

**CHILDREN'S TRUST OF ALACHUA COUNTY  
RESOLUTION 2021-17**

**REVISIONS TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, the Children's Trust of Alachua County (CTAC) has established a Governance Committee to review the policies of the CTAC; and

**WHEREAS**, the CTAC adopted an Employee Handbook in August, 2020; and

**WHEREAS**, the Employee Handbook is a policy document of the CTAC; and

**WHEREAS**, the Employee Handbook has been reviewed by outside legal counsel, the CTAC's Human Resources consultant, and the Governance Committee; and

**WHEREAS**, revisions have been recommended to the Employee Handbook;

**NOW THEREFORE**, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

**SECTION 1:            AMENDMENT** “1.50 OUR EMPLOYEE RELATIONS PHILOSOPHY” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

1.50 OUR EMPLOYEE RELATIONS PHILOSOPHY

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement. We know that our reputation is a direct result of the loyalty, commitment, and continued efforts of our employees. We sincerely believe that our success will be in no small part to the cooperative relationship between the CTAC and our employees.

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is, we can do. Our “Problem Solving Procedure” offers all employees the freedom to discuss anything they wish with their supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

- A. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
- B. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you

should request to speak to your next level Manager.

- C. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the next level Manager, we encourage you to speak to the Executive Director or Human Resources.
- D. In the event you have a concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the Executive Director or Human Resources. The Executive Director is available for advice and assistance in solving your problem at any time.
- E. In the event you have a concern or issue with the Executive Director, you may speak with Human Resources directly.

When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

**SECTION 2:            AMENDMENT “2.40 BIOMETRIC INFORMATION”** of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.40 BIOMETRIC INFORMATION

CTAC may use biometric information (retina or iris scan, fingerprint, voiceprint, or scan of hand) for building access, office access, work time data collection or attendance data collection. CTAC does not store your biometric information and collects it solely for legitimate work-related purposes. Once the need for the biometric data has been satisfied, such as when employment ends, the data is permanently destroyed. Employees are free to decline to use the provided biometric scanners without any adverse employment action and CTAC will use alternative means of access and information collection. Additionally, at any time during employment, employees may revoke their consent to use biometric scanners by providing written notice to ~~the Finance and Administration Manager~~ Human Resources. By executing the handbook acknowledgement and using the biometric scanners in place at CTAC, you are providing your consent and authorization for CTAC to use your biometric data for the specific purposes stated above.

**SECTION 3:            AMENDMENT “2.60 INTRODUCTORY PERIOD”** of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.60 INTRODUCTORY PERIOD

For every new employee, the first 90 days of full-time employment is an introductory period for both you and the CTAC. During this time, you will have the opportunity to learn about the CTAC, your job, and your new surroundings. Your supervisor will be available to answer any questions that you may have. During this period your job performance, attendance, attitude, and overall interest in your job will be carefully reviewed by your supervisor. The CTAC will then evaluate your performance and make a decision concerning your continued employment. If, as a result of an illness or injury, you are absent from work for more than five days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. ~~If your introductory period is extended, you will be notified.~~ Should an employee's performance become unsatisfactory at any time during this introductory period, the employee will be subject to disciplinary counseling up to discharge at that time. ~~If CTAC terminates an employee for unsatisfactory work performance during their introductory period, CTAC's account will not be charged for unemployment benefits.~~ Completion of the introductory period does not confer any expectation of continuation in employment; continuation depends on the needs of CTAC and the performance and conduct of the employee.

**SECTION 4:            AMENDMENT** “2.90 EMPLOYMENT REFERENCE PROHIBITION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.90 EMPLOYMENT REFERENCE PROHIBITION

The CTAC prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to ~~the Finance and Administration Manager for appropriate management~~Human Resources. ~~The Finance and Administration Manager~~Human Resources shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the CTAC from liability.

**SECTION 5:            ADOPTION** “4.15 FLOATING HOLIDAYS” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

ADOPTION

4.15 FLOATING HOLIDAYS(*Added*)

Every employee shall be issued two floating holidays each fiscal year. Floating holidays may not be used during the introductory period. Floating holidays are in addition to the recognized CTAC holidays in Section 8.60. The use of floating holidays is subject to the approval of your supervisor.

**SECTION 6:            AMENDMENT** “4.20 SICK LEAVE” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

## AMENDMENT

### 4.20 SICK LEAVE

- A. Granting Leave. Full time employees assigned to a 40-hour work week shall earn four hours of paid sick leave per pay period. Sick leave shall accrue immediately and may be used during the introductory period if necessary.
- B. Accrual of Leave. Sick leave shall be earned as of the last day in the pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.
- C. Using Leave. All requests for sick leave shall be in writing and approved by the appropriate supervisor or designee prior to use; however, in the event prior notification is not possible, an employee must immediately contact the employee’s supervisor regarding the intended absence.
  - 1. An employee shall be granted sick leave only for those hours accrued prior to or during the pay period. Approval of sick leave requests is at the discretion of the supervisor.
  - 2. Any request for which the Family/Medical Leave Act (FMLA) may be applicable must be approved pending certification of the sick leave instance as FMLA. the leave will not be coded as FMLA until the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.
  - 3. Sick leave may only be utilized for employee illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician. Sick leave may also be used by the employee to care for an immediate family member because of an illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician.
  - 4. Sick leave may be used for the employee's doctor/dental appointments or other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained. Sick leave may be used to transport or accompany the employee's immediate family member to doctor/dental appointments or for other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained.
  - 5. An employee may be required to supply proof of sickness, injury, or disability.

Reasons for requiring proof may include, but are not limited to:

- a. A pattern of use of sick leave in conjunction with a holiday, use of annual leave, days off, weekends, work assignment deadlines, etc.
  - b. If the employee is sent to a physician of the Trust's choosing for the purpose of providing proof of illness or ability to perform at work, the Trust will pay the expenses. Upon exhaustion of sick leave, an employee may request use of accumulated vacation leave rather than applying for leave without pay.
- D. Pregnancy. The sick leave policy is applicable to pregnancy, childbirth, miscarriage, or recovery from any of these conditions.
1. Should pregnancy, childbirth, or miscarriage result in sickness to the mother or child(ren), a spouse may use sick leave to care for the mother or child(ren).
  2. The parents may, for up to six weeks, use sick leave for the recovery of the mother after birth.
  3. Medical documentation is required to use sick leave for more than six weeks after birth.
- E. Compensation for Unused Leave. Upon separation and with ten (10) years of continuous service upon separation the employee will be entitled to payment at the employee's current pay rate for 25% of all unused, accrued sick leave up to a maximum payout of 250 hours (1,000 hour accrual).

**SECTION 7:            AMENDMENT "4.60 MEDICAL LEAVE OF ABSENCE"**  
of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.60 MEDICAL LEAVE OF ABSENCE

Full-time employees who have completed their introductory period are eligible for unpaid leaves of absence for medical reasons. Medical reasons may include illness, injury, medical and surgical procedures, pregnancy, childbirth, and related medical conditions. Employees must request a leave of absence if they will be unable to work for medical reasons for a period in excess of seven consecutive days. Such requests must be accompanied by a statement, acceptable to CTAC, from the employee's physician or a CTAC-approved physician indicating that the employee is unable to return to work. CTAC retains the right to have employees on a leave of absence examined by a physician of CTAC's choice. However, in no event may an employee's total leave of absence exceed six months in any 12-month period. During a medical leave of absence, you can keep your insurance benefits in effect by paying the appropriate premiums, subject to policy terms and conditions. Please make arrangements with the ~~Finance and Administration Manager~~ CTAC Finance and Administration department for these payments. Upon the employee's return from medical leave of absence, we will attempt to return the employee to their regular job if it is available. If it is not available, the employee will be placed on a similar job for which the employee is qualified, if such a job is available. If no jobs are available at the time, the returning employee will be given preferential consideration for any position for which they apply. Failure to report to work as scheduled following a leave shall be cause for dismissal. Time spent on leaves of absence will not be used for computing benefits such as vacation or holidays.

**SECTION 8:**            AMENDMENT "5.120 GIFT REPORTING" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

#### AMENDMENT

##### 5.120 GIFT REPORTING

CTAC employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with CTAC. Additionally, unless specifically permitted by this policy, CTAC employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the CTAC. The only exceptions to this policy are as follows:

- A. holiday business gifts of value totaling less than twenty-five dollars (\$25) in any single year that are for the shared departmental use or consumption.
- B. occasional meals in connection with actual business.
- C. awards or gifts provided by CTAC in express and open recognition of an employee's contributions.

All unpermitted gifts must be immediately declined, returned, or discarded. Employees must report to their supervisors and the ~~Finance and Administration Manager~~ Executive Director before the end of each month regarding all gifts received during the month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

**SECTION 9:            AMENDMENT** “6.10 DEFINITION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

## AMENDMENT

### 6.10 DEFINITION

~~Harassment is a form of predatory sexual behavior in which a person targets another employee(s) relating to an individual's age, race, color, sex (including same-sex sexual harassment), religion, national origin, gender identity or expression, or sexual orientation, or disability. It constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) 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.~~

~~Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.~~

~~This policy applies to all employees of CTAC working at all locations. All employees have an obligation to report sexual harassment - even if they are not the victim.~~

~~All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.~~

CTAC prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, marital status, gender identity, sexual orientation, ADA status, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

A. Sexual Harassment Defined. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of employment; or
2. Submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior.
4. Sexual harassment includes, but not limited to:
  - a. Unwanted sexual advances;
  - b. Offering employment benefits in exchange for sexual favors;
  - c. Making or threatening reprisals after a negative response to sexual advances;
  - d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
  - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
  - f. Verbal sexual advances or propositions;
  - g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
  - h. Physical conduct such as touching, assault, or impeding or blocking movements; and
  - i. Retaliation for reporting harassment or threatening to report harassment.
5. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor, or harassment by persons doing business with CTAC

B. Other types of harassment. Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, gender identity, sexual orientation, HIV-positive status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

1. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;



3. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
4. Retaliation for reporting harassment or threatening to report harassment.

**SECTION 10:**            **AMENDMENT** “6.20 EXAMPLES OF PROHIBITED CONDUCT” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.20 EXAMPLES OF PROHIBITED CONDUCT

~~Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:~~

- A. ~~Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.~~
- B. ~~Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.~~
- C. ~~Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.~~
- D. ~~Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.~~
- E. ~~Sexual or discriminatory displays or publications anywhere in our workplace by our employees.~~
- F. ~~Retaliation for sexual harassment complaints.~~

**SECTION 11:**            **AMENDMENT** “6.30 RESPONDING TO VIOLATIONS OF THIS POLICY” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.30 RESPONDING TO VIOLATIONS OF THIS POLICY

If an employee believes that they have been subject to sexual harassment or any ~~unwelcome sexual attention~~ other form of harassment, they may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, they should report the incident to their own supervisor or manager. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the situation with the supervisor or manager, they should report the incident to ~~the Finance and Administration Manager~~ Human Resources. If the Finance and Administration Manager Human Resources is not available or the employee is uncomfortable addressing the situation with the ~~Finance and Administration Director~~ Human Resources, the employee may report the incident to the Executive Director. It is important to report any and all ~~concerns of sexual harassment or inappropriate sexual~~ conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

**SECTION 12:** AMENDMENT “6.50 DISCRETION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

#### AMENDMENT

##### 6.50 DISCRETION

All inquiries, complaints and investigations are treated discreetly. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is closely contained. All information pertaining to a sexual harassment complaint or investigation is maintained by Human Resources ~~in the HR director in~~ secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

**SECTION 13:** ADOPTION “6.60 WHISTLEBLOWER AND RETALIATION POLICY” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

#### ADOPTION

##### 6.60 WHISTLEBLOWER AND RETALIATION POLICY (*Added*)

The objective of this policy is to ensure that The Children’s Trust of Alachua County maintains an effective, easy-to-use mechanism for employees to raise concerns regarding potentially unlawful or unethical behavior of any kind within the organization and that ensures protection against retaliation for the whistleblower. Employees will not be penalized in any employment action for engaging in any protective activity including making a complaint, making a discrimination claim, participating in an investigation, taking protected leave, asking for an accommodation for a disability, and/or making a claim for workers’ compensation benefits. The Organization’s policy is that no retaliation shall occur against any employee who reports a concern about potentially unlawful or unethical conduct (“Whistleblower”). Each employee has an obligation and responsibility to report in accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing practices, (b) suspected unlawful conduct, and (c) violations or suspected violations of o policy (collectively referred to as “Concerns” from this point forward).

- A. **No Retaliation.** This policy is intended to encourage and enable employees to raise Concerns for prompt internal investigation and appropriate action. No employee who in good faith reports a Concern shall be subject to retaliation in any form for making the report. An employee who retaliates against someone who has made a good faith report about a Concern is subject to discipline up to and including termination of employment. It is, however, important to communicate that no employee, regardless of whether the employee has made a report, is otherwise exempt from fully complying with the policies of the Organization and the expectations of his or her position. Further, raising concerns as described in this policy will not prevent an employee from receiving correction or discipline if the employee is also involved in the behavior about which the concern is raised.
- B. **Reporting Concerns.** In most cases, employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the employee continues to have reasonable grounds to believe the Concern is valid and the supervisor is not responsive or if the immediate supervisor is part of the Concern, the employee should then report the Concern (in writing or orally) to the Human Resources. If the Human Resources is a subject of the Concern, or if the employee is uncomfortable speaking with his or her supervisor or the Human Resources Manager for any reason, the employee should report his or her Concern to the Executive Director. If the Executive Director is the subject of the Concern, the Concern should be reported to the Chairman of the Board.
- C. **Handling of Reported Concerns.**
  - 1. **Investigation Procedure.** All Concerns will be dealt with promptly and in a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation.
    - a. **Concerns Not Involving the Human Resources or the Executive Director:** Following a preliminary assessment, if the individual initially receiving the Concern believes the Concern warrants further investigation, then Human Resources shall be responsible for investigating the Concern and reporting the results of this further investigation to the referring supervisor/manager or to a higher level

management or the Executive Director, as appropriate. If the investigation indicates that there has been or likely has been a violation of law, accounting or audit standards, or organization's policy, then the individual who receives the report of the results of the investigation shall consult with the Human Resources Manager or Executive Director to determine the appropriate follow-up action and conclusion.

b. Concerns Involving the Human Resources: If the Human Resources is the subject of the Concern, the Executive Director shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the Executive Director shall consult with CTAC Attorney to further investigate the Concern. The Executive Director shall then determine the appropriate follow-up action and conclusion.

c. Concerns Involving the Executive Director: If the Executive Director is the subject of the Concern, the Chairman will consult Human Resources and organization attorneys to determine appropriate assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the CTAC attorney and Chairman shall outsource the investigation to third party. The Chairman shall then report back to the full Board on the results of the investigation for appropriate follow-up action and conclusion.

2. Follow-up with Whistleblower: The Whistleblower (employee) will be informed of the progress and/or outcome of the investigation unless: (1) the Whistleblower expressly indicates his or her preference not to be informed, (2) this would be detrimental to the Whistleblower, the CTAC, or the investigation, or (3) there are other, sound reasons not to inform the Whistleblower. The individual responsible for investigating the Concern is also responsible for determining whether follow-up with the Whistleblower would be detrimental or whether other reasons exist not to inform the Whistleblower. The individual is also responsible for informing the Whistleblower if the Concern has been resolved or closed.

3. Cooperation: All employees are required to cooperate in the investigation of Concerns, which may include steps such as personal interviews, sworn statements and requests for and review of documents. Employees must not discuss the investigation, including any interviews or document requests, with anyone unless specifically instructed that they may do so.

**D. Acting in Good Faith.** Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information provided in a reported Concern indicates a violation of law, accounting or audit standards, or the Trust's policy. *(The act of making allegations that prove to be unsubstantiated, or which are made maliciously, recklessly, or with knowledge of their falsity, will be reviewed as a serious disciplinary offense.)*

**E. Limited Confidentiality.** Reports of Concerns, and any investigations regarding

Concerns, shall be kept confidential to the extent possible and lawful, consistent with the need to conduct an adequate investigation.

It is the responsibility of all directors, officers, and employees to comply with this policy and report Concerns in accordance with this policy.

**SECTION 14:            AMENDMENT “7.10 DIVERSITY EQUITY AND INCLUSION”** of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

#### AMENDMENT

#### 7.10 DIVERSITY EQUITY AND INCLUSION

CTAC is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization’s achievement as well.

We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. CTAC’s diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees’ varying needs.
- Employer and employee contributions to the communities

All employees of CTAC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

**SECTION 15:**AMENDMENT “7.63 CONTAGIOUS ILLNESS” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

#### AMENDMENT

##### 7.63 CONTAGIOUS ILLNESS

CTAC owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. CTAC shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file. Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the Finance and Administration Manager for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation, the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition. When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to ~~Finance and Administration~~ Human Resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

**SECTION 16:           ADOPTION** “8.120 TRAVEL FOR NON-EXEMPT EMPLOYEES” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

## ADOPTION

### 8.120 TRAVEL FOR NON-EXEMPT EMPLOYEES(*Added*)

The purpose of this policy is to outline pay rules that apply to nonexempt employees when traveling on company business.

Employees in positions classified as nonexempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

“Normal work hours,” for the purposes of this policy, are defined as an employee’s regularly scheduled work hours (e.g., 8:30 a.m. to 5:30 p.m.). This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday). Employees with variable work hours will have their normal work hours defined by human resources prior to travel, based on a review of time records over the previous month.

“Travel time” is defined according to the type of travel involved:

- **Travel for a one-day assignment in another city:** An employee who regularly works at a fixed location and is given a special one-day assignment in another city and returns home the same day will be paid for the time spent traveling to and from the other city, except for the time the employee would normally spend commuting to and from the regular worksite.
- **Travel during the workday:** Time spent by an employee traveling as part of his or her regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.
- **Travel away from home:** Travel that keeps an employee away from home overnight is travel away from home. Travel time that takes place within normal work hours, regardless of the day of the week, is treated as work hours. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours.
- **Travel time as the driver of an automobile:** All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation. For example, if an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be compensated.

Travel time as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel.

### **Calculating and Reporting Travel Time**

Employees are responsible for accurately tracking, calculating and reporting travel time on their time sheets in accordance with this policy. Meal periods should be deducted from all travel time.

**SECTION 17:            AMENDMENT “9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:**

#### AMENDMENT

#### 9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

- A. Policy Overview This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet, and intranet) sent or received by employees using any CTAC provided Communication or Computer Systems (“Systems”).
- B. Confidentiality and Acceptable Systems Usage The CTAC’s Systems are intended for CTAC business only. All information transmitted or stored in CTAC Systems (e.g., client lists, documents relating to policies and procedures) is the sole and exclusive property of the CTAC and should be treated as confidential. Such information may not be disclosed to any person outside of the CTAC nor may any such information be removed from our premises without the express permission of the ~~Finance and Administration Manager or~~ Executive Director. Employees are strictly prohibited from accessing, reading, and copying data or information stored in the Systems, and from accessing, reading, and copying communications not directed to them without prior authorization. **ALL SYSTEMS MESSAGES ARE CTAC RECORDS. THE CONTENTS OF OUR SYSTEMS MAY BE DISCLOSED TO THE CHILDREN'S TRUST OF ALACHUA COUNTY WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT**



**MESSAGES AND COMMUNICATIONS ARE CONFIDENTIAL.**

- C. Management's Right to Access Information Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these Systems, they belong to the CTAC and the contents of all communications are accessible by management for any business purpose. CTAC reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any CTAC System for the purpose of preventing such monitoring. **EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN CTAC SYSTEMS TO BE PRIVATE.** The CTAC reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance-related reasons.
- D. Personal Use of the CTAC's Communication and Computer Systems
1. General Usage Because personal communications can be accessed without prior notice, employees should not use CTAC's Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the Internet for personal use.
  2. Telephone Usage The Telephone Systems (including voicemail) at CTAC are the property of CTAC and are provided for business purposes. The CTAC may periodically monitor the usage of the telephone systems to ensure compliance with this policy. **THEREFORE, EMPLOYEES SHOULD NOT CONSIDER THEIR CONVERSATIONS ON THE CTAC'S TELEPHONE SYSTEMS TO BE PRIVATE.**
  3. Personal Mail All mail which is delivered to the CTAC is presumed to be related to CTAC business. Mail sent to you at CTAC will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.
- E. Forbidden Use and Content of Communications You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the CTAC's Systems:
1. to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually explicit messages, cartoons, jokes, or other potentially offensive material;
  2. to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
  3. to write personal letters, resumes, or other documents unrelated to CTAC business;

4. to run computer games or other personal software, or copy such software;
  5. as a forum for gossip or personal communications. CTAC may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the CTAC is met. Employees should not expect any privacy when using CTAC computers or email.
- F. Password and Encryption Key Security and Integrity All Systems passwords and encryption keys must be available to the CTAC at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.
- G. Software, Personal Disks, and Networking Computer software, whether purchased, developed, or modified by the CTAC, may not be downloaded, copied, reproduced, altered, or appropriated by employees without prior CTAC authorization. Any such computer software is the property of the CTAC and may not be copied or appropriated by employees for personal use during employment with CTAC or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment. The CTAC does not condone the use of "bootleg" or "pirate" software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on the CTAC's computer system should notify management immediately. The use of personal disks or software in the CTAC's computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing CTAC's Systems from remote locations and from connecting CTAC Systems to outside systems without prior authorization.
- H. Penalties for Violation of the CTAC's Communication and Computer Systems Security and Usage Policy VIOLATIONS OF ANY ASPECT OF THE CTAC'S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. CTAC will also seek civil damages against any employee who appropriates or copies the CTAC's property as described in this Policy.

**SECTION 18:**            **AMENDMENT** "9.40 COMPUTER PASSWORD" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

9.40 COMPUTER PASSWORD

- A. Password Policies - This policy governs the creation, maintenance, and security of CTAC computer systems and network passwords and passphrases. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of CTAC’s corporate network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:
1. All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every twelve months.
  2. Passwords must not be inserted in e-mails or other forms of electronic communication.
  3. All passwords must conform to the guidelines described below.
  4. Passwords should never be written down or stored online or anywhere within their office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones, or similar devices without encryption.
  5. Employees should not use the “remember password” feature found on many computer and website applications.
- B. Guidelines for Password Construction - Passwords are used for various purposes at CTAC. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins. All employees should be aware of how to select strong passwords:
1. Contains both upper- and lower-case characters.
  2. Has digits and punctuation characters as well as letters.
  3. Is at least 12 alphanumeric characters long and is a passphrase (e.g., “1LoveiT123!!”).
  4. Is not a word in any language, slang, dialect, or jargon.
  5. Is not based on personal information, names of family members, etc.
- C. Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: “Star Spangled Banner”, and the password could be: “\*Sg1dBnR”.
- D. Employees should not use the same password for CTAC accounts as for other non-CTAC assistants or supervisors—even when on vacation or otherwise out of the office. If someone demands a password, refer them to the ~~Finance and Administration Manager~~ Executive Director.
- E. If an account or password is suspected to have been compromised, report the incident to the Technology Department and immediately change all passwords.
- F. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD \_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
 Lee Pinkoson, Chairman,  
 Children's Trust of Alachua County

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 Tina Certain, Treasurer,  
 Children's Trust of Alachua County