

CHILDREN’S TRUST OF ALACHUA COUNTY

RESOLUTION 2025-08

ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK

WHEREAS, the Children’s Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-08; and

WHEREAS, the Children’s Trust of Alachua County desires to make changes 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: ADOPTION “2.95 Employee Performance and Evaluation” of the Children’s Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

Rationale: This new section formalizes performance expectations, evaluation processes, and professional development resources to ensure clarity and accountability for all employees.

ADOPTION

2.95 Employee Performance and Evaluation

Purpose:

The Children's Trust is committed to fostering a high-performance culture that supports our mission and values. This Employee Performance Policy outlines expectations, performance evaluation procedures, and the steps for addressing performance concerns.

Scope:

This policy applies to all employees of The Children's Trust, including full-time, part-time, and temporary staff.

1. Performance Expectations:

All employees are expected to:

- Perform job responsibilities in alignment with their job descriptions.
- Demonstrate professionalism, accountability, and commitment to organizational goals.
- Meet performance standards set forth by their department and leadership.
- Exhibit teamwork, communication, and ethical behavior in the workplace.
- Follow organizational policies, procedures, and compliance regulations.

2. Performance Evaluation Process:

The Children's Trust conducts regular performance reviews to assess employee contributions and professional development needs.

- **Annual Performance Reviews:** Conducted at least once a year, focusing on accomplishments, areas for growth, and goal setting.
- **Mid-Year Check-Ins:** Informal meetings between employees and supervisors to discuss progress and address any challenges.
- **New Hire Evaluations:** Employees will receive a 90-day review to assess their initial performance and fit within the organization.
- **Ongoing Feedback:** Supervisors and employees are encouraged to engage in continuous feedback to ensure clear communication on expectations and progress.

3. Addressing Performance Concerns:

If an employee is not meeting performance expectations, the following steps may be taken:

- **Coaching & Feedback:** The supervisor will provide guidance, resources, and support to help improve performance.
- **Performance Improvement Plan (PIP):** If performance issues persist, a formal PIP may be implemented with clear objectives and timelines.
- **Corrective Action:** Continued underperformance may result in disciplinary action, up to and including termination.

Employees are encouraged to seek assistance from their supervisors and Human Resources for professional development and support to meet performance goals.

4. Professional Development:

The Children's Trust values continuous learning and provides opportunities for employees to enhance their skills through training, mentorship, and career development programs.

5. Policy Review & Amendments:

This policy will be reviewed periodically to ensure alignment with organizational goals and industry best practices. The Children's Trust reserves the right to update or modify this policy as needed.

For any questions regarding this policy, employees should contact the Human Resources Department.

SECTION 2: DELETION “4.15 Floating Holidays” of the Children’s Trust of Alachua County Employee Handbook is hereby *deleted* as follows:

Rationale: This policy is being removed to reduce redundancy, as its contents are already addressed under Section 8.60 “Holidays.”

Delete the following separate policy that is already addressed under 8.60 Holidays.

4.15 FLOATING HOLIDAYS

~~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.~~

HISTORY

Adopted by Res. 2020-8 on 8/3/2020

SECTION 3: AMENDMENT “8.60 Holidays” of the Children’s Trust of Alachua County Employee Handbook is hereby amended as follows:

Rationale: The language is being clarified to explicitly state that floating holidays apply to eligible employees only, aligning with organizational intent and policy application.

Add minimum hours for floating holidays for eligible, part-time employees.

8.60 HOLIDAYS

All full-time employees will receive the following days off with pay, any time they fall on a regular workday, or, if the day falls on a weekend, the day the holiday is observed. The CTAC will publish an observed holiday calendar on or before January 1 of every year:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day (Thursday and Friday)
9. Christmas Eve
10. Christmas Day

~~In addition, each full time employee will be granted two floating holidays in order to accommodate holidays such as Kwanza, Chanukah, or other holidays not recognized on the calendar above.~~

HISTORY

Adopted by Res. 2020-8 on 8/3/2020

All full-time employees will receive the following days off with pay, any time they fall on a regular workday, or, if the day falls on a weekend, the day the holiday is observed. The CTAC will publish an observed holiday calendar on or before January 1 of every year:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day (Thursday and Friday)
9. Christmas Eve
10. Christmas Day

In addition, regular, part-time (non-temporary) employees working 20 or more hours per week will receive two floating holidays to accommodate holidays not recognized on the calendar above.

SECTION 4: AMENDMENT 4.60 “Family and Medical Leave Act (FMLA)” of the Children’s Trust of Alachua County Employee Handbook is hereby amended as follows:

Rationale: A sentence is being revised to ensure compliance with federal guidance and to clarify the organization's policy regarding reimbursement for employer-paid health insurance during unpaid leave.

Change section G, sentence 8 replaced “will” with “may”

~~G. Employee Status and Benefits During Leave. Children’s Trust of Alachua County will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by Finance by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health~~

~~condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period. If the employee contributes to a life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the company may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the company will discontinue coverage during the leave. If the company maintains coverage, the company may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.~~

- G. Employee Status and Benefits During Leave. Children's Trust of Alachua County will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by Finance by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period. If the employee contributes to a life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the company may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the company will discontinue coverage during the leave. If the company maintains coverage, the company may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

SECTION 5: AMENDMENT 7.10 “Diversity, Equity and Inclusion” of the Children’s Trust of Alachua County Employee Handbook is hereby amended as follows:

Rationale: This amendment strengthens the Trust’s DE&I policy by aligning it with current federal and state guidance and reinforcing its commitment to merit-based employment practices while promoting an inclusive culture.

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.~~

HISTORY

Amended by Res. [2021-17](#) on 9/27/2021

CTAC is committed to fostering a workplace where all employees are valued, respected, and provided equal opportunity to thrive based on their skills, contributions, and performance. 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.

Our commitment to diversity and inclusion aligns with federal and state anti-discrimination laws, ensuring fairness in all employment practices while creating an environment where diverse perspectives enhance innovation, collaboration, and organizational success.

CTAC's DE&I Policy initiatives are applicable, but not limited, to our practices and policies on recruitment, hiring, promotions, compensation, benefits, professional development and training programs, performance evaluations, transfers, layoffs, and terminations.

The initiatives include:

- Promoting a culture of respect and inclusion where every employee feels valued.
- Ensuring all employment decisions – hiring, promotions, training, compensation, and performance evaluations – are based on merit, skills, and qualifications, in compliance with Title VII, ADA, ADEA, and other applicable laws.
- Expanding outreach to diverse talent pools without engaging in preferential treatment or quotas.
- Providing training and resources to address unconscious bias and foster equitable practices.
- Complying with federal guidance, including recent executive orders, by avoiding practices that could be interpreted as discriminatory under anti-discrimination laws.

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.

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.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 11th day of August 2025.

	AYE	NAY	ABSENT	NOT VOTING
Ken Cornell	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Lee Pinkson	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Susanne Wilison	_____	_____	_____	_____
Bullard	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Kamela Patton	_____	_____	_____	_____

Presiding Officer

Attest

Ken Cornell, Chair
Children’s Trust of Alachua County

Marsha Kiner, Secretary
Children’s Trust of Alachua County