



DATE	January 10, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18 th Street, 3 rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Maritza Jimenez (Chair)	Guadalupe Perez
Jonathan Mullings	

3. Public Forum

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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

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| a. Head Start Personnel Update – Info Item (p. 3-4) | Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator |
| b. Goal 4 Strategic Plan Update – Info Item (p. 5-8) | Lisa McGranahan, Director of Human Resources |
| c. Head Start Recruitment and Retention Incentive Update – Info Item (p. 9-10) | Lisa McGranahan, Director of Human Resources |
| d. 2024 New California Minimum Wage Increase – Info Item (p. 11) | Lisa McGranahan, Director of Human Resources |
| e. 2024 Updated Bereavement and Sick Leave Policies – Info Item (p. 12-20) | Lisa McGranahan, Director of Human Resources |
| f. Updated Food Bank Operations Supervisor Job Description – Action Item (p. 21-25) | Kelly Lowery, Food Bank Administrator |

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
February 7, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

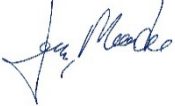
This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 5, 2024 by Margaret Frazier-Sanchez, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator

Date: January 10, 2024

Subject: *Agenda Item 4(a)*: Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed to continuing to provide an ongoing update regarding personnel challenges affecting the Head Start program.

The following information is provided to the Personnel Committee as of December 27, 2023:

- 592 staff employed.
- 109 vacant positions.
- Onboarded seven (7) staff.
- Nine (9) Resignations
- Six (6) days of interviews were conducted for four (4) open requisitions.

CAPK job postings continue to be featured on the Head Start California website. Ongoing recruitment efforts are being made for our direct service positions. The approved recruitment incentives are being marketed to reach qualified staff. Additionally, the retention incentive has been promoted and addressed at New Hire Orientation and mentorship program for staff to be aware of the requirements to obtain the incentive and remain employed with the organization. Also, attached is the Enrollment Staffing Data Sheet that details the closed classrooms and staff vacancies for the closed and open classrooms.

Attachments:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	38	95%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	21	88%	9	7	2	78%
Angela Martinez HS	60	55	92%	19	11	8	58%
Bakersfield College	32	17	53%				
Blanton	16	15	94%				
Broadway (PY)	40	39	98%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	20	83%	14	14	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	14	93%	6	5	1	83%
Delano (PY)	76	63	83%	19	17	2	89%
E. Cal	40	31	78%	13	13	0	100%
E. Cal EHS	12	10	83%	6	5	1	83%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	32	82%	9	8	1	89%
Garden Pathways	11	12	109%				
Gianone	16	0	0%	8	5	3	63%
Harvey L. Hall EHS	60	37	62%	24	19	5	79%
Harvey L. Hall	80	38	48%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	13	81%	9	8	1	89%
Lamont (PY)	20	19	95%	4	4	0	100%
Lathrop	24	17	71%	14	12	2	86%
Lodi	24	17	71%	13	10	3	77%
M. Massei	16	0	0%	9	8	1	89%
MJM EHS	16	0	0%	6	4	2	67%
MJM HS	55	0	0%	14	9	5	64%
McFarland (PY)	20	11	55%	5	4	1	80%
Mojave (PY)	20	16	80%	4	4	0	100%
Oasis EHS (PY)	8	3	38%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	24	50%	18	11	7	61%
Pete Parra HS	80	52	65%	23	17	6	74%
Primeros Pasos EHS	16	12	75%	6	6	0	100%
Primeros Pasos HS	60	29	48%	15	11	4	73%
Rosamond (PY)	60	39	65%	16	13	3	81%
San Diego EHS	32	24	75%	17	16	1	94%
Seibert (PY)	20	19	95%	4	4	0	100%
Shafter EHS	24	16	67%	13	11	2	85%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	37	58%	26	20	6	77%
Sterling HS	60	54	90%	18	16	2	89%
Sunrise Villa (PY)	20	20	100%	5	5	0	100%
Taft (PY)	60	50	83%	14	14	0	100%
Taft College	42	18	43%				
Tehachapi (PY)	34	30	88%	4	4	0	100%
Vineland (PY)	20	12	60%	4	4	0	100%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	33	55%	11	10	1	91%
Willow (PY)	40	38	95%	9	9	0	100%
Home Base Kern 152	152	114	75%	14	14	0	100%
SJC EHS HB 130	130	87	67%	12	10	2	83%
Total	2071	1411	68%	546	447	99	82%

Funded Enrollment	2071	1411 68%
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Active Enrollment	1658	1411 85%
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Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 1	8	3
Class 2	8	3
Harvey Hall EHS ~ 60		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
*MJM EHS ~ 16		
Class 1	8	3
Class 2	8	3
MJM HS ~ 55		
*Class A- FD	20	3
Class B- FD	17	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	5	2
Oasis HS ~ 37		
Class B-SS	17	3
Class C- SS	20	2
Pete Parra EHS ~ 48		
Class 5	20	2
Class 6	20	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		
Class C- FD	20	3
Rosamond ~ 60		
Class A-PD	20	2
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Manteca 1	11	1
Stockton 6	12	1
Stockton 7	12	1
Classrooms Closed	Total Slots	Staff Vac.
31	413	67

	Slots	Staff Vac.
Closed Enrollment	20%	67.68%
Open Enrollment	80%	32.32%

* MJM slots moved to Angela Martinez and Sterling



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(b)*: Goal 4 Strategic Plan Update – **Info Item**

Since the launch of CAPK's Strategic Plan, individuals, departments, and workgroups have concentrated resources and energy to achieve goals outlined in the 2021-2025 Strategic Plan. These achievements have been captured monthly, and a look at the metrics shows progress in every initiative.

CAPK's Strategic Goal 4 states:

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

Key accomplishments have been achieved in most of our plan's four areas of concentration. These accomplishments demonstrate the extent and depth of CAPK's efforts. Key stakeholders routinely meet to review and update goals and discuss high-impact ideas to achieve these goals. The group continues to discuss in depth the goals and sub-goals and outlined an action.

Among some of the accomplishments of the past few months, CAPK has:

- Conducted Supervisor 101 training successfully to various divisions and departments, with participants consistently demonstrating enhanced leadership skills and improved communication. Phase two of the training is in progress.
- Ongoing pay-related equity analysis across the agency and processed equity adjustments, underscoring the agency's dedication to fostering a fair and equitable compensation structure.
- Launched attendance trainings for supervisors that have yielded progress as evidenced by a noticeable increase in team members punctuality and a growing awareness of effective strategies to address attendance issues while promoting a more accountable work culture.
- Successfully organized the 2nd annual job fair, achieving greater success than the inaugural event, with increased attendance and a higher number of successful job placements.
- Implementation of timecard/payroll training for supervisors, empowering them with a deeper understanding of timekeeping processes, resulting in improved accuracy in employee attendance tracking.

- Conducted a comprehensive analysis of turnover data and presented it to agency leaders. The review unveiled key insights into employee retention trends to allow for data-driven discussion to address and mitigate turnover challenges within the agency.
- Implemented new medical, vision, and dental plans with employees expressing high satisfaction. The plan results in cost savings for employees reflecting a positive impact on overall employee retention and recruitment.
- Initiated and implemented new recruitment and retention incentive plans to attract top-tier talent. These incentives are designed to position the agency as an employer of choice in a competitive job market.
- In process of reviewing and updating the employee handbook to ensure that it aligns with current regulations, reflects our organizational values, and provides clear guidance to our workforce. The updated handbook will be reviewed by the legal team.
- Transitioned all paper employees' files into electronic versions to further optimization of our HR processes and improve accessibility to employee information while reducing administrative burden.
- The DEI Committee took a 2-month dedicated break to strategize and plan for the 2024 year. The break allowed the Committee to engage in a comprehensive review of the current DEI initiatives and explore new opportunities for growth as well as focus on identifying impactful speakers and attracted new members.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

4 Employer of Choice CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.		
55% of 52.9% Enhance leadership capacity, effectiveness, and sustainability. (4.1) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Transitioned all paper employees' files into electronic versions to further optimization of our HR processes and improve accessibility to employee information while reducing administrative burden. (Margaret Frazier-Sanchez, 01/04/24)	50% of 52.9% Create a standardized onboarding and training plan. (4.1.2) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Partnered with IT to replace outdated laptops and improve connectivity for a better employee experience. (Margaret Frazier-Sanchez, 03/01/23)	45% of 52.9% Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information. (4.1.2.1) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Improved the Safety training experience with site-specific trainings that allows employees to report at their home site quicker that enables more in-depth on-the-job training. (Margaret Frazier-Sanchez, 03/01/23)
		55% of 52.9% Create a development plan with training components specific to the position and scope of duties. (4.1.2.2) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Implementation of timecard/payroll training for supervisors, empowering them with a deeper understanding of timekeeping processes, resulting in improved accuracy in employee attendance tracking. (Margaret Frazier-Sanchez, 01/04/24)
		27% of 52.9% Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance evaluation. (4.1.2.3) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Began implementation of new HR performance management system. Software should be fully implemented by end of third quarter. (Margaret Frazier-Sanchez, 07/26/22)

55% of 52.9% Increase employee engagement, morale, and retention. (4.2) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: Initiated and implemented new recruitment and retention incentive plans to attract top-tier talent. These incentives are designed to position the agency as an employer of choice in a competitive job market. (Margaret Frazier-Sanchez, 01/04/24)	Not Started of 8.22% Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into the process. (4.2.2) Owner: Lisa McGranahan, (01/01/24 - 12/31/24)	Not Started of 8.22% Incorporate agency-level guiding principles into the performance evaluations as part of an interactive engagement with leadership and staff on an ongoing basis. (4.2.2.1) Owner: Lisa McGranahan, (01/01/24 - 12/31/24) Not Started of 8.22% Develop competency-based job descriptions focusing on knowledge, skills, and abilities needed to meet or exceed the expectations of the position. (4.2.2.2) Owner: Lisa McGranahan, (01/01/24 - 12/31/24)
50% of 52.9% Increase the visibility of the Agency and create a unified CAPK identity. (4.3) Owner: Lisa McGranahan, (10/01/21 - 12/31/25)		
27% of 52.9% Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4) Owner: Lisa McGranahan, (10/01/21 - 12/31/25) Latest Comment: DEI Committee administered an employee survey to help measure inclusivity at CAPK. (Margaret Frazier-Sanchez, 10/26/22)		



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(c)*: Head Start Recruitment and Retention Incentive Update – Info Item

The retention and recruitment incentive program was launched on August 30, 2023, with the primary goal of attracting and retaining high-caliber talent. The program included a financial incentive designed to enhance overall job satisfaction and address recruitment challenges for hard-to-fill positions. The purpose of this memo is to communicate the effectiveness of the initiative and address any concerns regarding employees who received incentives but subsequently terminated their employment.

Results:

1. Recruitment Payouts:
 - a. As of January 4, 2024, the recruitment incentive program disbursed \$8,250 to six (6) employees who achieved a satisfactory rating on their first 90 days performance review. These six employees remain active employees.
2. Retention Payouts:
 - a. As of January 4, 2024, the retention incentive program disbursed \$856,000 to 428 employees.

Concerns Regarding Terminations Despite Incentives:

Despite the overall success of the incentive program, we acknowledge that a small number of employees who received incentives have chosen to terminate their employment. Of the 428 employees who received the retention incentive, 11 employees resigned from their position during the incentive period. During the months of June to August, CAPK experienced a total of 34 resignations. An analysis of these cases reveals several common factors contributing to this unexpected outcome:

1. Personal Circumstances: Many employees faced unforeseen personal circumstances that necessitated a change in employment, irrespective of the incentives received.
2. Career Advancement: A small number of employees cited career advancement opportunities outside the organization as a primary reason for their decision to leave.
3. Policy Violations: A couple employees were dismissed due to violations of the attendance policy.

Implications and Next Steps:

1. Continuous Evaluation: We will conduct an ongoing evaluation of the incentive program to identify areas of improvement and ensure its continued effectiveness. Unfortunately, our substitutes expressed dissatisfaction as they discovered they did not qualify for the incentive, leading to a sense of discontent within this group.
2. Exit Interviews: We will continue with our current process of gathering insights into employee departures.
3. Enhanced Communication: Strengthening communication channels with employees is crucial. Clear communication about expectations will help manage employee expectations and reduce surprises.

In conclusion, while the retention and recruitment incentive program has yielded positive results overall, we are committed to addressing the concerns raised by the termination cases. By maintaining a proactive approach and continually refining the program, we aim to build a workforce that remains engaged, satisfied, and committed to the organization's success.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(d)*: 2024 New California Minimum Wage Increase – **Info Item**

Due to the enactment of Senate Bill (SB) 3, beginning January 1, 2024, employers will be required to increase their minimum wage from \$15.50 to \$16.00 an hour. This increase to the minimum wage affects not only non-exempt employees, but also the minimum annual salary requirement for exempt employees to \$32.00 an hour.

Previously, the State of California had a two-tiered minimum wage system, requiring employers with 25 or more employees to pay a higher minimum wage than employers with fewer than 25 employees. Beginning on January 1, 2024, all employers, regardless of size, must provide their employees minimum wage of no less than \$16.00 per hour.

California law also provides that exempt employees must receive a salary that is not less than two times the state minimum wage. Effective January 1, 2024, the minimum annual salary for exempt employees will also increase to \$66,560 (\$32.00 an hour).

This increase will not have an impact on hourly staff. However, this new change affected one (1) salaried staff. The increase of wages for this one employee was projected during the development of the 2024 budget and fiscal impact is approximately \$2,080 with a \$222 increase in fringe costs.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(e)*: Updated Bereavement and Sick Leave Policies – **Info Item**

Considering the new 2024 California law, below are the recent updates to CAPK's bereavement and sick leave policies. These changes are aimed at ensuring that our policies align with the latest legal requirements and provide comprehensive support to our employees.

Bereavement Policy: The new California law extends bereavement leave eligibility to a broader range of events.

Sick Leave Policy: In compliance with the 2024 California law, sick leave will now accrue at a rate of 40 hours, or five (5) days, per calendar year for temporary, part-time, or substitutes.

These policy updates are effective immediately, and detailed information, including the revised policies and procedures, can be found in the Human Resources SharePoint.

Our commitment to supporting our employees remains unwavering, and we believe these updates will contribute to a more compassionate and accommodating work environment.

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 a 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 PFLI¹³

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 benefits on the first day of the calendar month following their hire date. Employees who become eligible due to a status change are eligible for 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 at 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 40 hours or 5 days per calendar year. CAPK may limit an employee's use of paid sick days to 40 hours or 5 days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Bereavement

In the event of a death in the immediate family of any employee who has completed 30 days of employment, a paid leave will be granted for six (6) days for the purpose of bereavement leave. At the employee's request, an employee can use up to five (5) days of bereavement for reproductive loss leave following a reproductive loss event (miscarriage, unsuccessful assisted reproduction, failed adoption, failed surrogacy, stillbirth). 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
- parent-in-law

Bereavement leave does not have to be taken consecutively but must be taken within three (3) months of the date of the death of the family member or reproductive loss event. Should an employee need additional days for members of their immediate family, or in the event of death of other relatives by blood or marriage, they may draw from available vacation days, floating holidays, and/or sick days. Pay for such time lost shall be computed at the employee's regular hourly rate based on the employee's scheduled hours for each workday lost due to bereavement leave. Such hours shall not be considered as hours worked for the purpose of computing overtime. Employees may request to use accrued vacation time to cover bereavement absence for non-family. If¹⁸

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. The agency may require the employee to provide proof of the relationship, death, **loss**, or funeral arrangements.

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



MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator


Date: January 10, 2024

Subject: *Agenda Item 4(f)*: Updated Food Bank Operations Supervisor Job Description – **Action Item**

Over the course of the last 12 months, the Food Bank Operations Supervisor role has expanded and evolved, now directly providing daily oversight of more than a dozen Food Bank operations department staff and volunteers, an expanded building three (3) times the previous size, and a fleet of more than a dozen trucks. To cover this responsibility, often the Operations Supervisor is required to take on tasks that extend beyond normal operational hours. Therefore, staff have updated the job description of the Operations Supervisor to reflect the current scope of responsibility more clearly.

Summary of Proposed Changes

Position Title	Proposed Changes	Current Grade	New Grade
Food Bank Operations Supervisor	Updated job description including status change to exempt.	9	9

Fiscal Impact and Timeframe

The fiscal impact of this change would be minimal. The change would not require a re-grading. However, a moderate \$1 an hour increase would need to be made to the current Operations Supervisor to follow California labor law.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by aligning the job description and compensation with the current level of responsibility of the position.

Recommendation:

Staff recommends the Personnel Committee approve the changes to the Food Bank Operations Supervisor job description including the status change to exempt.

Attachments:

Food Bank Operations Supervisor Job Description



Food Bank Operations Supervisor

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: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, the Food Bank Operations Supervisor is responsible for warehouse, facility, inventory, and fleet oversight. The Food Bank Operations Supervisor will also interface with warehouse staff and volunteers. May require flexible hours according to the nature and scope of the work.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

Warehouse Coordinators, Warehouse Specialists, Drivers, and Volunteers.

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.

Essential Job Specific Duties:

- Provides direct supervision to warehouse coordinators, warehouse specialists, drivers, and volunteers.
- Completes performance evaluations regularly.
- Responsible for assuring that quality standards are met for all food handling, safety, and warehouse operations per CAPK Food Bank and Feeding America Standards.
- Updates the written policy and procedure manual on receiving, storage, inventory, and distribution.
- Ensures that policies and procedures are followed in the warehouse for receiving, storage, inventory, and distribution.
- Responsible for the administration, utilization, and maintenance of the warehouse management system.
- Implements and regularly monitors inventory using the warehouse management system.
- Submits monthly reports to the Food Bank program administrator. Reports must include any discrepancies, corrective actions, and recommendations.
- Responsible for ensuring the warehouse's cleanliness. Any concerns must be addressed and discussed with the Food Bank program administrator.
- Responsible for implementing and facilitating an OSHA-compliant safety program to ensure a safe work environment for all Food Bank staff and work locations.
- Provides direct supervision to warehouse employees and volunteers in the absence of the warehouse coordinator.



- Under the direction of the Food Bank program administrator, purchases supplies and equipment necessary for the function of the warehouse according to CAPK procurement procedures.
- Serves as the emergency contact for warehouse emergencies.
- Works with the program administrator to place orders based on the state's allocation limits and bonus foods availability within the USDA Program.
- Follows the approved reporting system to comply with state and federal laws and regulations.
- In conjunction with the agency relations supervisor, prepares required reports for USDA and a written accountability log for continuous USDA inventory and clients served.
- Provide policy changes and appropriate information to Food Bank staff concerning USDA and other funding source updates.
- Responsible for the maintenance of warehouse equipment and vehicles.
- Responsible for identifying and implementing policies and procedures to increase efficiency and utilization of program resources.
- Responsible for the continuous monitoring of all warehouse equipment including but not limited to freezer, refrigerators, and generator monthly.
- Acts independently to plan work, set priorities, and analyze facts to determine required action.
- Responsible for safeguarding confidential information and documents critical to the organization, customers, and employees.
- Maintains routine and non-routine contact with internal and external customers, vendors, funding sources, partnering agencies, and others.
- Assist with warehouse activities on an as-needed basis, e.g., operate a forklift, drive a box truck, and drive a company vehicle when necessary.
- Provide overall leadership and direction in the absence of the program administrator.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other 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 related software applications.

Ability to:



- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Perform tasks that are detail oriented.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional 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.

- Associate degree in business administration or related field.
- Two (2) years of management experience; warehouse management preferred.
- Two (2) years of experience with inventory control & and using a warehouse management system.
- Two (2) years' experience with customer service.
- Two (2) years of experience in a lead warehouse position may be substituted for the education requirement on a year-for-year basis.
- Current forklift certification required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.
- SafeServe certification required.
- Bilingual language fluency (Spanish/English) is highly desirable.
- Successful completion of physical, and substance abuse screening, TB, and all required vaccinations.

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 accommodation may be made to enable employees with disabilities to perform essential duties.

POSITION TITLE Food Bank Operations Supervisor				
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 and pulling (right hand)			X			
Pushing and 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		