in one continuous period of time but can be taken on an as needed basis (intermittently). The four (4) months of leave available to an employee due to her pregnancy related disability is defined as the hours equivalent to one-third of a year or 17 1/3 weeks based on each employee's regular workweek. For example, a full-time employee working 40 hours a week is entitled to 693 hours of leave. Part-time employees working 20 hours per week are entitled to 346.6 hours of leave. An employee who works 48 hours per week is entitled to 832 hours of leave.

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, post-partum depression, loss or end of pregnancy, childbirth, and recovery from childbirth and other pregnancy-related disabilities all would be covered by PDL. The employee's health care provider ultimately determines if the employee is disabled by pregnancy.

Advance Notice

Employees who need to take Pregnancy Disability must inform CAPK when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide thirty (30) days advance notice before the PDL or transfer is to begin. Employees must consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of CAPK. Any such scheduling is subject to the approval of the employee's health care provider.

Employees should provide as much notice as practicable before the leave or other reasonable accommodation when 30 days' notice is not foreseeable.

Reasonable Accommodation for Pregnancy Related Disabilities

An employee who has a pregnancy related disability or affected by pregnancy may be eligible for a reasonable accommodation based on their healthcare provider and medical certification. There is no length of service requirement to be eligible for a reasonable accommodation.

Temporary transfers due to health considerations will be granted when possible. However, the transferred employee must be able to perform the essential duties of the "temporary" job and will receive the pay that accompanies that "temporary" job, as is the case with any other temporary transfer due to temporary health reasons.

Upon the request of an employee and certification of the employee's physician, the employee's work assignment may be changed if necessary, by CAPK to protect the health and safety of the employee and her child. Requests for transfers of job duties will be reasonably accommodated if the job and security right of others are not breached and do not unduly impact operational needs.

Pregnancy Disability leave usually begins when the employee's health care provider determines that the employee is "disabled" by pregnancy. The employee must provide CAPK with a certification from their healthcare provider which contains the following information:

- The date on which the employee became disabled due to pregnancy
- The probable duration of the period or periods of disability; and
- A statement that due to the disability, the employee is unable to perform one or more of the essential functions of their position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- The employee will be required to use accrued sick time (if otherwise eligible to take the time) and will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee's physician, up to a maximum of four (4) months (part-time employees are entitled to leave on a pro rata basis based on their regular hours worked). The four (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition including leave for severe morning sickness and prenatal care.

- Intermittent leave or reduced work schedules will be granted/ calculated in one-hour increments. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

Any reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the reasonable accommodation involves a reduced work schedule or intermittent absences from work.

CAPK will not terminate an employee, transfer another employee with more seniority, or transfer any employee who is qualified to perform the new job as part of the accommodation process. CAPK will not displace any employees to accommodate transfers.

Birth and Bonding

Leave to bond with a newborn child or for a newly placed adopted or foster child must conclude within twelve (12) months after the birth or placement. If the newly born or newly placed child has a serious health condition, the employee may take FMLA/CFRA leave to care for the child intermittently, if medically necessary and such leave is not subject to the 12-month limitation.

Mothers and fathers may take CFRA leave to bond with a newborn child. A mother can also take FMLA leave for prenatal care, incapacity related to pregnancy, and for her own serious health condition following the birth of a child. A father can also use FMLA/CFRA leave to care for his spouse who is incapacitated due to pregnancy or childbirth. If both spouses (and registered domestic partners) work for CAPK and are eligible for leave under this policy, the spouses (or registered domestic partners) will be limited a total of twelve (12) work weeks off between the two of them when leave is for Baby Bonding Leave. Effective July 1st, 2020 the twelve (12) work weeks of leave under CFRA will change to fourteen (14) work weeks of bonding leave.

Medical Certification

Medical Certification is required to support a request for leave because of a pregnancy related disability. This certification is at the employee's expense. Second or third opinions may be requested at the employer's expense.

The employee must provide a signed medical certification from a health care provider that states that the employee is disabled due to pregnancy or that it is medically advisable for the employee to be reasonable accommodated. CAPK may require an employee to provide a new certification if there is a request for an extension for leave or a requested reasonable accommodation.

Reinstatement

If the employee and CAPK have agreed upon a definite return date from the leave of absence or reasonable accommodation, the employee will be reinstated on the date the employee is able to return. If the length of the leave of absence or reasonable accommodation has not been established or if it differs from the original agreement, the employee will be returned to work within two (2) business days where feasible after CAPK is notified of one's readiness to return.

Before the employee is allowed to return to work to their regular position following a leave of absence or reasonable accommodation the employee must provide Human Resources with a certification from their health care provider that they can perform all of the essential job functions of their position safely with or without reasonable accommodation. If the employee does not

provide such release prior to or upon reporting for work, the employee will be sent home until a release is provided. The time will be unpaid until a release has been received.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave and perform their essential job duties, an employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available. If the same position is not available on the scheduled return date, CAPK will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Failure to return to work the day after the conclusion of the leave of absence may result in termination of employment, unless the additional leave is provided by law or CAPK has otherwise approved the employee to take additional time off.

Employment & Benefits

Pregnancy Disability Leaves are unpaid however, an employee may elect to use their accrued sick time and/or accrued vacation during the unpaid leave of absence. If the employee is on a reduced work schedule as part of a reasonable accommodation or intermittent leave, they may also elect to use accrued sick time and/or vacation to cover the remainder of their hours or the intermittent day. The use of paid time off will not extend the available leave of absence time. Employees will not receive pay for official holidays that are observed during their leave of absence.

Employees should apply for California State Disability Insurance (SDI) benefits. The SDI forms should be retained from one's health provider or from the California Employment Development Department (EDD) website. Any SDI for which the employee is eligible for may be integrated with accrued sick leave or vacation time so that one does not receive more than 100% of their regular pay.

Employees will retain full employment rights while on an approved pregnancy disability leave of absence. Health insurance will continue during the duration of leave four (4) months, on the same terms as they were provided prior to the leave time. This means that in order for benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments. If an employee takes additional time off following PDL that qualifies as California Family Rights Act Leave (CFRA), CAPK will continue health insurance benefits for up to a maximum of 12 workweeks in a 12-month period. Employees must continue to make any premium payments to continue benefits coverage.

Example: an employee takes 17.33 workweeks off due to a pregnancy disability. Assuming the employee is eligible for FMLA/CFRA leave, her Pregnancy Disability Leave will also be concurrently covered by FMLA/ and her group health insurance coverage would continue for the entire 17.33 workweek period as long as the employee's portion of premium is paid. CFRA does not run concurrently with Pregnancy Disability Leave, but it will run concurrently with FMLA if the employee is taking baby bonding time after the birth of the child, and the employee has FMLA time remaining. If the employee has no FMLA time remaining, the baby bonding time will be CFRA only. If after the employees Pregnancy Disability Leave and FMLA leave has been completed the employee wishes to take 12 additional weeks off from work to bond with a new baby under CFRA,

CAPK will continue to the employee's health insurance benefits for the 12 workweek period as long as the employee makes her share of the premium payments.

In some instances, CAPK may recover premiums it paid to maintain health insurance benefits if the employee fails to return to work following their Pregnancy Disability Leave for reasons other than taking additional leave afforded by law, CAPK policy or not returning due to circumstances beyond their control.

If the employee does not make their share of the premium payments on time, the insurance will be cancelled, and the employee will be offered COBRA.

Employees should:

- Understand their rights under the PDL laws and regulations
- Ensure that all paperwork is submitted in a timely manner to the Leave of Absence Administration company
- Ensure that they communicate any changes in their condition to the Leave of Absence Administration company, their departmental management and Human Resources
- Notify Human Resources if they exhaust Sick Leave and want to use Vacation



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Time Off to Participate in Child's School Activities, Licensed Care provider or to Visit School Authorities Following a Child's Suspension
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

CAPK recognizes that it benefits the parent, the children and the community when a parent is able to take time off from work to attend functions and meetings related to an employee's children education. Therefore, CAPK allows employees to take leave from work for this purpose as described below. For purposes of this policy, "parents" are defined as biological parents, guardians, custodial grandparents, step-parents, foster parents of, or who stands in loco parentis to, one or more children in kindergarten through grade 12, or who is cared for by a licensed care provider.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees affected by the policy.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

1. CAPK employees are entitled to use up to eight (8) hours of leave per calendar month 40 hours per year for the following child-related activities:
 - To attend school functions
 - To meet with school teachers and administration
 - To assist in the child's classroom or to otherwise participate in the activities of his/her child's school or licensed provider, if the employee prior to taking the time off gives reasonable notice to the employer of the planned absence of the employee
 - To find, enroll, or reenroll his or her child in a school or with a licensed care provider
 - To address a childcare provider or school emergency so long as notice is provided to the employer. For purposes of this policy, a "childcare provider or school emergency" means that an employee's child cannot remain in a school or with a licensed care provider due to one of the following:

- (1) The school or childcare provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or childcare provider
 - (2) Behavioral or discipline problems
 - (3) Closure or unexpected unavailability of the school or childcare provider (excluding planned holidays) or
 - (4) A natural disaster (e.g., fire, earthquake or flood)
 - Employees may utilize available accrued vacation and/or PTO in order to receive compensation for the time off. Employees may also utilize time off without pay for this purpose.
 - When possible, an employee who needs this kind of leave is expected to notify the immediate supervisor at least one week before the leave is needed. When it is not possible to notify the supervisor one week in advance of the need for leave, the employee must notify the supervisor as soon as possible.
 - Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.
2. CAPK employees are entitled to take time off to appear in the school of a child who has been suspended and their attendance is mandated by the school.
- An employee may take time off to visit school authorities following a child's suspension or to appear in the school pursuant to a request made by the school requiring a parent to attend class with the student when the student is suspended.
 - The employee must be the child's parent or guardian
 - The employee must give reasonable notice to his/her supervisor before taking the time off. The notice must indicate that the employee has been requested to appear in school.
3. For leaves under this policy, the employee's supervisor may require the employee to provide documentation from the school or licensed care provider as proof that the employee engaged in child-related activities as permitted by this policy on a specific date and at a particular time. For this purpose, CAPK will accept any written verification of parental participation the school or licensed care provider deems appropriate and reasonable.
4. If CAPK employs both parents of a child, only one parent who gives notice is entitled to the planned absence at one time. The second parent may only take time off simultaneously for the same child with supervisor approval.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Time Off to Vote
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) encourages employees to fulfill civic responsibilities by participating in elections. CAPK believes that it's the responsibility and duty of employees to exercise the privilege of voting elections. In accordance with this philosophy, CAPK will grant its employees approved time off to vote.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) are principally affected by this policy.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:

Generally, employees are able to find time to vote either before or after their regular work schedule. If employees cannot make sufficient time outside of working hours to vote in a statewide election, the employees can take off up to two (2) hours of working time to vote without loss of pay. This time must be used at the beginning or end of their regular working shift, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed upon by the supervisor and employee.

An employee must provide notice at least two (2) working days in advance of the election if, on the third working day prior to the election, the employee knows or has reason to believe there will be a need for time off to vote. An employee will be excluded from the time off rules if there is sufficient non-working time to vote. A voter's receipt is required on the first working day following the election in order to qualify for paid time off.

Employees may contact their manager or Human Resources with any questions.



MEMORANDUM

To: Personnel Committee
From: Tracy Webster, Chief Finance Officer *Tracy Webster*
Date: June 11, 2020
Subject: *Agenda Item 5c:* COVID-19 Facial Covering Policy – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The CDC recommends the use of cloth face coverings in public settings where other social distancing measures are difficult to maintain. CAPK has aggressively promoted social distancing and the voluntary use of facial coverings. In an effort to protect staff and the community, effective June 1, 2020, CAPK adopted a mandatory facial covering policy (attached).

CAPK is providing cloth masks from Mission Linen which is treated with a BioSmart chemical. The cloth masks are laundered by Mission Linen. CAPK is also providing paper surgical masks to visitors at various locations.

The mandatory facial covering policy requires that staff use masks in common areas and when working in close proximity to co-workers or clients. Staff who have medical conditions which prohibit them from wearing a mask must seek medical documentation certifying such. The policy allows for disciplinary action when an employee refuses to wear a facial covering.

FACIAL COVERING POLICY

The U.S. Equal Employment Opportunity Commission (EEOC) has released guidance that indicates that an employer may require employees to wear PPE, such as a face covering, gloves, or gowns, to reduce transmission of COVID-19.

Additionally, the Centers for Disease Control and Prevention (CDC) recommends individuals wear cloth face coverings in public, and where social distancing measures are difficult to maintain.

This policy is temporary and will be in effect until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC.

AN EXPLANATION WITH FACTS

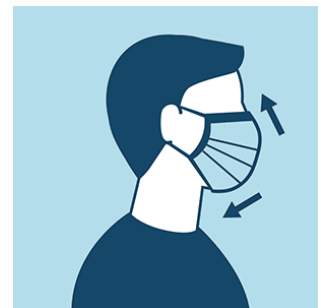
CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

INSTRUCTIONS FOR PROPER WEAR

Steps to put on the facial covering

1. Wash your hand thoroughly for at least 20 second.
2. Grab both ear loops of the facial covering and place it over your nose and mouth.
3. Place the loops over both ears at the same time.
4. Adjust the facial covering to completely cover your nose.
5. The mask should fit under your chin.
6. Avoid touch the front of your facial covering, after adjusting it



Steps to remove your facial covering

1. Wash or sanitize your hands.
2. At the same time place your index finger behind your ears and under the loops.
3. In one motion take off the facial covering.
4. Do not touch the front of the facial covering.

WHEN EMPLOYEES SHOULD WEAR FACIAL COVERINGS

Face coverings shall be worn upon:

1. Entering any of CAPK's locations.

FACIAL COVERING POLICY

2. In all common/public areas including:
 - Lobbies
 - Elevators
 - Hallways
 - Breakrooms
 - Meeting rooms
 - Bathrooms
3. In offices other than your own.
4. In shared offices.
5. In cubicles where office panels at or lower than 48".
6. Employees can remove facial covering when alone in segregated spaces such as:
 - private offices or cubicles with sufficient panel height
 - when on break
 - when eating or drinking
 - outdoor workspaces where employees do not regularly come within six feet of others.
7. The facial covering must be sufficient to cover the mouth and nose.
8. Employees and visitors will be provided a facial covering if they do not have one.
9. Facial coverings do not supersede the requirements for physical distancing.

Storing facial coverings during breaks

1. After removing the facial covering as instructed above.
2. While holding the loops of the facial covering, fold the facial covering in half
3. The inside of the facial covering should be touching.
4. Place in a paper bag, or
5. Place facial covering on top of paper towels or tissues.
6. Cover the facial covering with another paper towel or tissues.

CAPK will provide cloth facial coverings to all employees.

1. Each employee shall have a sufficient quantity of facial covering to last approximately 2 weeks.
2. Each employee is responsible for the for bringing and wearing of their facial covering to work.
3. At the end of each day used facial coverings will be deposited into the soiled linen disposal bag for laundry service.
4. Each disposal site will be clearly marked and place conveniently by exit doors.
5. The facial coverings that are provided to you should not be taken home and laundered.
6. The facial coverings are specially treated to help lower the transmission of COVID-19.

FACIAL COVERING POLICY

Employees' own personal facial coverings should:

1. Facial covering must be clean.
2. Fit snugly but comfortably against the side of the face.
3. Fit over the nose and under the chin.
4. Be secured with ties or ear loops.
5. Include multiple layers of fabric.
6. Allow for breathing without restriction.
7. Facial covering must be laundered daily and machine dried without damage or change to shape.

REASONABLE ACCOMMODATION OF MEDICAL CONDITION SUPPORTED BY HEALTHCARE PROVIDER

If an employee has a medical condition, documented by a healthcare provider, that requires accommodation, we will engage in an interactive process to seek a reasonable accommodation.

REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS

If an employee holds religious beliefs or tenets protected under state or federal law, we will engage in the interactive process to seek a reasonable accommodation.

THE CONSEQUENCES OF NOT ABIDING BY POLICY

If an employee fails to wear a face covering the employee may be sent home on administrative leave for violation of the face covering policy. The employee may return to work either when 1) the employee provides documentation of a health condition or religious issue with wearing the face covering; or 2) when the employee wears a face covering.

STATEMENT OF ACKNOWLEDGEMENT

FACIAL COVERING POLICY

I have received a written copy of CAPK's Facial Covering Policy. I fully understand the policies and agree to abide by them.

Employee Name (printed)

Employee's Signature

Date

If you have any questions regarding this policy, please contact Risk Management Supervisor.



MEMORANDUM

To: Personnel Committee
From: Tracy Webster, Chief Finance Officer *Tracy Webster*
Date: June 11, 2020
Subject: *Agenda Item 5d:* COVID-19 Screening Procedures – **INFO ITEM**

In response to the COVID-19 crisis, the Equal Employment Opportunity Commission (EEOC) permitted the ability for employers to take employee temperatures in order to prevent community spread. Normally, taking an employee's temperature is classified as a medical examination. The Americans with Disabilities Act (ADA) prohibits medical examinations unless they are job-related and consistent with business necessity. Because the Centers for Disease Control and Prevention (CDC) and state and local health authorities have acknowledged the community spread of COVID-19, employers may now measure employees' body temperature.

Accordingly, CAPK's Readiness Task Force and Steering Committee developed the attached Screening Procedures in collaboration with legal counsel. Temperature checking is required upon arrival to work for all employees. The IT department has developed an app that integrates with Office 365 and Sharepoint. Employees are required to complete the following questions:

1. Work location
2. Employee Name
3. Employee ID
4. Flu-like symptoms
5. Temperature
6. International travel

Responses to these questions are held in a secured location in Sharepoint that is HIPAA compliant. Responses that meet the parameters of having risk to be COVID-19 positive generate an secured email to members of Human Resources. Employees must communicate to their supervisor, leave the work premises, and contact Human Resources.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: All Community Action Partnership of Kern (CAPK) Employees
From: Community Action Partnership of Kern (CAPK)
Date: May 29, 2020
Subject: COVID-19 Screening Procedures

CAPK continues to monitor the directives and guidance of local, state, and federal governmental leaders and public health professionals regarding COVID-19.

In the interest of protecting the health and safety of our employees, other volunteers, and the public, effective June 1, 2020, all CAPK employees will have their body temperature screened and will be required to complete a brief COVID-19 questionnaire as a precautionary measure to reduce the spread of COVID-19.

Employees should report to Health Assessment Station upon arrival for work at CAPK and prior to entering any other areas of CAPK property.

In accordance with CDC and EEOC guidance, in addition to completing the questionnaire, each employee will be screened privately using a touchless forehead thermometer.

An employee with symptoms of COVID-19, or who has a temperature at or above 100.4 degrees Fahrenheit, will be sent home. The employee should monitor his or her symptoms and contact a healthcare provider if they are concerned.

An employee sent home can return to work at CAPK when:

- He or she is symptom free and has had a temperature at or below 100.3 degrees Fahrenheit for at least three (3) days without taking medication to reduce fever during that time AND at least seven (7) calendar days have passed since the symptoms began;
OR
- May return to work earlier if a healthcare provider, in writing, releases the employee to return to work at CAPK.

An employee who experiences fever and/or respiratory symptoms while home shall not report to work at CAPK. Instead, the employee will contact his or her supervisor regarding his or her absence from CAPK and may choose to contact his or her healthcare provider.



To Prevent the spread of COVID-19 and Reduce the potential risk of exposure to our workforce and visitors, CAPK is conducting a daily screening questionnaire.

This form must be completed daily if you are physically working at any company site or client location.

This is not a substitute for professional medical advice, diagnosis, or treatment of disease or other conditions, including COVID-19. Always consult a medical professional for serious symptoms or emergencies. If you are experiencing severe or life-threatening symptoms, please call 911.

Check In

Preventing the Spread of COVID-19

Company News

←
Self Declaration Form

CAPK Site:
BPN Finance 1st Floor

Check-In Time

5/28/2020

08

:38

▼

Are you entering this on behalf of another person?
☐ No

* Employee/Guest Name

I

Employee ID

* People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with

Cancel

Submit

←
Self Declaration Form

* People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Do you have flu-like symptoms such as:

- Fever of 100.4 or higher
- Unproductive/dry cough
- Shortness of breath
- Sore throat
- Chills
- New loss of taste or smell

▼

* Record Your Temperature

Cancel

Submit





Checked-In

05/28/2020 08:33:49

Do not Close until you have shown this screen upon entering the building

Close



PLEASE CONFIRM SELECTION

You answered YES to one or more of the form questions. Please confirm your choice.

Back

Confirm



As a result of answering YES to one or more form questions, you are not permitted to enter this facility. Please call HR 661-336-5236 for additional guidance

05/28/2020 08:38:06

Done



MEMORANDUM

To: Personnel Committee
From: Tracy Webster, Chief Finance Officer *Tracy Webster*
Date: June 11, 2020
Subject: *Agenda Item 5e:* Suspected or Confirmed Cases of COVID-19 Procedures – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The Task Force and Steering Committee created the attached Suspected or Confirmed Cases of COVID-19 Procedures. The procedures identify the symptoms to monitor for staff and the procedures to execute when symptoms are identified. The procedures additionally identify the steps necessary when there is a suspected case and when there is a confirmed case of COVID-19.

Sanitation is clearly defined in these procedures. Furthermore, in the event of a confirmed case, isolation steps are outlined as well as employee communication and testing.

We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health. We are committed to keeping employees and the community safe.

SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE

Actively encourage sick employees to stay home

- Employees who have symptoms should notify their supervisor, Human Resources and stay home.
- Sick employees should not return to work until released by their healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and HR.

Watch for symptoms

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.

Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employees may have been exposed if they are a “close contact” of someone who infected, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time:

Prolonged period of time has been defined as 15 minutes by the CDC.

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and quarantine for 14 days.
- Employee may also choose to be tested for COVID-19.

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- | | |
|---|------------------------------|
| • Fever or chills | • Headache |
| • Cough | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Fatigue | • Congestion or runny nose |
| • Muscle or body aches | • Nausea or vomiting |
| | • Diarrhea |

This list does not include all possible symptoms.

If employees are showing any of the above symptoms at work, the employee will be sent home until the employee has a negative COVID-19 test or has been cleared by a medical provider.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately by calling 8-911.

- Trouble breathing

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Separate sick employees

- Employees who appear to have COVID-19 upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- Call family member for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Cleaning and disinfecting your site if someone is sick

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Close off areas used by the person who is sick.
 - Program do not need necessarily need to close, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all common areas used by the person who is sick, such as offices, light switches bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and phones.
- Each facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects
- Once area has been appropriately disinfected, it can be opened for use.
 - Employees without close contact with the person who is sick can return to work immediately after disinfection.
 - Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that are normally used to maintain a healthy environment.

Supervisors should

- If an employee becomes sick during the day, they should immediately be sent home.
- Contact HR to inform them of the sick employee.
- Close off areas used by the sick employee.

Human Resources

HR will collect information about the worker's contacts among co-workers, up to 2 days prior to symptom onset, to identify other workers who could be considered exposed.

- If an employee is confirmed to have COVID-19, HR will inform co-workers of their possible exposure but, maintain confidentiality as required by the Americans with Disabilities Act.
 - HR will contact by phone all the employees who may have been in close contact with the infected employee as soon as possible without revealing the employee's identity.
 - All employees identified as being exposed to the infected employee will be scheduled an appointment with the Occupational Medical Provider to test for COVID-19.
 - Employees will be instructed to follow the CDC Public Health Recommendations for Community-Related Exposure.

Risk Management

- Call Facility Manager and schedule janitorial services to do a "deep clean" of the office.



MEMORANDUM

To: Personnel Committee
From: Tracy Webster, Chief Finance Officer *Tracy Webster*
Date: June 11, 2020
Subject: *Agenda Item 5f:* COVID-19 Travel Policy – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The Task Force and Steering Committee created the attached COVID-19 Travel Policy. The policy identifies limited professional travel as well as conditions for personal travel during the COVID-19 crisis.

We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health. We are committed to keeping employees and the community safe.

Travel Policy related to COVID-19

To help minimize the transmission of COVID-19, please note the following travel restrictions below. The CDC recommends that travelers avoid all nonessential travel to all global destinations. Widespread transmission of COVID-19 has been reported globally.

The following guidelines will apply to all CAPK employees affected by this policy.

Work-related travel

- All business travel for CAPK employees has been postponed until further notice.
 - This includes all conferences, locally, domestically or internationally.

Personal travel

- As an additional precaution to ensure the health of employees, CAPK strongly encourages all employees to evaluate and reconsider both international and domestic travel during this time.
- The CDC has placed the following countries under a Level 3 Travel Health Notice: **Brazil, China, Iran, Most European Countries and the United Kingdom and Ireland.** Everyone is responsible for checking the CDC website to see if their travel destination has been added to this list: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - Employees need to notify management of their travel if they recently returned from travel to the United States. Communication with CAPK management during and upon return from personal travel is critical.
 - If the employee decides to travel to or through a restricted country, they must notify their manager and Human Resources of their specific travel plans, they will be required to self-quarantine for 14 days upon their return to the US or get tested for COVID-19.
 - Employees can contact 211 or the Human Resources Department to obtain a list of COVID-19 testing sites.
 - In any case, employees must be cleared by the Human Resources department before returning to work after the quarantine period or after they receive negative test results.
 - Employees will be allowed to use sick time if available throughout the quarantine period or while they wait for test results.

Travelers returning from Cruise Ship and River Cruise Voyages

Employees are recommended to defer travel on cruise ships, including river cruises. The CDC has issued a Level 3 Travel Health Notice for cruise ship travel. The risk of COVID-19 on cruise ships is high. Employees who return from a cruise ship or river cruise voyage must follow the guidelines below:

- Stay at home and quarantine for 14 days, monitor their health, and practice social distancing. If the employee does not want to self-quarantine for 14 days, they will be required to get tested for COVID-19.
- In the event that an employee travels to an area that is currently not on the restricted travel countries list, but is added during the course of travel, the employee must self-quarantine for 14 days or get tested before returning to work and must be cleared by the Human Resources department prior to returning to work.

All employees must exercise prudent judgment when making travel plans. These decisions regarding travel restrictions may change as the situation evolves. Travel increases the chances of getting and spreading COVID-19. Before employees travel, they are encouraged to learn if COVID-19 is spreading in their local area or any of the places they will be traveling to by visiting the CDC link below <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>.

For additional questions, please contact the Human Resources department.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Program Design and Management Administrator
Date: June 11, 2020
Subject: *Agenda Item 5g:* Head Start and State Child Development Revised Job Descriptions – **Action Item**

In May of this year, the Board of Directors approved a new organizational structure for the Head Start and State Child Development division. Since that time staff have worked with HR to revise job descriptions to reflect the approved changes within the new structure. Included with this memo are seven job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the position. Changes include: title changes, new reports (direct or supervisor) and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade Change
Quality Assurance Administrator (Former: Quality Assurance Manager)	Title Change/New Reports	From 10 to 12
Program Design and Management Administrator	New Reports/New Supervisor	N/A
Professional Development Manager (Former: Professional Development Coordinator)	Title Change/New Reports	From 8 to 10
CDE Attendance Coordinator (Former: Fiscal Attendance Coordinator)	Title Change/Exempt to Non-Exempt	N/A
CACFP Attendance Coordinator (Former: Attendance Coordinator)	Title Change/New Reports	N/A
Enrollment Coordinator	Exempt to Non-Exempt	N/A
Content Area Specialist ~ Inclusion (Former: Content Area Specialist ~ Disabilities)	Title Change	N/A

Recommendation

Staff recommends the Personnel Committee approve the seven revised Job Descriptions for the Head Start and State Child Development division.

Attachments:

Quality Assurance Administrator JD
Program Design and Management Administrator JD
Professional Development Manager JD
CDE Attendance Coordinator JD
CACFP Attendance Coordinator JD
Enrollment Coordinator JD
Content Area Specialist ~ Inclusion JD



Head Start and State Child Development Quality Assurance Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the general direction of the Director of Head Start and State Child Development, the Quality Assurance Administrator is responsible for maintaining a robust program monitoring system for all Head Start and State Child Development programs which includes facilitating the annual audits and self-assessments. The ongoing monitoring system for compliance must maintain compliance of all Head Start Performance Standards, Office of Head Start monitoring protocols, and State Contract Monitoring Review, Community Care Licensing and USDA regulations. Ensures program quality as subject to applicable Federal and State laws, policies and regulations as determined by the Board of Directors and Policy Council. Including implementation of all aspects of Head Start/Early Head Start Performance Standards. Federal and State regulations, funding source requirements and policies/practices.

SUPERVISION RECEIVED:

Receives supervision from Director Head Start and State Child Development

SUPERVISION EXERCISED:

Directly supervises Quality Assurance Specialists (4), Quality Assurance Technicians (2) and the Data Analysts (2).

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Develops, implements, and maintains effective monitoring systems to include appropriate monitoring processes, reports, checklists, and monitoring schedules (e.g. State/ Federal Reviews).
2. Responsible for the design of a comprehensive system for on-going monitoring, audit, data analysis and evaluation for all program service areas in consultation with management staff.
3. Provides staff training, development, and supervision, which includes, coaching, mentoring and evaluation of staff.
4. Responsible for the annual Self-Assessment for the Head Start and State Child Development, EHS Child Care Partnership and EHS San Joaquin programs and process for program and management improvement plans are conducted in conjunction with the Policy Council and Board of Directors
5. Conducts and/or coordinates annual audits, funding source regulatory audits and monitoring visits.
6. Participates in the development and preparation of the grant refunding applications and any supplemental applications required by regulations.

7. Participates in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
8. Responsible for developing on-going monitoring schedules and coordinates technical assistance as needed.
9. Responsible for the Office of Head Start Program Information Report for all Head Start and Early Head Start programs.
- 10.
11. Develops, monitors, implements, and evaluates assigned program's policies and procedures and assists with developing short-range and long-range goals and objectives.
12. Point of contact for Department of Social Services Community Care Licensing. Prepares required documentation for obtaining licenses for new child development centers, and changes to existing licenses.
13. Supports the development of assigned program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors fiscal systems to assure and sustain program alignment; administers grants; develops and negotiated service contracts with subscribing educational systems, partnerships and consultants.
14. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visit classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
15. In conjunction with the Director maintains compliance with a system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings, and professional growth activities, as required.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start/State Child Development programs.
5. Performs any other like duties as assigned

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agencies policies and procedures
 Applicable federal, state, and local laws, codes, and regulations
 Departmental policies and procedures
 Current problems of socially and economically challenged families
 Modern office practices, methods, procedures, and equipment including computers
 Word processing, spreadsheet, database, and other related software applications.

Ability to:

Find solutions to conceptual matters.
 Plan, organize, allocate and control substantial resources.
 Communicate effectively
 Display good interpersonal skills.
 Attend evening and weekend meetings.

Effectively present program to the general public.
 Establish professional working relationships with staff, agencies, and parents.
 Bilingual language fluency (Spanish/English) highly desirable.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in Public Administration, Education Administration, Business Administration or related field from an accredited college or university
- Minimum four (4) years of progressive more responsible experience in administrative/management with emphasis in social services, public administration, child development, or other related field
- Two years of direct experience in managing government funded programs desirable.
- Knowledge of principles and practices of administration, budgeting, fiscal oversight, and project management. Must have strong supervisory skills, effective communication skills, and ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Quality Assurance Administrator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	

Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X			X		



Head Start and State Child Development Program Design and Management Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Director of Head Start and State Child Development, the Program, Design and Management (PDM) Administrator has the responsibility for planning, organizing, directing and controlling the Program, Design and Management areas of Enrollment and Attendance and Professional Development, and Translation Services in compliance with state and federal regulations. The PDM Administrator will provide additional support as the Head Start and State programs liaison to the Central Kitchen and Information Systems departments.

SUPERVISION RECEIVED:

Receives supervision from Assistant Director of Head Start ~ Administration

SUPERVISION EXERCISED:

Enrollment and Attendance Manager, Professional Development Manager, and Translator / Program Assistant

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Responsible for the integration of Program, Design and Management (PDM) systems and program services such as: development and implementation of communication systems, record-keeping/reporting systems and quality control and budgetary systems for Enrollment and Attendance, Professional Development, and Translation Services.
2. Responsible for the areas of Enrollment and Attendance Professional Development to ensure compliance with State and Federal regulations and auditing requirements.
3. Participates in the development of State and Federal refunding applications, budgets, program area plans.
4. Provides staff training, development and supervision, which includes coaching, mentoring and evaluation of staff.
5. Works collaboratively with the Director of Operations to ensure compliance of Information Systems and technology for the Head Start Division.
6. Prepares reports to make recommendations for improving program operations and ongoing program development maintaining communications of Program Options.
7. Oversees the development of the Training and technical Assistance Plans.
8. Responsible for program effort to recruit families and maintain full enrollment.
9. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.

2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

Modern office practices, methods, procedures and equipment, including computers.

Word processing, spreadsheet, database, and other related software applications.

Comprehensive knowledge of regulations governing the administration of Head Start or State related programs desirable.

Ability to:

Deal with conceptual matters.

Plan, organize, allocate, and control substantial resources.

Demonstrate good interpersonal skills.

Attend evening and weekend meetings.

Effectively present program information to the general public.

Establish professional working relationships with staff, agencies and parents.

Bilingual language fluency (Spanish/English) highly desirable.

Network with community partners, serve on community committees and represent the agency in community presentations.

Analyze demographic and statistical data to effectively plan program goals and objectives.

Be detail oriented.

Communicate effectively and demonstrate ability to write clear and concise reports.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university with a major in Public Administration, Business Administration, Human Resources, Early Childhood Education, Child Development, Health Services, or Social Services.
- Any combination of education and/or experience may be acceptable on a year for year basis.
- Minimum three (3) years of experience serving in an administrative or management-related position with an early childhood organization serving families with young children or serving as a management or organizational development technical assistance consultant to such programs.
- Direct experience in managing government-funded program is highly desirable.
- Familiarity with challenges of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and

- acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, TB and substance abuse screening required upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Design and Management Administrator						
Activity	Hours Per Day			NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting					X	
Climbing				X		
Kneeling					X	
Crawling				X		
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)					X	
Power Grasping (left hand)					X	
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)					X	
Pushing & Pulling (left hand)					X	
Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING				CARRYING	
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	

26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					



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Head Start and State Child Development Professional Development Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Program Design and Management Administrator, the Professional Development Coordinator is responsible to develop and maintain the Head Start and State Child Development Division's comprehensive professional development systems and leading the Professional Development team with monitoring staff development data. Will support Head Start Leadership with data driven evaluations of the professional growth needs of the program. Ensuring compliance with the implementation of Head Start/Early Head Start Performance Standards, Federal and State regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as it relates to staff ratios, staff qualifications, professional development, staff turnover and on-boarding.

SUPERVISION RECEIVED:

Receives supervision from Program Design and Management Administrator

SUPERVISION EXERCISED:

Directly supervises Professional Development Technicians (2).

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Develops, implements, and monitors a data driven Professional Development system to meet expectations of all funding sources.
2. Is responsible for an effective communication system to inform staff of college course work, continuing education, certifications, and other professional growth opportunities.
3. Will manage public relations acting as a liaison for Head Start/State Child Development with community partnerships to facilitate professional development activities (i.e. colleges, universities, and other educational providers) and interface with local schools/businesses to design and implement a range of interactions to attract Early Childhood Education careers while building public awareness of Head Start in the communities served.
4. Will collaborate with CAPK Human Resources to support onboarding needs for Head Start/State Child Development staff.
5. Will manage the Head Start / State Child Development New Hire Orientation and training plans to ensure fully qualified staff are prepared to provide quality services.
6. Responsible for communication with administrative staff regarding employee relations: new hires, promotions, transfer, resignations and terminations.
7. Will establish and maintain a record keeping and data assessment system in collaboration with support services and Mentor Coaches to drive decision making for training activities.
8. Develops and monitors Training and Technical Assistance Budgets and Budget Narratives,

as per HS Performance Standard expectations, for all five HS/EHS grants.

9. Demonstrates an advanced understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on prospective, past, and current.
10. Manages special program/agency events through effective project planning while assuming responsibility for budgetary aspects. Attends trainings and meetings as required.
11. Works alternative hours as required, including nights and weekends.
12. Maintain safe and functional work environment.
13. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

Modern office practices, methods, procedures and equipment, including computers.

Word processing, spreadsheet, database, and other related software applications.

Principles and techniques of training, program development and operation.

Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

Ability to:

Deal with conceptual matters.

Plan, organize, allocate, and control substantial resources.

Communicate effectively.

Demonstrate good interpersonal skills.

Attend evening and weekend meetings.

Effectively present program information to the general public.

Establish professional working relationships with staff, agencies and parents.

Bilingual language fluency (Spanish/English) desirable.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college in Business Administration, Human Resources Development, Education Administration or closely related field.
- Minimum 2 years prior training in administration or related human resources experience.
- 3 years progressive administrative experience and community outreach in public or non-profit programs.

- Minimum of 2 years supervisory experience.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Professional Development Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING				CARRYING	
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



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Head Start and State Child Development CDE Attendance Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under supervision of the Enrollment and Attendance Manager, the CDE Attendance Coordinator supervises and performs duties related to preparing, processing, maintaining and reviewing attendance, statistical or fiscal documents and records as related to California Department of Education (CDE) reimbursement regulations. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from Enrollment and Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of assigned Attendance Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Provides direct supervision, training and technical assistance, mentoring and support to assigned Attendance Technicians to include evaluations of performance.
2. Maintains a strong understanding of California Department of Education, Head Start Program Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE) and Title 22 (Community Care Licensing).
3. Oversees, compiles, reviews, monitors, and maintains monthly CDE attendance data entry, documentation, reporting and CDE claim data.
4. Prepares and submits monthly and periodic CDE reports to the CAPK Finance Division.
5. Maintains records of family fees; prepares and distributes family fee statements; receives family fee payments by mail or in person; prepares bank deposits; develops payment plans for delinquent fees.
6. Notifies the Enrollment Team of any delinquent fees requiring a Notice of Action.
7. Collaborates with Enrollment, Program Staff, Support Service Staff, Finance, Central Kitchen, and other departments and community members as appropriate.
8. Provide leadership and training to admin/program staff on CDE and HSPPS regulations as required.
9. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
10. Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors and Policy Council, Head Start Regional Office, and CDE.
11. Assists with audits and funding source reviews.
12. Monitors for compliance with internal controls.

13. Assists with developing, maintaining, and updating CDE written policies and procedures as needed.
14. Performs Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as assigned, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Understanding of socially and economically challenged families.
Modern office procedures and equipment including computers, copiers, desk-top scanner, etc.
Word processing, spreadsheet, database and other related software applications.
Knowledge of proper grammar in written communication.

Ability to:

Deal with conceptual matters.
Plan, organize, and allocate resources.
Work independently.
Communicate effectively both verbally and in writing.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with staff, agencies and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- 3 years working in administrative field with emphasis on finance, social services, case management, public administration, child development, or related field.
- 2 years of supervisory experience (if applicable, may be concurrent with work experience).

- Comprehensive knowledge of regulations governing the fiscal requirements of Head Start, California Department of Education, and Child and Adult Care Food Program.
- Bilingual language fluency (Spanish/English) desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Fiscal/Attendance Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONAL UP TO 4 HOURS	FREQUENT 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)				
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	
LIFTING		CARRYING		

	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Head Start and State Child Development CACFP Attendance Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under supervision of the Enrollment and Attendance Manager, the CACFP Attendance Coordinator supervises and performs duties related to preparing, processing, maintaining, and reviewing attendance, Child and Adult Care Food Program (CACFP) statistical or fiscal documents and records; performs related work as required. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from Enrollment and Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of assigned Attendance Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Provides direct supervision, training, and technical assistance, mentoring and support to assigned Attendance Technicians to include evaluations of performance.
2. Maintains a strong understanding of Child and Adult Care Food Program (CACFP), Head Start Program Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE) and Title 22 (Community Care Licensing).
3. Maintain computerized database management systems for Head Start, Early Head Start and State programs which includes but is not limited to completing, entering, updating and auditing Sign-in and Sign-out sheets.
4. Is responsible for aggregating attendance data to complete monthly CACFP claims.
5. Track and Monitor all areas of CACFP attendance data for both the Federal and State programs to ensure an error-free Audit and USDA tri-annual review.
6. Reviews various fiscal documents, reports, and payments for accuracy and completeness.
7. Compiles periodic, monthly, and quarterly attendance and CACFP statistical reports.
8. Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors and Policy Council, Head Start Regional Office, and CACFP.
9. Assists with audits and federal/state reviews.
10. Monitors for compliance with internal controls.
11. Is responsible for developing, maintaining, and updating written CACFP policies and procedures as needed.
12. Provides technical support to staff in related attendance, CACFP, and administrative areas.
13. Performs Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Agency programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

Understanding of socially and economically challenged families.

Modern office procedures and equipment including computers, copiers, desk-top scanner, etc.

Word processing, spreadsheet, database, and other related software applications.

Proper grammar in written communication.

Ability to:

Deal with conceptual matters.

Plan, organize, and allocate resources.

Work independently.

Communicate effectively, verbally and in writing.

Prepare clear, concise reports.

Exercise sound, independent judgment within general policy guidelines.

Provide guidance and explain policies and procedures.

Analyze problems and identify alternative solutions.

Work with accuracy and attention to detail.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- 3 years working in administrative field with emphasis on finance, social services, case management, public administration, child development, or related field.
- 2 years of supervisory experience (if applicable, may be concurrent with work experience).
- Comprehensive knowledge of regulations governing the administration of Head Start or related federal or state programs desirable.
- Bilingual language fluency (Spanish/English) desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE		ATTENDANCE COORDINATOR		
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONAL UP TO 4 HOURS	FREQUENT 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)				
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X

11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		



Head Start and State Child Development Enrollment Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the supervision of the Enrollment and Attendance Manager, the Enrollment Coordinator is responsible for the oversight and management of the Eligibility, Recruitment, Selection, and Enrollment of the Head Start and State Child Development Division. The Enrollment Coordinator provides management and oversight of the Head Start and California Department of Education state contracts enrollment requirements through an auditing and monitoring processes completed by the enrollment department to mitigate fraud risks. Work is carried out under the general supervision from the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Enrollment and Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of Enrollment Specialists and Enrollment Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensures compliance on procedures and overall department production related to eligibility, selection, recruitment and enrollment.
3. Conducts department performance evaluations through a scheduled monitoring reporting/audit process that is data driven.
4. Develops staff training from data outcomes that is delivered through on-site consultation, coaching/mentoring to staff, and group trainings that includes measurable criteria leading to quality outcomes.
5. Identifies and implements strategies to ensure consistency in process and compliance to departmental procedures.
6. Ensures eligibility criteria and selection processes are implemented, as per regulations and funding requirements.
7. Ensure documentation for eligibility and certification is accurate and in compliance, as per funding sources, prior to enrollment.
8. Collaborates with Attendance, Program Staff, Support Service Staff, and other departments and community members as appropriate.
9. Supervises recruitment including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community

- partners, and other recruitment to ensure compliance for the program.
10. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
 11. Assists with audits and funding source reviews.
 12. Monitors for compliance with internal controls.
 13. Assists with developing, maintaining, and updating written policies and procedures as needed.
 14. Performs Attendance Specialist and Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as assigned, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Understanding of socially and economically challenged families.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Knowledge of proper grammar in written communication.

Ability to:

Deal with conceptual matters.
Plan, organize, and allocate resources.
Work independently.
Communicate effectively both verbally and in writing.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with staff, agencies and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- Three (3) years working in administrative field with emphasis on Finance, Social services, Case management, Public administration, Child development, or other related field.
- Two (2) years of supervisory experience. If applicable; may be concurrent with work experience.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.
- Bilingual language fluency (Spanish/English) fluency desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X

Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Head Start and State Child Development Content Area Specialist – Inclusion

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-exempt

Date Approved:

SUMMARY:

Implements and supervises the operation of the Head Start Program Service Area for Children with Disabilities. Ensures that delivery of services complies all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements inclusion services for all Head Start participants. Oversees and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:

Receives supervision from Family Engagement and Inclusion Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Maintains confidentiality of all records and information for all Head Start families.
2. Oversees the disability assessments of Head Start participants and weekly collection of data necessary for the assessments.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Conduct ongoing site monitoring and observation visits to ensure the goals for children with disabilities are being met.
5. Ensure weekly data monitoring, tracking, follow-up, and analysis of inclusion services.
6. Ensure coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
7. As a member of a multi-disciplinary team, assess and implement each child's Individual Education Program (IEP) or Individual Family Service Plan (IFSP) for all service areas.
8. Coordinates referrals and follows-up with appropriate medical providers and/or Local Education Agency) LEA's when a child is found to need treatment or diagnosis of possible disability.
9. Responsible for the timely implementation and coordination of services for incoming children with disabilities to ensure environments are accessible and inclusive for the child.
10. Ongoing research of disabilities trends to provide the latest strategies and techniques to appropriate staff.

11. Responsible for creating, implementing, and monthly review of plans of actions for all participants with disabilities.
12. Attends IEP/IFSP meetings with various school districts throughout the county as required.
13. Responsible for acquiring Memorandums of Understanding for inclusion services with LEA's and other community agencies.
14. Update inclusion policies, procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
15. Responsible for the Inclusion Services Advisory Committee; collaborates with outside agencies to advocate for services for Head Start families.
16. Collaborate with Site Supervisors, Home Base Supervisors, and Program Managers to provide monitoring, training, and/or intervention.
17. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Current problems of socially and economically challenged families.
- Modern office procedures and equipment including computers.
- Word processing and other related software applications.

Ability to:

- Plan, organize, and allocate resources.
- Work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university in child development or disabilities related field.
- Minimum 2 years of experience in any disabilities or child development related field.
- Experience working with young children and their families highly desirable.
- Bilingual (English/Spanish) capabilities are desirable

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three years thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Content Area Specialist – Disabilities				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	

Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					