

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2023-22
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 "2.10 Employee Status" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.10 EMPLOYEE STATUS

Full-time employees are active employees who are normally scheduled to work forty hours a week. Full-time employees are eligible for all of the benefits set forth in the following pages.

Part-time employees are active employees who are normally scheduled to work fewer than thirty hours a week. Part-time employees are not eligible for benefits.

Temporary employees are active employees hired to fill a temporary, non-budgeted, casual or seasonal position that has a duration of less than six months. These employees are at will and serve at the pleasure of the Executive Director. Temporary employees are not eligible for benefits. If there is a need to retain the Temporary employee beyond 6 months, the Executive Director must request that the Trust authorize an additional FTE and appoint the individual to fill that position. If the Trust authorizes the creation of the FTE and approves the appointment of the individual to that position, then the Temporary employee will become a Full-time or Part-time as provided for above and will be entitled to benefits available under that classification. Otherwise the Temporary employee must be terminated no later than at the end of the six month period.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 2: AMENDMENT "3.10 Work Hours" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

3.10 WORK HOURS

Our normal workweek is as follows: 8:30 a.m. to 5:00 p.m., Monday through Friday. However, due to changing production requirements, your actual work schedule may vary.

Exempt employees are expected to work the hours necessary to fulfill their job responsibilities successfully. This may require working beyond the standard 40 hours per week as needed.

While flexibility in work hours may be granted to Exempt employees with supervisor approval, the expectation is that exempt employees consistently work during regular office hours.

Please contact your supervisor if you have any questions.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 3: AMENDMENT "4.10 Vacation Leave" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.10 VACATION LEAVE

C. Using Leave. Employees are encouraged to take vacation leave within the calendar year. An employee shall be granted vacation leave only for those hours accrued prior to or during the requested vacation period. The following conditions apply:

1. Vacation leave shall not be used in increments of less than fifteen minutes.
2. ~~Exempt employees are not required to use leave benefits for absences of less than four consecutive hours in duration.~~
3. Whenever possible, all requests for vacation leave shall be submitted in writing in at least two weeks in advance.
4. Except in extenuating circumstances, an employee must receive prior approval from the employee's supervisor.
5. Vacation leave requests shall be granted at the discretion of the supervisor; however, every effort will be made to accommodate employees.
6. The use of vacation leave to cover tardiness and cash payment in lieu of time off is not authorized.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 4: ADOPTION "4.65 Paid Parental Leave Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

4.65 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 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.
 - 3. 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.
 - 4. 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.
 - 5. Paid Parental Leave is not charged against the employee's other paid leave credits.
- D. Continuation of Benefits

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

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. 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

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 5: AMENDMENT "5.80 Absenteeism and Tardiness" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

5.80 ABSENTEEISM AND TARDINESS

Each of our employees plays an important role in getting the day's work done. ~~Therefore, each employee is expected to be at their workstation on time each day.~~ Exempt and non-exempt employees are expected to be punctual and maintain regular attendance during regular office hours. In case of absence, employees should follow the company's established absence reporting procedures. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers' needs. Excessive absenteeism or tardiness can result in discipline, up to and including discharge. If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases, we expect you to notify your supervisor as soon as possible. Leaving a message does not qualify as notifying your supervisor - you must personally contact your supervisor. When absence is due to illness, CTAC reserves the right to require appropriate medical documentation.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 6: AMENDMENT "8.20 Timekeeping Procedures" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

8.20 TIMEKEEPING PROCEDURES

CTAC expects each employee to accurately record all of the time that you work for CTAC. Under no circumstances may any employee clock in/out or otherwise record time for another employee.

Non-Exempt Employees

~~Unless otherwise notified,~~ each non-exempt employee is required by federal law and by CTAC to keep an accurate record of their hours worked each day. You will generally use the timekeeping system to record your beginning work time, the time you break for lunch, the time you return from lunch and the time you end the workday. Any other break from work for more than twenty minutes must also be accounted for by using the timekeeping system to record the beginning and ending times of the break. ~~We expect you to accurately record all of the time that you work for CTAC.~~ You are expected to begin work immediately following "clocking in". Additionally, if you perform any work when you are not "clocked in", you must immediately report that time to your supervisor. If you forget to record your "in" or "out", notify your supervisor immediately so that the time can be accurately recorded in our system for payroll purposes. Any changes or corrections to your time record must be acknowledged, in writing, by you and your supervisor. ~~Under no circumstances may any employee clock in/out or otherwise record time for another employee.~~ It is the policy of CTAC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime. No employee may "volunteer" their time or otherwise work "off-the-clock" and no supervisor or manager has the authority to require, permit or ask any staff to work hours without reporting them. Employees violating any provision of this policy are subject to discipline, up to and including termination.

Exempt Employees

Each exempt employee is required by CTAC to submit a timesheet each pay period. The timesheet should include total hours worked each day, time absent from work (vacation, sick, etc), and the timesheet must be submitted via the timekeeping system.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 7: EFFECTIVE DATE This Resolution shall be in full force and effect from 12.11.2023 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 11th day of December, 2023.

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

Tina Certain, Chair
Children's Trust of Alachua County

Marsha Kiner, Secretary
Children's Trust of Alachua County