



FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

Tuesday, June 11, 2024
2:00 PM – 3:30 PM

First 5 Alameda County
1115 Atlantic Avenue
Alameda, CA 94501
Conference Room E

Members of the public may access the meeting
Via Zoom Meeting ID: 846 0074 9552 Passcode: 803254

Commissioners:

Chair: Renee Herzfeld, *Vice Chair:* Cecilia Oregón, Tomás A. Magaña

1. Public Comment

This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. Speakers are limited to three minutes except as otherwise ordered by the Vice Chair.

2. Staff Announcements

- a. General Staff Announcements
- b. CEO Contract Authorizations

3. Approve Executive Committee Minutes from April 18, 2024

Recommended Action: Approve Minutes from April 18, 2024 Executive Committee meeting

4. Approve Annual Revisions to Governance Policies

Recommended Action: Approve revisions to the following existing policy:

- a. Conflict of Interest Code

5. Review and Recommend Fiscal Year 2024-25 Proposed Budget and Fiscal Year 2024-34 Proposed Long Range Financial Plan – Final Readings

Recommended Actions: Recommend that the Commission approve the following:

- a. Fiscal Year 2024-25 Proposed Budget
- b. Fiscal Year 2024-34 Proposed Long Range Financial Plan

6. Review and Recommend the GASB 54 Fund Balance Commitment

Recommended Action: Recommend that the Commission approve the GASB 54 Fund Balance Commitment.

7. Review and Recommend the Fiscal Year 2024-25 ACERA 401(h) Account Authorization

Recommended Action: Recommend that the Commission approve the Fiscal Year 2024-25 ACERA 401(h) Account Authorization.

Information about access:

Please contact Julia Otani at julia.otani@first5alameda.org or (510) 227- 6987 3 business days in advance if you need special assistance or translation/interpretation support so we can make reasonable arrangements to ensure accessibility. We will swiftly resolve any requests for accommodation to resolve any doubt whatsoever in favor of accessibility.

8. Approve Revisions to Employee Handbook

Recommended Action: Approve the revisions to the Employee Handbook.

9. Adjournment

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FY 2023-24 CEO-Approved Contracts List
 CEO Contract Authorizations and Amendments

Original Award, approved by Commission (June 22, 2023)							New Contracts or Augmentations, approved by CEO (04/18/24-06/11/24)				Contractor Aggregate Amount	
Strategy	Award Number	Contractor	Contract Start Date	Contract End Date	Original Description of Scope of Work	Amount	New Award, Amendment or Ancillary Amount	New Total Contract Amount	Funding to support COVID 19 activities	Description of New Contract or Added Scope of Work	Executive Committee Approval >\$150,000	Commission Approval >\$300,000
Neighborhoods Ready for School	PS-NRS-2324-208	Oakland Feather River Camp DBA Camps in Common	7/1/2023	6/30/2024	Funding to provide at least five (5) sessions of family camp, including orientation, lodging, meals, transportation, equipment, and activities for families identified by First 5 Community Program partners.	\$108,725.00	\$4,000.00	\$112,725.00	No	Funding to provide at least five (5) sessions of family camp, including orientation, lodging, meals, transportation, equipment, activities, additional identified resources, and an updated staffing structure for families identified by First 5 Community Program partners.	N/A	N/A
Children's Health Initiative		Low Income Investment Fund	6/1/2024	12/31/2024			\$149,999.00	\$149,999.00	No	Funding to develop plans for the Early Childhood Facilities Fund grantmaking, technical assistance and community engagement	N/A	N/A
						\$ 108,725.00	\$ 153,999.00	\$ 262,724.00				



First 5 Alameda County Executive Committee Meeting
April 18, 2024, 11:00 AM - 12:30 PM
Zoom Webinar Meeting ID: 845 0501 5554

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregon, Tomás A. Magaña, M.D
 First 5 Staff Present: Kristin Spanos, Cally Martin, Vanessa Cedeño Geisner, Nick Zhou, Christine Hom, Detra Teal, Maria Canteros, Jenna Murakami

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
CALL TO ORDER			
C. Oregon	The meeting was called to order by Vice Chair Oregon who gaveled in at 11:08 AM and stated that the meeting was being recorded. Commissioners Herzfeld, Oregon and Magaña stated their names to indicate they were present for the meeting.	None	None
1. PUBLIC COMMENT			
C. Oregon	There was no Public Comment.	None	None
2. STAFF ANNOUNCEMENTS			
K. Spanos	[Attachment] a. General Staff Announcements b. CEO Contract Authorizations Ms. Spanos presented the General Staff Announcements and the 2 CEO Contract Authorizations were provided as a written update.	None	None
3. APPROVE EXECUTIVE COMMITTEE MINUTES FROM FEBRUARY 8, 2024			
C. Oregon	[Attachment] Vice Chair Oregon asked if there was any public comment before taking a vote to approve. Vice Chair Oregon facilitated the vote to approve the February 8, 2024 Executive Committee Meeting minutes.	Motion: Renee Herzfeld Second: Tomás Magaña No Abstentions. Motion passed.	None
4. APPROVE ANNUAL REVISIONS TO GOVERNANCE POLICIES			
N. Zhou	[Attachment] a. Financial Policies i. Investment Policy Mr. Zhou presented the revisions to the Investment Policy. Vice Chair Oregon asked if there was any public comment before taking a vote to approve. Vice Chair Oregon facilitated the vote to approve the revisions to the Investment Policy.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
5. APPROVAL OF FISCAL YEAR 2023-2024 CONTRACT AUTHORIZATION			
N. Zhou	[Attachment] Mr. Zhou presented the Fiscal Year 2023-2024 Contract Authroization. Vice Chair Oregon asked if there was any public comment before taking a vote to approve. Vice Chair Oregon facilitated the vote to approve the Fiscal Year 2023-2024 Contract Authroization.	Motion: Renee Herzfeld Second: Tomás Magaña No Abstentions. Motion passed.	None
6. RECOMMEND APPROVAL OF FISCAL YEAR 2023-27 CONTRACT AUTHORIZATIONS			
N. Zhou	[Attachment] N. Zhou presented the Fiscal Year 2023-27 Contract Authorizations. Vice Chair Oregon asked if there was any public comment before taking a vote to recommend. Vice Chair Oregon facilitated the vote to recommend that the Fiscal Year 2023-27 Contract Authorizations be brought to the Commission for approval.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	The Fiscal Year 2023-27 Contract Authorizations will be brought to the Commission for approval.
7. FISCAL YEAR 2024-25 PROPOSED BUDGET - FIRST READING			
N. Zhou	[Attachment] Mr. Zhou presented the Fiscal Year 2024-25 Proposed Budget - First Reading.	None	None
8. FISCAL YEAR 2024-34 PROPOSED LONG RANGE FINANCIAL PLAN - FIRST READING			
N. Zhou	[Attachment] Mr. Zhou presented the Fiscal Year 2024-34 Proposed Long Range Financial Plan - First Reading.	None	None
9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - CLOSED SESSION (HELD PURSUANT TO GOV. CODE §54957)			
C. Oregon	Vice Chair Oregon recessed the Executive Committee into Closed Session for the CEO Performance Evaluation at 11:42 AM. Vice Chair Oregon reconvened Open Session at 1:10 PM and reported that the Executive Committee conducted the CEO Performance Evaluation in Closed Session and took an action to increase the CEO salary to \$308,672.06 per year, retroactive to February 18, 2024. The annual performance evaluation will be completed during Closed Session at the April 25, 2024 Commission Meeting.	Commissioner Magaña left the meeting at the end of Closed Session at 1:09pm and was not present when the meeting reconvened at 1:10pm.	Add a Closed Session at the April 25, 2024 Commission agenda to complete the CEO Performance Evaluation.
10. ADJOURNMENT			
C. Oregon	Vice Chair Oregon asked if there were any items to be placed on the April 25, 2024 Commission Meeting Consent Calendar, gaveled out, and adjourned the meeting at 1:12 PM.	None	None

Respectfully Submitted by: Julia Otani, Executive Assistant



To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Christine Hom, Chief Operating Officer
Joy Ramos, Compliance Officer

Date: June 11, 2024

Subject: Revisions to First 5 Alameda County Conflict of Interest Code

ACTION REQUESTED

To review and approve revisions to First 5 Alameda County's Conflict of Interest Code.

BACKGROUND

The Political Reform Act requires every local government agency to review its Conflict of Interest Code *biennially*. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

Since the Executive Committee's approval of the revised Conflict of Interest Code on June 15, 2023, additional staff have been hired to support the Oakland Children's Initiative, Measure C implementation and continued agency expansion that fall within the category of Designated Employees (See Appendix B).

Changes to Appendix B - Designated Employees of First 5's Conflict of Interest Code Disclosure Categorization are shown in track changes on the attached document and include updates, deletion of titles, and addition of new titles. Upon Executive Committee approval, First 5 staff will submit the updated Code including the revised list of Designated Employees to the Alameda County Board of Supervisors for approval as the Code reviewing body.

Olson Remcho, agency legal counsel, reviewed the First 5 Conflict of Interest Code and Appendix B and recommended adding designations that reflect a general position for specific types of roles at First 5. As a result, the following titles are added to Appendix B as these titles are applicable to First 5's many distinct programs: Manager, Administrator, Senior Administrator, Officer, and Director.

With the continued agency growth due to Measure C implementation, First 5 is anticipating additional potential changes in position titles before the next biennial review in June 2026. The positions will retain the same disclosure categories as other similar positions (1, 2, and 3), and will ensure continuity and transparency in Conflict of Interest Code compliance between now and the next biennial review.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

That the Executive Committee approve the revisions to First 5 Alameda County's Conflict of Interest Code.

Submitted by:

DocuSigned by:
Christine Hom
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Christine Hom
Chief Operating Officer

Approved by:

DocuSigned by:
Kristin Spanos
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Kristin Spanos
Chief Executive Officer

DocuSigned by:
Joy Ramos
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Joy Ramos
Compliance Officer

Reviewed by:

DocuSigned by:
Cally Martin
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Cally Martin
Deputy Chief Executive Officer



FIRST 5 ALAMEDA COUNTY CONFLICT OF INTEREST CODE

REVISED ~~JUNE 15, 2023~~ **JUNE 11, 2024**

**Conflict of Interest Code of
The First 5 Commission of Alameda County (F5AC First 5)**

The Political Reform Act, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations, title 2, section 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

Therefore, the terms of California Code of Regulations, title 2, section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict-of-Interest Code of the First 5 Commission of Alameda County.

All designated employees shall file their statements of economic interests with the First 5 Commission of Alameda County. Upon receipt of the statements of the Board members and the Chief Executive Officer, the agency shall make and retain a copy and forward the originals to the Alameda County Board of Supervisors, which shall be the filing officer. **Alternatively, Board members and the Chief Executive Officer may elect to complete and submit the statement electronically in Alameda County's eForm 700 filing system.** Statements for all other designated employees shall be retained by the First 5 Commission of Alameda County, and shall be made available for public inspection and reproduction. (Gov. Code section 81008.)

Disclosure Categories

Category 1

All business positions, investments in, or income (including gifts and loans) received from any entities that provide the type of services which are eligible to receive Proposition 10 funding.

Category 2

All interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agencies.

Category 3

All business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services or supplies of a type utilized by the agency and associated with the job assignment of designated position assigned to this disclosure category.

Category 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Chief Executive Officer (or head) of the agency.

* The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of the written determination is a public record and shall be retained by the agency and made available for public inspection in the same manner and location as this conflict-of-interest code.

A list of the individuals required to file disclosures under this category and their respective levels of disclosure is on file in the Commission's Chief Executive Officers' office.

APPENDIX A

Designated Position

Assigned Disclosure Category

Board of Commissioners	1, 2, 3
Ex-Officio Representatives	1, 2, 3
Consultants*	4
Staff listed in Appendix B	1, 2, 3

CONFLICT OF INTEREST DISCLOSURE CATEGORIZATIONS CY ~~2022~~ 2024

DESIGNATED OFFICIALS	DISCLOSURE CATEGORY
COMMISSIONER, CHAIR	1, 2, 3
COMMISSIONER, VICE CHAIR	1, 2, 3
COMMISSIONER ALTERNATE	1, 2, 3
COMMISSIONER	1, 2, 3
EX-OFFICIO REPRESENTATIVES	4
CONSULTANTS	4

APPENDIX B

Designated Employees	Disclosure Category
Accounting Manager	1, 2, 3
Accounts Payable Specialist	1, 2, 3
Applications Administrator	1, 2, 3
Administrator	1, 2, 3
Administrator, Cultural Access Services	1, 2, 3
Administrator, Family, Friend, and Neighbor	1, 2, 3
Administrator, Family Child Care	1, 2, 3
Administrator, Finance, Contracts & Budget	1, 2, 3
Centralized Eligibility & Enrollment Coordinator	1, 2, 3
Chief Executive Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Impact Officer	1, 2, 3
Chief of Programs	1, 2, 3
Chief of Staff	1, 2, 3
Chief Operations Officer	1, 2, 3
Communications Specialist	1, 2, 3
Compliance Officer	1, 2, 3
Contracts and Budget Administrator	1, 2, 3
Contracts and Budget Manager	1, 2, 3
Contracts and Budget Specialist	1, 2, 3
Data & Insights Supervisor	1, 2, 3

Deputy Chief Executive Officer	1, 2, 3
Director	1, 2, 3
Director of Early Care & Education	1, 2, 3
Director of Data & Evaluation	1, 2, 3
Director of Pediatric Care Coordination	1, 2, 3
Director of Planning	1, 2, 3
Director of Programs	1, 2, 3
Director of Technology	1, 2, 3
Enrollment Administrator, Early Care & Education	1, 2, 3
Evaluation Officer	1, 2, 3
Evaluation Specialist	1, 2, 3
Family & Community Support Programs Manager	1, 2, 3
Fathers Corps Program Administrator	1, 2, 3
Fathers Corps Program Manager	1, 2, 3
Finance Administrator	1, 2, 3
Finance Officer	1, 2, 3
Government Affairs and Policy Officer	1, 2, 3
Government Affairs and Policy Administrator	1, 2, 3
Help Me Grow Developmental Screening Coach	1, 2, 3
Help Me Grow Prevention Manager	1, 2, 3
Help Me Grow Program Services Coordinator	1, 2, 3
Help Me Grow Senior Community Liaison	1, 2, 3
Information Technology Specialist	1, 2, 3
Infrastructure Administrator	1, 2, 3

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Infrastructure Officer	1, 2, 3
Manager	1, 2, 3
Officer	1, 2, 3
Office & Facilities Manager	1, 2, 3
Parent Engagement Administrator	1, 2, 3
Provider Engagement Manager, Early Care & Education	1, 2, 3
Payroll & Finance Manager	1, 2, 3
Planning Coordinator	1, 2, 3
Program Administrator, Early Care & Education	1, 2, 3
Program Administrator, Neighborhoods Ready for School	1, 2, 3
Project Manager	1, 2, 3
Program Officer	1, 2, 3
Provider Support Manager	1, 2, 3
Quality Early Care & Education Program Manager	1, 2, 3
Quality Improvement Coach	1, 2, 3
Senior Administrator	1, 2, 3
Senior Administrator, Community Programs	1, 2, 3
Senior Administrator, Data & Evaluation	1, 2, 3
Senior Administrator, Early Care and Education	1, 2, 3
Senior Administrator, Early Care and Education Facilities	1, 2, 3
Senior Administrator, Early Care & Education Provider Partnerships	1, 2, 3
Senior Administrator, Early Care & Education Workforce Development	1, 2, 3
Senior Administrator, Early Care & Education Fiscal Operations	1, 2, 3
Senior Administrator, Finance	1, 2, 3

AGENDA ITEM 4a1

Senior Administrator, Finance, Contracts & Budget	1, 2, 3
Senior Administrator, Financial Analyst	1, 2, 3
Senior Administrator, Human Resources	1, 2, 3
Senior Administrator, Help Me Grow	1, 2, 3
Senior Administrator, Pediatric Care Coordination	1, 2, 3
Senior Administrator, Policy	1, 2, 3
Senior Salesforce Administrator	1, 2, 3
Strategic Communications Officer	1, 2, 3
Strategic Initiatives and Planning Administrator	1, 2, 3
Strategic Initiatives and Planning Officer	1, 2, 3
Technology Officer	1, 2, 3
Training Administrator	1, 2, 3



To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Nick Zhou, Chief Financial Officer
Maria Canteros, Senior Administrator, Finance

Date: June 11, 2024

Subject: Fiscal Year 2024-25 Proposed Budget – Final Reading

ACTION REQUESTED

To review, discuss, and provide feedback on the following Fiscal Year 2024-25 Proposed Budget.

BACKGROUND

Each First 5 Commission is required by statute to adopt a Strategic Plan that outlines the use of tobacco tax funds to serve children ages 0-5 and their families. This budget proposal covers the third year of the current Strategic Plan period, Fiscal Year (FY) 2024-25.

This presentation is the second and final reading of the FY 2024-25 proposed budget and incorporates new information since the first reading in April 2024. In addition, the list of proposed FY 2024-25 contracts will be presented in conjunction with the proposed budget.

As is the practice of First 5 Alameda County, changes that occur during the course of the fiscal year will be formally incorporated into the budget during the Mid-Year Budget Modification in February 2025.

CURRENT BUDGET PROPOSAL

This document provides a fiscal summary of revenue projections and budgeted expenditures as follows:

- First 5 staff salaries and benefits
- Contracts
- Grants & Stipends
- Professional Service Contracts
- Program Operating costs
- Infrastructure costs

The following Revenue and Expense projections reflect the priorities of the FY 2022-27 Strategic Plan that was approved by the Commission in June 2022.

REVENUE AND AVAILABLE FUNDS FOR FY 2024-25

Combined Revenues and Sustainability Funds for FY 2024-25 are projected to be \$63.4 million. We are temporarily using our Sustainability Fund to make a loan to support a steady state so as not to reduce Agency capacity as we anticipate the continued build-out of our local early childhood system. This means we are continuing our maintenance of effort approach as we anticipate the receipt of Measure C funding, which will allow us to repay the loan from our Sustainability Fund, and to replace Prop 10 as tobacco tax revenue declines. Therefore, \$13.2 million of Sustainability Funds is budgeted to close the gap between revenue and projected expenses. This figure is consistent with the proposed FY 2024-34 Long Range Financial Plan.

REVENUE TYPE	2024-25 PROPOSED	RATIONALE/DETAILS
Tobacco Tax		
	\$8,768,292	The tobacco tax revenue projection (Prop 10, Prop 56 and the California Electronic Cigarette Excise Tax) is based on California Department of Finance and First 5 California projections for county commissions. Tobacco taxes are expected to decrease as per First 5 California's projections updated in January 2024 and reflect the decreased revenue due to the passing of the Prop 31 Flavored Tobacco Ban.
Measure AA Tax Revenue		
	\$32,519,042	City of Oakland Measure AA parcel tax funding for the Oakland Children's Initiative.
Other First 5 Income		
	\$864,327	Funding includes the projected First 5 California IMPACT Legacy grant to support local QRIS work, funding for the IMPACT Local Regional Training and Technical Assistance Hub and funding for the Home Visiting Regional Technical Assistance program activities via First 5 San Benito.
Interagency Income		
	\$2,841,705	Funding includes contracts with Alameda County Health Care Services Agency (a combined contribution from the Health Care Services Agency, Social Services Agency, Probation Department, and Child Support Services) to support Fathers Corp work; funding from the Alameda County Office of Education/CA State Block Grant for projected monies for the QRIS grant; funding from Alameda County Public Health Department for shared ECChange maintenance and hosting costs; funding from Alameda County Social Services Agency for workforce development activities, Early ID activities, continued development of the CEL application; and projected monies from the California Department of Social Services for Quality Counts California QRIS Block Grant.

REVENUE TYPE	2024-25 PROPOSED	RATIONALE/DETAILS
Grants		
	\$2,674,336	Funding from Sunlight Giving for general operating support; Alameda Alliance for Health and Stupski Foundation funding for the HMG Pediatric Care Pilot; Child Family & Community Services funding to support Parent Engagement activities and the Hellman Foundation to support development and implementation of a new Kindergarten Readiness Community Study tool.
Fiscal Leveraging		
Fiscal Leveraging	\$2,500,000	Projected funding for Medi-Cal Administrative Activities (MAA); estimates are based on MAA invoices submitted in FY 2023-24.
Total Revenue (1)	\$50,167,702	Tobacco Tax, Other First 5 Income, Interagency Income, Grants, Fiscal Leveraging and Other Income.
Reserves: Sustainability Fund (2)	\$13,215,878	Draw down from Sustainability Fund to balance the budget.
Grand Total	\$63,383,580	Total Revenues and Available Funds = (1) + (2)

EXPENDITURES FOR FY 2024-25

In the FY 2022-27 Strategic Plan planned activities are categorized under ten major strategies:

PROGRAMS STRATEGIES:

- Pediatric Care Coordination (formerly Early Identification, Screening and Care Coordination)
- Parent Partnership
- Neighborhoods Ready for School
- Fatherhood
- Early Care and Education

AGENCY STRATEGIES:

- Data and Evaluation
- Policy and Advocacy
- Training
- Communications

OPERATIONAL SUPPORT STRATEGY (Finance, Human Resources, Technology, Administration & Facilities)

The following Expense proposal provides the cost for each of the ten strategies detailed in the Strategic Plan and an additional agency budget strategy for the Children's Health Initiative and Expansion, which includes Oakland Children's Initiative and Measure C.

The program strategy expenditures presented below consist of Salaries and Benefits, Program related Contracts, Grants, Stipends, Professional Services costs and Program Operating costs. Operational Support Strategies include Finance, Human Resources, Technology, Administration and Facilities costs. Indirect agency infrastructure costs are reflected in the Operational Support Strategies budgets. The budget narrative provides detail on each Strategy and is to be read in conjunction with the Strategic Plan.

Consistent with legislative requirements brought about by AB 109, expense costs continue to be separated into three categories: Program, Evaluation and Administration. The expenses in each category are consistent with First 5 California guidelines, and those set forth in the Government Finance Officers Association’s First 5 Financial Management Guide.

Administrative Cost Analysis

First 5 Alameda County has implemented the new Administrative Cost Policy, approved by the Executive Committee on February 8, 2024. This revision aligns with the requirements set forth by AB 109 and SB 35, and adheres to the First 5 Financial Management Guide, ensuring compliance with state regulations. Moving away from a fixed cap, the policy now incorporates a detailed analysis of our indirect costs, conducted annually. This process allows us to determine a more precise allocation for administrative expenses. For the fiscal year 2024-25, this refined approach has resulted in an administrative cost allocation of 21%. This modification in our policy ensures that our budgeting is both responsible and reflective of our operational costs and needs, supporting our ongoing commitment to serve the children and families of Alameda County more efficiently.

The proposed budgets’ costs are:

FY 2024-25 COSTS	
Program	74%
Evaluation	5%
Administration	21%
TOTAL	100%

The proposed budget amounts in the following section represent the direct costs associated with each strategy before any adjustments for indirect costs.

Salaries and Benefits

For FY 2024-25, total salaries and benefits are projected to be \$21,562,824. Salaries are budgeted based on actual amounts. Benefits are budgeted at 54% of salaries. Consistent with direction from the Commission, the approved benefit package has remained mostly consistent with Alameda County, including membership in the Alameda County Employee’s Retirement Association (ACERA). The 54% allocation is based on actual cost estimates that are revised periodically as needed.

The **Pediatric Care Coordination** (formerly Early Identification) budget proposal for FY 2024-25 is **\$4,768,944** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$4,768,944	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Alameda County Social Services Agency ▪ Alameda Alliance for Health ▪ Stupski Foundation 	<ul style="list-style-type: none"> ▪ Connect children and families to preventive care, child development resources, early intervention and community supports and help families navigate a complex system of service providers, ensuring equitable access to health and social resources ▪ Broaden screening efforts in alignment with Help Me Grow Strategic Plan including enhancing screening technology and purchase of ASQ kits ▪ Continue support for HMG Pediatric Care Pilot ▪ Continue programming for ACES Aware grant ▪ Continue to explore local system integration and expansion with managed care plans, health care and social services agencies

The **Parent Partnership** strategy budget proposal for FY 2024-25 is **\$2,765,565** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$2,765,565	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ First 5 San Benito ▪ Child Family & Community Services 	<ul style="list-style-type: none"> ▪ Continue support of ECE workforce pilot program ▪ Continue support of Family Navigation services ▪ Continue support of Project DULCE activities ▪ Continue support of parent focused services prioritizing children ages 0-3 years with community partners and parent leaders to inform programming and investments

The **Neighborhoods Ready for School** strategy budget proposal for FY 2024-25 is **\$3,149,332** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$3,149,332	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) 	<ul style="list-style-type: none"> ▪ Continue support of programs and services in the Castlemont Corridor and conducting neighborhood outreach and family engagement activities. ▪ Continue support of Parent Café programming ▪ Continue implementation of place-based investments in West and East Oakland, Fruitvale/San Antonio neighborhoods, and Union City.

The **Fatherhood** strategy budget proposal for FY 2024-25 is **\$786,862** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$786,862	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Alameda County Health Care Services Agency 	<ul style="list-style-type: none"> ▪ Continue incorporating Father Friendly Principles into additional programs and community initiatives ▪ Continue Father Friendly Principles awareness, adoption, implementation, and capacity building campaign to public systems and CBOs ▪ Implement Fatherhood Interagency Workgroup

The **Early Care and Education (ECE)** strategy budget proposal for FY 2024-25 is **\$5,981,068** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$5,981,068	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ First 5 San Benito ▪ Alameda County Office of Education ▪ Alameda County Social Services Agency ▪ CA Department of Social Services 	<ul style="list-style-type: none"> ▪ Continue to provide core infrastructure, coordinator and convener role for the Quality Rating and Improvement System (QRIS) ▪ Continue the recruitment, training and engagement of ECE providers in the QRIS ▪ Continue to conduct and communicate assessment and rating with providers ▪ Continue to support trainings, playgroups and provide stipends for Family, Friend and Neighbor providers and Family Child Care sites ▪ Provide coaching, consultation, quality improvement services and training on social emotional development (CSEFEL) ▪ Continue support for sustainable advising and professional development in institutions of higher education

The **Data and Evaluation** strategy budget proposal for FY 2024-25 is **\$2,335,393** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$2,335,393	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Hellman Foundation ▪ Child, Family & Community Services 	<ul style="list-style-type: none"> ▪ Continue to support evaluations of ECE Workforce activities, lactation programs, Pediatric Care Coordination and Neighborhoods Ready for School programs ▪ Continue development of data dashboard, performance monitoring and analysis for each F5AC program strategy in alignment with results-based accountability

AGENDA ITEM 5a

The **Policy and Advocacy** strategy budget proposal for FY 2024-25 is **\$2,773,885** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$2,773,885	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Indirect Revenue 	<ul style="list-style-type: none"> ▪ Continue focus on local policy and systems changes to result in the institutionalization of the work that began at First 5 ▪ Contribute to First 5 Association policy work ▪ Continue developing an annual policy platform for local efforts aligned with First 5 programs and priorities around school readiness, child development, family supports, child friendly neighborhoods ▪ Continue support of Alameda County Early Childhood Policy Committee activities

The **Training** strategy budget proposal for FY 2024-25 is **\$588,641** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$588,641	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) 	<ul style="list-style-type: none"> ▪ Continue to provide training on best and promising practices, and peer learning communities for the multi-disciplinary workforce serving families with young children ▪ Develop curriculum and capacity building tools connecting trainings to workforce development, parent engagement and place based strategies ▪ Support training for staff development program

The **Communications** strategy budget proposal for FY 2024-25 is **\$1,195,621** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$1,195,621	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Sunlight Giving ▪ Indirect Revenue 	<ul style="list-style-type: none"> ▪ Continue development of dissemination strategy for First 5 reports and information ▪ Continue development of social media strategy ▪ Build and maintain a new agency website ▪ Develop multi-year campaign that connects with policy platform, parent engagement and education on child development ▪ Develop collateral materials regarding impacts of F5 investments to promote sustainability and scale

The **Operational Support (Finance, Human Resources, Technology, Administration and Facilities)** strategy budget proposal for FY 2024-25 is **\$9,943,357** and consists of:

OPERATIONAL SUPPORT STRATEGY		
FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$9,943,357	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ Alameda County Public Health Department ▪ Alameda County Social Services Agency ▪ Indirect Revenue 	<ul style="list-style-type: none"> ▪ Includes Administration, Technology, Finance, Human Resources, Commission, facilities management and consolidated operating costs to support agency operations ▪ Expand and update data systems to build capacity for cross data systems exchange of information including the enhancement of internal databases, expansion of data system agility and responsiveness, improved performance and productivity, update of electronic data sharing confidentiality and privacy practices ▪ Includes agency wide infrastructure costs of insurance, memberships/dues, professional services, utilities, janitorial and maintenance

In addition to the ten strategies in the Strategic Plan, the **Children’s Health Initiative and Expansion** budget proposal for FY 2024-25 is **\$29,094,912** and consists of:

FY 2024-25 PROPOSED AMOUNT	FUNDING SOURCES	PROPOSED ACTIVITIES
\$29,094,912	<ul style="list-style-type: none"> ▪ Tobacco Tax ▪ Medi-Cal Administrative Activities (MAA) ▪ City of Oakland Measure AA Parcel Tax ▪ Alameda County Social Services Agency 	<ul style="list-style-type: none"> ▪ Continue as Implementation Partner for Oakland Children’s Initiative Early Education Fund ▪ Continue investments for Oakland Unified School District and City of Oakland Head Start for service expansion, family support, and capacity-building to benefit 3- and 4-year-old children ▪ Ready for Measure C and the continued build-out of our local early childhood system

FISCAL IMPACT

The fiscal impact is \$63,383,580 in budgeted expenses, a major portion of which will be funded by a combination of Prop 10 and other revenue sources amounting to \$50,167,702. The balance is proposed to be funded by the use of Proposition 10 Sustainability Funds totaling \$13,215,878 in FY 2024-25.

RECOMMENDATION

That the Executive Committee recommend the Commission approve the FY 2024-25 Proposed Budget – Final Reading.

AGENDA ITEM 5a

Submitted by:

DocuSigned by:
Nick Zhou
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Nick Zhou
Chief Financial Officer

Reviewed by:

DocuSigned by:
Cally Martin
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Cally Martin
Deputy Chief Executive Officer

DocuSigned by:
Maria Canteros
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Maria Canteros
Senior Administrator, Finance

Approved by:
DocuSigned by:
Kristin Spanos
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Kristin Spanos
Chief Executive Officer

**First 5 Alameda County
Proposed Budget - Revenue
July 1, 2024 - June 30, 2025**

Revenues	Final Revised Budget FY2023-24	Final Reading Budget FY2024-25	Change Increase/ (Decrease)	Notes
Tobacco Tax Revenue	9,577,736	8,768,292	(809,444)	FY24-25 Projected Prop 10 Tobacco Tax revenue, per the January 2024 update from First 5 California.
Measure AA Parcel Tax Revenue	24,513,168	32,519,042	8,005,874	FY24-25 projected OCI revenue includes carryover added to base allocation.
Other First 5 Income				
First 5 San Benito (IMPACT Legacy & HUB)	1,311,063	694,156	(616,907)	Budget year 2 of 2 supporting the IMPACT Legacy and IMPACT T/TA Hub activities.
First 5 San Benito (Home Visiting Regional Technical Assistance)	170,171	170,171	-	Budget year 2 of 2 supporting the Home Visiting Regional TA program activities (Abundant Birth Project).
Total Other First 5 Income	1,481,234	864,327	(616,907)	
Interagency Income				
Alameda County Health Care Services Agency (Fathers Corp)	464,800	410,000	(54,800)	Budget year 3 of 5 supporting the Fathers Corp, includes \$10,000 rollover funds for completion of the FH evaluation.
Alameda County Office of Education (QRIS Block Grant)	614,934	593,821	(21,113)	Projected level-funding to support the ACOE CSPP Block Grant quality improvement and rating activities
Alameda County Office of Education (Inclusive ELC Grant)	26,561	-	(26,561)	Renewal funding has not been confirmed from ACOE to support the Inclusive Early Learning C grant award ended December 31, 2023; renewal of funds has not been confirmed.
Alameda County Public Health Dept. (shared Technology costs)	141,409	171,409	30,000	Projected ACPHD annual shared technology costs to support ECChange maintenance and hosting.
Alameda County Public Health Dept. (Perinatal Health Outreach Services)	140,000	-	(140,000)	Funding to support the PHOC staff position sunsets June 30, 2024.
Alameda County Social Services Agency (CEL Application)	882,222	421,684	(460,538)	One-time funding to support the CEL Application development, contract extended to 6/30/25.
City of Berkeley (Fathers Corp)	25,000	-	(25,000)	One-time funding to support the Fatherhood activities in FY23-24
Federal Pass-through Grants:				
Alameda County Housing and Community Development Agency (Unincorporated Needs Assessment)	30,407	-	(30,407)	One-time funding to support the needs assessment for the unincorporated Alameda County ends June 30, 2024.
Alameda County Public Health Dept. CHDP (CAP)	479,658	-	(479,658)	Funding to support the Central Access Phone lines sunsets June 30, 2025
Alameda County Social Services Agency (Family Navigator, Comprehensive Child Development and Workforce Pilot)	717,508	725,000	7,492	Budget year 1 of 3 supporting New 3-year award. Currunt award ends June 30, 2024
Federal Pass-through State Grants:				
California Dept. of Social Services (QCC QRIS Block Grant)	515,119	519,791	4,672	Base award of \$400,000 plus carryover for evaluation costs
Total Interagency Income	4,037,618	2,841,705	(1,195,913)	
Grants				
Sunlight Giving	525,000	440,000	(85,000)	General Support award year 3 of 3 \$200K plus carryover
Alameda Alliance for Health	1,594,344	1,594,344	-	Projected level-funding to support the Pediatric Care Coordination activities.
Hellman Foundation (via CA Children and Families Foundation)	100,000	100,000	-	One-time 2 year award to support KRA-activities, supporting the School Readiness Consulting contract.
Stupski Foundation	214,877	104,492	(110,385)	One-time funding to support the Pediatric Care Coordination Director position, funding ends December 31, 2024.
Kaiser Permanente Hospitals Foundation	102,188	-	(102,188)	One-time funding to support Fatherhood activities ended December 31, 2023.
Child Family & Community Services (via CA Children and Families Foundation)	1,072,600	435,500	(637,100)	One-time funding from defunct organization to support Parent Partnership activities.
California Wellness Foundation	20,000	-	(20,000)	One-time funding to support the Fatherhood Summit.
Heising-Simons Foundation	20,000	-	(20,000)	One-time funding to support the Fatherhood Summit.
Kresge Foundation	70,000	-	(70,000)	One-time funding to support the Fatherhood Summit.
Fatherhood Summit Sponsors	61,070	-	(61,070)	One-time funding to support the Fatherhood Summit.
Total Grants	3,780,079	2,674,336	(1,105,743)	
Fiscal Leveraging - Medi-Cal Administrative Activities	2,500,000	2,500,000	-	Projected revenue from Medi-Cal Administrative Activities (MAA)
Other Income				
Investment Revenue	324,000	-	(324,000)	Projected decrease in investment revenue as use of sustainability funds are planned.
Miscellaneous Revenue - Other	-	-	-	
TOTAL REVENUE	46,213,835	50,167,702	3,953,867	
RESERVES				
Proposition 10 - Sustainability Funds	10,177,886	13,215,878	3,037,992	
TOTAL REVENUES & AVAILABLE FUNDS	56,391,721	63,383,580	6,991,859	

First 5 Alameda County
Proposed Expenditure Budget by Expenditure Category
July 1, 2024 - June 30, 2025

Expenditures	Final Revised Budget FY2023-24	Final Reading Budget FY2024-25	Difference	Variance from Final FY2023-24	Notes
Personnel Costs	\$20,726,421	\$21,562,824	\$836,403	4%	FY 2024-25 proposed personnel increases to support the implementation of the Oakland Children's Initiative (Measure AA) and infrastructure expansion.
Program Contracts/Grants	\$33,534,005	\$39,649,301	\$6,115,296	18%	FY 2024-25 proposed increase in contracts and grants reflect increases in the Oakland Children's Initiative partners to include carryover funds.
Program Operating Costs	\$629,447	\$649,495	\$20,048	3%	FY 2024-25 proposed increase in program costs are adjusted based on funded activities.
Infrastructure Costs	\$1,501,848	\$1,521,960	\$20,112	1%	FY 2024-25 proposed increase in infrastructure costs due to projected vendor increases.
TOTAL EXPENDITURES	\$56,391,721	\$63,383,580	\$6,991,859	12%	

First 5 Alameda County
Proposed Operating Expenditure Budget By Strategy
July 1, 2024 - June 30, 2025

AGENDA ITEM 5a3

	Pediatric Care Coordination	Parent Partnership	Neighborhoods Ready for School	Fatherhood	Early Care and Education	Data & Evaluation	Government Affairs & Policy	Training	Communications	Operational Support (Finance, Human Resources, Technology & Admin/Facilities)	Children's Health Initiative & Expansion	TOTAL FINAL READING BUDGET
FY 2024-25 FINAL READING BUDGET												
	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25
Personnel Costs												
Salaries & Benefits	3,804,710	908,358	585,412	489,116	3,379,159	1,319,283	2,400,679	401,238	481,294	6,339,849	1,453,726	21,562,824
Program Contracts/Grants												
Contracts	891,134	1,857,207	2,487,920	240,000	1,989,605	1,007,500	288,206	109,200	603,800	1,846,358	27,598,186	38,919,116
Grants & Stipends	0	0	0	3,000	442,000	0	0	0	0	0	0	445,000
Professional Services*	0	0	61,000	30,000	85,151	0	0	58,300	0	50,734	0	285,185
Total Contracts/Grants	891,134	1,857,207	2,548,920	273,000	2,516,756	1,007,500	288,206	167,500	603,800	1,897,092	27,598,186	39,649,301
Program Operating Costs**												
	73,100	0	15,000	24,746	85,153	8,610	85,000	19,903	110,527	184,456	43,000	649,495
Infrastructure Costs												
	0	0	0	0	0	0	0	0	0	1,521,960	0	1,521,960
Total Direct Program Costs	4,768,944	2,765,565	3,149,332	786,862	5,981,068	2,335,393	2,773,885	588,641	1,195,621	9,943,357	29,094,912	63,383,580

* Professional Services Contracts: Contracts with individuals or vendors for time limited services that support program work (e.g. consultants, web design, etc.)

** Program Operating Costs: Costs that support agency program implementation (e.g. supplies, travel, meeting costs, etc.)



To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Nick Zhou, Chief Financial Officer
Maria Canteros, Senior Administrator, Finance

Date: June 11, 2024

Subject: Fiscal Year 2024-2034 Long Range Financial Plan – Final Reading

ACTION REQUESTED

To review the following Fiscal Year (FY) 2024-2034 Long Range Financial Plan.

BACKGROUND

First 5 Alameda County has adopted a Long-Range Financial Plan (LRFP) annually since March 2004. Adoption of a Long-Range Financial Plan has been a statutory requirement of all First 5 Commissions since 2006-07. The current LRFP was formally approved by the Commission in June 2023. An update to the LRFP is included with underlying assumptions as well as historical background information. The update reflects the Proposed Budget for FY 2024-25 and the most recent Tobacco Tax revenue forecast from the California Department of Finance and First 5 California as of January 2024.

MINIMUM FUND BALANCE REQUIREMENTS

First 5 Alameda County has used Sustainability Funds to augment operating budget needs and to meet revenue shortfalls, to the extent authorized by the Commission. The Sustainability Fund balance as of June 30, 2023 was \$27.8 million. This Fund may not be spent down to zero; some funds must be maintained as an operating reserve to cover ongoing cash flow requirements to act as a buffer for delays in receiving state tobacco tax monies or other revenues. The policy is to maintain an amount in the Fund Balance, at a minimum, equal to six months of Prop 10 operating expenses plus an amount to cover fiscal obligations under the Reduction in Workforce Policy.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

That the Executive Committee recommend the Commission approve the following Fiscal Year 2024-2034 Long Range Financial Plan.

Submitted by:

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Nick Zhou
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Nick Zhou
Chief Financial Officer

Approved by:

DocuSigned by:
Kristin Spanos
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Kristin Spanos
Chief Executive Officer

DocuSigned by:
Maria Canteros
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Maria Canteros
Senior Administrator, Finance

Reviewed by:

DocuSigned by:
Cally Martin
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Cally Martin
Deputy Chief Executive Officer

ASSUMPTIONS FOR THE REVISED LONG RANGE FINANCIAL PLAN

Presented below are the assumptions used to develop the Long-Range Financial Plan.

REVENUES

FY 2023-24 figures reflect the revised budget approved in February 2024. For FY 2023-24 and subsequent years, the following revenue assumptions were used:

- **Tobacco Tax** – The California Department of Finance (DoF) prepared revised projections of First 5 tobacco tax revenues in January 2024 through the period ending FY 2027-28. These consider the effects of the federal tobacco tax, other declines in state tobacco tax revenues due to newer legislation (SBX2-7 Smoking Age Increase to 21 effective June 2016, Proposition 56 \$2 dollar tobacco tax increase effective April 2017, Proposition 31 Flavored Tobacco Ban), Prop 99, backfill amounts and other factors. The projections listed below cover FY 2023-2034.

Historically, the DoF projections have been on the conservative side; actual revenues received being equal to or higher than projections with the exception of FY 2018-19 and FY 2021-22. We anticipate receiving updated revenue projections from the DoF and First 5 CA periodically and we will continue to forecast revenue conservatively.

<u>Fiscal Year</u>	<u>DoF Projection</u>	<u>Actual Revenue</u>
2010-2011	\$14.0m	\$14.3m
2011-2012	\$13.8m	\$14.5m
2012-2013	\$13.3m	\$13.6m
2013-2014	\$13.2m	\$13.2m
2014-2015	\$13.0m	\$13.3m
2015-2016	\$12.1m	\$13.2m
2016-2017	\$11.6m	\$12.6m
2017-2018	\$10.6m	\$11.3m
2018-2019	\$12.8m	\$12.1m
2019-2020	\$11.5m	\$12.6m
2020-2021	\$11.9m	\$13.0m
2021-2022	\$12.9m	\$12.5m
2022-2023	\$11.0m	\$11.1m
2023-2024	\$10.0m	
2024-2025	\$8.8m	
2025-2026	\$7.8m	
2026-2027	\$7.4m	
2027-2028	\$7.2m	
2028-2029	\$7.0m	
2029-2030	\$6.8m	
2030-2031	\$6.6m	
2031-2032	\$6.4m	
2032-2033	\$6.2m	
2033-2034	\$6.0m	

AGENDA ITEM 5b

Based on the above DoF projection for FY 2023-24, the Long-Range Financial Plan assumes a 9.1% decrease in tax revenue from the prior year. Beyond FY 2024-25, revenues are expected to continue decreasing at rates between approximately 12% to 3% per year through 2034. If actual revenues show a significant change during the year, the projection for the current year will be brought to the Commission at mid-year, along with other budget modification proposals.

- **Measure AA Tax Revenue** – Funding from the City of Oakland Measure AA parcel tax for the Oakland Children’s Initiative Early Education Fund activities (\$32,519,042)
- **Interagency Income -**
 - Funding from First 5 California via First 5 San Benito (IMPACT Legacy and IMPACT Local Regional T/TA Hub) – to support local QRIS work including rating and quality improvement in child care settings (\$694,156)
 - Funding from First 5 San Francisco via First 5 San Benito – for Home Visiting Regional Technical Assistance program activities (\$170,171)
 - Funding from AC Health Care Services Agency, AC Social Services Agency, Probation Department, and Child Support Services to support Fathers Corps work (\$410,000)
 - AC Public Health Department funding for ECChange database hosting and maintenance (\$171,409)
 - Funding from AC Office of Education Block Grant 10 to support Quality Rating Improvement Systems (QRIS) work (projected award (\$593,821)
 - Pass through funding from AC Social Services Agency to support early child development activities in the Castlemont neighborhood, workforce development pilot and family navigation services (\$725,000)
 - Funding from AC Social Services Agency to support the Centralized Eligibility List (CEL) Application Project (\$421,684)
- **State Grants -**
 - Funding from the California Department of Social Services QCC QRIS Block Grant (projected award \$519,791)
- **Other Grants –**
 - Projected funding from the Alameda Alliance for Health for continued support of HMG's Pediatric Care Pilot to conduct member engagement activities related to care coordination (\$1,594,344)
 - Funding from the Stupski Foundation through December 2024 to support HMG’s Pediatric Care Coordination activities (\$104,492)
 - Funding from Sunlight Giving for general operating support (\$440,000)
 - Funding from the Child Family & Community Services (via CA Children and Families Foundation) to fill gaps in Alameda County’s early childhood system (\$435,500)
 - Funding from the Hellman Foundation (via CA Children and Families Foundation) to identify and implement a countywide Kindergarten Readiness Community Study tool (\$100,000)

As and when new grants are awarded, the Long-Range Financial Plan will be revised accordingly.

- **Miscellaneous Income** – None

- **Fiscal Leveraging** – Since FY 2009-10, fiscal leveraging revenues consist entirely of federal reimbursements under the Medi-Cal Administrative Activities (MAA) program. Gross MAA revenues for the prior fiscal year are usually received 8-12 months in arrears. As a result of the perpetual time study methodology introduced by the granting agency in FY 2013-14 and the inclusion of actual client count for invoicing, revenues are expected to average approximately \$2.5 million. For the purposes of this LRF, it is assumed that programs eligible for MAA claiming will be reimbursed at this level in the FY 2024-25 budget year and conservatively continuing between \$2.5 million to \$1.8 million through FY 2033-34.

EXPENSES

FY 2024-25 expenditure figures are from the current proposed budget process. For FY 2025-34, total expenses have been reduced to leave a minimum fund balance as recommended below. The plan does not provide for any cost-of-living allowances or inflationary increases. In prior years these increases have been covered within the range of annual budgetary savings, and this is expected to continue in future years as well.

Use of Sustainability Funds

First 5 has used the Sustainability Fund to support a steady state to maintain Agency capacity as we anticipate the continued build-out of the early childhood system and to close the gap between program costs and declining Prop 10 revenue. Therefore, \$13.2 million of Sustainability Funds is budgeted to close the gap between revenue and projected expenses. This figure is consistent with the proposed FY 2024-34 Long Range Financial Plan.

Additionally, since the passage of Measure C, First 5 has temporarily loaned funds from the Sustainability Fund to help the organization prepare for implementation of Measure C. When the loan is repaid, the funds will be restored to the Sustainability Fund.

MINIMUM FUND BALANCE REQUIREMENTS

The Sustainability Fund cannot be spent down to zero; some funds must be maintained as an operating reserve to cover ongoing cash flow requirements to act as a buffer if there are delays in receiving state tobacco tax revenues or other revenues. The recommendation is to maintain an amount in the Fund Balance, at a minimum, equal to six months of Prop 10 operating expenses plus an amount to cover fiscal obligations.

HISTORICAL BACKGROUND

The Long-Range Financial Plan tool was designed to strategically guide the use of First 5 Alameda County's Sustainability Fund. The Sustainability Fund was established by the First 5 Alameda County Commission as a strategy to ensure a long-term commitment to funding services for children ages 0-5, even as the tobacco tax revenue declined.

The Sustainability Fund is projected to be approximately \$26.3 million at the end of the current 2023-24 fiscal year and was accumulated in a number of ways over the past years. First, the Fund developed through the initial reserve that occurred when tax dollars were accumulated but could not be spent until a Strategic Plan was passed (Jan. 1999-Jan. 2000). Thereafter, contributions to the Sustainability Fund

AGENDA ITEM 5b

were intentionally budgeted over several years (2001-2004). Finally, budgeted funds that remained unspent were directed by the Commission to be added to the Sustainability Fund, rather than be rolled-over to the subsequent year's budget (2001-present). It is important to note however that, Sustainability Funds have been budgeted for program use since 2005-06, which means that expenses have been projected higher than revenues in each of those years, but budget savings in those years made it unnecessary to draw from the Fund. These changes have resulted in draws periodically from the Sustainability Fund only since FY 2009-10.

The following is a summary of the use of sustainability funds as indicated in the Long-Range Financial Plan. The plan assumes that Sustainability Funds will continue to be used to maintain a balanced budget, throughout the plan time frame.

<u>Draw down from Sustainability for Operations (\$millions)</u>		
<u>Fiscal Year</u>	<u>Planned draw down</u>	<u>Actual amount drawn</u>
<u>FY 2009-2013 Strategic Plan</u>		
2009-10	\$6.9m	\$3.3m
2010-11	\$9.3m	\$6.7m ¹
2011-12	\$4.1m	\$0.8m
2012-13	\$9.0m	\$5.3m ²
<u>FY 2013-17 Strategic Plan</u>		
2013-14	\$1.7m	\$0.0
2014-15	\$2.3m	\$1.5m
2015-16	\$2.3m	\$1.2m
2016-17	\$4.9m	\$0.0
<u>FY 2017-22 Strategic Plan</u>		
2017-18	\$3.5m	\$0.0
2018-19	\$2.0m	\$0.0
2019-20	\$3.7m	\$0.0
2020-21	\$6.1m	\$1.4m
2021-22	\$4.1m	\$2.0m
<u>FY 2022-27 Strategic Plan</u>		
2022-23	\$5.0m	\$2.3m
2023-24	\$5.9m	

¹ Increased outlay on Contracts in order to reduce fund balance in anticipation of AB 99 – which required all First 5s to transfer half their fund balance to the State of CA by the end of 2012. AB 99 was subsequently repealed and the threat passed.

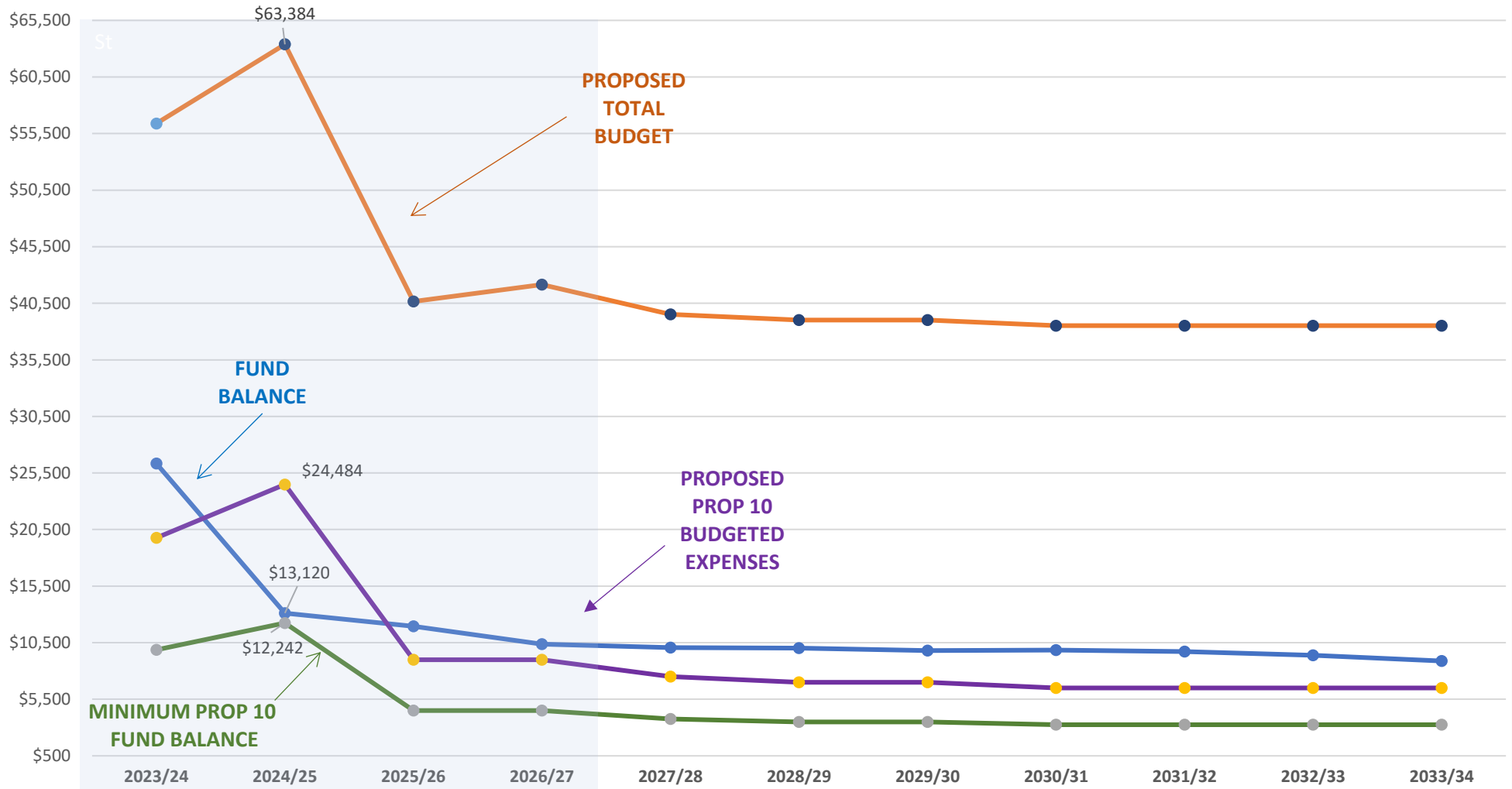
² Purchase of office building at 1115 Atlantic Ave., Alameda in April 2013.

Dollars in Thousands

	2022 - 2027 Strategic Plan					2027-2032 Strategic Plan TBD					2032-2037 Strategic Plan TBD	
	Actual	Projected	Proposed	Projections		Projections					Projections	
	2022/23	Rev & Exp 2023/24	Budget 2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Beginning Fund Balance	\$ 30,060	\$ 27,755	\$ 26,336	\$ 13,120	\$ 11,953	\$ 10,365	\$ 10,055	\$ 10,029	\$ 9,793	\$ 9,855	\$ 9,720	\$ 9,394
REVENUES		-13.5%	-8.4%	-10.7%	-5.4%							
Proposition 10 Tobacco Tax	\$ 11,067	\$ 9,577	\$ 8,768	\$ 7,833	\$ 7,412	\$ 7,190	\$ 6,974	\$ 6,765	\$ 6,562	\$ 6,365	\$ 6,174	\$ 5,989
City of Oakland Measure AA Tax	\$ 3,667	\$ 24,513	\$ 32,519	\$ 30,529	\$ 32,022	\$ 32,022	\$ 32,022	\$ 32,022	\$ 32,022	\$ 32,022	\$ 32,022	\$ 32,022
Other First 5 Revenue	\$ 1,483	\$ 1,481	\$ 864	\$ -	\$ -							
- First 5 California (IMPACT 2020)	\$ 1,225	\$ 1,311	\$ -	\$ -	\$ -							
- First 5 San Francisco/Childrens Council of SF (T/TA Hub)	\$ 258	\$ -	\$ -	\$ -	\$ -							
- First 5 San Benito (IMPACT Legacy & Hub)			\$ 694									
- First 5 San Benito (Home Visiting Regional TA)		\$ 170	\$ 170									
Interagency Income - County	\$ 2,398	\$ 3,523	\$ 2,322	\$ 1,125	\$ 1,125							
- ACHCSA (Fathers Corps)	\$ 335	\$ 465	\$ 410	\$ 400	\$ 400							
- ACPHD (Data Systems Hosting and Maintenance)	\$ 134	\$ 141	\$ 171									
- ACPHD (Home Visiting/PHOC)	\$ 140	\$ 140	\$ -									
- AC Office of Educ. (QRIS Block Grant)	\$ 447	\$ 615	\$ 594									
- AC Office of Educ. (Inclusive Early Learning)	\$ 80	\$ 27	\$ -									
- City of Berkeley (Fathers Corp)	\$ -	\$ 25	\$ -									
Interagency Income - Federal Pass-through												
- ACPHD HMG Linkage Line	\$ 431	\$ 480	\$ -									
- ACHCDA (Unincorporated Needs Assessment)	\$ 20	\$ 30	\$ -									
- ACSSA (Navigation, Workforce Pilot, Comp Child Dev)	\$ 683	\$ 718	\$ 725	\$ 725	\$ 725							
- ACSSA (CEL Application Project)	\$ 128	\$ 882	\$ 422									
State Grants - Federal Pass-through	\$ 552	\$ 515	\$ 520	\$ -	\$ -							
- CA Dept. of Social Services (QCC QRIS Block Grant)	\$ 497	\$ 515	\$ 520									
- CA Dept. of Education (Preschool Development Grant)	\$ 55	\$ -	\$ -									
Other Grants (Private, Foundation or Other)	\$ 3,009	\$ 3,719	\$ 2,674	\$ -	\$ -							
- Alameda Alliance for Health	\$ 1,453	\$ 1,594	\$ 1,594									
- Sunlight Giving	\$ 270	\$ 525	\$ 440									
- Stupski Foundation	\$ 47	\$ 215	\$ 104									
- CA Wellness Foundation	\$ 20	\$ 20	\$ -									
- Heising-Simons Foundation	\$ -	\$ 20	\$ -									
- Kresge Foundation	\$ -	\$ 70	\$ -									
- Hellman Foundation	\$ -	\$ 100	\$ 100									
- Child Family & Community Services	\$ 1,199	\$ 1,073	\$ 436									
- Tipping Point	\$ 20	\$ -	\$ -									
- Kaiser Permanente Hospitals Foundation	\$ -	\$ 102	\$ -									
Miscellaneous Income	\$ 15	\$ 61	\$ -									
Fiscal Leveraging (MAA)	\$ 2,560	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850
Investment Income	\$ 102	\$ 324	\$ -	\$ 138	\$ 126	\$ 109	\$ 106	\$ 105	\$ 103	\$ 103	\$ 102	\$ 99
TOTAL REVENUES	\$ 24,853	\$ 46,213	\$ 50,167	\$ 42,125	\$ 43,185	\$ 41,170	\$ 40,952	\$ 40,742	\$ 40,537	\$ 40,340	\$ 40,148	\$ 39,959
TOTAL EXPENSES	\$ 25,961	\$ 56,392	\$ 63,384	\$ 40,654	\$ 42,147	\$ 39,522	\$ 39,022	\$ 39,022	\$ 38,522	\$ 38,522	\$ 38,522	\$ 38,522
TOTAL PROP 10 EXPENSES	\$ 16,549	\$ 19,756	\$ 24,484	\$ 9,000	\$ 9,000	\$ 7,500	\$ 7,000	\$ 7,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
CASHFLOW												
Total Disbursements	\$ 25,961	\$ 56,392	\$ 63,384	\$ 40,654	\$ 42,147	\$ 39,522	\$ 39,022	\$ 39,022	\$ 38,522	\$ 38,522	\$ 38,522	\$ 38,522
(Shortfall)/Surplus Revenue over Expenses (Use of Sustainability Fund)	\$ (2,305)	\$ (1,419)	\$ (13,216)	\$ (1,167)	\$ (1,588)	\$ (310)	\$ (26)	\$ (235)	\$ 62	\$ (135)	\$ (326)	\$ (511)
Ending Fund Balance	\$ 27,755	\$ 26,336	\$ 13,120	\$ 11,953	\$ 10,365	\$ 10,055	\$ 10,029	\$ 9,793	\$ 9,855	\$ 9,720	\$ 9,394	\$ 8,883
MINIMUM PROP 10 FUND BALANCE REQUIRED (50% OR 6 Months of Prop 10 Budgeted Expenses)	\$ 8,275	\$ 9,878	\$ 12,242	\$ 4,500	\$ 4,500	\$ 3,750	\$ 3,500	\$ 3,500	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250

LONG RANGE FINANCIAL PLAN FY 2024-2034 BUDGET & FUND BALANCE IN MILLIONS

STRATEGIC PLAN (2022-27)





To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Nick Zhou, Chief Financial Officer
Maria Canteros, Senior Administrator, Finance

Date: June 11, 2024

Subject: GASB 54 Fund Balance Commitment

REQUESTED ACTION

To review the classification of the fund balance.

BACKGROUND

There is no single number in governmental accounting and financial reporting that attracts more interest and discussion than *fund balance*. Fund balance, also referred to as net assets, is the difference between asset and liabilities in the governmental funds balance sheet.

The Governmental Accounting Standards Board (GASB) adopted Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The planned use of net assets is required to be reported in various categories depending on the constraints imposed on the use of resources. The categories in which governments are required to categorize fund balance are (in order of most to least constrained): Nonspendable, Restricted, Committed, Assigned, and Unassigned. The more constrained the resources, the less likely they can be redeployed to other uses.

GASB 54

A hierarchy of fund balance classifications has been created by the GASB, based primarily on the extent to which governments are bound by constraints on resources reported in the funds. This approach which is referred to as GASB 54 is intended to provide users more consistent and understandable information about a fund's net resources. GASB 54 went into effect in FY 2010-2011, and for the first time First 5's fund balance was presented accordingly in the financial statements for the fiscal year that ended on June 30, 2011. In summary, the hierarchy of five possible classifications of fund balance is:

Nonspendable Fund Balance

- Amounts that cannot be spent due to form; for example, inventories and prepaid amounts. Also, long-term loan and notes receivables, and property held for resale would be reported here.
- Amounts that must be maintained intact legally or contractually.

Restricted Fund Balance

- Amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation.

Committed Fund Balance

- Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
- Action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period.

Assigned Fund Balance

- For any remaining amounts not classified in Special Revenue Funds as any of the above or amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts.

Unassigned Fund Balance

- For any remaining amounts not classified as any of the above.

First 5's General Sustainability Fund or stabilization fund currently meets the definition of "Assigned" as defined in GASB 54. At the end of the current fiscal year, it is projected that First 5 will have approximately \$21.5 million in the General Fund Balance, which will be reported in the audited financial statements as previously approved by the Commission in June 2024 to be in compliance the requirements of GASB 54.

In the current FY 2023-24, First 5 also designated a Special Revenue Fund for the City of Oakland's Measure AA Parcel Tax revenue. The projected Special Revenue Fund balance is \$4.8 million.

PROPOSED ACTION TO DESIGNATE FUND BALANCE

1. To accept Staff's recommendation to designate a portion of the General Fund balance not to exceed \$12 million of net assets as of June 30, 2024, as "Committed" to be used for Contracts and Grants, in accordance with the FY 2024-25 budget that is up for adoption by the Commission on June 20, 2024.
2. To accept Staff's recommendation to "Assign" a portion of ending General Fund balance not to exceed \$9.5 million of net assets as of June 30, 2024, for budget stabilization (balancing the budget), in accordance with the Long Range Financial Plan to be adopted by the Commission on June 20, 2024. Funds committed to budget stabilization shall only be used to maintain First 5 services as long as possible during anticipated funding declines in accordance with the Long

AGENDA ITEM 6

Range Financial Plan. They can only be committed to other uses by a majority vote of the Commission. These funds are not anticipated to be replenished after they are used for budget stabilization.

- To accept Staff’s recommendation to designate the projected balance of \$4.8 million of net assets in the Special Revenue Fund as of June 30, 2024, as “Committed” to be used for Contracts and Grants, in accordance with the FY 2024-25 budget that is up for adoption by the Commission on June 20, 2024.

FISCAL IMPACT

This action is for classification purposes only. There is no fiscal impact.


Use of General Fund Balance	Maximum Amount	GASB 54 Classification
FY 2024-25 budgeted Contracts and Grants	\$12.0 million	Committed Fund Balance
Budget stabilization - Long Range Financial Plan	\$9.5 million	Assigned Fund Balance

Use of Special Revenue Fund Balance	Maximum Amount	GASB 54 Classification
FY 2024-25 budgeted Contracts and Grants	\$4.8 million	Committed Fund Balance

RECOMMENDATION:

That the Executive Committee recommend the Commission approve the classification of fund balance as outlined above.

Submitted by:

DocuSigned by:

 9CAD6F2B98B34BC...
 Nick Zhou
 Chief Financial Officer

Reviewed by:

DocuSigned by:

 F38237316EC4482...
 Cally Martin
 Deputy Chief Executive Officer

DocuSigned by:

 0493762444274F9...
 Maria Canteros
 Senior Administrator, Finance

Approved by:
 DocuSigned by:

 ED639B4561544E4...
 Kristin Spanos
 Chief Executive Officer



To: First 5 Alameda County Executive Committee

From: Nick Zhou, Chief Financial Officer
Cally Martin, Deputy Chief Executive Officer
Kristin Spanos, Chief Executive Officer
Maria Canteros, Senior Administrator, Finance

Date: June 11, 2024

Subject: Fiscal Year 2024-2025 ACERA 401(h) Account Authorization

ACTION REQUESTED

That the Executive Committee review the Resolution to fund the Fiscal Year (FY) 2024-2025 ACERA 401(h) account with the purpose of providing tax free health benefits to retirees.

BACKGROUND

In order for the Alameda County Employees Retirement Association (ACERA) to provide tax-free health benefits to its retirees, it is required that participating agencies such as First 5 Alameda County establish and pay post-retirement benefits through a 401(h) account. In 2007-08, the Commission authorized the establishment of such an account.

The 401(h) account, also called the Advance Reserve Account, is funded by a portion of regular First 5 retirement contributions. First 5 contributions are then supplemented by the Supplemental Retiree Benefits Reserve (SRBR) in the amount of the 401(h) contribution. The effect is a no-cost transaction.

For FY 2024-2025 (and every year), it is required that the participating member agencies of ACERA authorize the required contributions to the account. The required contribution is determined by ACERA's actuary, Segal Consulting. Based on the actuarial analysis, First 5's contribution for FY 2024-2025 is \$102,436.00. The contribution per pay period is \$3,940.00 beginning with pay period 24-14.

FISCAL IMPACT


There is no fiscal impact.

AGENDA ITEM 7

RECOMMENDATION

That the Executive Committee recommend that the Commission approve the Resolution to fund the FY 2024-2025 ACERA 401(h) account authorization.

Submitted by:

DocuSigned by:

9CAD6F2B98B34BC

Nick Zhou
Chief Financial Officer

Reviewed by:

DocuSigned by:

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Cally Martin
Deputy Chief Executive Officer

DocuSigned by:

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Maria Canteros
Senior Administrator, Finance

Approved by:

DocuSigned by:

ED639B4561544E4

Kristin Spanos
Chief Executive Officer

RESOLUTION

**FIRST 5 ALAMEDA COUNTY RESOLUTION
APPROVING 401(H) ACCOUNT PURSUANT
TO SECTION 31592**

WHEREAS, in 1996, the Alameda County Employees' Retirement Association ("ACERA") Board of Retirement informed the Board of Supervisors that by adoption of Resolution No. 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of Internal Revenue Code ("IRC") Section 401(h) and the regulations thereunder ("401(h) Account") in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the "Retirees"); and

WHEREAS, in 1996, this Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401 (h) Account, and

WHEREAS, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 ("CERL"), assets in the Supplemental Retiree Benefit Reserve ("SRBR") at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Employer Advance Reserve account of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA's 401 (h) Account in order to pay for retiree health benefits; and

WHEREAS, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the First 5 Alameda County's total contributions to ACERA for that fiscal year; and

WHEREAS, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) Account; and

WHEREAS, in 2007 First 5 Alameda County authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health benefits for its retirees.

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. In fiscal year July 1, 2024 - June 30, 2025, First 5 Alameda County shall contribute to ACERA \$102,436.00 to be used only for the payment of retiree health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between First 5 Alameda County and ACERA concerning such contributions, executed on June 28, 2007.
2. This contribution shall be designated, in writing, as being only for First 5 Alameda County's IRC § 401(h) Account and such designation shall be made at the time of the contribution.

First 5 Alameda County Resolution Approving 401(h)
Account Page 2

3. Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to First 5 Alameda County's Advance Reserve account. Such amount shall be treated as a contribution for pension and therefore shall be applied to reduce the pension contribution otherwise required by First 5 Alameda County for the fiscal year beginning July 1, 2024.
4. No party, including any existing or future First 5 Alameda County employee, retiree, spouse or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree health benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have First 5 Alameda County contribute towards paying or subsidizing the cost of any retiree health benefits provided by ACERA under the 401(h) Account or otherwise. First 5 Alameda County may modify or terminate, at any time and without any limitation, its decision to contribute to First 5 Alameda County's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.
5. All contributions by First 5 Alameda County to its 401(h) sub-account shall be governed by requirements of the IRC and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.



To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Detra Teal, Chief Human Resources Officer

Date: June 11, 2024

Subject: Employee Handbook Revisions

ACTION REQUESTED

To approve the revisions to the Employee Handbook.

BACKGROUND

First 5 Alameda County adopted Personnel Policies in May 2004 in preparation for separation from Alameda County. Since then, review has been done annually and resulted in revisions as needed. Revisions are necessary periodically due to changes in practice or law. All significant policy revisions are listed on the change log at the end of the document.

The following changes have been reviewed by legal counsel for First 5 and in accordance with legislative changes effective January 2024. The changes identified in the Employee Handbook are as follows:

First 5 recommended changes as part of legal review:

- Page 3: **Contents** – Added Governmental, Legislative & External Relations and page number.
- Page 26: **Media Relations** – Updated policy to reflect Strategic Communications Officer as the agency point of contact.
- Page 26: **Governmental, Legislative and External Relations** – Added new policy outlining the agency point of contact and process for legislative requests and inquires as well as requests for organizational letters of support.
- Page 34: **Change Log** – Updated change log with noted changes.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

First 5 Alameda County staff recommend that the Executive Committee approve the revisions to the Employee Handbook.

Submitted by:

DocuSigned by:
Detra Teal
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Detra Teal
Chief Human Resources Officer

Approved by:

DocuSigned by:
Kristin Spanos
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Kristin Spanos
Chief Executive Officer

Reviewed by:

DocuSigned by:
Cally Martin
E38237316EC4482...

Cally Martin
Deputy Chief Executive Officer

FIRST 5



Employee Handbook

Revised ~~February 2024~~ June 2024

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Acknowledgement

Change Log

Welcome

Welcome to employment with First 5 Alameda County (F5AC). Through the efforts of our employees, F5AC has established itself as a leading organization in our community and we are excited to have you join our team.

Our vision and mission, along with our strategic plan, guide our work. To ensure our continued success, all employees also need to understand, and comply with, our policies and procedures. This Handbook contains important F5AC information including a summary of our policies, benefits, and work expectations. We encourage you to use it as a reference throughout your employment with us.

If you have any questions, please do not hesitate to ask either your supervisor or our Human Resources team.

Sincerely,



Kristin Spanos, Chief Executive Officer

Our Vision

Every child in Alameda County will have optimal health, development and well-being to reach their greatest potential.

Our Mission

In partnership with the community, we support a county-wide continuous prevention and an early intervention system that promotes optimal health and development, narrows disparities and improves the lives of children aged 0 to 5 years and their families.

Part One: Introduction

This handbook is designed to help you familiarize yourself with important information about First 5 Alameda County (“F5AC”), and information regarding your own privileges and responsibilities as employees.

It is not possible to anticipate every situation that may occur in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, except for the principle of At-Will Employment relationship with its employees, F5AC reserves the right to modify, rescind, supplement, or revise any provision in this handbook. While F5AC makes reasonable efforts to provide you with advance notice of any modifications or revisions to the handbook and distributes updated information as revisions are made, advance notice of policy changes may not always be possible. Changes to policies apply to F5AC employees on their effective date.

This handbook is not intended to be a contract. The policies and procedures in this handbook are intended to, and do, replace all previous employee handbook policies, practices, and guidelines.

All employees are expected to comply with all policies in this handbook. Employees who fail to comply with any policy will be subject to discipline, up to and including immediate termination.

Any questions regarding the contents of this handbook may be addressed to your supervisor or to Human Resources.

At-Will Employment

Employment with F5AC is “at will.” This means that the employment relationship is not for any specified period and can be terminated by either the employee or F5AC at any time with or without any particular reason and with or without cause. Nothing contained in these policies is intended to, or should be construed to, alter the at-

will relationship between F5AC and its employees. Although other terms, conditions and benefits of employment with F5AC may change, the at-will relationship of employment is one aspect that cannot be changed except by an agreement in writing with F5AC, signed by the CEO and by the employee.

Equal Opportunity

F5AC affords equal opportunity in all aspects of employment to all employees and applicants for employment without regard to race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), reproductive health decision-making, gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law. This policy applies to all employees and applicants for employment, and extends to all phases of employment, including but not limited to recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and any benefits.

Reasonable Accommodation for Protected Disabilities

F5AC complies with the reasonable accommodation requirements of applicable law, including the obligation to engage in the interactive process to identify possible reasonable accommodations for employees and applicants with disabilities. Employees or applicants who wish to request a reasonable accommodation should make this request to Human Resources. Alternatively, employees may make their request to their direct supervisor, who will be responsible for communicating the request for accommodation to Human Resources.

Any complaints or concerns regarding reasonable accommodation should be directed promptly to Human Resources.

Policy Prohibiting Harassment & Discrimination

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), reproductive health decision-making, gender, race, color, national origin, ethnicity, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the "Protected Characteristics") is unlawful under federal and state law.

Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Accordingly, F5AC does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment violate F5AC's rules of conduct.

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion
- Retaliation by any of the above means for having reported harassment or discrimination or having assisted another employee to report harassment or discrimination

Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Internal Complaint Procedure

Discrimination and harassment in employment are not tolerated. In addition, F5AC prohibits retaliation for having made a report, and/or otherwise participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, should notify their supervisor, Human Resources, or any supervisor or manager. Supervisors who receive a complaint under this policy will report it to Human Resources. F5AC will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by an impartial and qualified individual and will be appropriately documented.

Following the investigation, F5AC will take such action as is warranted under the circumstances and will timely close the matter.

Agency Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to F5AC believes they have been harmed by an unlawful practice and is not satisfied with F5AC's response to the problem, they may file a written complaint with these agencies.

- For the State of California, the agency is called the Civil Rights Department ("CRD"). The local address for the CRD is 2218 Kausen Drive, #100, Elk Grove, California 95758, or www.dfeh.ca.gov.
- For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland, California 94612, or www.eeoc.gov.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by F5AC policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by F5AC under this policy and/or by either of these agencies.

Part Two: Employment and Hiring Policies

Work Eligibility

Employees whose job duties require them to work alone with children are required to be fingerprinted before employment. Employees whose job requires them to work directly, in-person with families are required to pass a TB test or risk assessment before employment, and periodically, at least every 4 years during employment.

California law requires that certain employees must report suspected child abuse or neglect to a child protective agency. Consistent with F5AC's mission to improve the lives of children and their families, all F5AC

employees who interact in person or regularly by phone with families and children are considered mandated reporters. Applicable employees are provided with training in these reporting procedures during their introductory period.

Introductory Period

The introductory period is typically the first one hundred eighty (180) days following the start of employment at F5AC. During this period, performance is carefully evaluated and a determination is made regarding whether the employee's job performance is sufficient to pass the introductory period and become a "regular" employee. An employee's successful completion of the introductory period does not alter the employee's "at-will" status and does not guarantee continued employment for any period. Under certain circumstances and at its sole discretion, F5AC may extend an employee's introductory period for up to an additional 90 days. The introductory period does not alter benefits or seniority. The introductory period is completed only when the employee is notified in writing and the introductory period is concluded.

Introductory Employees are employed "at-will" and employment may be terminated by you or by F5AC at any time, during your introductory period, for any reason or no reason, with or without cause, and with or without advance notice.

Employee Classifications

Employees are placed into classifications based on job description, job duties, and applicable wage/hour laws.

- **Exempt Employee:** An executive, administrative, or professional employee who is exempt from the overtime pay requirements of applicable law.
- **Non-exempt Employee:** An employee (generally paid by the hour) who is eligible to receive overtime pay for overtime hours worked.
- **Regular Full-Time Employee:** An employee who is regularly scheduled to work forty (40) hours or more per workweek, and who has successfully completed their introductory period.
- **Regular Part-Time Employee:** An employee who is regularly scheduled to work fewer than forty (40) hours per workweek, and who has successfully completed their introductory period.
- **Introductory Employee:** An employee who has not yet successfully completed their introductory period. (See Introductory Period policy, above.)
- **Temporary Employee:** An employee who is hired on a full- or part-time basis for a specified period, usually not to exceed twelve (12) months. This category includes interns.
- **On-Call Employee:** An employee who is not regularly scheduled to work a specified number of hours in any given workweek, but who is called to work on an as-needed basis.

All employees are classified as: 1) exempt or non-exempt; 2) as regular, introductory, temporary, or on-call; and 3) as part-time or full-time. These classifications determine, e.g., eligibility for benefits, compensatory time, and overtime.

Changes in employee classification may occur when a significant job change occurs (for example, a promotion or a change in work hours, etc.) that is intended to last for more than four (4) months.

Job Postings

F5AC attempts to find the most qualified candidates to fill position vacancies. This is generally accomplished through a combination of internal and external recruiting. Consideration is given to the advancement of current employees. Employees are encouraged to apply for promotions or transfers for which they believe they are qualified.

Open F5AC positions are posted through the Human Resources system and typically announced by F5AC email. Internal postings may occur simultaneously with external postings. F5AC determines when to fill positions from within or to hire externally.

Only Human Resources and the CEO have the authority to extend job offers. All employment offers are made in writing.

Hiring Relatives

Employees' or Commissioners' relatives may apply for F5AC positions. To avoid conflicts of interest, or appearances of conflicts, F5AC established these guidelines:

- Employees & Commissioners may not conduct a job interview or make employment-related decisions involving relatives.
- Employees may not supervise relatives under any circumstances.

The definition of "relative" for purposes of this policy is the employee's:

- Spouse/domestic partner
- Child, or spouse's or domestic partner's child (including natural child, legally adopted child, or a child for whom the employee, spouse, or domestic partner has been awarded court-appointed legal guardianship)
- Parent or spouse's/domestic partner's parent
- Sibling or sibling's spouse/domestic partner
- Any other individual living in the same household as the employee

It is expected that all employees, regardless of any relationship status, will conduct themselves professionally in their interactions with all other employees working at F5AC.

Part Three: Employee Development

Performance Management

Effective performance management is critical to our success. Employees need to know our expectations to carry out our strategic plan and achieve our mission. Supervisors are expected to provide ongoing, timely feedback and coaching to their team so that employees know how they are doing and to address any performance issues. Employees are expected to engage in dialogue with their supervisor to ensure a clear understanding of performance expectations and to identify any areas needing improvement.

Each employee's performance is formally reviewed at the end of the introductory period, and on an annual basis thereafter, to coincide with the approximate anniversary of the employee's start date with F5AC (or the anniversary date of any subsequent change in position). Performance review guidelines are provided by Human Resources for supervisors and employees to follow during the process.

Completed performance reviews signed by the employee, supervisor and Human Resources are placed in the employment file. Employees are provided a copy of their review and may comment on the review in writing.

If an employee's overall performance is rated as less than satisfactory, or if specific areas of performance are identified that need improvement, the supervisor may develop a written performance improvement plan for the employee. Performance improvement plans generally include specific goals for improvement along with strategies and timeline to improve performance. Supervisors are required to work with Human Resources when any performance issues are identified that may require a written improvement plan.

Professional Development

Staff Development and Training Program

F5AC encourages professional growth for all employees and has created the Staff Development and Training Program. The Development and Training team surveys staff on topics of interest and may engage local trainers to present trainings that support employees' desired growth. Any such trainings are typically offered free to employees and require supervisor approval in advance to attend. Supervisors are encouraged to allow employees to attend appropriate such trainings as work requirements allow.

Individual Professional Development

In addition to trainings through the Staff Development & Training program, employees may request up to \$500 per fiscal year for their own professional development. Employees may request to use these funds for trainings, seminars, courses, webinars and conferences that are approved in advance by their supervisor but are not necessarily required for their particular job. Professional development books, CDs, other materials, licenses or certifications may also be requested by an employee from professional development funds.

Supervisor and Human Resources approval is required prior to payment or reimbursement of professional development funds. Detailed information about submitting professional development requests can be found in F5AC's Procedures Manual.

Part Four: Employee Benefits

Health Insurance

Employer Sponsored Health Insurance (medical, dental and vision insurance) is offered as part of the benefits package to regular and introductory full-time and part-time employees, who regularly work 20 hours or more per week. F5AC contributes to the cost of premiums for the eligible employee, as well as for spouse/domestic partner and/or eligible dependents, up to an amount determined annually by F5AC. If an employee chooses health insurance that costs more than the employer contribution, the balance of the cost is paid by the employee on a pre-tax basis through authorized payroll deductions as applicable by law. The employer contribution is only used to offset the cost of the health premiums and is not used for other purposes, nor is it paid out to employees. F5AC's share of benefit costs for part-time employees is pro-rated to the percent of time the employee is regularly scheduled to work.

Temporary employees with temporary assignments lasting more than 60 days who regularly work 30 or more hours per week and their eligible family members are offered health insurance. For these eligible temporary employees, F5AC covers the same amount of employer share of premiums as it does for eligible regular and introductory employees. Any balance of premium costs is paid by the eligible temporary employee on a pre-tax basis through authorized payroll deductions. Temporary employees who work fewer than 30 hours per week and have temporary assignments lasting fewer than 60 days are not eligible for F5AC health insurance.

F5AC reserves the right to change medical, dental and vision insurance plans and benefits under those plans, to change the employer share of premium payments for the plans or change the amount it pays employees who opt out of the plan(s) (see "Payment in Lieu" section), with or without notice, consistent with any legal obligations it may have. In general, the employer share of premiums is determined prior to each Open Enrollment period.

For the purposes of health insurance coverage, "eligible dependent" is defined as spouse or domestic partner and eligible dependent children up to age 26.

A dependent child is covered for health insurance through the end of the month when they turn 26. Dependent Life Insurance covers full-time students up to age 24.

Flexible Spending Accounts

All regular employees may enroll in F5AC's flexible spending account ("FSA") program, which allows employees to set aside pre-tax dollars to be used for eligible medical or dependent care expenses. The IRS determines annual election limits and provides a comprehensive list of reimbursable expenses.

Carefully estimate your expenses when making an FSA election. FSA plans are "Use it or Lose it," and they reset each calendar year. The Health Care FSA allows employees to carry over up to the IRS Limit from one plan year to the next. If the balance exceeds the IRS limit at the end of the plan year, the account balance above the limit will be forfeited.

COBRA Insurance Continuation

If employees and covered dependents lose health insurance coverage due to certain qualifying events (including termination or reduction in hours), they may have certain rights to remain on the insurance plan at their own expense through COBRA.

Employees who experience a "qualifying event" (e.g., marriage, divorce, adoption) must provide written notice to Human Resources within 60 days after the qualifying event occurs.

Payment in Lieu

Regular employees may choose not to enroll in employer sponsored health insurance if they have proof of medical insurance through another source. Regular employees who confirm that they have coverage elsewhere will receive a “Payment in Lieu” of benefits at a set rate each pay period (pro-rated for part-time employees to the percent of time regularly scheduled to work). This amount is reviewed annually, generally before each Open Enrollment period, and F5AC reserves the right to change the amount. Payment in Lieu is subject to state and federal taxes.

Temporary employees who are offered health insurance and choose not to enroll are not eligible to receive a payment in lieu.

Flexible Benefit Credit

All regular and introductory, full-time employees receive an annual Flexible Benefit Credit (“Flex Credit”) per calendar year. This amount is reviewed annually, generally prior to each Open Enrollment period, and F5AC reserves the right to change the amount of the Flex Credit. Part-time, regular employees’ Flex Credit is pro-rated based on the percent of time regularly scheduled to work. The Flex Credit may only be applied to the cost of pre-tax plans.

After applying the Flex Credit to pre-tax plans, the remaining balance is paid to employees as a taxable earning.

Life Insurance

Regular employees who work 20 or more hours per week are eligible to apply for employer-paid \$25,000 basic life and accidental death and dismemberment insurance benefits. Employees may also elect supplemental coverage at their own expense, with premium payments made on a pre-tax basis through authorized payroll deductions under F5AC’s Cafeteria (Section 125) Plan. Additionally, employees may elect supplemental life insurance for their spouse/domestic partner and/or dependent children at their own expense. These premiums are paid on an after-tax basis through payroll deduction.

Alameda County Employees Retirement Association (ACERA) Pension Plan

Regular and introductory, full-time employees are required to become members of ACERA, a defined benefit retirement pension plan for public employees in Alameda County.

- Participating employees are required to make a pre-tax retirement contribution to ACERA through payroll deduction. Contribution rates are set by ACERA and are subject to change each year.
- Part-time or temporary employees are not eligible to become members of ACERA.
- Full-time employees who convert to part-time or temporary status are required to continue ACERA membership.

457(b) Deferred Compensation Plan

Regular and introductory full-time and part-time employees may participate in the Alameda County Deferred Compensation Plan. Pre-tax or Roth (after-tax) contributions are made through authorized paycheck deduction. The plan offers a variety of investment options employees can select. Employees may enroll or change their deferred compensation election at any time during the year; however, any requested changes will not be effective until the month following receipt of the requested change.

Workers' Compensation

As required by law, F5AC pays for workers' compensation insurance to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment to qualifying employees, in addition to compensation for a percentage of loss of pay resulting from work-related injuries or illness.

You must immediately report any work-related injury to your supervisor, regardless of how minor the injury may seem.

Additional Benefits

F5AC offers additional benefits to all regular employees working 20 or more hours per week including Long-Term Disability, Employee Assistance Program, Commuter Benefits and an Employee Discount Program.

Enrollment and eligibility information for all benefits is available from Human Resources.

Part Five: Paid Time Off

Vacations

F5AC provides paid vacation time to certain eligible employees so that they may take time off to relax, recuperate and recharge. Regular and introductory full-time employees earn paid vacation time on the following schedule, beginning on their hire date:

<u>Service Year</u>	<u>Total Possible Annual Accrual</u>
1–3 years:	10 days each calendar year (80 hours)
4–10 years:	15 days each calendar year (120 hours)
11-20 years:	20 days each calendar year (160 hours)
21+ years	25 days each calendar year (200 hours)

The CEO, in consultation with Human Resources, may approve a higher vacation accrual as part of the hiring process or retention efforts. Any additional time must be documented in the employee’s file.

Regular and introductory part-time employees who are regularly scheduled to work twenty (20) or more hours per week earn paid vacation time on a pro-rated basis based on the number of hours worked per week. Certain long-term temporary employees may be eligible to accrue vacation if approved in writing by the CEO. No other employee classifications are eligible for this benefit.

Accrued vacation time cannot be taken until three months after your first day of employment.

Employees may accrue vacation time up to a maximum of two (2) times their annual accrual. For example, an employee with five years of service may accrue up to a maximum of 30 days of accrued vacation time. Upon reaching this accrual cap, the accrual stops until vacation time is taken or vacation pay-out is used to reduce the employee’s balance to below the cap. Any unused vacation time is rolled over into the following year, up to the cap.

All vacation time must be requested through the Human Resources system, typically 4 weeks in advance, and is subject to advance approval from your direct supervisor. Please note that F5AC may not be able to approve all time off requests due to organizational needs.

F5AC encourages employees to use their accrued vacation time. Employees may, however, request to receive a vacation pay-out for some of their accrued, unused vacation in lieu of taking paid time off work. Vacation pay-out is limited to the number of hours that an employee accrues in one calendar year under this policy, and employees who request a vacation pay-out are required to have a minimum of one year’s accrual remaining after the pay-out.

When ending employment for any reason, employees are paid for any accrued, unused vacation.

F5AC does not pay employees for vacation time before it is accrued.

Holidays

F5AC generally observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Indigenous Peoples' Day
Lincoln's Birthday	Veterans' Day
Washington's Birthday	Presidential General Election Day (every 4 years)
Memorial Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving
Independence Day	Christmas Day through New Year's Day (included)

Full-time regular and introductory employees are provided a paid day off for each F5AC-recognized holiday. Part-time regular and introductory employees who are regularly scheduled to work on the above-identified holidays are paid for that holiday up to the number of hours they are regularly scheduled to work not to exceed a total of 8 hours per holiday. No other employee classifications are eligible for this benefit unless preapproved by the CEO.

If an observed holiday falls on a Saturday, said holiday shall be observed on the preceding Friday. If an observed holiday falls on a Sunday, said holiday shall be observed on the following Monday.

Paid Time Off (PTO)

All regular and introductory full-time employees receive 56 hours (7 days) of paid time off (PTO) each year in addition to vacation and paid sick leave and F5AC's regular holidays. PTO allows employees to have additional paid leave to cover absences for personal reasons such as religious observances. Eligible employees receive 56 hours of PTO on January 1 each year; eligible employees hired later in the year receive a PTO allocation at the time of hire that is prorated based on the hire date. Eligible employees may request to use PTO on or following the day that it is received, including new employees, who may request to use PTO during their introductory period. Requests to use PTO should be submitted as soon as possible. Please note that F5AC may not be able to approve all PTO requests due to organizational needs.

Part-time employees are granted pro-rated PTO hours based on their regular part-time schedule.

No other classification of employees receives PTO.

The total amount of PTO an employee may have in their account at any time is 56 hours (or the pro-rated amount described above for part-time employees). If an employee has the maximum amount of PTO remaining in their account on next January 1, no additional PTO will be granted for that year.

When the employment relationship ends, employees will be paid for any unused PTO in their final paycheck.

Paid Sick Time

Paid sick time provides employees with some paid time off to recover from illness or injury, to care for medical needs of family members, or for any other reason permitted by law, including for an employee who is a victim of domestic violence, sexual assault or stalking to obtain relief, such as medical attention and psychological counseling.

For purposes of this section "family member" means parent or stepparent, spouse, domestic partner, child or stepchild, grandparent, grandchild, sibling, foster parent, foster child, parent-in-law, any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a sibling-in-law, or "designated person". A "designated person" is defined as a person identified by the employee at the time the employee requests to use paid sick time. Employees are permitted one "designated person" per 12-month period for paid sick leave usage.

Sick time may also be used for health care appointments for the employee or an employee's family member.

Eligible regular and introductory full-time employees may accrue sick time at the rate of 4 hours per pay period for a total possible accrual of thirteen (13) paid sick days per year. Regular and introductory part-time employees accrue sick time on a pro-rated basis, based on the number of hours they are regularly scheduled to work, and accruing at a rate of at least one hour of paid sick time for every 30 hours worked. Employees may use accrued sick time during their introductory period, beginning on their hire date, and may use paid sick time as soon as it accrues.

Temporary employees, whether full-time or part-time, are provided with five days (40 hours) of paid sick time at the time of hire. Temporary employees may not use sick time until their ninetieth (90th) day of employment.

Regular and introductory full-time and part-time employees' accrued, unused sick time may be carried over from one year to the next, and there is no limit to their sick time accrual. Paid sick time balances for temporary employees may not be carried over to the next year. Instead, temporary employees receive a new grant of five days (40 hours) of paid sick time every January 1.

No payment is made for accrued, unused sick time at termination or at any other time. However, regular employees who separate, and then are rehired within twelve (12) months, will have their sick leave balance at the time of separation reinstated.

Temporary employees who are rehired within 12 months from their date of separation will also have their sick leave balance reinstated and will also be provided with five days (40 hours) of sick time upon rehire, as described above, up to a combined maximum of ten (10) days of sick time.

Employees are responsible for directly notifying their supervisor before the start of the workday (or no later than one hour following their regularly scheduled start time) when prevented from starting or continuing a workday due to illness or injury. Employees must also keep their supervisor informed about the expected duration of the time away from work.

In most circumstances, a doctor's statement is required when an employee is absent for more than five (5) consecutive days of sick time (either for themselves or to care for an ill family member) or when an accumulation of absences seems to establish (in the supervisor's judgment) a problematic use of sick time. However, F5AC may request medical verification of the need for any use of sick time, regardless of duration.

If paid sick time is exhausted and additional time off for medical reasons is needed, employees may request a medical leave of absence.

F5AC does not make any advance payments of sick time (i.e., employees may not use sick time before it is accrued). F5AC may provide time off without pay to an employee who requests time off due to personal or family illness or injury as allowed above and who has exhausted their accrued paid time off.

Catastrophic Sick Leave

An employee may be eligible to receive voluntary donations of accrued vacation hours from other employees if they have suffered a catastrophic illness or injury, or if they must care for an immediate family member (as defined in the Paid Sick Time policy in this Handbook) who has suffered a catastrophic illness or injury. Catastrophic illness or injury is a critical, terminal medical condition or a long-term major physical impairment or disability that temporarily prevents the employee from working their usual hours, or from working at all.

The Catastrophic Sick Leave ("CSL") Program is designed to be as confidential as possible and is strictly voluntary. Employees who donate accrued vacation hours to the CSL Bank will be made aware of the dollar value of their donation to the Bank. The recipient of CSL benefits will be made aware of the value of their benefits received from the CSL Bank. Individual donations, and the identities of donors and recipients of benefits, are confidential, will not be disclosed except on a need-to-know basis for administrative purposes.

Any regular full or part-time F5AC employee is eligible to participate in the CSL Bank, either by donating paid vacation leave, or by requesting a donation. The donor employee may donate accrued paid vacation time only. No other paid time off may be donated to the CSL Bank. The donor's hourly value of paid vacation time

donated will be converted into a dollar value and deposited into the bank. After F5AC approval, CSL leave is withdrawn from the CSL Bank and granted as sick hours to the eligible requesting employee.

To be considered for a CSL Bank donation, the requesting employee, family member of the requesting employee, or another person designated in writing by the requesting employee must submit a request for donation to Human Resources. Human Resources administers the CSL Program and Bank.

The requesting employee must provide a medical verification of the employee's qualification for this CSL program, including an explanation of the employee's work limitations and estimated date of return to work, if applicable. If the employee requesting CSL benefits has left work to care for a critically ill family member, they must provide medical documentation confirming the critical illness/injury of the family member, the need for the employee's care, and the expected duration of the care period is required for the family member.

The determination of whether to award donations from the CSL bank will be at F5AC's sole discretion and will be final (e.g., not subject to challenge).

While the CSL bank donation request may be initiated prior to the anticipated date of the exhaustion of paid leave balances, the requesting employee is not eligible to receive and use donations when they have accrued hours available. No retroactive requests will be permitted (e.g., employees will not be granted donations for time off already treated as unpaid leave). Exhaustion of accrued hours alone is not justification for requesting a donation from the CSL Bank.

A requesting employee may be eligible to receive up to a total of 320 hours of donated CSL time throughout their employment. Donations are considered on a first-come, first-served basis. Donations from the CSL Bank may be approved only if there are funds available in the bank.

Periodically, F5AC may notify all employees that they may choose to donate to the bank.

Donations are made in 4-hour increments. Once the donation is made, and deposited in the CSL Bank, it is a final transaction and cannot be retrieved by the donating employee. The maximum donation in a calendar year is 80 hours per employee, except spouses or registered domestic partners, both employed by F5AC, may donate unlimited amounts of paid vacation time between one another. In any case, donations that would result in vacation balances falling below 40 hours are not permitted.

Jury or Witness Duty

Leave is granted for an employee to serve jury duty or witness duty in response to a summons or subpoena. Regular and introductory full-time and part-time employees receive paid time off for a maximum of two weeks when required to serve jury or witness duty (part-time employees' Jury or Witness Duty pay is pro-rated based on the percent of time regularly scheduled to work). If additional leave is required beyond the two-week period, or if the employee is not eligible to receive paid jury duty time, leave for this purpose will be provided as unpaid time off. The employee serving unpaid jury/witness duty may use accrued vacation and/or PTO time during the unpaid portion of the leave.

Proof of attendance from the court is required to receive jury/witness duty pay. When an employee is excused from jury or witness duty in time to work for half or more of the normal workday, the employee is required to work the rest of that day.

Bereavement Leave

All employees may take up to 5 days, consecutive or non-consecutive, for bereavement leave for a death in their immediate family. Any bereavement leave must be taken within three months of the death of the family member. F5AC may require documentation of the family member's death.

For purposes of this policy, "immediate family" means parent, step or foster parent or parent-in-law, spouse, domestic partner, child, step or foster child, grandparent, grandchild, sibling or sibling-in-law, or any other person sharing the relationship of "in loco parentis" with the employee.

Reproductive Loss Leave

An employee may take up to 5 days, consecutive or non-consecutive, for reproductive loss. Employees may take leave for themselves or their spouse/partner. Reproductive loss includes miscarriage, failed adoption or surrogacy, stillbirth, and unsuccessful assisted reproduction.

Time off with pay for a regular or introductory full-time employee may be granted for this leave. Regular and introductory part-time employees may be granted time off with pay pro-rated based on the percentage of time regularly scheduled to work; the remainder of the five-day bereavement entitlement would be without pay. Employees may request to use their applicable accrued paid time off during any otherwise unpaid leave for this policy or the bereavement leave policy.

State Disability Insurance (SDI)

F5AC employees who are unable to work due to illness, injury, or pregnancy disability may be eligible for, and are encouraged to apply for, disability benefits through State Disability Insurance (SDI) for the time they are unable to work. SDI is an employee-paid state-administered benefit that provides to employees deemed eligible by the state partial replacement of wages lost because of a disability not caused by work. The determination of benefits is up to the state Employee Development Department (EDD). The first seven calendar days of an employee's absence are generally considered a "waiting period," and SDI benefits are not paid during that period. Information and claim forms are available from the local EDD office or the EDD website.

Paid Family Leave (PFL)

The state-administered Paid Family Leave (PFL) insurance program is an employee-paid benefit that provides to employees deemed eligible by the state partial wage replacement when an employee is taking approved time off work to care for a seriously ill family member (as defined by the state), or to bond with a newborn or newly placed child.

The state Employee Development Department (EDD) determines your benefits. Information and claim forms are available from the local EDD office or the EDD website.

Paid Parental Leave

As a special benefit to regular and introductory employees, F5AC offers additional parental leave compensation. When a regular and introductory employee is taking an approved leave to bond with their newborn, an adopted child or a child placed in foster care, the employee is eligible to receive additional compensation from F5AC up to 100% of their regular pay in combination with PFL benefits received. Employees requesting this special additional compensation must provide the PFL Notice of Computation from the EDD to Human Resources.

Coordination of Benefits

If an employee is receiving State Disability Insurance ("SDI"), Paid Family Leave ("PFL") or Workers' Compensation benefits, and the employee has not exhausted their accrued paid benefits from the employer, F5AC will coordinate the outside paid benefit with the employee's accrued paid benefit (to the extent permitted by law) so that total compensation does not exceed the employee's regular wages for that pay period. Employees must communicate to Human Resources the outside benefit amounts and dates paid.

Part Six: Leaves of Absence

F5AC provides unpaid leaves of absence to eligible employees in a variety of circumstances. Information concerning legal requirements applicable to leaves of absence is posted in the workroom and on the intranet. Employees who are considering requesting a leave of absence are encouraged to meet with Human Resources as early as possible to discuss the details of the leave and to coordinate the integration of benefits and payroll.

Employees may request a leave of absence without pay for reasons including, but not limited to: personal or family illness, qualifying exigency arising from a call to active duty, or justifiable personal or other reasons. “Without pay” means that F5AC does not pay for time on leave, although F5AC may permit, or require, the employee exhaust accrued, unused vacation, PTO, and/or paid sick hours during the otherwise unpaid leave, consistent with F5AC policies and applicable law. Generally, no benefits or seniority will accrue during any unpaid portion of the leave. Human Resources will explain to employees requesting unpaid leave how to continue health plan coverage while on a leave of absence.

General information

Leave Requests

As soon as an employee learns of the need for a leave of absence, the employee should submit a written leave request to Human Resources. Request forms are available from Human Resources and on the F5AC intranet. If the need for the leave is foreseeable, employees are required to provide at least 30 days’ advance notice. Approval of the leave may be delayed if timely notice is not provided. If the employee learns of the need for leave fewer than 30 days before the leave is needed, the request must be made as soon as possible.

Medical Certification

Human Resources will notify the employee if medical certification is required for a requested leave to be approved. If the reason for leave is the employee’s own injury or illness, medical certification of the employee’s ability to return to work, with or without any work restrictions, at the conclusion of the leave is required before the employee will be permitted to return.

Concurrent Leaves

If an employee is on a leave that qualifies under more than one law (e.g., leave for a serious health condition under the FMLA/CFRA that is also a Workers’ Compensation injury), the leave time will run concurrently to the extent permitted by law.

Unpaid Leaves

The most common types of unpaid leaves are described below. Please see Human Resources for additional information about any leaves, or if you wish to request leave that is not covered by the descriptions below.

In addition to the leaves outlined below, F5AC may grant time off without pay to an eligible employee who requests time off for personal reasons and who has exhausted their accrued paid vacation and PTO leave. Time off granted in this circumstance, if any, is limited to a maximum of three (3) days. If an employee needs additional time away from work, the employee should request a Personal Leave of Absence.

Family/Medical Leave under the Family Medical Leave Act and California Family Rights Act (“FMLA”/“CFRA”)
Eligible employees may request an unpaid leave of up to 12 workweeks in a rolling 12-month period for any of the following reasons:

- For the employee’s serious health condition
- To care for the serious health condition of the spouse, registered domestic partner, child, or parent of an employee; and additionally, under CFRA, grandparent, grandchild, sibling, parent-in-law or “designated person”
- To care for the employee’s child after birth, or following placement for adoption or foster care (“baby bonding”)
- To handle “qualifying exigencies” arising out of the fact that the employee’s spouse, registered domestic partner, child, or parent is on active duty, or is called to active duty, in support of contingency operations as a member of the National Guard or Reserves.

A “designated person” is any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person is identified by the employee at the time they request the leave. Employees are limited to one designated person per 12-month period for CFRA leave.

In addition, eligible employees may be entitled to take a leave of up to 26 weeks in a 12-month period to care for a spouse, registered domestic partner, parent, child, or next-of-kin who has sustained serious illness/injury in the line of military duty.

Eligible employees are those who have at least one year of service with F5AC, and who have worked at least 1,250 hours in the 12-month period before the date the requested leave will begin.

Generally, employees taking FMLA/CFRA leave must use accrued paid sick (if applicable), PTO, and vacation time during the leave. The exceptions to this are:

- Employees on FMLA/CFRA leave for their own serious health condition and who are receiving temporary disability benefits (e.g., SDI) or workers' compensation benefits may elect to use their paid leave to supplement their disability benefits up to an amount that, when combined with the disability benefit, does not exceed their regular pay for the pay period.
- Employees taking leave to care for a family member or for baby bonding are generally required to use accrued vacation, PTO or paid sick hours.
- Employees on leave for pregnancy disability are generally required to use paid sick time and may elect to use PTO or vacation time during the leave.

Employees on approved FMLA/CFRA leave retain their employer-paid health insurance under the same terms and conditions as if they remained actively working.

When an authorized FMLA/CFRA leave expires, employees will be returned to the same or comparable position to the extent required by law.

Non-FMLA/CFRA Medical or Family Leave

Employees who are not eligible for leave under the FMLA/CFRA may nonetheless request a leave for any of the reasons allowed for FMLA/CFRA leaves. The employee must provide evidence of one of the reasons for leave as stated in the FMLA/CFRA and provide 30 days' notice if the need for the leave is foreseeable.

If approved, in most cases, leaves of this type will not exceed a maximum duration of eight (8) work weeks within a rolling 12-month period. Generally, employees must exhaust all accrued sick leave (if applicable), PTO, and vacation time during the leave.

An employee whose medical condition temporarily precludes them from working may request an unpaid medical leave of absence as a reasonable accommodation.

F5AC will generally require the employee to provide reasonable medical documentation from a health care provider verifying the employee's temporary inability to work. The duration of leave will depend on the circumstances involved, which F5AC will evaluate on a case-by-case basis. Employees on leave must exhaust accrued paid sick, PTO, and vacation time during the leave.

Employees who have active health insurance with F5AC at the time they request this leave, will continue to be covered by health insurance through the end of the month when the unpaid portion of their leave begins. Afterwards, employees may continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

When an authorized leave ends under this section, employees will generally be returned to the same or comparable position to the extent required by law.

Pregnancy Disability Leave ("PDL")

Employees who are disabled and unable to work due to pregnancy, childbirth, or a related condition are eligible to request a leave up to four months per pregnancy. PDL does not need to be taken all at once but can be taken on an as-needed basis as certified by the employee's health care provider.

Employees requesting foreseeable PDL leave should ordinarily provide thirty days' notice in advance of the date the leave is to begin. When requesting PDL, an employee must provide certification of the need for leave from the treating health care provider, who must certify the date the leave is to begin as well as the anticipated return-to-work date. When returning from PDL leave, the employee must provide a release to return from the health care provider, including any work restrictions and the duration of any such restrictions.

Employees taking PDL leave must generally use accrued paid sick time during the leave but may elect whether to not to use accrued vacation or PTO.

Employees taking PDL retain their employer-paid health insurance during their approved leave (up to a maximum of four months) under the same terms and conditions as if they remained actively working.

Employees returning from approved PDL will be returned to the same or comparable position to the extent required by law.

Workers' Compensation Leave

Employees who are temporarily unable to work due to a job-related illness or injury may be eligible for a leave of absence until the earlier of the following:

- The employee is released to return to work
- The employee is determined to be unable to return to their usual duties permanently.

Employees must exhaust all accrued sick, vacation, and PTO during this leave. The exception to this is that employees receiving workers' compensation benefits whose leave runs concurrent with FMLA/CFRA leave are not required to use their paid leave but may elect to do so.

Employees who are covered by F5AC health insurance at the time their leave commences, and who do not have FMLA/CFRA leave running concurrently, will remain covered by F5AC health insurance coverage through the end of the month when the unpaid portion of their leave begins. Thereafter, employees may generally elect to continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

Employees returning from workers' compensation leave will be returned to the same or comparable position to the extent required by law.

Personal Leave of Absence

F5AC may consider granting a personal leave of absence without pay. Personal leaves are limited to a maximum of two months in any two-year period (measured in a rolling 24-month period). Personal leaves may generally not be added to any of the previously described leaves.

Any regular F5AC employee may request an unpaid personal leave of absence. Job performance, attendance, and work/program requirements are all taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted by F5AC within the sole discretion of the Agency.

Personal leaves of absence must be requested in writing, and 30 days' advance notice is required if the need for leave is foreseeable. All requests must first be reviewed and recommended by the supervisor, Human Resources and approved by the director.

Employees are required to exhaust all accrued paid sick (if applicable), vacation, and PTO hours prior to requesting an unpaid personal leave of absence.

Employees who have active health insurance with F5AC at the time of their unpaid personal leave will have paid health insurance coverage through the end of the month when the unpaid portion of their leave begins. Thereafter, employees may continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

An employee is required to return from the personal leave on the originally scheduled return date. If the employee is unable to return, they must request an extension of the leave in writing within five (5) business days before expiration of the leave, explaining the reason for and requested duration of the additional leave sought. If the requested leave extension is not approved, the employee must return to work on the originally scheduled return date. Failure to return at the conclusion of the approved personal leave will generally be considered a voluntary resignation from employment. Extensions of leave are considered on a case-by-case basis.

Upon expiration of an approved personal leave, the employee will generally be returned to the same or comparable position, but there is no guarantee of reinstatement following a personal leave.

Part Seven: Work Hours & Pay

Pay Periods

For all employees, the standard pay period is biweekly. Employees are paid every other Friday. If the payday falls on a holiday, employees generally receive pay on the prior workday.

Work Schedules

The regular work schedule is from 8:30 a.m. to 5:00 p.m. Monday through Friday including a half hour unpaid rest period. Some employees may have different work hours and/or an alternative work schedule if the alternative schedule is agreed in advance in writing by the employee and the supervisor and reviewed/approved by Human Resources. Any alternate work schedule is subject to the demands and limitations of the job and department.

Alternative Work Schedules

4/10 Schedule

A 4/10 schedule allows an employee to work 4 days, instead of 5 days per week. An employee works 10 hours per workday, 4 days per week, rather than 5 eight-hour days per week.

Half-Flex Day Schedule

The Half-Flex Day Schedule allows an employee to work 4.5 days per work week. An employee works 9 hours per day, 4 days per week and 4 hours one day per week, rather than 5 eight-hour days per week.

9/80 Schedule

Any regular, exempt full-time employee is eligible to request a 9/80 schedule. A 9/80 schedule allows an employee to work 9 days, instead of 10 days, in a 2-week pay period. This schedule consists of eight 9-hour days and one 8-hour day, with every other Friday off (or other designated weekday as approved by F5AC, also known as a flex day off) in a single 80-hour pay period.

Employees must have supervisor approval and work set workdays each week for their Alternative Work Schedule. Employees may need to occasionally adjust their workdays due to organizational needs or their manager's request. Employees approved for an Alternative Work Schedule will sign a written agreement and cannot accumulate hours or days off.

F5AC holidays are paid at a rate of 8-hours per day. Employees who are scheduled to work a 9-hour or 10-hour day and are off on a holiday must request 1-or 2-hours accrued vacation or PTO to receive full pay for the day off.

If a holiday falls on the day an employee is scheduled for their flex day off, the employee will be allowed to take 8-hours of leave on another day in the pay period the holiday falls, upon supervisor approval. The 8-hours may be combined with 1- or 2-hours vacation or PTO to be paid a full 9- or 10-hour day.

Meal Periods

Non-exempt employees who work five (5) hours or more should take an unpaid lunch break of a minimum of thirty (30) minutes (or up to one (1) hour if working a 9-hour day) towards the middle of their workday. No work for F5AC should be performed during the unpaid meal period. On the rare occasion when F5AC work requirements make it impossible for the employee to be completely relieved of all duties during their lunch break, the employee must note this on the timecard, and inform their supervisor, and they will be paid for their meal period. Employees may not skip meal breaks without prior approval from their supervisor.

Timekeeping Requirements

Non-exempt employees must accurately complete and submit time sheets to be approved by their supervisor or manager for each pay period. Non-exempt employees record actual hours worked and any paid or unpaid

leave taken during the period; non-exempt employees must report all hours worked and are prohibited from performing any work “off the clock.”

Exempt employees should accurately complete a time sheet for each pay period showing their regular work schedule and any paid or unpaid leave taken.

Overtime Pay and Compensatory Time Off

F5AC provides overtime compensation to non-exempt employees for all hours worked in excess of 40 hours per workweek. All overtime must be approved in advance by the supervisor and the Division Chief.

As an employee option, F5AC offers compensatory time off (CTO) as a substitute for overtime pay. For all hours worked in excess of 40 in the workweek, the employee may elect to receive CTO at the rate of one and one-half hours of paid time off for each hour of overtime worked, up to a maximum of 240 CTO hours. Any employee wishing to receive CTO instead of overtime compensation must have a written CTO agreement on file with Human Resources in advance of performing the overtime work.

Taking paid time off work, such as vacation, PTO, holiday, and sick time, does not constitute hours worked for the purposes of computing overtime.

Multilanguage Pay

If an employee is required by their job duties to use a second or third language at least 20% of the time on the job (in the sole determination of F5AC), the employee or the employee’s supervisor may make a request to human Resources that the employee be provided bilingual or trilingual pay.

Prior to any recommendation or approval for this special pay, the employee must first pass a language proficiency exam administered through F5AC’s designated testing agency. A passing score is 70%. If the eligible employee passes the test, and F5AC approves, an additional taxable earning will be added to the employee’s paycheck each pay period in an amount consistent with the Alameda County bilingual or trilingual pay rate.

Supervisors must contact Human Resources to schedule testing for eligible employees. Supervisors must also confirm, on an annual basis, that the employee is continuing to use the second/third language at least 20% of the time and must annually reauthorize bilingual/trilingual pay, if appropriate.

Part Eight: Workplace Health & Safety

Drug-Free Workplace

As part of F5AC’s ongoing commitment to a safe and healthy workplace, we maintain a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol runs the risks of endangering their safety and the safety of others, destruction of or damage to personal property or F5AC property, and a loss of productivity and workplace morale.

All employees of F5AC are required to understand and comply with F5AC’s drug-free workplace policy. Employees either in our offices, or conducting business on behalf of F5AC regardless of location, are prohibited from the following:

- Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or drugs. (The sole exception to this is the appropriate use or possession of prescription or over-the-counter medication that does not impair the ability to work safely and effectively.)
- Reporting to work, or working, while under the influence of alcohol or drugs.

If an employee is taking prescription or over-the-counter medications that may impair their ability to work safely or effectively, the employee should inform the supervisor of that fact prior to commencing work.

Smoking

Smoking, including the use of e-cigarettes, is prohibited in all F5AC offices, and while conducting F5AC business, regardless of location.

Part Nine: Work Practices and Environment

Punctuality & Attendance

If employees are unable to work as scheduled, they must inform their immediate supervisor prior to the start of the workday or, in any event, no later than one hour following their regularly scheduled start time. Employees must also keep their supervisor informed about the expected length of time away from work.

Employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance.

Unexcused or frequent lateness or absenteeism is not permitted.

Facilities & Property Use

Employees are expected to treat F5AC facilities and property with respect and to keep their work area and common areas clean and well-maintained. F5AC equipment use is limited to work-related purposes. Employees must have written supervisory approval prior to removing any F5AC property from the premises. Employees may decorate their own workspaces, as long as decorations are consistent with F5AC policies and project a professional image appropriate to our work. Employees must have Office Manager approval before making any changes to public spaces or common areas.

Visitors

All visitors must sign in and out at the front desk and receive a visitor badge to wear in the office. Visitors should stay in the reception area until escorted by an employee. Please keep non-work-related visitors to a minimum to avoid interruptions to coworkers.

Security

F5AC strives to provide a secure work environment for our employees, volunteers, clients, and visitors. Our building is equipped with an alarm system that is activated during non-business hours, and exterior doors are always locked (except the front entrance and conference center entrance which are unlocked during business hours). Employees are required to comply with all F5AC security procedures and immediately report any security breach to your supervisor.

We encourage employees to be prudent about bringing personal items to work. F5AC is not responsible for losses resulting from property theft.

Immediately report lost or stolen keys/fobs or other missing F5AC property to your supervisor. Copying or giving F5AC keys/fobs, alarm codes, or lock combinations to an unauthorized individual is strictly prohibited.

Breastfeeding-Friendly Workplace

F5AC recognizes that breastmilk is the optimal food for infants' growth and development, and encourages all employees to have a positive, accepting attitude toward breastfeeding employees. F5AC promotes and supports breastfeeding and the expression of breastmilk by breastfeeding employees and recognizes that employees have the right to request lactation accommodation.

F5AC provides:

- Information about breastfeeding support when hired and prior to employees' leave for pregnancy disability or related condition or baby-bonding leave.
- Reasonable time to express milk or breastfeed. Supervisors are encouraged to consider flexible break times, schedules, or other reasonable accommodation to meet employees' needs. Employees may request this accommodation either verbally or in writing to their supervisor or Human Resources.

- A designated Lactation Room, furnished with an electrical outlet, refrigerator for breastmilk storage, comfortable seating, a table, and appropriate furnishings/signage to ensure privacy.

Employees who believe they have not been accorded their rights in connection with this policy have the right to file a complaint with the California Labor Commissioner.

Children in the Workplace

F5AC values family and work-life balance and strives to create an employee-friendly workplace. Our employment policies and benefits reflect our beliefs. F5AC also believes in creating an environment that is conducive to work and generally should not be used in lieu of child care.

While we are sensitive to our employee's child care needs, it is not appropriate for minor children and other minor relatives of employees to be in the workplace during working hours, except for brief visits. This policy has been adopted to minimize potential liability to F5AC, the risk of harm to children, and decreased employee productivity due to distractions and disruptions.

F5AC recognizes there may be occasions when child care is not available and employees need to be available for work. In those situations, the employee may request to work remotely on a temporary basis, or, if the work must be done in the office, may request to bring in their child(ren) for a short period of time. In those rare cases where children are in the workplace, they must always be directly supervised by the parent. In the interest of maintaining the health and well-being of all F5AC employees, children who are ill must not be brought to the workplace. Employees may consult F5AC's Employee Assistance Program for assistance with finding emergency care providers to care for sick children.

Remote Work

F5AC considers remote work to be a viable, flexible work option when both the employee and the job are suited to the arrangement. Employees may work at home, or in an alternate location, with supervisory approval. Remote work may be appropriate for some employees and jobs but not for others. It is not an entitlement, companywide benefit, and it in no way changes the employment terms and conditions.

Remote work arrangements will be reviewed annually during the performance review period. An employees' work must be reasonably carried out remotely without impacting productivity. Request to terminate remote work arrangements by an employee will be reviewed and considered for feasibility by Supervisor in consultation with the Operations and HR teams.

Additionally, employees are responsible for:

- Maintaining a safe workspace;
- Safeguarding all confidential information;
- Reporting hours worked the same way as working onsite.

Generally, employees with an approved remote work schedule must come onsite for a minimum of 2 days per week and as requested by your supervisor/manager. Some positions may require less days in the office as noted in the job description.

All employees must reside and perform their duties in California. Short-term accommodation may be made for temporarily working outside California, but employees must contact Human Resources prior to starting work in any location outside California.

Personal Automobile Use

Prior to using a personal vehicle for work, employees must have supervisory approval and provide a copy of their driver license and proof of personal automobile insurance (with required minimum coverage for property damage and public liability). Employees who use their own automobiles for travel on authorized F5AC work will be reimbursed for mileage at the rate established by the Internal Revenue Service.

Use of the personal vehicle for work does not include the normal commute between work and the employee's home.

Attire

Attire should enable employees to be comfortable in the workplace, while also projecting a professional image to co-workers, clients, partners, volunteers, and the public.

The following guidelines provide general parameters for appropriate work attire and help employees exercise good judgment about items not specifically addressed. A clean and neat appearance should be always maintained. In all situations, clothing should be comfortable and practical for work, but not distracting, revealing or offensive to others. Torn, frayed, ripped, messy or overly casual clothing are not considered appropriate for the office.

Employees may observe dress and/or grooming practices consistent with their religious beliefs, and employees requiring special clothing accommodation for any reason should advise their supervisor or Human Resources in advance. Supervisors, in collaboration with HR, are responsible for interpreting and monitoring attire and grooming standards, including counseling employees whose attire is inappropriate.

Expense Reimbursement

Reasonable and customary work-related expenses incurred in the performance of one's job will generally be reimbursed. Reimbursement requires prior written authorization by the employee's immediate supervisor, itemized actual expenses, and the employee's signed expense reimbursement form with all required documentation/receipts attached. Reimbursements submitted after 120 days will be subject to income tax. Employees should consult the Finance team or the F5AC Procedures Manual for specific instructions.

References

F5AC provides only limited reference information about current and former employees to prospective employers. i.e.: only employment dates and job titles. After receiving a written request and authorization signed by the employee, F5AC will also disclose requested earnings. References may only be provided by Human Resources. Any employee who receives a reference request for references or information about any current or former employee must refer this request to Human Resources.

Part Ten: Communication & Technology

Technology, Voicemail and Email

F5AC employees are permitted to use F5AC's voice mail, electronic mail, computers, networking sites and internet access (collectively "Technology Systems") to communicate with others for work purposes and otherwise to perform their job duties. The Technology Systems are primarily used for F5AC work, and not for personal purposes. Minimal personal use may be permitted, provided any use is during non-working time only, and that it does not interfere with the employee's work responsibilities.

Employees are not permitted to use F5AC's Technology Systems to send jokes, solicitations, comments or information to others that may be perceived as discriminatory, harassing, offensive, or disruptive, or otherwise in violation of any F5AC policy. Technology Systems must not be used to send material that disparages an individual, company, or business entity, or to disclose personal or confidential information without authorization.

Employees may not install, copy, stream, or download software or personal files onto the Technology Systems unless authorized by the IT team.

Employees do not have any right or expectation of privacy in the Technology Systems, including email or documents created, maintained, sent, or received by the Technology Systems. F5AC may monitor and/or search the contents of all voicemail, computer files, and electronic communications.

Social Media

F5AC has a social media presence and encourages employees to connect to help spread the word about F5AC's great work and the services and support that are available to children and families in Alameda County. Use of social media presents certain risks and carries responsibilities.

Social Media includes all means of communicating or posting information or content of any sort on the Internet whether or not associated or affiliated with F5AC. The same principles and guidelines found in F5AC's policies apply to your activities online that may relate to F5AC. Ultimately, you are solely responsible for what you post online. Keep in mind that any conduct on social media or otherwise that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects staff, volunteers, contractors/grantees, vendors, or any other people who work on behalf of or receive services from F5AC is not permitted.

Employees are expected to ensure their social media postings that may relate to F5AC are consistent with these and all other F5AC policies.

Always be respectful

Always be fair and courteous to fellow employees, volunteers, contractors/grantees, vendors, or other people who work on behalf of or receive services from F5AC. Remember that colleagues, supervisors, and agency partners often have access to the online content you post. Keep in mind that you are more likely to resolve any work-related complaints by speaking directly with your co-workers or by using our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism that may relate to F5AC, avoid any content that could reasonably be viewed as unlawful, malicious, obscene, threatening or intimidating, that disparages employees, volunteers, clients, contractors/grantees or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant intentionally to harm someone's reputation or posts that could contribute to a hostile work environment.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news that may relate to F5AC, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

Be conscious about mixing your personal and professional lives

- Maintain the confidentiality of F5AC's confidential, private, or sensitive information (see the Confidentiality policy contained in Part Eleven of this Handbook for examples). Do not post internal reports or memos, policies, procedures or other internal business-related confidential or sensitive communications.
- Do not create a link from your blog, website, or other social networking site to a F5AC website without identifying yourself as a F5AC employee.
- Express only your personal opinions, and never represent yourself as a spokesperson for F5AC. If F5AC is a subject of the content you are creating, be clear and open about the fact that you are an employee of F5AC; make it clear that your views do not represent those of F5AC, and you are not speaking on behalf of F5AC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of F5AC."
- Do not use your F5AC email address to register on social networks, blogs, or other online tools utilized primarily for personal/social purposes.
- Do not use social media while on work time or on F5AC's Technology Systems unless it is work-related as authorized by your supervisor or consistent with F5AC's Technology Use Agreement.

F5AC's social media presence

The Communications team is primarily responsible for F5AC's Social Media presence. Only designated staff may post content on F5AC-affiliated social media sites. Employees who have ideas, suggestions, or resources for posts are encouraged to share them with the Communications team.

Employee Information & Records Inspection

It is important that employment files are current. Employees should update their information in the Human Resources system (address, phone, emergency contacts, etc.) and inform Human Resources when there are changes, such as marital or domestic partnership status, and dependents, that may affect pay or benefits.

Employees have the right to inspect employment records relating to their performance or to any grievance concerning them, or otherwise as permitted by law. Employees wishing to inspect employment records may do so during regular office hours, after a written request is made to Human Resources. An inspection request form is available from Human Resources and also on the F5AC intranet that employees may use to make their request. Records will be made available for inspection within 30 days of receipt of the written request. An appointment to inspect the file is made with the Human Resources team, who is present with the employee while inspecting the file. Employees may receive copies, at their own cost, of any document in the employment file to the extent required by law. Employee records are the property of F5AC and are not allowed to be taken from Human Resources without prior written authorization.

Internal Communication

F5AC uses bulletin boards, mailboxes, meetings, intranet, and email to communicate important F5AC information. Each employee is responsible for reading posted or distributed information.

Media Relations

Employees should not respond to any inquiries or requests received from the media for comments or statements on behalf of F5AC. Instead, employees should refer requests to the [Strategic Communications Officer CEO](#) or, if the CEO is unavailable, to the [Communications Specialist](#). The [Strategic Communications Officer will coordinate with the CEO](#) who will respond directly or designate another staff member to serve as the F5AC spokesperson.

Governmental, Legislative, and External Relations

[Employees should refer legislative requests or inquires to the Government Affairs and Policy Officer. Legislative requests may include requests to provide public comment or testimony on a legislative or budget proposal, requests to sign a coalition letter, or requests to submit legislative position letters. Employees should route any requests for organizational letters of support through their department's Executive Team member.](#)

Part Eleven: Conduct

Workplace Conduct

F5AC requires employees' cooperation, efficiency, productivity, and compliance with all policies and procedures. Employees must always treat each other with dignity and respect at work and in work-related situations.

Some examples of conduct that may result in disciplinary action, up to and including immediate termination, include, but are not limited to:

- Substandard job performance
- Unauthorized or excessive tardiness or absenteeism, unrelated to a protected leave
- Rudeness or discourtesy or disrespect toward a fellow employee, supervisor, volunteer, supporter, or member of the public
- Fighting, roughhousing, bullying, or engaging in violent or threatening language or gestures, or conduct that is abusive, hostile, or disrespectful (such as slandering or ridiculing others, making false accusations, humiliating others in public, or shunning/ostracizing others, etc.)
- Theft of or unauthorized use of F5AC or a coworker's property
- Disregarding established safety or security procedures, or creating an unsafe work situation for anyone
- Refusing to perform a work-related task when directly instructed to do so by a supervisor or member of management
- Possessing a weapon or firearm on F5AC's property
- Violating F5AC policy prohibiting workplace discrimination, harassment, and retaliation, or violating any other F5AC policy

Open Door Policy

F5AC has an open-door policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have a different opinion, misunderstanding or conflict with another F5AC employee are encouraged to address the situation directly with the employee(s) involved, if it is appropriate and safe to do so. We also encourage employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management. We believe that employee concerns are best addressed through informal and open communication.

To the extent possible, F5AC maintains confidentiality in addressing and resolving concerns brought to its attention. However, while investigating and resolving concerns, some information will likely be shared on a need-to-know basis.

No employee will be retaliated against for raising a concern in good faith.

Disciplinary Procedures

While F5AC may use any disciplinary step it concludes is appropriate given the circumstances, including immediate termination, any, all, or none of the following disciplinary steps may be taken, as appropriate:

- **Record of Counseling:** The supervisor counsels the employee, generally following a relatively minor offense to communicate or clarify acceptable conduct or performance. Counseling records are documented by the supervisor, signed by the employee to acknowledge receipt and placed in the employment file.
- **Written Warning:** The supervisor presents the written notice of corrective action, or written warning, to the employee in person if possible. A written warning includes a description of the misconduct or performance problem, the expectations going forward and the consequences if the problem is not corrected. Written warnings are signed by the employee to acknowledge receipt and placed in the employment file.
- **Suspension:** Employees may be suspended without pay for a period for relatively serious offenses at the sole discretion of F5AC.
- **Discharge:** Termination can result from a single, serious offense, or it can be the final step in a process designed to correct offenses or performance problems. It can also occur as the result of conduct inconsistent with F5AC policy.

Other disciplinary steps not described above may or may not be taken, depending on the circumstances. Supervisors are required to consult with Human Resources prior to taking or recommending any disciplinary action, including discharge.

The use of any of the above disciplinary procedures in no way alters the at-will employment relationship.

Right to Respond to Notice of Serious Discipline

Public agencies must comply with certain minimal due process procedures before taking Serious Disciplinary actions, defined for this policy to include pay reduction, suspension of more than five days, demotion, or dismissal, against regular employees.

After receiving a notice of intent to impose Serious Discipline, the regular employee has ten days to respond to the proposed discipline, either in writing or verbally. If an employee timely exercises this right to respond to the notice of discipline, a “Skelly” meeting is conducted.

A “Skelly” meeting provides an informal opportunity for an employee to respond to the proposed Serious Discipline. That is, the employee can refute charges, explain circumstances, or generally present their version of events. The employee is not entitled to a full evidentiary hearing or to call witnesses to testify. The employee may have a representative of their choice present at the meeting. The employee and/or the employee’s representative may present the employee’s response at the meeting.

A “Skelly” officer leads the meeting. The “Skelly” officer should generally be an impartial authority who was not involved in the investigation or events leading to the decision to issue proposed Serious Disciplinary action, and who is authorized to make an effective recommendation concerning the proposed action to the final decision maker.

After the “Skelly” meeting is conducted, the “Skelly” officer will provide a recommendation to the CEO either to uphold, modify, or revoke the proposed Serious Discipline. The CEO has the final authority over the proposed disciplinary action.

Conflict of Interest & Incompatible Activities

It is important that employees avoid conflicts of interest. A conflict of interest is a situation where an employee’s personal or economic interest interferes or may interfere with, influence, appear to interfere or influence, the employee’s job duties, or is, in the judgment of F5AC, otherwise incompatible with the employee’s duties and responsibilities at F5AC or with F5AC’s general activities. A conflict may exist even if the conflict or incompatibility has no adverse impact on job performance.

All employees are required to adhere to the F5AC Conflict of Interest Policy.

In compliance with the First 5 Alameda County Incompatible Activities Policy, all employees must complete an Incompatible Activities Statement Certification.

If employees have outside employment, they must advise their supervisor and the Finance Officer.

Any employee needing advice about a potential conflict of interest should contact the Finance Officer or Human Resources. Outside employment that may or does create a conflict of interest with the employee’s employment at F5AC will not be permitted.

Confidentiality

Careful custody and handling of F5AC files, documents or materials (in hard copy or electronic format), and especially those files and documents containing confidential information, is critically important to the well-being and success of F5AC and our clients. Each employee is responsible for safeguarding against the theft, loss, and unauthorized use or disclosure of this information and for following F5AC’s best practice policies and procedures addressing confidentiality including, but not limited to, HIPAA compliance. Further, employees must not, directly or indirectly, disclose any F5AC-related confidential information to any other person except as necessary to perform their job responsibilities. Employees who have access to confidential information must take all steps necessary to ensure F5AC confidential information is handled, stored, transmitted or destroyed, if appropriate, in a way that protects against loss or misuse, as outlined in F5AC’s Confidentiality Procedures Manual.

Confidential and/or private matters include, but are not limited to:

- Employee or client names, addresses, telephone numbers, social security numbers, and medical/health information
- Information contained in employment or benefits files, including but not limited to disciplinary action records, performance evaluations, benefit applications, beneficiary information, etc.
- Anything marked “Confidential” or “Personal,” such as incoming mail, internal documents marked with these terms, etc.
- Private/Confidential data in F5AC web-based applications

Private and confidential information should not be disclosed except to those who have both the need and authority to know about the information to properly perform their job duties.

Employees are expected to maintain F5AC confidential information as confidential even after separation from F5AC. Employees will, at F5AC’s request at any time and/or when employment terminates, return all documents, papers, computer files or storage devices, web application passwords, or any other material in their possession that may contain or be derived from F5AC confidential information.

External requests for documents or information, including those that may be governed by the Public Records Act, must be referred immediately to the CEO, Public Information and Communications Officer or Chief of Staff.

Part Twelve: Ending Employment

Voluntary Termination

In all cases of voluntary resignation (e.g., separation of employment that is voluntarily initiated by the employee), employees are asked to provide a written notice to their supervisor at least 10 working days in advance of their expected last day of work. If F5AC asks an employee who has given notice of voluntary resignation to leave our employ before the end of the notice period (for example, if a replacement is to begin immediately), the employee will be paid for the entire notice period, up to a maximum of two weeks.

Employees may use available accrued vacation and PTO to extend their employment for up to 4 weeks following their final day in office.

Human Resources will coordinate and/or conduct an exit interview with each employee who voluntarily terminates employment prior to the employee's exit from F5AC. These conversations enable F5AC to gather important information about the employee's experience at F5AC, and the work environment, that may benefit other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with F5AC.

Payroll and Returning F5AC Property

All employees separating from F5AC receive their final paycheck on the next regularly scheduled payroll date. Employees are required to return all F5AC property or equipment to Human Resources or the Office Manager before leaving on their last day of work.

Reduction in Workforce

In the event F5AC requires a reduction in workforce, the below guidelines may be followed.

In its sole discretion, F5AC determines when and whether it is necessary to implement a reduction in force (RIF); which employees are affected by the RIF; and the implementation method. Generally, we give primary consideration to the program and F5AC's needs and circumstances.

- To reduce the need for a potential RIF, employees may be hired for temporary positions, with the duration of the position dependent on funding. Employees hired for temporary positions are not eligible for severance pay but may be eligible to receive outplacement services at the conclusion of the temporary position.
- F5AC may reduce positions through attrition instead of RIF.
- F5AC may require a furlough instead of a RIF (e.g., require employees to work fewer hours per week or take a specified period off work without pay). During the period of furlough, F5AC will attempt to maintain employees' health and dental insurance benefits at the same level as they were prior to the furlough for a period not to exceed eighteen (18) months.
- F5AC may reduce positions from full-time to part-time depending on program needs and funding availability. If F5AC reduces a position to part-time, F5AC will attempt to maintain the employee's health and dental benefits at the same level immediately prior to the hours reduction for a period not to exceed eighteen (18) months, and subject to any future changes in the F5AC's benefit package. Employees who voluntarily request a part-time schedule are not eligible for this benefit.
- F5AC may eliminate positions and will determine if the RIF will occur on an agency-wide basis or in one or more programs, departments, and/or classifications.

Length of Service: An employee's length of service is measured from the original employment date with F5AC (including time as a County employee, Tri-Net employee, or Diversified employee) if there has not been a break in service greater than 30 days (not including leave protected by law. Approved legally protected leaves do not constitute a break in service).

Notice: Employees selected for RIF through position elimination will be given at least 10 business days' notice of the proposed final employment date.

Severance Pay: If positions are eliminated due to RIF, F5AC may authorize severance pay of two weeks' regular base salary or pay less applicable tax and other withholdings, for every year of continuous service (according to the above length of service definition), not to exceed eighteen (18) weeks of pay. If severance pay is authorized, it will be paid in one lump sum on or after the termination date, and, according to ACERA, is not pensionable.

To receive severance pay, if payment is authorized, employees must first sign a waiver releasing F5AC from any and all liability related to their employment with F5AC and their separation from employment. Refusal to sign the waiver within the allowed period and/or lawful revocation of the waiver renders an employee ineligible to receive severance pay.

In addition to severance pay, if any, F5AC may also make a payment equivalent to \$500 per year of service (as defined above in the length of service definition), but not to exceed \$3,000 total, to help with the cost of health insurance. This payment, if authorized by F5AC, will be made in one lump sum, and will be issued at the same as severance pay. To receive the payment described in this paragraph, if authorized, employees must first sign a waiver releasing F5AC from all liability from their employment with F5AC and their separation from employment. Refusal to sign the waiver within the allowed period and/or lawful revocation of the waiver renders an employee ineligible to receive severance pay.

If an employee who was previously part of a RIF and received any severance pay is rehired and then subsequently laid off, that employee may be eligible for severance only up to a maximum of eighteen (18) weeks of pay when all severance payments (e.g., from the first and second RIFs) are combined.

Outplacement Services: Employees whose positions are eliminated in a RIF, or who were hired for temporary positions in connection with a RIF, may be eligible for F5AC outplacement services. These services are designed to help F5AC employees find positions in Alameda County where they can continue to use their skills and expertise on behalf of children aged 0 to 5 years. Outplacement services, if provided, will not exceed three months following the date of separation. F5AC makes no guarantee that utilizing its outplacement services will result in an employment offer.



Acknowledgment

I acknowledge that I have received a copy of the First 5 Alameda County (“F5AC”) Employee Handbook. I understand that the Handbook contains important information on the general employment policies of F5AC and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to F5AC’s policies, and I understand I am governed by the contents of this Handbook. I further understand that F5AC may change, rescind, or add to any policies, benefits, or practices described in the Handbook, other than the concept of at-will employment. By my signature below, I also acknowledge and understand that employment at F5AC is at-will employment. That is, either I or F5AC may terminate my employment at any time, for any reason or no reason, with or without cause.

Employee Name

Employee Signature

Date

Change Log

Item	Date
Original adoption of Employee policies adopted by Commission	5/21/2004
Handbook Update – Approved by Commission Includes addition of fingerprinting under “Work Eligibility”, “Tools and Technology”; and “Bilingual Pay”. Medical and Dental Insurance sections rewritten to reflect current benefit structure; “Floating Personal Days” and “Personal Use Time” merged under “Paid Time Off (PTO)”; “Unpaid Time Off and Leaves of Absence” section reformatted to include matrix of leaves	5/26/2005
Addition of Catastrophic Leave Bank – approved by Commission	9/29/2005
Year End Manual Clean-up – reviewed by Executive Committee	6/19/2006
Year End Manual Clean-up – reviewed by Executive Committee Includes Addition of Professional Development, Payment in Lieu Long Term Disability, Children in the Workplace, Telecommuting, & References sections; Change in Full Time Status definition, Remove Position Description section	5/22/2008
Formatting Update	2/25/2009
Year End Manual Clean-up – reviewed by Executive Committee Includes addition of Paid Family Leave, Breastfeeding-Friendly Workplace section Addition of Reduction in Workforce section – approved by Commission 12/11/08, with addition of severance pay cap 3/26/09	6/25/2009
Year End Manual Clean-up – reviewed by Executive Committee Includes Addition of Personal Leave of Absence modifications to sick leave policy – approved by Commission on 12/10/09; Deleted Tools and Technology benefit – approved by Commission on 12/10/09	6/24/2010
Year End Manual Clean-up – Reviewed by Executive Committee Addition of Child Abuse Reporting, Confidentiality policies & Temporary Military Duty Leave; Removed Lent to Other Government or Educational Institution Leave	12/8/2011
Deleted ACERA offset benefit – approved by Commission on 12/13/12	12/13/2012
Year End Manual Clean-up – Reviewed by Executive Committee Revisions to Unpaid Leave section, including deletion of the Matrix format, Separation of Pay Periods into Pay Periods and Work Schedules, addition of Reasonable Accommodation Leave, Social Media, Media Relations; Removed Educational, Temporary Military Duty and Military Leaves	5/23/2013
Year End Handbook Clean-up – Reviewed by Executive Committee Consolidation of Medical and Dental Insurance sections, deletion of Wage Garnishments and Appeal of Serious Discipline sections	6/26/2014
Year End Handbook Clean-up – Reviewed by Executive Committee, including modifications to Sick Time to reflect provisions in the Healthy Workplace Healthy Family Act, and to Health and Dental Insurance to reflect provisions in the Affordable Care Act	6/18/2015
Year End Handbook Clean-up – Approved by Commission on 6/16/16 Title change from “Employee Policies and Procedures Handbook” to “Employee Handbook” Addition of “Paid Time Off” usage during Introductory Period Addition to Eligibility of Dependent Children of Temporary Employees; Employer Share of Health and Dental Premiums for Temporary Employees and Their Eligible Dependents; Definition for Eligible Dependents; Vacation Time off Requests; Modification to “Workplace Conduct”	6/16/2016
Addition of \$500 per Fiscal Year for Professional Development, to Be Reimbursed After Completion of Course(s) – Any Unused Funds Will not Carryover	7/20/2016
Addition to Leaves of Absence – Paid Leave, Work Hours and pay – Flex schedule	8/18/2016
Modify Leaves of Absence – Paid Leave	6/15/2017
Week of Christmas Off & 3% Cola Eff. 01/26/18; In Lieu update from \$125 per month to \$137.50 per month – Approved by Commission.	12/14/2017
Year End Handbook Clean-up – Approved by Commission	6/21/2018

Includes Extension of Employee’s Introductory period, modify Leaves of Absence – Unpaid, Paid Sick Time, Workplace Conduct	
Modify Benefits & CA Paid Family Leave – Approved by Commission	12/13/2018
Handbook Clean-up – Approved by Commission, including updates to approval levels and titles, Reasonable Accommodation, Replaced Policy Prohibiting Harassment & Discrimination, Benefits, Added “additional benefits” section, Vacations, Jury Duty, Pay Periods, 9/80 Schedule, Bereavement, Leave Policies and Catastrophic Leave Bank, Paid Parental Leave, Children in workplace, Telecommuting has been renamed Remote Work, Attire, Technology-Voicemail & Email, Social Media, Workplace Conduct, Open-door Policy, Conflict of Interest, Voluntary Employment Terminations, Reduction in Workforce. The following have been removed: References to pre-employment/onboarding processes, sections on Employing Commissioners, Executive Benefits Package, Long-Term Disability, Payroll Deductions, and Parking.	10/17/2019
Update approved by the Commission – At-Will Employment, Policy Prohibiting Harassment & Discrimination, Adding Presidential General Election Holiday and COVID 19 Temporary Remote Work Policy	10/15/2020
Update approved by the Executive Committee – Handbook Clean-up – approved by the Commission Executive Committee, including updates to approval levels and titles, clarification on introductory employees, At Will Employment, Policy Prohibiting Harassment & Discrimination, Work Eligibility, Introductory Period, Employee Classifications, Professional Development, Benefits, Vacations, Paid Time Off, Paid Sick Time, Bereavement Leave, Paid Parental Leave, Leaves of Absences , Work Schedules, Bilingual and Multilanguage Pay, Breastfeeding-Friendly Workplace, Expense Reimbursement, References, Communication & Technology, Conflict of Interest & Incompatible Activities, Confidentiality, Reduction in Force Additions: Juneteenth & Indigenous People’s Day Holidays; Additional Eligible Family Members under CFRA, 4-10 Schedule; COVID-19 Workforce Vaccination Policy, Right to Respond to Notice of Serious Discipline	05/26/2022
Updates for legislative compliance to add “designated person” to Paid Sick Time and Unpaid Leaves, to include 5 days of bereavement leave for part-time employees (paid leave prorated), to update name of Civil Rights Department (from Fair Employment and Housing).	12/08/2022
Updates to TB test in Work Eligibility section, added Alternative Work Schedule, Overtime Pay and Compensatory Time Off, Remote Work Policy, Removed COVID-19 Workplace Vaccination Policy	10/5/2023
Updates to Equal Opportunity and Policy Prohibiting Harassment and Discrimination, temporary employee sick leave allotment, Reproductive Loss Leave, Alternative Work Schedule, and Technology, Voicemail and Email Policy	2/15/2024
Update Media Policy and add Governmental, Legislative, and External Relations Policy	06/11/2024