

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency INTERNAL AFFAIRS COMMITTEE MEETING

Wednesday, August 07, 2024 | 10:30 A.M.

LOCATIONS

Host, Joseph Bors, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397
 Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

AGENDA

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA Internal Affairs Committee Members		
	<i>Joni Drake, Vice-Chair Committee Chair</i>	A-LI
	Mary Pulskamp	A-LI
	Lynn Morgan	A-PRI
	Andy Merrill	T-PUB
	Diane Bennett	T-PRI

ATCAA Staff	
	Joseph Bors, Executive Director
	Talibah Al-Rafiq, Fiscal Officer
	Bruce Giudici, Outgoing Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Front Desk Secretary
	Cheri Cunningham, Human Resources Director
	Alicia Watson, Human Resources Coordinator

Others Present:

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. CONSENT CALENDAR:

4.1. Approval of minutes from Wednesday, August 09, 2023 meeting Pg. 3

5. NEW BUSINESS:

5.1. Request for Approval of Revised Personnel Policies (**ACTION ITEM**)

5.1.1. 3.4.10 Criminal Records and Background Clearance (*Along w/Memo*) Pg. 5

5.1.2. 4.9 Meal Periods Pg. 11

5.1.3. 5.1 Health Benefits Pg. 12

5.1.4. 5.3 Travel Reimbursement Pg. 14

5.1.5. 6.7 Jury Duty and Court Appearances Pg. 17

6. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency INTERNAL AFFAIRS COMMITTEE MEETING

Wednesday, August 09, 2023 | 1:00 P.M.

LOCATIONS

Host, Joseph Bors: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

Host, Cynthia Rockwell: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

MINUTES

1. **CALL TO ORDER: 1:03 P.M. by Joni Drake, Committee Chair**

2. **ROLL CALL:**

ATCAA Internal Affairs Committee Members		
P	<i>Joni Drake, Vice-Chair Committee Chair</i>	A-LI
A	Mary Pulskamp	A-LI
P	Lynn Morgan	A-PRI
P	Andy Merrill	T-PUB
P	Lloyd Schneider	T-PRI

ATCAA Staff	
P	Joseph Bors, Executive Director
A	Bruce Giudici, Fiscal Officer
P	Patricia Angeja, Fiscal Officer in Training
P	Cheri Cunningham, Human Resources Director
P	Cynthia Rockwell, Board Secretary

Others Present:

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

Merrill reported that the LGBTQ Center has found a new business site at the Tuolumne County Enrichment Center in Tuolumne County. Schneider reported on Tuolumne County mental health and suicides reports in the county. Schneider stated that great success is being reported in suicide prevention. Bors reported on the new ATCAA Coalition, Substance Solutions for Amador Youth (SSAY). The SSAY Coalition is to be funded by the same grant that started the YES Partnership in Tuolumne County. The grant will be for \$125K for 10 years.

4. **CONSENT CALENDAR:**

4.1. Approval of minutes from Tuesday, February 07, 2023 meeting Pg. 1
Schneider motioned: Merrill seconded. MPU vial roll call.

5. NEW BUSINESS:

- 5.1. Approval and Recommendation to the Full Board to approve changes to New and Existing Personnel Policies Pg. 3
 - 5.1.1. Bereavement Policy – This is a new policy required by the State of California. Pg. 3
 - 5.1.2. Personal Identifying Information (PII) Policy – This is a new policy. Pg. 4
 - 5.1.3. Overtime Policy – Update to existing policy Pg. 5
 - 5.1.4. Unemployment, Workers Compensation and State Disability Policy – Update to existing policy Pg. 6
 - 5.1.5. Unpaid Days Off Policy – Update to existing policy. Pg. 9

Cunningham opened New Business discussion by reporting on Item 5.1.1., the new Bereavement Policy. Cunningham explained that this Personnel Policy had been previously introduced to the Board a few years ago, and it was not approved at the time. Since such time, the State of California now requires that such a policy be in force, AB 1949. Board agreed that changing paragraph four (4) to read like AB 1949 would be appropriate. Cunningham reported on Item 5.1.2., the new Personal Identifying Information (PII) Policy. Reported that the wording for this policy came from Housing and Information Technology (IT) Department sources. Cunningham commented that the wording should be broad enough to cover all departments and clients. Cunningham reported on Item 5.1.3., Overtime Policy updates, explaining that there were past incidences where ATCAA supervisors did not understand how ATCAA addresses overtime. Hence, the reason for the Overtime Policy change to address policy underwriting. Guidelines have been added to assist with past overtime outline misinterpretations. It is stressed that when overtime occurs, it is the employee's responsibility to record ALL hours worked on their timesheet "on the actual day the hours were worked" and notify their supervisor as soon as possible for approval. Cunningham reported on Item 5.1.4., Unemployment, Workers Compensation and State Disability Policy updates. Provided history and examples of previous policy and issues such as when 1. ATCAA created wording for inclement weather and 2. Natural disaster. Certain circumstances now will require employees to provide documentation of absence. Updates to described policy will include new wording as to how employees will utilize PTO in various circumstances. Bors reported on Item 5.1.5., Unpaid Days Off Policy updates. Cunningham confirmed that "10 unpaid days off" can only be used for described emergencies. This policy change is to clarify such. Schneider recommended adding "work" to any wording in the body of the policy where 1. Unpaid days off and 2. 10 days off is utilized. The Committee agreed. Schneider motioned; Merrill seconded. MPU via roll call.

6. ADJOURNMENT: 2:11 P.M.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

3.4.10 Criminal Record/**Background** Checks and Clearance - **DRAFT**

(Board 06/12/15, PC – 07/10/15, Effective – 08/01/15)

Who is required:

In accordance with regulations governing Head Start operations and licensed childcare facilities, and in the interest of public safety for other programs as may be authorized by law, ATCAA requires that a criminal record/**background** check be performed and clearance be obtained for all employees and volunteers who, in the course of their job performance, work with children or have access to areas where children are commonly present, including private residences. These programs include, but may not be limited to, positions in the Early Childhood Services, Family Resource Services, Mentoring, Weatherization and Lifeline programs.

In addition, to ensure the protection of the staff, property, and information of the organization, a criminal record/**background** check shall be performed, and a clearance obtained as may be authorized by law for all fiscal staff, purchasing agents, employees who receive money or have access to ATCAA's banking accounts, and any custodian of personnel records.

Effect on employment start date:

Early Childhood Services employees may not begin working and/or be present in any licensed childcare facility until they receive a criminal record clearance.

Non-Early Childhood Services employees who will be working with children (but not in a licensed childcare facility) or who will be entering the private home of any ATCAA client where children may or may not be present must, in the interest of public safety, have a completed, acceptable criminal record/**background** clearance in place prior to ~~participating in these activities~~ **being hired**. Upon Executive Director approval, they may begin work prior to the successful completion of an acceptable criminal record/**background** clearance for the purposes of training and administrative duties only until the clearance is received.

~~Fiscal staff, purchasing agents, employees who receive money or have access to ATCAA's banking accounts, and any custodian of personnel records may begin work prior to the successful completion of an acceptable criminal record clearance. However, an acceptable criminal record clearance must be received within 30 days from the date of hire. If not received within 30 days, Executive Director review is required for continued employment.~~

Employees with a criminal record history:

Early Childhood Services employees cannot work and/or be present in a community care facility until they have obtained a criminal record exemption through the Department of Social Services Caregiver Background Check Bureau. The scope of the criminal record history will also be reviewed by the Executive Director for approval of continued employment in any capacity with ATCAA.



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For all other employees required to obtain ~~fingerprint clearance~~ a **criminal record/background check**, the scope of the criminal record/ **background check** history will be reviewed by the Executive Director for approval of continued employment in any capacity with ATCAA.

Privacy

ATCAA guarantees that all information attained from the criminal record/**background check** process is confidential and will only be used in accordance with federal and state law.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Date: July 10, 2024

To: ATCAA Board of Directors

From: Cheri Cunningham & Alicia Watson – ATCAA’s HR Team

Subject: Background checks

Overview

Historically, ATCAA has required that a criminal record check (fingerprint clearance) be performed and clearance be obtained for all employees and volunteers who, in the course of their job performance work with children, youth, or elderly, enter client homes, handle money, are purchasing agents, etc. Additionally, for non-Head Start employees, this clearance was obtained after an employee was hired.

What criminal record checks do not show is work history, financial standing (bankruptcy/credit report), history of civil complaints, education verification, etc.

As presented in the June Board Meeting by HUB International, ATCAA’s liability insurance broker, class action suits against employers in California have been rising steadily since 2017, with record numbers reached in 2023.

Recommendation:

In order to further protect ATCAA against frivolous claims, we are recommending a full background check be conducted on all individuals being recommended for hire, prior to them actually being hired. To put this into perspective, if we were conducting full background checks already, we could have avoided at least 4 recent bad hires that subjected ATCAA to actual/potential litigation.

So, we did a cost and services comparison between two background check companies: Checkr and Hire Rite. After comparing the two services, we concluded that Checkr was the better option due to ease of use, tailored background checks, and cost (no monthly or annual fee).

Video: We have included an informative, short, 3-minute video which explains Checkr services. <https://checkr.com/resources/video/see-a-demo>

Below is an example of what we would consider to be a thorough background check and the cost. Also, using 2023 hiring data, the following is an estimated annual cost per department to conduct background checks on new hires.

	Basic Package: SSN Trace, Sex
\$ 30.00	Offender Registry, Global
	Watchlist, National Criminal
\$ 10.00	Federal Criminal
\$ 10.00	State Criminal
\$ 15.00	Federal Civil
\$ 40.00	County Civil
\$ 8.00	Credit Report
\$113.00	

Of Hires by Program Area in 2023

Program	# Hired	# Hired @ \$113
Youth & Family	2	\$226
Housing	4	\$452
Food	1	\$113
Energy	2	\$226
Early Childhood Services	10	\$1,130
Administration	4	\$452

The level of detail for background checks can be tailored to include more or less information on a potential hire. A Checkr cost sheet is attached for your review.

Checkr Cost

Packages	SSN Trace	Sex Offender	Global Watchlist	National Criminal Search	County Criminal Search	Education Verification (Highest Level)	Employment Verification (Current)
Basic starting \$30	x	x	x	x			
Essential starting \$55	x	x	x	x	x		
Professional \$ 80	x	x	x	x	x	x	x

Employment Verification \$12.50 current	Last 3 Years (\$15); 5 years (\$25), 7 years (\$35) and 10 years \$50	Verifying a candidate's employment history in the US.
Federal criminal search \$10 check		Search for criminal records in federal district courts. Federal records are not found in county and state searches.
State Criminal Search \$ 10		Search for criminal records in a specific state.
Continuous criminal search		
Education Verification \$12.50		Verify degrees or certifications a candidate has obtained in the US.
Pre-Employment Credit Report Starting from \$8/check		Identify the public financial history of candidates who will have financial or fiduciary responsibilities. Includes information such as tax liens, accounts in collection and bankruptcies.

Federal Civil Search \$15		Search for civil cases filed in federal court to learn whether a candidate was a party in a lawsuit
County Civil Search \$40		Search for civil cases in county civil courts to learn whether a candidate was a party in a lawsuit.
Adjudication tools Assess Lite	Included	Reduced manual review of records by up to 40% with programmatic record filtering.
Assess Standard	\$2.49 a report	Reduce manual review of records by up to 70% with advanced record filtering for 55 criminal record categories
Assess Premium	\$4 a report	Reduce manual review of records by up to 85% , with the most customizable, robust record filtering across 235 criminal record categories.



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4.9 Meal Periods - **DRAFT**

(Board 04/11/14, PC – 04/04/14, Effective – 07/01/14)

Employees are entitled to a thirty (30) minute unpaid meal period following a work period of more than five (5) hours to be taken at the approximate mid-point of the workday. If the employee's total work period per day is no more than six (6) hours, the employee may waive their meal period by providing a written waiver to their Supervisor. All waivers approved or denied by the Supervisor will be forwarded to the Program Director. **The first meal period must be provided no later than the end of the employee's fifth hour of work.**

Examples:

- Employee A works 5.0 hours or less per day = No meal period.
- Employee B works 5.1 – 6.0 hours per day = Yes, they are entitled to a meal period, unless waived, and the meal period must be taken between hours 2 and 4.
- Employee C works over 6.0 hours per day = Must take a meal period and the meal period must be taken approximately at the mid-point of the shift. No waivers are allowed.

An employee who works more than ten (10) hours per day is entitled to a second meal period of not less than thirty (30) minutes, except that if the total hours worked is not more than twelve (12) hours, the second meal period may be waived in writing from the employee and provided to their immediate Supervisor. All waivers approved or denied by the Supervisor will be forwarded to the Program Director. These meal periods shall not be taken at the beginning or the end of the employee's workday. **The second meal period must be provided no later than the end of the employee's tenth hour of work.**

All waivers must be requested in writing by the employee and once a waiver is on file, it is considered active until the employee requests, in writing, to change it. Employees who wish to change their waiver status must give at least 72 hours' notice that they wish to change their waiver status. Waiver status is not intended to be changed by the employee multiple times during the calendar year. Abuses of waiver status may result in revocation of an existing waiver at any time and a meal period must be taken by the employee if working 5.1 hours or more.

Hourly employees that take their meal period at their desk are required to put a sign up notifying other employees that they are on their meal period. Employees not on their meal period may not interrupt this employee's meal period for work-related tasks or discussions.

In addition, working through a meal period does not entitle an employee to leave work early prior to the end of the scheduled workday.



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5 Employee Benefits - **DRAFT**

5.1 Health Benefits

(Board 10/09/20, PC – 11/06/20, Effective – 11/01/20)

ATCAA provides health benefits to all Introductory and Regular status employees working over 30 hours per week deemed eligible under the Affordable Care Act will become eligible to participate in the Agency's group health insurance program effective the first of the month following sixty (60) days of full-time employment. Part-time employees are not eligible to participate in the Agency's group health insurance program. Eligible employees will be insured subject to the limitations and requirements of contracts with the Affordable Care Act and health insurance carriers.

Participation in the Agency's group health insurance program is contingent upon an employee contribution as determined by the ATCAA Board. Employee contributions will be set up as automatic payroll deductions. However, if an employee is absent for all or most of a pay period (for example, due to illness, vacation, or an unexpected program closure), and may not receive a scheduled paycheck or their net wages may not be enough to cover the payroll deduction due, an adjustment will be made to future payroll deductions for the missed payroll deduction. The employee may choose to remit payment for the missed payroll deduction, but payment must be received no later than the end of the following pay period.

Employees absent for an extended period of scheduled work time (such as for a medical leave of absence), must remit payment for any missed payroll deductions. Payment for each month's contribution is due no later than the 25th of the month. If payment is not received by this date, coverage may be cancelled without further notice.

For employees who are unable to work due to a terminal illness and who have exhausted their FMLA/CFRA Leave, ATCAA will extend their Medical and Life insurance benefit for three (3) months beginning on the first day after FMLA/CFRA leave expires. The employee contribution is still required to continue coverage.

Partial-year employees do not receive paychecks during periods of program closure. However, their health insurance continues during this period, and they still owe for their monthly employee contributions. To assist these employees with paying the employee contributions owed during program closures, ATCAA will deduct an additional amount from paychecks the employee receives during the partial year to cover the contributions that they will owe during program closures.

Employees who are enrolled in the group health insurance program and whose hours temporarily decrease to less than 30 hours per week, including employees on approved leave or temporary layoff, may continue to participate in the Agency's group health insurance program for up to 90 days by paying the established monthly contribution, subject to limitations and requirements of contracts with insurance carriers.



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In the case of a permanent layoff or separation of employment, under the federal ~~Consolidated Budget Reconciliation Act~~ (COBRA) and in conjunction with Cal-COBRA, employees and qualified beneficiaries may be eligible to continue their group medical, dental and/or vision benefits at the ATCAA rate plus an administrative fee. The length of COBRA continuation coverage will be determined by the application qualifying event under provisions of COBRA and Cal-COBRA. At the time of termination or other qualifying event, the employee will receive continuation information, time limits and procedures. It is the employee's responsibility to maintain the benefit premiums if conversion is elected.

The Agency's group health insurance program is subject to change at any time by the ATCAA Board or the Executive Director and employees will be notified. Given the following limited circumstances, the Executive Director may make changes to the Agency's group health insurance without Board of Directors (BOD) approval, but will inform the Board of changes at the next BOD meeting.

- a) When a Health Benefit is the same carrier as the prior year and each of premium costs, deductibles and maximum out-of-pocket expenses do not exceed a 3% annual increase.
- b) When a Health Benefit carrier change yields an equal or reduced employee premium cost, deductible or out-of-pocket expense while providing the similar or more health coverage and the same network providers

This limited authority delegation is applicable to Medical, Dental and Vision Insurances, as well as Life Insurance options.

All other changes must be approved by the Board of Directors prior to the start of employee enrollment.

In accordance with the affordable care act, ATCAA will use a 12-month measurement period to determine eligibility for any employee who works over 30 hours per week intermittently over the course of one (1) year including part-time, limited term or substitute employees.



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5.3 Travel - **DRAFT**

(Board – 02/10/23, PC – 03/03/23, Effective – 03/01/23)

General Guidelines

All travel and per diem expenses will be paid at current rates established by the ATCAA Board of Directors consistent with procedures established by the Executive Director and with California State travel policies.

It is the employee's responsibility to review the reimbursement maximums for lodging, meal, and incidental expenses by going to:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=CA&fiscal_year=2023&zip=&city=

All meal per diems include tax and tip.

The term "incidentals" includes fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. No other items may be claimed as incidentals.

Employees will not receive reimbursement for purchasing alcoholic beverages while conducting ATCAA business.

If you are traveling to a conference and any meals are provided during the conference, you may not claim that meal as a per diem cost.

Employees may request advance funding for ~~out-of-area~~ **daily and extended** travel. All ~~out-of-area~~ travel advance requests must be submitted to the Accounts Payable Department a minimum of fifteen (15) days prior to the expected travel date in order to assure advance funding.

Employees will submit their requests for daily and extended travel per diem, within 30 days of the travel, to their immediate supervisor for verification and approval of the reimbursement.

~~When submitting a request for reimbursement, you must provide receipts for any authorized expenses to substantiate your claimed travel expenses, or a reason acceptable to ATCAA explaining why you are unable to provide the necessary receipt. Otherwise, your reimbursement request may be denied.~~

Use of Private Vehicles

Employees will carry at least the minimum auto liability insurance required by California state law and will have a valid California Driver's License before being authorized use of their own vehicle for Agency business or being reimbursed travel expenses.

Mileage expense for an employee who uses his or her own car will be reimbursed at the current rate per mile for each mile driven on authorized agency related business. For



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purposes of computing allowable mileage reimbursement, the employee's assigned work site will be considered to be the point of departure and return.

Local and In-Area Daily Travel (Less than 24 hours)

~~Local or in-area mileage reimbursement will be for travel within the agency's operational jurisdiction which is Amador and Tuolumne Counties. For purposes of travel on routine business, Calaveras County will be considered as in the agency's operational area.~~

When the employee is traveling ~~out of area~~ on authorized agency business for part of a day (less than 24 hours), they will be reimbursed **receive per diem** for meals **and incidentals** based on the following general guidelines:

- When en route or at the destination at 7:00 a.m., or earlier, the employee will be reimbursed **receive per diem** for breakfast.
- When en route or at the destination at 12:00 noon, the employee will be reimbursed **receive per diem** for breakfast.
- When en route or at the destination at 6:00 p.m., or later, the employee will be reimbursed **receive per diem** for breakfast.

Per Diem and Out-of-Area / Out-of-State Extended Travel (Overnight)

Employees will receive per diem ~~and out-of-area~~ **during extended** travel only when traveling out of the agency's operational jurisdiction on prior authorized agency related business.

Employees will receive a per diem set allowance that will cover all applicable meals and incidental costs incurred while on ATCAA business. For example, for overnight travel to Sacramento, the total per diem amount would be \$69 (breakfast = \$16, lunch = \$17, dinner = \$31, incidentals = \$5) and includes tipping wait staff. Anything spent over \$69 would be at the employee's expense.

On the first and last day of extended travel, employees are only eligible for 75 percent of the total per diem. For your convenience, the per diem website listed at the beginning of this policy has a table showing the calculated amount for the "First and Last Day of Travel."

All **out-of-state** travel must be preauthorized at least fifteen (15) days in advance by the Executive Director or Fiscal Officer. All other out-of-area employee travel will have the supervisor and Program Director's authorization prior to the travel occurring.

Lodging

Coordinate lodging reservations with Accounts Payable a minimum of fifteen (15) days prior to the expected travel date in order to assure advance funding.

When employees are required to obtain lodging due to ATCAA business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public. Lodging will not be reimbursed without a valid receipt.



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Reimbursement of lodging expenses in excess of specified amounts due to geographical area or time of year, excluding taxes, requires advance written approval from the Executive Director and may not exceed more than 300% of the applicable maximum per diem rate..



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6.7 Jury Duty and Court Appearances - **DRAFT**

(Board 12/12/14, PC – 02/06/15, Effective – 03/01/15)

Jury Duty and Non-work related and Non-personal Court Appearances

It is ATCAA's policy to enable its employees to fulfill their civic obligations. Any **Introductory or Regular status** employee who is summoned for jury duty, including grand jury, or is compelled to appear as a witness by subpoena, will be provided up to a maximum of five (5) days (or in 15-minute increments equivalent to their authorized weekly PAF hours) per calendar year paid time off for that purpose. If required to participate beyond the period of paid time off provided for jury duty or subpoenaed witness duty, an employee will be granted a leave of absence without pay, or the employee may elect to use accrued Paid Time Off (PTO). Leave for jury duty or court appearances compelled by a subpoena will be paid at the employee's regular rate of pay *less* the amounts received for jury duty or service as a witness. This policy does not apply to leave for employee-initiated lawsuits, civil or administrative, or criminal proceedings in which the employee is a party, including any proceedings involving family members.

An employee's job will be held open during the entire duration of jury duty, including any period of unpaid time off.

It is the employee's responsibility to notify their Supervisor as soon as notice has been received and to provide to their Supervisor a copy of the jury summons or subpoena to appear in court as a witness.

In addition to the initial jury summons or subpoena, an employee must also present to their Supervisor a certificate or time sheet from the court verifying jury service for each day of absence, and documentation of the amounts they are paid for jury duty or service as a witness. To receive pay for days of absence, the jury summons or subpoena, certificates or time sheets from the court, and the documentation of amounts paid must be attached to the employee's time sheet.

Employees are expected to return to work each day that they are not selected or when they are released from service before the end of normal working hours.

Either ATCAA or the employee may request an excuse from jury duty if, in the Program Director's judgment, the employee's absence would create operational difficulties for the program.

Work related Court Appearances

Any **classification of** employee who is compelled to appear in any legal proceeding on behalf of ATCAA, or otherwise related to their course and scope of duties with ATCAA, will be paid for the duration of their time required for appearance. The time spent will be considered work time.

Personal Court Appearances

Any **Introductory or Regular status** employee who is required to appear in any employee-initiated legal proceedings, civil or administrative, that are not related to work,



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or criminal proceedings against the employee, will be granted a leave of absence, unpaid, and will be required to use any available accrued Paid Time Off (PTO). If the employee has no accrued PTO, at ATCAA's discretion, unpaid leave may be granted to an employee for up to ten (10) days per calendar year.

Unpaid days off beyond ten (10) days will constitute an unauthorized absence and may subject an employee to disciplinary action, including termination, unless the employee or the leave is protected under state or federal regulations.

It is the employee's responsibility to notify their Supervisor as soon as notice has been received, and to provide to their Supervisor a copy of the jury summons or subpoena to appear in court as a witness.

Employees are expected to return to work each day if their court appearance that day ends before the end normal working hours.