COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PERSONNEL & AFFIRMATIVE ACTION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
October 15, 2020
12:00 pm

Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
Join Microsoft Teams Meeting
(213) 204-2374 - Conference ID: 783 890 41#
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. 2020 Employee Appreciation Plan – Tracy Webster, Chief Finance Officer – ***Action Item (p. 2-3)***

b. Payroll Transparency Initiative - Eric Kelley, Payroll/HRIS Administrator – ***Action Item (p. 4-14)***

c. 2021 Holiday Schedule – Lisa McGranahan, Director of Human Resources – ***Action Item (p. 15)***

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
Date to be Determined
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, October 12, 2020. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Tracy Webster, Chief Financial Officer

Date: October 15, 2020

Subject: *Agenda Item 5a*: 2020 Employee Appreciation Plan – **Action Item**

Executive Summary:

The intent to implement a robust 2020 Employee Appreciation strategy was discussed in the September Board meeting. Due to the COVID-19 pandemic, CAPK staff have assumed greater responsibilities and an increased workload in response to new safety requirements. Simultaneously, the agency has expanded its reach into the community in response to the impact of COVID-19 in the local community. During the Shelter in Place order issued by Governor Newsom in March through June, many of CAPK's programs ramped up for increased services. CAPK staff often placed themselves at a higher risk for exposure during this time. Despite the hardships, staff adapted to new ways to serve the community while taking part in daily COVID screenings, wearing a face mask, and maintaining social distancing.

In previous years, staff have participated in a half-day staff development activity in December organized by their respective department leaders. These development days included team building activities and lunch. The purpose of these staff development days was for directors and managers to express their appreciation and celebrate the successes of the year. Unfortunately, the safety restrictions have made it unsafe for staff to gather during the month of December for a half-day of staff development although programs have budgeted for the expense this year.

In accordance with our Strategic Plan Objective 5.5, the benefits of this initiative will not only increase staff morale, but also help in retaining current staff members, affirms the commitment staff have made to CAPK, cultivates a stronger company culture, and incentivizes staff to continue contributing to the success of the agency.

Proposal:

CAPK Management is proposing several employee appreciation strategies to deploy at the end of 2020. These strategies include the following:

1. Half-day holiday time on Wednesday, December 23, 2020.
2. CAPK branded lunch bag with branded contactless door opener, wet wipes, USB car charger, and phone cable wrap phone stand.
3. Employee COVID-19 stipend in the net amount of $100 paid through payroll in the form of a gift card distributed to all staff on Friday, December 11, 2020. The stipend is intended to offset the personal cost of PPE, sanitizer, and other safety costs assumed by the employee during the coronavirus crisis.

It was recommended by the Board that a restaurant gift card is distributed to employees in order to show appreciation to staff and help the local economy. However, staff explored this option and identified that such gesture would be reportable for taxation and the effort to distribute uniformly would be difficult. CAPK staff live in 23 cities across the state of California as follows:

Adelento	*Delano*	*McFarland*	*Stockton*
Arvin	*Hanford*	*Mojave*	*Taft*
Bakersfield	*Lamont*	*Needles*	*Tehachapi*
Big Bear Lake	*Lodi*	*Ridgecrest*	*Tracy*
California City	*Madera*	*Rosamond*	*Wasco*
Crestline	*Manteca*	*Shafter*	

Recommendation:

CAPK Management recommends the Board of Directors delegate authority to the Chief Executive Officer (CEO) to proceed with the proposed 2020 Employee Appreciation plan in alignment with program and discretionary budgets.

MEMORANDUM

To: Personnel Committee

From: Eric Kelley, Payroll/HRIS Administrator

Date: October 15, 2020

Subject: *Agenda Item 5b*: Payroll Transparency Initiative – **Action Item**

Executive Summary

To ensure accurate and fair pay to all employees, payroll began an initiative to bring more transparency to Community Action Partnership of Kern's ("CAPK") pay practices and enable greater employee engagement in the pay process.

As a result, the following policy proposal is presented to the Personnel Committee for approval. The Cell Phone Stipend policy was modified to include changing the frequency of cell phone stipend payments from monthly to bi-weekly for more timely payment. This modification also enables payroll to eliminate manual calculation of prorated monthly amounts.

In this effort of continuous improvement, employee self-service has been enhanced, improved pay statements are now available, along with the convenience of allowing the employee to use an agency computer or personal mobile device to access pay information.

Recommendation:

Staff recommends the Committee approve the revised CAPK Cell Phone Stipend policy.

Attachments:

Cell Phone Stipend Policy
Payroll Transparency Initiative Presentation
Understanding your Pay Handout

Cellular Telephone Purchase Reimbursement and Monthly Cellular Service Allowance Procedure

Purpose

To establish guidelines and specify the procedure for a discretionary biennial cellular telephone purchase reimbursement and issuance of a monthly monetary allowance (paid biweekly) for cellular service to employees in positions for which the business use of a privately owned cellular telephone is necessary**.**

Procedure

It is Community Action Partnership's (CAPK's) policy to ensure that any mandated purchase or use of an employee's personal cellular telephone, in conjunction with official business, be compensated in the form of a prorated purchase reimbursement amount and/or taxable biweekly cellular service allowance to cover the cost. It will be the division director's responsibility to determine the individual positions that require the use of a cellular device; what, if any, purchase reimbursement is due; and what monthly allowance amount will be provided: voice calling/voice mail only, voice calling and texting, or voice calling, texting, and data/internet use. Cellular phone use is not a requirement of all positions.

The division director may elect to make use of agency owned cellular telephones as he/she deems necessary for the satisfactory completion of assigned duties as required by the nature of the employee's work or as needed for safety purposes. All CAPK cellular telephones are checked out from the Information Technology Department (IT) to the division director. The cellular phone must be checked in and out according to IT and the program's procedures**.**

All employees approved to utilize their personal cellular telephone and deemed eligible for reimbursement or an allowance are required to sign the Cellular Telephone Reimbursement/Allowance Authorization/Stop form acknowledging they have read this procedure and will adhere to all procedures outlined within.

Cellular Phone Purchase Reimbursement

CAPK will reimburse the employee for the purchase of a cellular telephone once every two (2) years from the date of original purchase (see the "Purchase Reimbursement Amounts" section below). The reimbursement amount and purchase of a cellular telephone will be at the discretion of the division director and based on staff responsibility. All reimbursement amounts will be adjusted at the discretion of the Executive Director.

Monthly Service Allowance

CAPK will provide designated employees a monthly allowance (paid biweekly) for the service cost of a personal cellular telephone used in conjunction with authorized CAPK business (See the "Monthly Service Allowance Amounts" section below). In order for an allowance to be authorized, employees may be required to install and operate certain applications or view and/or respond to calls/messages/calendar items, etc. or access web pages, as required, up to the limits of their allowance. Additionally, the phone may be required to run specific services such as location tracking or provide alerts during work hours.

The employee must ensure that the device and associated services are working as required. Any disruptions in service may cause CAPK to cease any service allowance until service is restored. In the case of a service disruption, the employee must immediately advise the division director and a Cellular Telephone Reimbursement/Allowance Authorization/Stop must be completed indicating a stop to the allowance.

The service allowance will begin or end effective the first full pay period following the form is received as indicated by the stamped date on the form entered by HR or payroll personnel.

Changes in Position, Termination of Employment, or Employees on Leave

The allowance will be discontinued beginning the first full pay period following any employee who transfers into a position that is ineligible for a monthly cellular service allowance, terminates, or is on leave for the entirety of the pay period.

REIMBURSEMENT/ALLOWANCE AMOUNTS

PURCHASE REIMBURSEMENT AMOUNTS* (biennial):

A. Standard Telephone with voice calling/voice mail only	$75.00
B. Standard Telephone with texting capabilities	$125.00
C. Smart Phone with texting, email and data/internet capabilities	$200.00

BIWEEKLY SERVICE ALLOWANCE AMOUNTS

A. Telephone service with voice/voice mail only	$35.00 per month (paid biweekly @ $16.15)
B. Telephone service with texting capabilities	$45.00 per month (paid biweekly @ $20.77)
C. Telephone service with texting, email, data/internet and calendaring capabilities. Phone may be required to run specific apps utilizing location or other services during business hours as required.	$75.00 per month (paid biweekly @ $34.62)

*Phones will be reimbursed at actual cost or reimbursement rate, whichever is lower.

CELLULAR TELEPHONE REIMBURSEMENT/ALLOWANCE AUTHORIZATION/STOP

NAME_____DIVISION_____

ACCOUNT CODE _____PROGRAM_____

CELL PHONE # (_____)_____-_____

Cellular Purchase* **	☐	Standard Telephone with voice only	(Up to $75.00)
	☐	Standard Telephone with texting capabilities	(up to $125.00)
	☐	Smart phone with texting, email and data/internet capabilities	(up to $200.00)

*All purchase reimbursements must be accompanied with an original receipt and check request form.
** Phones will be reimbursed at actual cost or reimbursement rate. Whichever is lower.

Begin Allowance

Service Amount Per Month***	☐	Telephone with voice/voice mail only	($35.00 per month)
	☐	Telephone with texting capabilities	($45.00 per month)
	☐	Telephone with texting, email, data/Internet and calendaring capabilities.	($75.00 per month)

***Paid in biweekly installments

Stop Allowance

☐	Telephone with voice only	
☐	Telephone with texting capabilities	
☐	Telephone with texting, email, data/Internet and calendaring capabilities.	

I, _____, have read and understand the Cellular Telephone Procedure and agree to adhere to the rules and regulations within the Procedure as well as all State and Federal Regulations governing the use of cell phones.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
DIRECTOR OR DESIGNEE APPROVAL DATE

Procedure

Complete the Cellular Telephone Reimbursement/Allowance Authorization/Stop form.

1. On the line for NAME, use your full name as it appears on your pay check or social security card.
2. On the line for DIVISION, use the name of the division that approval was received from.
3. On the line for ACCOUNT CODE, indicate the accounting code for the grant, activity and function. This is the code that will be used to charge the cell phone purchase and cell phone service per diem. If more than one grant or activity or function is to be charged, indicate how much of the charge is to go to each.
4. Check the box for the type of cellular phone purchase and/or monthly service amount.
5. Using the same name as 1, print your name on the declaration sentence.
6. Sign and date the form.
7. Obtain the Division Director's or his/her designee's signature and date.

• For cell phone purchase reimbursements, determine if/when the last time the employee received a cellular phone purchase reimbursement. Ensure that at least twenty-four months have passed since the last reimbursement and attach documentation if necessary. Complete a Check Request form approved by an authorized individual; attach a copy of the completed approved Cellular Telephone Reimbursement/Allowance Authorization/Stop form and the original purchase receipt. Ensure that the receipt shows the name of the vendor, the amount of the purchase and the date of the purchase. A copy of the receipt or a memo stating this information will not be considered as proper supporting documentation. Submit the approved Check Request and attachments to the Finance Division for reimbursement payment.

• For monthly cell phone service allowances, submit the original Cellular Telephone Reimbursement/Allowance Authorization/Stop form to HR/Payroll. The allowance will begin the pay period following the latter: the approval signature date of the division director indicated on the Cellular Telephone Reimbursement/Allowance Authorization/Stop form or the stamped "Received" date the form is delivered to HR/Payroll. No allowances will be paid retroactively due to late form submission. Allowances are not prorated unless required by position funding source. If proration is required, attach contract language governing allowances to each request to ensure proper handling. Allowances are considered taxable income.

Payroll Transparency Initiative

To ensure fair and accurate pay to all employees, the CAPK payroll team has embarked on efforts to bring more visibility to our pay practices and trigger greater employee engagement in the payroll through

- **Orientation**
- **Communication**
- **Self-service**

Payroll Transparency Initiative (cont.)

Orientation

- Guided enrollment in ADP Workforce Now (WFN) via PC, tablet, or mobile
- Position and pay visibility within WFN
- “Understanding Your Pay” brochure

Payroll Transparency Initiative (cont.)

Communication

- Timekeeping screens provide alerts to critical missing information impacting pay
- Additional compensation (stipends/incentives) shown on the timecard
- Accruals onscreen and on the pay statement
- Dual timecard approval (employee/supervisor) confirms viewing of information

Payroll Transparency Initiative (cont.)

Self-service

- Online updating (with appropriate approval) of contact, tax, and banking information
- View and print capability of pay, benefit and Total Rewards statements.

Payroll Transparency Initiative (cont.)

Improvements Underway/Future

- Migrating the monthly phone stipend to a biweekly stipend
- Leverage employee scheduling
- Promote understanding and use of analytical reporting to leadership and front-line managers

UNDERSTANDING YOUR PAY

2020 Edition PAYROLL TAXES AND EMPLOYMENT LAW CAN COST YOU MONEY. LEARN WHAT YOU NEED TO KNOW!



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MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 15, 2020

Subject: *Agenda Item 5c*: Proposed 2021 Holiday Schedule – **Action Item**

Below is the proposed Agency Holiday Schedule for 2021.

2021 Holiday Schedule

Date	Holiday
Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King Jr. Day
Monday, February 8, 2021	Lincoln's Birthday
Monday, February 15, 2021	President's Day
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021 (Observed)	Independence Day
Monday, September 6, 2021	Labor Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day After Thanksgiving
Friday, December 24, 2021	Christmas Eve
Monday, December 27, 2021 (Observed)	Christmas Day
Friday, December 31, 2021	New Year's Eve

Date	Holiday
Monday, January 3, 2022 (Observed)	New Year's Day

Recommendation:

Staff recommends approval of the proposed Agency Holiday Schedule.