

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2024-17
ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK**

WHEREAS, the Children's Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-8; 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: AMENDMENT “1.21 Mission, Vision, and Guiding Principles” of the Children's Trust of Alachua County Employee Handbook is hereby amended as follows:

AMENDMENT

1.21 MISSION, VISION, CORE VALUES, AND GUIDING PRINCIPLES

- A. **MISSION:** The Children’s Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.
- B. **VISION:** Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.
- C. **CORE VALUES:** Our goal is an ethical and cooperative work environment for all our employees. We expect our employees to understand the following core values and affirm their commitment to ethical conduct throughout their duties and activities.
 - 1. We expect our employees to exhibit honesty, integrity, just management, fairness, trust, safety, and respect to coworkers, superiors, subordinates, those we serve and those who provide service to us.
 - 2. We expect our employees to promote a positive work environment. Behaviors such as unscrupulous communications and gossip are destructive and not appropriate in our workplace.
 - 3. We believe our employees to be good citizens of the community, reflecting well upon themselves and our Organization.
 - 4. We expect our employees to be respectful of their co-workers, the Organization, and its leadership.
 - 5. At times, we may trust our employees with confidential Organizational information. Respect these confidences. We expect that proprietary information will be protected

- and secure and will not be disclosed to anyone without proper authorization.
6. We respect cultural diversity and recognize the value of a diverse workplace.
 7. We are committed to providing a drug-free, safe, and healthy work environment, and to observe environmentally sound business practices.
 8. We expect our employees to maintain accurate and complete business and transactional records. All information is to be factually represented in a timely manner.

D. GUIDING PRINCIPLES are utilized within organizations as a method to align behaviors, guide decision-making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families; targeted supports for those who need additional help; and place-based supports for those with the greatest need.
2. Innovative initiatives should be funded that coordinate comprehensive systems of support and delivers those supports in collaborative ways that allows the Trust to achieve collective impact.
3. Initiatives shall be evaluated based on its ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
5. Initiatives must be aligned to a documented gap or need.
6. Funds will be invested and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

SECTION 2: AMENDMENT "4.61 Paid Parental Leave Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.61 PAID PARENTAL LEAVE POLICY

- A. Paid Parental Leave is available to regular part-time and full-time employees who have been employed with CTAC for at least one year. This Policy applies to both mother and/or father, and same-sex couples. Temporary employees are not eligible for paid leave under this policy.
- B. Leave under this policy is a paid leave associated with:
 - 1. The birth of the employee's child;
 - 2. The employee's adoption of a child under the age of 18;
 - 3. The placement of a child with the employee when the relationship will be that of in "loco parentis."
- C. Provisions of Paid Parental Leave
 - 1. Six weeks of Paid Parental Leave may be granted and must be used continuously anytime during the first twelve (12) months following the birth, adoption, or placement of the child, unless delayed due to medical complications or other extenuating circumstances. Extensions beyond twelve months require approval by the Executive Director.
 - 2. Employees with less than one year of service who have taken six or more weeks of parental leave are not eligible for paid parental leave during the rolling 12-month period measured forward from the end date of the previously taken parental leave.
 - 3. Employees are only eligible for one (1) six week Paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.
 - 4. If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave, if eligible.
 - 5. Employees will be compensated based on their regularly scheduled work schedule and pay rate. If a holiday occurs during Paid Parental Leave, the employee will receive Holiday Pay instead of Paid Parental Leave, but a holiday does not extend the duration of the leave.
 - 6. Paid Parental Leave is not charged against the employee's other paid leave credits.
- D. Continuation of Benefits
 - 1. Health insurance benefits will continue to be provided during the Paid Parental Leave under this policy at the same rate as in effect before the leave was taken. The employee's payroll deductions for all employee benefits and accrual of paid leave benefits will continue during Paid Parental Leave.

- E. Requirements for Obtaining Paid Parental Leave
 - 1. The employee must provide to the department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms, and file them with human resources.

- F. Coordination with Eligible Family & Medical Leave
 - 1. Paid Parental Leave runs concurrently with leave under the FMLA and will be counted toward the 12 weeks of eligible FMLA leave entitlement per year. All other requirements and provisions under the FMLA will apply.
 - 2. After Paid Parental Leave is exhausted, the balance of FMLA leave will be compensated through the employee's accrued sick or vacation time. Upon exhaustion of accrued sick and vacation, any remaining leave will be unpaid leave.

- G. Unpaid Leave
 - 1. Employees not eligible for FMLA should refer to Policy 8.90: Benefits Continuation During Unpaid Leave of Absence regarding continuation of insurance coverage after the six weeks of Paid Parental Leave, and any other paid leave, have been exhausted.

SECTION 3: ADOPTION "9.90 Use of Artificial Intelligence" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

9.90 USE OF ARTIFICIAL INTELLIGENCE

All CTAC employees have access to AI. Employees seeking to use such systems must ensure that the use does not violate any policies related to CTAC's confidentiality or equipment usage. Employees using AI for any reason associated with their employment will also be solely responsible for the content generated. Any content that violates any existing conduct or other policies, or that indicates use of copyrighted or other protected material, will result in discipline up to and including termination of employment.

Any employee seeking to use AI for job purposes is first required to secure written approval from such employee's supervisor. CTAC encourages employees to pursue greater points of efficiency available as a result of AI but also demands integrity in how such tool is utilized to further employees' work product.

The purpose of this policy is to ensure that all employees use AI tools in a secure, responsible, and confidential manner. The policy outlines the requirements that employees must follow when using AI tools, including the evaluation of security risks and the protection of confidential data.

We recognize that the use of AI tools can pose risks to our operations and customers. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company and customer data. This policy requires all employees to use AI tools in a manner consistent with our security best practices, as follows.

1. **Evaluation of AI tools.** Employees must evaluate the security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees must also check the reputation of the tool developer and any third-party services used by the tool.
2. **Protection of confidential data.** Employees must not upload or share any data that is confidential, proprietary, or protected by regulation. This includes data related to customers, employees, or partners.
3. **Access control.** Employees must not give access to AI tools outside the company. This includes sharing login credentials or other sensitive information with third parties.
4. **Use of reputable AI tools.** Employees should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by employees must meet our security and data protection standards. Your supervisor or a member of our IT Department can guide you regarding these standards.
5. **Compliance with security policies.** Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.

As a public entity, CTAC is subject to specific requirements regarding AI. We must:

- Maintain records of all resume searches conducted using AI, both from searches of external websites and internal resume databases, which include the substantive search criteria used; and
- Provide information of all AI systems used in the recruiting, selection and hiring process to the Department of Labor upon request.
- Provide advance notice and appropriate disclosure to applicants and employees being considered for promotion or transfer of our intent to use AI in the hiring process, including what data will be captured and used by the AI system.
- Provide advance notice to applicants and employees being considered for promotion or transfer of their right to review, correct, or delete erroneous data gathered using AI.
- Safeguard the privacy of applicants and employees when using AI.
- Ensure transparency regarding the basis of an employment decision and how AI contributed to the decision.

Because of the above requirements, all such use of AI in the posting, screening, interviewing, selection, compensation or in any other way related to the hiring process must be conducted solely by authorized staff.

SECTION 4: EFFECTIVE DATE This Resolution shall be in full force and effect from 12.09.2024 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 9th day of December 2024.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Denise R. Ferrero	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____

Presiding Officer

Attest

 Lee Pinkoson, Chair
 Children’s Trust of Alachua County

 Marsha Kiner, Secretary
 Children’s Trust of Alachua County