



DATE	February 2, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 836 138 724#

Personnel & Affirmative Action Committee Agenda

Per Governor’s Executive Order N-29-20, Meeting to be held via Tele-Conference. 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 93309

1. Call to Order

2. Roll Call

Fred Plane (Chair)
Jimmie Childress

Craig Henderson
Michelle Jara-Rangel

Yolanda Ochoa

3. Public Forum

The public may address the Board of Directors 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.

4. New Business

- | | |
|---|--|
| a. Open Enrollment Update – Info Item (p. 3-4) | Lisa McGranahan, Director of Human Resources |
| b. New California Minimum Wage Increase – Info Item (p. 5) | Lisa McGranahan, Director of Human Resources |
| c. Human Resources Analytical Information CY 2021 – Info Item (p. 6-7) | Tracy Webster, Chief Financial Officer |
| d. Head Start Staffing – Info Item (Verbal Report) | Jerry Meade, Assistant Director of Head Start, Program |

5. Old Business

- | | |
|---|--|
| a. Revised 457(b) Executive Discretionary Supplemental Retirement Benefit Policy – Action Item (p. 8-10) | Lisa McGranahan, Director of Human Resources |
| b. Revised Executive Vehicle Stipend Policy – Action Item (p. 11-13) | Lisa McGranahan, Director of Human Resources |
| c. Revised Executive Vacation Accrual Benefit – Action Item (p. 14-22) | Lisa McGranahan, Director of Human Resources |

6. Committee Member Comments

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, March 9, 2022
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, January 28, 2022. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 2, 2022

Subject: *Agenda Item 4(a)*: Open Enrollment Update – **Info Item**

Executive Summary

Human Resources staff successfully afforded 853 benefit-eligible employees an opportunity to learn about and select benefit options during Open Enrollment in November 2021. Continuing the yearly trend of employees electing medical coverage, enrollment in an Anthem-Blue Cross medical plan at the start of 2022 stands at 499 employees with 721 covered lives.

	2019	2020	2021	2022
Benefit-Eligible Employees	835	853	875	853
EE Medical Plan Enrollment (as of January 19, 2022)	456	487	517	499

A total of 354 employees declined medical coverage. A summary of the reasons for declining are as follows:

Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	51	14%
I am participating in a state exchange plan or Medi-Cal plan	142	40%
I am participating in my parent's medical plan	23	7%
I am participating in my spouse's medical plan	138	39%
TOTAL	354	100%

Continuing for the 2022 plan year, Anthem-Blue Cross employee members have an opportunity to receive a one-time, taxable incentive of \$100 to visit their primary care physician and complete an annual physical exam. The incentive is paid as a payroll item after submitting their authorization to participate and exam results to our program partner, Wellworks. Limited, deidentified health and demographic information will be provided to the agency summarizing participants who complete the program. The incentive program is available until December 31, 2022.

Promotion of the incentive opportunity includes an email campaign, posters distributed to all agency locations, a website where participants can track their participation, assistance from Human Resources staff, and marketing and telephone support from Wellworks

throughout the year. Administrative cost for the program is \$11.00 per employee who submits program materials with a minimum required participation of 100 employee members. Lastly, Anthem-Blue Cross insurance cards have been distributed and employees have begun to receive them.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 2, 2022

Subject: *Agenda Item 4(b)*: New California Minimum Wage Increase – **Info Item**

Beginning January 1, 2022, businesses with 26 or more employees will be required to increase their minimum wage from \$14.00 to \$15.00 an hour. This increase is part of a state law that requires the minimum wage for all industries to be increased yearly since January 1, 2017.

This increase will impact approximately 141 non-exempt staff across our various CAPK programs. Additionally, fifteen (15) exempt staff were brought to a minimum salary of \$30.00/hour. The increase of wages was projected during the development of the 2021/2022 budget and are as follows:

- First-year impact to exempt staff salaries is approximately \$31,000
- First-year impact to non-exempt staff salaries is approximately \$188,000 (adjusting for part-year/full year mix of affected staff)

This update is another way CAPK is committed to aligning our practices with our Strategic Plan objectives of engaging and retained a strong workforce.



MEMORANDUM

To: Personnel Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

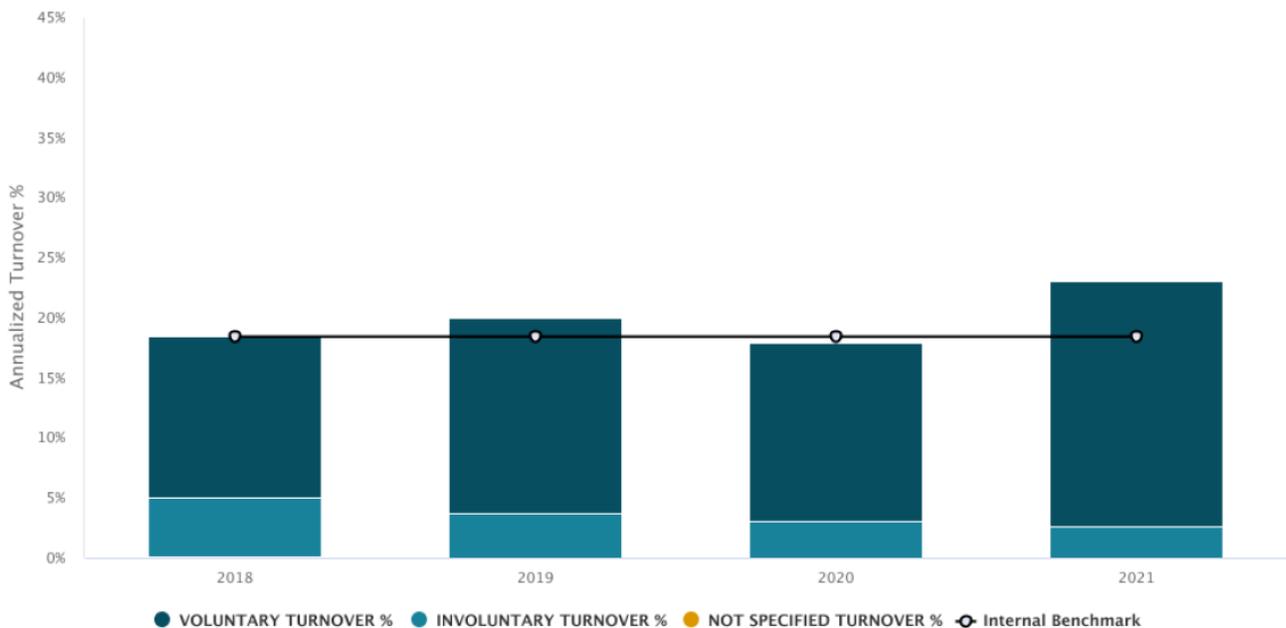
Date: February 2, 2022

Subject: *Agenda Item 4(c):* Human Resources Analytical Information CY 2021 – **Info Item**

It was requested by members of the Board of Directors to have information about the retention rates of the agency. Accordingly, we have assembled information about the period of January through December 2021.

It is important to understand that the last two years (2020 and 2021) have been anything but consistent. The country and entire world has experienced significant upheaval economically and socially, which as impacted the workplace. We saw a record number of people quit their jobs. The overall turnover rate for the agency was 23.02% for calendar year 2021. Involuntary turnover amounted to 2.61% and voluntary turnover amounted to 20.41%, a 5% increase from 2020.

Turnover Rate: Annual
January 1st, 2018 - December 31st, 2021



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%
2020	3.09%	14.78%	17.87%
2021	2.61%	20.41%	23.02%

According to the U.S. Bureau of Labor Statistics, the average turnover rate for all industries in 2020 was 57.3%. Additionally, according to the Yale School of Medicine, turnover rates vary considerably depending on the setting. Wages are the strongest predictor of staff turnover in early childhood education centers. Early childhood education centers that paid high wages to their educators had lower turnover rates than centers that paid lower wages. The study also shows that turnover rates were also higher in centers serving children birth through age 5 than in centers serving children ages 3 to 5.

The CAPK turnover rate seems to match the mission and purpose of the agency. Many of the positions involved in the turnover computation are entry level positions. Our agency is dedicated to empowering staff and members of the community to become self-sufficient. This often results in staff growing beyond their position into positions outside of the organization.

As with other agencies and organizations, COVID-19 has played a huge role in how our retention rates were impacted. With a global pandemic and its impact on the workplace, CAPK had an incredible opportunity to raise competitiveness and begin listening to employees to create the conditions where employees stay. In 2020 and 2021, flexibility and the ability to work from anywhere became a necessity as the world shifted to a pandemic and post-pandemic workforce. In 2021, CAPK continued the Distance Learning initiative with over 250 active participants, as well as flexible work schedules to help mitigate potential loss. The primary reasons for voluntary turnover within CAPK are due to ongoing concerns with Covid-19 exposures to themselves and family members, and high costs and availability of affordable childcare. For better or worse, the pandemic permanently shifted people’s mindsets when it comes to what they value.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 2, 2022

Subject: *Agenda Item 5(a)*: Revised 457(b) Executive Discretionary Supplemental Retirement Benefit Policy – **Action Item**

CAPK is proposing a new Executive Discretionary Supplemental Retirement Benefit Policy applicable to Executive Team employees consisting of Chiefs and all Division Directors. CAPK operates a discretionary supplemental retirement plan apart from the primary 401(a) plan. The benefits of the 457(b) is it allows participants to increase their retirement contributions. Benefits are not taxable to the employee until they are received.

Currently, employees are eligible to be awarded merit pay increases in conjunction with annual performance reviews. Merit increases are allowed up to a 5% maximum, with the average usually around 2% to 3%. This new benefit would still fall under the 5% merit increase max, but it is only another option for delivering the normal merit-based performance increase. As an example, an employee may warrant a 3% merit increase, and that merit increase could be delivered via a salary increase (as it is now), or as proposed a one-time contribution to the 457(b) plan, or a mix of 2% salary and 1% one-time contribution to the 457(b) plan. It would also allow for one-time contributions to those that are at the top of their pay range, and not eligible for a merit salary increases. This policy amendment would allow the CEO to reward members of the Executive Team in a different fashion, and additionally enables CAPK to remain competitive in pay during these difficult hiring times.

The fiscal impacts are negligible, because it does not change the merit-based increase policy and would only change the payout method. Annually we budget for all employees to receive merit increases, cola increases, etc., and this would not change the method in which we budget nor the amounts that we budget.

The policy outlines the eligibility, scope, and details of the benefit. This new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits and recruiting a high-level workforce.

Recommendation:

Staff recommends that the Personnel Committee approve the new 457(b) Executive Discretionary Supplemental Retirement Benefit policy,

Attachments:

PO 457(b) Executive Discretionary Supplement Retirement Benefit Policy



Policy and Procedure

POLICY TITLE:	457(b) Executive Discretionary Supplement Retirement Benefit
BOARD APPROVED DATE:	TBD
APPLIES TO:	Executive Team Employees
DEPARTMENT:	Administration

POLICY:

Community Action Partnership of Kern (CAPK) operates a discretionary supplemental Section 457(b) retirement plan apart from the primary 401(a) plan. The 457(b) plan is a non-qualified deferred compensation plan that allows for eligible staff to contribute up to the annual maximum. Benefits are not taxable to the employee until they are received. Deferred amounts and their earnings remain the property of CAPK, subject to CAPK's creditors, until the benefits are paid to the recipient.

Eligible participants of the 457(b) plan are the Chief Executive Officer, Chief Financial Officer, Chief Program Officer, and all Division Directors of CAPK. Each classification may participate in employee contributions for the 457(b) plan.

For employer contributions, amounts awarded to the Chief Executive Officer will be governed by his/her employment contract. For all other classifications who do not have employment contracts, an allocation of up to 5% annually may be granted as approved by the Chief Executive Officer. An employee's annual merit increase in combination with a 457(b) allowance may not exceed 5% annually.

SCOPE:

This policy applies to Executive Team employees consisting of Chief Executive Officer, Chief Financial Officer, Chief Program Officer, and all agency Division Directors. Any new positions not listed, but added into the Chief positions or Division Director positions are automatically incorporated into this policy.

DEFINITIONS:

None.

GUIDELINES:

Merit increases are typically granted annually during the annual evaluation process. Merit increases are based on the evaluation measurement. An increase in compensation may be granted through a salary increase and/or the 457(b) allowance at the discretion of the Chief Executive Office for the CFO, CPO, and all agency Division Directors. The same

may be made for the Chief Executive Officer at the discretion of the Board of Directors through the employment contract.

Please see the following example:

Director X has an above standard evaluation, and it is determined that the individual receives a 3% merit increase, it may be granted in any combination as follows:

- 0% to salary and 3% to 457(b) plan
- 1% to salary and 2% to 457(b) plan
- 2% to salary and 1% to 457(b) plan
- 3% to salary and 0% to 457(b) plan



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 2, 2022

Subject: *Agenda Item 5(b)*: Revised Executive Vehicle Stipend Policy – **Action Item**

CAPK is proposing a new Executive Vehicle Stipend Policy. This new policy applies to Executive Team members (Directors and Chiefs and excludes the Chief Executive Officer).

This amendment to the policy extends to only Executive Team members. Currently, staff use personal vehicles regularly to conduct Agency business due to a limited pool of fleet vehicles. The employees file monthly mileage claims and they are reimbursed for mileage at the allowed IRS mileage rate. The purpose of this policy is to ease the burden on both the employee and Finance by processing fewer mileage reimbursements and providing greater efficiency in processing claims while ensuring employees are reimbursed for their business travel.

The fiscal impact is negligible and would replace our reimbursement amounts which are included in our normal budgeting. The expectation is the actual expenditures would be very similar to our existing mileage reimbursement costs.

Eligible employees will fall into tiers based on their travel history and will be evaluated on an annual basis. Employees are expected to inspect their own vehicle according to the Travel Policy. As a standard practice and according to our Travel Policy, CAPK requires proof of state minimum insurance coverage.

The policy outlines the monthly vehicle allowances based on tiers and determines who is eligible to receive a monthly stipend. Additionally, the policy provides requirements that the employee must adhere to continue to receive this benefit.

This new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Recommendation:

Staff recommends that the Personnel Committee approve the revised Executive Vehicle Stipend Policy.

Attachment:

PO Executive Vehicle Stipend



Policy and Procedure

POLICY TITLE:	Executive Vehicle Stipend
BOARD APPROVED DATE:	TBD
APPLIES TO:	Executive Team Employees
DEPARTMENT:	Administration

POLICY:

Community Action Partnership of Kern (CAPK), at its discretion, may provide monthly vehicle stipends to executive leadership whose principal duties require business travel. The principal indicator will be the requirements of the role, but a review of needs will be conducted annually to determine eligibility.

This policy outlines the allowances and employees who are eligible to receive a monthly vehicle stipend and the responsibilities and actions required of the employee.

SCOPE:

This policy applies to executive team employees (except Chief Executive Officer).

DEFINITIONS:

Eligible Employees: Directors and above, and on a case-by-case basis other employees whose responsibilities require travel.

RELATED MATERIAL:

Please refer to the [CAPK Travel Policy](#) for more guidelines and information regarding responsibilities and protocols.

GUIDELINES:

Eligible employees who are not furnished an official agency vehicle shall receive a monthly vehicle stipend for use when the role requires business travel. The stipend provides that the employee is either driving alone or driving the employee's personal vehicle with other employees.

Executive team members, apart from the Chief Executive Officer, shall receive a monthly stipend at the rate of no more than \$350.00 monthly. Reimbursement will be classified in two tiers based on expectation of travel as part of job duties:

- Tier 1: \$200.00
- Tier 2: \$350.00

The stipend is to be used for travel within county of primary work location. If traveling outside of the county where the position is based, the employee is expected to submit reimbursement of mileage.

Rates will be reviewed annually as the IRS releases updates. Significant adjustments from the IRS guidelines may result an amendment to this policy. The vehicle stipend is subject to all related payroll taxes.

RESPONSIBILITIES:

Employees will be responsible for maintaining their vehicle by doing the following. The agency reserves the right to inspect vehicle documents and carry out physical checks of an employee's private car used for business travel without notice. Continued participation in this benefit requires the employee to submit proof of updated vehicle insurance as appropriate. Copies of insurance should be submitted to the respective supervisor and forwarded to the Human Resources for record keeping.

- Checking fluids and lubricants regularly
- Checking tire pressures, tread depth, and general condition of all tires regularly
- Checking lights and electrical equipment regularly
- Servicing in accordance with the manufacturer's schedule
- Keeping the car secure (and alarmed as appropriate)
- Removing any agency property from the car when left unattended



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 2, 2022

Subject: *Agenda Item 5(c)*: Revised Executive Vacation Accrual Benefit – **Action Item**

CAPK is proposing a new vacation accrual benefit package for Executive and exempt team members. After review of the current vacation accrual benefit, the Executive Team revised vacation benefits to be more aligned with the current market standard and to help CAPK compete accordingly with other agencies.

CAPK understands the importance of investing in an Executive Team package that offers benefits that are competitive and attract and retain top-tier talent. Feedback of our hiring process tells us that CAPK is not competitive in this highly talented-strained market. During the recruitment process, candidates have routinely requested a higher accrual rate than what we currently offer. Our current offerings do not compare to other agencies that are offering three or more weeks of vacation. This new benefit ensures CAPK maintains long term stability in the job market.

The fiscal impact is minimal, and the accrual risk is low comparatively speaking. Additionally, this benefit will ease the burden of manually overriding our already limited ADP system by reducing other issues.

Additionally, this new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Recommendation:

Staff recommends that the Personnel Committee approve the revised Executive Vacation Accrual Benefit Policy.

Attachment:

Section 15.0. Employee Policy Manual

15.0 BENEFITS AND TIME OFF

15.0 BENEFITS AND TIME OFF

15.1 Interpretation of Benefits Policies

CAPK provides valuable benefits to its employees. Each benefit program offered has its own eligibility requirements that must be satisfied before a particular employee may participate in such program. For most programs, there is a written plan document or insurance contract that sets forth the details of the program and the eligibility requirements. CAPK reserves the right to change, modify, or delete any benefits at its discretion.

While CAPK explains the basic elements of such programs in this Manual and elsewhere, the terms of the written plan documents or insurance contracts will control the administration of any benefits under such programs. To the extent that any statements or assurances are made in any form (including this Manual) that may contradict the provisions of the plan documents or insurance contracts, such statements or assurances are to be disregarded; the provisions set forth in the written plan documents or insurance contracts will control CAPK's obligations and determine the outcome of any situation. This includes any determinations regarding breaks in service.

To understand many of CAPK's benefit programs, it will be helpful to define certain terms as used in the below summaries. The following definitions will apply to interpret CAPK's benefits programs:

- **“Scheduled Workday”**: When calculating the rates at which time off is accrued or used, the term “scheduled workday” refers to an incremental period on the number of hours the employee is regularly scheduled to work, excluding overtime. For employees regularly scheduled to work forty (40) hours per week, one (1) “scheduled workday” consists of eight (8) hours. For employees regularly scheduled to work less than forty (40) hours per week, the “scheduled workday” is in proportion to the number of their regularly scheduled hours per week, excluding overtime. This definition applies to all time-off benefits, such as vacation, holidays, sick time, etc., unless otherwise specifically stated.
- **“Immediate Family”**: Unless otherwise stated in the specific policy, the term “immediate family” refers to the employee's spouse, registered domestic partner, child, stepchild(ren) or foster child(ren). It also includes the children of the employee's spouse or registered domestic partner.

15.2 Statutory Benefits

In addition to wages and salaries, CAPK contributes to government-mandated programs on behalf of all its employees. These benefits include the following: Social Security; Medicare; State Unemployment Insurance; and Workers' Compensation Insurance. CAPK also makes payroll deductions for mandatory State Disability Insurance (“SDI”) and California's mandatory Paid Family Leave Insurance (“PFLI”). SDI and PFLI benefits are available through the California Employment Development Department. Employees may elect to use any available sick and/or vacation time before they collect SDI or PFLI¹⁵

benefits. Where employees are collecting SDI or PFLI, CAPK can coordinate the payment of any vacation or sick pay with such benefits, to maximize income to the employee.

15.3 Insurance Benefits

CAPK offers benefits through a group medical, dental, vision, and life and AD&D insurance program to all full-year and part-year employees. Employees will share the cost for benefits not fully paid by CAPK. Eligible employees may elect medical which includes vision and dental insurance coverage for their dependents. Coverage for registered domestic partners as “dependents” is available.

New full-time employees become eligible for insurance programs on the first day of the calendar month following thirty (30) days from their hire date. Employees who become eligible due to a status change are eligible for insurance benefits on the first day of the calendar month following thirty (30) days from their change in status.

Except as specifically required by law (such as Family & Medical Leave) or stated in this Policy Manual, during any leave of absence, the employee must pay their share of cost to continue any group health or voluntary life insurance. If an employee does not pay their share of cost for medical/dental insurance and voluntary life coverage while on leave, benefits will be terminated the beginning of the month following non-payment. The employee will be offered COBRA until they return to work.

If an employee experiences particular events that would result in a loss of health insurance coverage, such as a change in status, leave of absence (other than periods covered by Family & Medical Leave, CFRA or PFL), or separation from employment, that employee and covered dependents would be eligible to continue their health insurance through COBRA. Dependents who lose dependent status due to an employee’s death, divorce from the employee, or a child reaching an age-limit, would also have the right to continue health insurance coverage through COBRA. All participants in CAPK’s health insurance plans will receive information regarding COBRA rights, upon becoming ineligible participants. Where the loss of coverage is due to a dependent no longer holding dependent status, that participant has a duty to notify Human Resources of such event to exercise any COBRA rights.

This section is intended only as an overview of our group insurance programs. CAPK reserves the right to change, modify, or delete any benefits at its discretion. Detailed information is provided in the Group Insurance Benefits booklet.

15.4 403(b) Tax Deferred Annuity and 401(a) Pension Plan

CAPK offers all employees the opportunity to contribute a portion of their earnings to a 403(b) tax deferred annuity. Employees are eligible to enroll in the plan as a participant upon date of hire. This plan allows eligible employees to contribute an amount from each paycheck for retirement investments. The investment contribution is deducted from wages before income taxes are calculated, which will reduce tax withholdings. Employees may contribute as little or as much as they want, up to the limits set forth in the Plan documents and by IRS annually. Additional eligibility requirements may apply. See Human Resources for details of the plan.

CAPK also provides eligible, full-time, and part-time employees with 1,000 service hours based on anniversary year, an employer-sponsored contributions to a 401(a)-retirement plan who participate and have completed one year of service and are at least 21 years old. CAPK contributes to the plan on the employee's behalf. The contributions are subject to vesting and the plan is eligible for deposit of rollover funds from a prior employer's retirement plan or IRA. See Human Resources for vesting and other details of the plan.

15.5 Holidays

CAPK employees observe holidays each year as may be determined by the Board of Directors. Eligible employees will be given the approved holiday off with pay. A schedule of predetermined holidays to be observed during each calendar year will be published and posted with the payroll schedule during the month of December. The holiday schedule will also be posted on the ADP Resource page.

For calculating holiday pay, each holiday pay will be equal to the employees normally schedule workday. Non-exempt employees shall be paid for holidays based upon their non-premium, regular hourly rate; exempt employees shall be paid their regular weekly salary. Holiday pay will not be counted as time worked in the calculation of overtime.

When a holiday falls on a weekend, it will be observed on the nearest regular working day. A schedule of the dates on which CAPK's paid holidays will be observed will be distributed just prior to the beginning of each calendar year. Non-exempt employees required to work on a paid holiday will be paid at their regular rate of pay for all hours worked on the holiday, in addition to regular holiday pay for the day.

Employees who wish to observe religious holidays that are not designated as a CAPK holiday may take the necessary time off to do so, unless his/her absence would create an undue hardship. Such time will be unpaid; however, vacation time may be used. Such time should be scheduled at least two (2) weeks in advance and requests should be submitted to the employee's immediate supervisor.

1. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding Friday or following Monday, respectively. For eligible employees who work an alternative work week schedule and the holiday falls outside their normal schedule, the employee will be asked to take another day during the pay period in which the holiday occurs.
2. If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day on the holiday is observed.
3. Employees on leave of absence for any reason are ineligible for holiday benefits that are observed during the period they are on leave of absence. This includes FMLA, CFRA, and PDL, personal leave, medical leave, workers' compensation, or any other type of a leave of absence.
4. The number of holiday hours an employee is paid is determined by the number of hours the employee is normally scheduled to work and will be paid at their normal hourly rate.

15.6 Vacation

Note: Some programs may have different accrual and usage policies. In some cases, this policy may not apply. In this case, the program policy will apply (Example: WIC and Union Employees - please refer to program procedures or Union Contract).

Vacations are meant for the relaxation of employees, so they may feel more refreshed at work and can be more productive. CAPK strongly encourages eligible employees to take vacations for this purpose; vacation time is not available to use for absences due to illness or other medical needs so long as any paid sick time is available. All full-time employees are eligible to accrue vacation beginning from their hire date and will earn vacation time at the following annual rates, with the following maximum accrual levels:

Executive Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	4.62 hours/per pay period (15 days/year)	240 hours
37 – 96 months	6.15 hours/per pay period (20 days/year)	320 hours
97 – 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 60 months	4.62 hours/per pay period (15 days/year)	240 hours
61 - 120 months	6.15 hours/per pay period (20 days/year)	320 hours
121 - 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Non-Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	3.08 hours/per pay period (10 days/year)	160 hours
37 – 96 months	4.62 hours/per pay period (15 days/year)	240 hours
97 – 180 months	6.15 hours/per pay period (20 days/year)	320 hours
181 – 240 months	6.46 hours/per pay period (21 days/year)	336 hours
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours

Employees do not receive vacation accrual while on unpaid leave, workers' compensation, or FMLA/CFRA/PDL. Vacation time may not be taken in advance of being earned. Exempt employees must use vacation in minimum increments of one (1) full workday.

If an employees' earned but unused vacation accrual reached the maximum, the employee will not accrue any additional vacation. If the employee later uses some of the vacation accrual to fall below the maximum, the employee will resume earning vacation accrual from that date forward. The amount of vacation an employee has accrued will be indicated on their paystub in terms of "hours" available. Vacation does not count as time worked for calculating overtime.

Vacations must be scheduled with the prior approval of the employee's supervisor but shall not be unreasonably denied. Divisions can establish standard timelines regarding advance notice of vacation requests based on program needs. This is necessary because of scheduling demands; requests with minimal notice are discouraged and may be denied based on work and coverage demands. CAPK has the right to control the scheduling, timing, and length of vacations to minimize disruption to CAPK's operations; however, every effort will be made to schedule vacations during a mutually convenient time. If a paid holiday occurs while one is on approved vacation, one will be paid for the holiday and the holiday will not be counted as a vacation day. For all employees, any vacation earned and not used will be paid at the time of termination. CAPK prohibits the advancement of accrued vacation time.

Eligible Head Start Part-Year Employees Working Less Than 12 Months Per Year.

Eligible part-year employees who work less than 12 months per year shall note: part-year employees will earn 24 hours of personal time off effective August 1 of each year. Any paid personal time off balance at the end of the ten (10) months will be included with the last check in May/June of each year.

15.6.1 Vacation Cash Out

CAPK offers eligible employees the opportunity to request a vacation pay out one time during a calendar year. You must have met your one (1) year anniversary and you must have a 40-hour vacation balance after the request. You will be allowed to make one (1) request per calendar year with the cash out request of one (1) to 40 hours. Example: if you request a vacation cash out of 20 hours that will be your one (1) vacation cash out request for that calendar year.

15.7 Sick Leave

All full-time full-year employees accrue paid sick time starting at date of hire. Sick time benefits accrue at the rate of 3.69 per pay period (some programs may operate with a different accrual schedule). Employees do not accrue sick time while on unpaid leave, workers' compensation or FMLA/CFRA/PDL.

Employees may use accrued sick time for the following: (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; or (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. Sick time may not be used for vacation or any reason other than the previously listed reasons. If available sick leave has been exhausted, vacation can be used to cover such absences. CAPK may require a statement from a doctor verifying any illness causing an absence from work, or other documentation supporting an absence, even if the absence is unpaid.

Covered family members for sick leave includes:

- spouse or registered domestic partner
- child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- biological, adoptive, or foster parents or stepparents, legal guardian of the employee or the employee's spouse or registered domestic partner
- grandparent

- grandchild
- sibling

Hourly employees are paid according to their hourly rate of pay and in compliance to the funding sources. Paid sick time does not count as time worked for the purposes of calculating overtime.

Exempt employees must use sick time in minimum increments of one full workday.

Sick time may be accrued to a maximum of 480 hours. Once an employee reaches this maximum, no additional sick time will be accrued until falls below 480 hours.

Eligible Full-Time Part-Year Employees Working Less Than 12 Months Per Year.

Part-year employees will earn 40 hours of sick leave effective August 1 of each year. Sick leave will start over each August 1 and employees' will be granted a 40-hour balance on August 1. Sick leave balance at the end of the school calendar will be transferred to their Extended Illness Bank (EIB).

15.8 Sick Leave for Temporary, Part-time, and Substitute Employees

All temporary, part-time, substitute employees who are not benefit eligible will receive sick leave accrued at 1 hour per 30 hours worked for a maximum of 24 hours or 3 days per calendar year. CAPK may limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Bereavement

In the event of the death of an employee's family member, an eligible employee will be granted up to 48 hours of paid time off to arrange for and/or attend the funeral per calendar year. At the employee's election, a miscarriage will be treated as the death of a child for the purpose of receiving paid bereavement leave. All full-time employees are eligible for this benefit. Bereavement qualifying members of the family are as follows:

- spouse or domestic partner (including common-law spouse)
- child (including foster and/or stepchild)
- parent (including stepparents)
- brother or sister (including step or half)
- grandparent (not in-law)
- grandchild
- current mother-in-law and current father-in-law

Employees may request to use accrued vacation time to cover bereavement absence for non-family. If the employee has no vacation time, they may request unpaid leave for bereavement associated with the loss of other persons and may be granted upon request and approval by the employee's division director.

15.10 Jury or Witness Duty

CAPK employees are encouraged to fulfill their civic responsibility when called for jury or witness duty. Employees summoned for such duty must provide a copy of their summons to their manager as soon as possible to arrange for time off. All full-time₂₀

employees are eligible for jury-duty. Part-time, temporary, and substitute employees are not eligible for jury duty pay.

CAPK will pay eligible exempt and non-exempt employees up to eighty (80) hours straight-time pay per calendar year.

If jury service starts after the employee's normal workday or jury service ends before the end of workday, the employee must contact their immediate supervisor daily to discuss their scheduled work hours daily. If jury service is less than the number of hours the employee is scheduled to work (i.e., 8- or 10-hour day) and the employee does not report to work, this time should be covered by vacation request or will be unpaid time.

Travel from jury service to work or from work to jury service will be counted as part of your workday. Commute time from home to jury service or from jury service to home is not paid time.

In instances where a CAPK employee is called to serve as a witness as part of the job and in their capacity as an employee of CAPK, the service as a witness is work time and all such time will be paid accordingly. If employees are called to serve as a witness in any other capacity, such is non-work time.

Certification from the court or other judicial officer verifying the days and times of jury or witness service should be provided to your supervisor. Employees may use available vacation to offset any extended jury or witness duty. The employee and supervisor are responsible to ensure that jury duty is entered onto your timecard to be paid correctly. If an employee receives a check from the court for mileage and/or per diem, the employee may keep the check.

15.11 Reporting to Work Pay

CAPK will comply with all applicable regulations regarding reporting time pay for non-exempt employees (scheduled workdays). Each workday an employee is required to report to work but is not put to work or is furnished with less than half of his or her usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at his or her regular rate of pay.

CAPK will pay a minimum of two (2) hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

15.12 Interruption of Work Due to Unforeseen Circumstances

CAPK will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or of natural causes or other circumstances beyond the CAPK's power to control.

15.13 Catastrophic Leave

In the event an employee has exhausted their leave benefits and must miss work due to a prolonged illness or injury (including that of an eligible family member), Catastrophic Leave is a benefit that allows employees to request leave through time donated by²¹

agency peers. Please refer to the [Catastrophic Leave Policy](#) for guidelines and information.