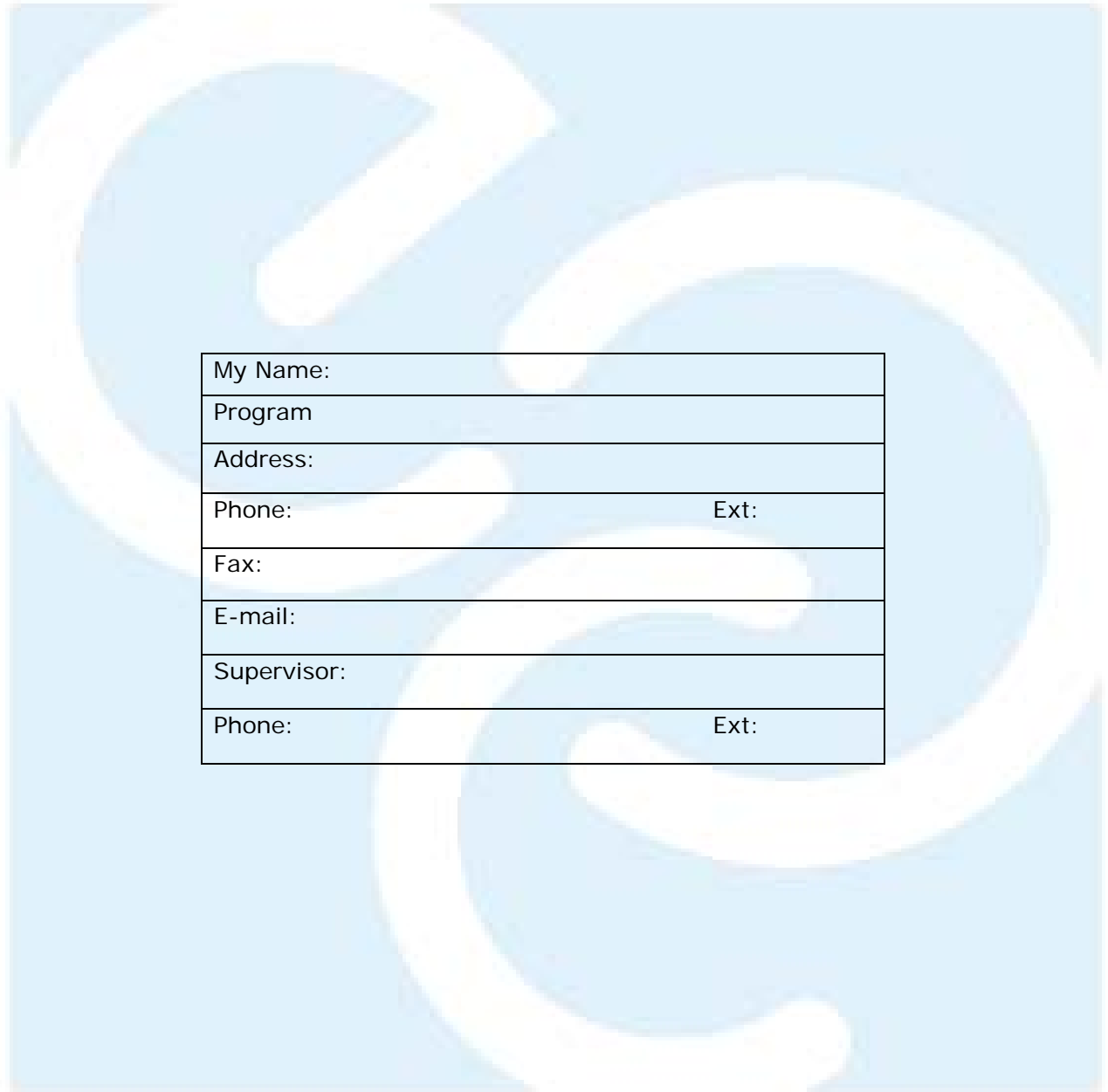


Employee Handbook



Fresno County Economic Opportunities Commission



My Name:	
Program	
Address:	
Phone:	Ext:
Fax:	
E-mail:	
Supervisor:	
Phone:	Ext:

Welcome 1

Welcome to the Fresno County Economic Opportunities Commission!
We are proud that you have chosen to be a member of our Agency.
Our four decades of constant growth is attributed to our staff members. Your job is a vital one in our continuing efforts to assist low-income families throughout Fresno County become self-sufficient. We value each staff member as our most essential resource and asset. We wish you much success in this important endeavor of

"Helping People. Changing Lives."

As we continue our forty years of innovation, commitment and action.



Brian Angus
Executive Director

Page 2. Introduction

This Employee Handbook will help you get acquainted with the **Fresno County Economic Opportunities Commission**. The handbook is a guide to our current personnel policies, procedures, and employee benefits. It is not a contract for employment. As you read through this handbook, please make note of any questions or concerns. Your supervisor is available to answer your questions and help you with any additional information you may need.

FCEOC employees share their daily challenges and triumphs as team members. As you learn about our programs and grow in your knowledge and experience, you will make a valuable contribution to our success in achieving our Agency goals. Meeting the needs of our many and varied clients requires an effort that demands the best of all team members. Let us work together to solve problems and create the most efficient and productive methods of serving our clients. Each team member benefits from the support and expertise of every other member. We encourage every employee to be a dedicated team player.

Page 3. Table of Contents

<u>Welcome</u>	1	<u>Leaves of Absences</u>		Code of Ethics and Business Conduct	19
<u>Introduction</u>	2	Family and Medical Leave	12	Confidentiality	19
<u>Who We Are</u>		Extended Leave	12	Solicitation, Distribution & Posting	19
Mission Statement	4	Military Family Leave	12	Privacy and the Use of FCEOC Resources	20
Agency Background	5	Military Caregiver Leave	12	Social Networking	20
Diversity in the workplace	5	Pregnancy Disability Leave	12	<u>Safety</u>	
<u>Getting Started on the Job</u>		Temporary Disability Leave	12	Commitment to Safety	21
Employment At-Will	6	State Disability Insurance	12	Work-Related Injuries	21
Employment Documents	6	Paid Family Leave (P.F.L)	13	Smoke-Free Workplace	21
Employee Classifications	6	Personal Leave	13	Safety Incentive Program	21
Initial Review Period	6	Bereavement Leave	13	Violence in the Workplace	21
Work Schedule	6	Civic Responsibilities	13	<u>Performance and Problem Resolution</u>	
Meal and Break Periods	7	Alcohol and Drug Rehabilitation Leave	13	Learning and Developing	22
Attendance and Absences	7	Literacy Assistance Leave	13	Performance Evaluations	22
Personal Telephone Calls and Visitors	7	Family School Partnership Leave	14	Employee Counseling and Corrective Action	22
Personal Appearance and Demeanor	8	Military Leave	14	Employee Assistance Program	22
Automobile Insurance and Driver's License	8	Domestic Violence & Sexual Assault Leave	14	Open Communication	23
Parking		Organ Donor/Bone Marrow Leave	14	Leaving FCEOC	23
<u>Pay Practices</u>		Continuation of FCEOC Sponsored Health Benefits	14	Whistle Blowing	23
Paychecks	9	<u>Workplace Practices</u>		<u>Acknowledgement</u>	24
Direct Deposit	9	Workplace Atmosphere	15	<u>A Final Word</u>	25
Time and Attendance	9	Equal Opportunity Employer	15		
Overtime	9	Standards of Performance and Conduct	15		
<u>Benefits</u>		Job Performance	16		
Paid Holidays	10	Conduct	16		
Paid Vacation	10	Policy Against Harassment	17		
Paid Sick Leave	10	Drug and Alcohol Free Workplace	18		
Health and Welfare Benefits	11	Mandatory Child Abuse Reporting	18		
Pension Plan	11	Employment of Relatives (Nepotism) and Personal Relationships	19		
Tax Deferred Retirement Plan	11				

Our Mission

**"To humanely focus all
available resources to empower
low-income families and
individuals working toward the
skills, knowledge, and
motivation for self-sufficiency."**

Agency Background

The Economic Opportunity Act of 1964 was intended to overcome the underlying causes of poverty and unemployment through a variety of programs focusing on job training, education, health and other services. The Fresno County Economic Opportunities Commission (FCEOC) is one of more than 1,000 locally based Community Action Agencies established throughout the nation to assist disadvantaged persons in developing the capacity to become self-sufficient members of their communities.

With an annual operating budget of approximately \$130 million and more than 1,300 staff members, FCEOC provides a wide range of human services and economic development activities.

FCEOC is a private non-profit 501(c)(3) corporation governed by a 24-member Board of Commissioners. Eight members are elected public officials or their designees, eight members are from the community sector; and the remaining eight members are elected to represent low-income target areas throughout Fresno County.

Diversity in the Workplace

The Fresno County Economic Opportunities Commission welcomes diversity in our workplace. We strive to foster a working environment where all our employees can achieve and develop according to their individual talents and goals.

Employment At-Will

Your employment with FCEOC has no specific term or length. Both you and FCEOC have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is called employment "at-will." FCEOC retains the right to demote, transfer, change job duties, and change compensation at any time with or without notice and with or without cause at its sole discretion.

Employment Documents

FCEOC maintains personnel records for applicants, employees and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with necessary government record-keeping and reporting requirements. Your records must be kept current. Please report promptly to your supervisor any change of name, address, telephone number, marital status, dependent status, payroll deductions, and person to contact in case of an emergency. You may review your personnel file in the presence of Human Resources staff.

Employee Classifications

The classification and number of hours worked each week determine eligibility for benefits. Depending on employment status, each employee is classified in one of four status categories:

1. Regularly scheduled full time 37.5 to 40 hours per week for an undefined duration.
2. Regularly scheduled part-time less than 37.5 hours per week. Employees regularly scheduled more than 30 hours per week are eligible for benefits.
3. Temporary hired for a specified limited period or to accomplish particular responsibilities.
4. On-call/substitute work only as needed.

Initial Review Period

An initial review period provides you and the Agency an opportunity to determine if the Agency is the right environment for you and if you are qualified for and suited to the work to be performed. All new employees (and all current employees transferred or promoted to a new regularly scheduled position), are subject to an initial performance evaluation upon completion of a period of six months of employment. A satisfactory performance evaluation upon completion of the initial six month period does not ensure employment for any specific period of time or change the at-will status of regularly scheduled employment.

Work Schedule

Work schedules differ within the agency, depending on various program needs, and are subject to change. Your supervisor will inform you of your schedule as well as your meal and break periods.

Meals and Break Periods

Employees are required to take meal and break periods in accordance with applicable state and federal laws. Because work schedules may vary, your supervisor is responsible for determining and informing you of your specific meal and break periods. If you need to change your meal or break period, please ask your supervisor for permission before making a change. During your meal and break periods you will be completely relieved of all duties and you should not be interrupted. All meal periods must commence before the 5th hour.

Attendance and Absences

We expect every employee to be conscientious about attendance and punctuality. You should be prepared to work at the start of your work day. The success of our Agency depends on the contributions of each employee. When you are not working, it places an extra burden on other members of our team. Regular attendance and punctuality are high priorities. Of course, occasionally you may be ill, injured, or unable to work because of an illness in your immediate family or another personal emergency. If you are going to be absent or late for work, you are required to contact your supervisor as soon as possible-no later than your normal starting time that day. We reserve the right to require a statement acceptable to the Agency from a licensed health care provider whenever you miss work due to an illness, injury or disability.

Excessive tardiness or absenteeism may be cause for disciplinary action up to and including termination. Excessive tardiness is when you are late more than three times within any 30-day period. Excessive absenteeism is when you are absent more than 12 occurrences in any 12-month period

and/or more than three occurrences in the three-month period prior to the most recent absence. Disciplinary action up to and including termination may be imposed for absences of one or more days without proper notice or justification found satisfactory by FCEOC. An absence is defined as hours that equal a regular scheduled day and/or 1 full day. If you are absent for three consecutive days without speaking directly to your supervisor or direct manager, you will be considered to have abandoned your job. You will be considered to have voluntarily resigned unless a reasonable excuse is offered and accepted by FCEOC within 24 hours following the third consecutive day of unauthorized absence.

Personal Telephone Calls and Visitors

Our telephones are a vital asset and must be free for Agency business at all times. We realize that there are times when a personal call must be placed or received during business hours. However, the number and duration of these calls should be kept to a minimum.

All personal cell phone(s) and other communication devices are required to be kept in silent mode. You should refrain from using your personal cell phone to place/receive calls or text messages unless it is for an emergency or while on your breaks.

While driving during working hours, you may not use a cellular phone except when using a hands-free device as permitted under California Law. Receiving or sending text messages, or any use of an electronic device is prohibited while driving.

Visits by friends or relatives can be disruptive to our operation. We strongly discourage such visits during work hours.

Page 8. Getting started on the job

Personal Appearance and Demeanor

It is important that you present a neat, safe, and professional appearance appropriate to your work surroundings. A suitably dressed and well-groomed employee displaying courtesy, respect, and dignity in your actions creates a favorable impression of the quality of our work and the services we provide. All employees are expected to execute good judgment and business-like behavior in the workplace. Failure to comply with these standards of appearance and demeanor may result in disciplinary action up to and including termination.

If you have any questions about what is appropriate, discuss it with your supervisor.

Automobile Insurance and Driver's License

If you are required to drive a vehicle as part of your job, you must maintain a valid California Driver's license and automobile liability insurance. All traffic safety violations, DUI's, or work-related vehicle accidents, or other incidents that could affect your right to a driver's license or insurance coverage must be reported immediately to your supervisor. Failure to report such incidents may result in disciplinary action up to and including termination.

Parking

You are responsible for your own parking. If there is a problem with parking in the location where you work you may ask your supervisor or co-workers for directions to available parking places in the area.

Paychecks

Our pay period is bi-weekly. Your check stub will list all deductions made for federal, state, and local taxes as well as other deductions such as health insurance. If an error occurs on your paycheck or if you have a questions, please see your supervisor.

Direct Deposit

You are strongly encouraged to have your paycheck automatically deposited to your bank or credit union account. Once you set up the direct deposit, your pay is automatically deposited in your specified account. On payday, you receive a deposit notice or an email announcement to your designated email account showing gross pay, deductions, and the amount that was deposited into your account.

Time and Attendance

Non-exempt (hourly) employees

You must submit a time sheet so that we can calculate your pay. Time sheets are due at the end of each pay period on an approved FCEOC time sheet, you must process your time record as follows:

1. Accurately record your starting and ending times, as well as any paid time off.
2. Sign your time sheet, indicating that the time recorded is complete and accurate.
3. Give your time sheet to your supervisor so it can be approved and forwarded to the payroll department.

Exempt (salaried) employees

Exempt employees track their time as follows:

1. You will record "exemptions" to your daily time only. This will include vacation, sick, or time off from work.
2. Sign your time sheet, indicating that the time recorded is complete and accurate.
3. Give your time sheet to your supervisor so it can be approved and forwarded to the payroll department.

Overtime

You must receive prior approval from your supervisor to work any overtime. You will receive overtime pay for all overtime hours worked in accordance with state and federal laws.

Paid Holidays

All full-time and part-time employees who are regularly scheduled to work are eligible for time off with pay to observe the following standard holidays each year:

- New Year's Day**
- Martin Luther King Jr. Day**
- Lincoln's Birthday**
- Washington's Birthday (President's Day)**
- Cesar Chavez Day**
- Memorial Day**
- Independence Day**
- Labor Day**
- Columbus Day**
- Veterans Day**
- Thanksgiving Day**
- Day after Thanksgiving**
- Christmas Day**

You must work the regular workday immediately preceding and immediately following the day on which the holiday is observed to receive holiday pay. A part-time employee is eligible to receive holiday pay only for holidays normally scheduled to work and only for the regularly scheduled number of hours.

SOUL teachers observe holidays in alignment with Fresno Unified School District holidays.

Paid Vacation

All full-time and part-time employees who are regularly scheduled to work thirty (30) hours or more per week are eligible to accumulate

vacation benefits. Vacation accumulates according to the following schedule:

First Two Years:

1¼ working day for each full month worked up to a maximum of 15 days per year.

Third Year and Thereafter:

1 2/3 working days for each full month worked up to a maximum of 20 days per year.

All requests for vacation must be approved by your supervisor. Your supervisor will take into consideration your request for vacation. However, all vacation approvals are subject to the needs of the Agency at that time. Part-time employees accrue vacation time on a pro rata basis. Subject to supervisory approval, employees become eligible to request vacation time upon completion of the initial review period.

SOUL teachers do not accrue vacation benefits.

Paid Sick Leave

All full-time employees who are regularly scheduled to work 37.5 hours or more per week are eligible to accumulate one day of sick leave for each full month worked, up to a maximum of 12 days per calendar year. Part-time employees, regularly scheduled to work more than 30 hours per week, are eligible to accumulate sick leave on a pro rata basis. Sick leave may be accumulated up to a maximum of 60 working days or 450 hours.

Sick leave may be taken for personal illness or injury, disability, illness of a family member such as a child, spouse or parent, registered domestic partner or the child of a registered domestic partner or for family care or medical leave purposes as described under "Family and Medical Leave." Hours absent for health related appointments will be treated as sick leave. Accrued sick leave must be taken in at least half hour increments.

An employee may use only one half of his/her annual sick leave allotment once it has actually accrued, when an employee needs time to care for the illness of a family member.

Health and Welfare Benefits

FCEOC is committed to providing you with a variety of insurance benefits. Information explaining the various benefits is furnished to all eligible employees. FCEOC reserves the right to modify, amend, or terminate its benefit plan as it applies to current or former employees.

The benefits offered to full-time and part-time employees who are regularly scheduled to work more than 30 hours per week are:

- Group Health Insurance
- Dental Insurance
- Vision Insurance
- Pharmacy
- Group Life Insurance
- Accidental Death and Dismemberment Insurance
- Business Travel Insurance
(excludes travel to and from work)

Supplemental benefits are available to you at an affordable rate. You can purchase additional insurance as follows:

- Supplemental Life Insurance
- Supplemental Accidental Death and Dismemberment Insurance
- Accident Insurance
- Cancer Insurance
- Critical Illness Insurance
- Short-term Disability Insurance
- Long Term Disability

Retirement Benefits

Pension Plan

As a supplement to Social Security benefits, FCEOC provides a Pension Plan. You participate in the plan after you have completed two years of continuous service, have worked 1000 hours per year within the two years, and are 21 years of age. FCEOC contributes an amount equal to five percent of your pay.

Tax Deferred Retirement Plan

FCEOC provides all employees the opportunity to save for retirement through a voluntary self-directed Tax Deferred Retirement Plan under the provisions of the Internal Revenue Code 403(b), (12); DOL Regulation 2510.3-29(f). Details are available in the Human Resources Office.

All leaves of absence must be approved by your supervisor. Once approved, your supervisor will review with you the paperwork you need to complete for your leave of absence. All leaves of absences are unpaid unless specified below.

Medical Leave of Absences

If you are on a medical leave of absence, you must provide a doctor's certification when you leave and a release when returning. You may use your sick and/or vacation time, if available, while on a medical leave of absence. Current medical leaves of absence policy, including eligibility requirements, are available through the Human Resources Office.

Family and Medical Leave

You may request a leave due to your own medical condition (including pregnancy), a serious illness of a family member, and/or the birth or adoption of a child for a maximum of twelve weeks. Leave under this policy is subject to certain restrictions.

Extended Leave

If you are unable to return to work after the twelve weeks allowed under State and Federal Laws, you may request an extended medical disability leave in up to thirty day increments due to your medical disability only.

Military Family Leave

Qualifying Exigency Leave - If you have a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation you may use your 12 week leave entitlement to address certain qualifying exigencies. Leave under this policy is subject to certain restrictions.

Military Caregiver Leave

If you have a spouse, child, parent, or next of kin who is a covered service member, you can

take up to 26 weeks of leave, to care for the covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness incurred in the line of duty on active duty. Leave under this policy is subject to certain restrictions.

Pregnancy Disability Leave

If you are disabled due to pregnancy, childbirth, or a related condition, you are eligible to take a pregnancy disability leave (PDL), for the period of actual disability up to four months.

Temporary Disability Leave

You may take a temporary disability leave of absence if necessary to reasonably accommodate a work related injury or a qualified disability under state and/or federal law if you are disabled. The duration of your leave will be in accordance with applicable laws, but will not extend beyond the date you become able to perform the essential duties of your job with or without reasonable accommodation. If you are disabled due to a work-related injury, your rights are governed by California's Workers' Compensation Act. Any questions you may have about disability leave of absence should be directed to the Human Resources Office.

State Disability Insurance (S.D.I.)

Employees who suffer a non-work-related illness or injury may be entitled to State Disability Insurance. S.D.I. benefits are paid by the State and are financed from mandatory payroll tax deductions from all employee wages. Questions regarding S.D.I. benefits can be directed to the Human Resources Office.

Pg. 13 Leaves of Absence

Paid Family Leave (P.F.L.)

P.F.L. provides up to six weeks of wage replacement benefits for employees, so you may care for a seriously ill spouse, parent, child, or domestic partner, or for the birth or adoption of a child. Paid leave must be taken concurrently with the FMLA and the California Family Rights Act. The program is under the state's disability insurance program and funded through an employee tax (S.D.I.). See the Human Resources Office for benefit eligibility.

Personal Leave

If you are a regular part-time or full-time employee you may request a personal leave of absence without pay for personal compelling reasons for a reasonable period of time up to thirty (30) days. Extensions may be granted in thirty (30) day increments due to special circumstances, but may not exceed a total of four (4) months. Requests for personal leaves must be in writing and will be considered at the discretion of FCEOC. All personal leaves must be preapproved before the leave can be taken.

Bereavement Leave

If you experience a death in your immediate family, you will be granted an emergency paid leave for up to three days. "Immediate family" is defined as: current spouse, a spousal equivalent, mother or father, step-mother or father, legal guardian, son or daughter, sister or brother, grandparents, grandparent-in-

laws, grandchildren, daughter/son-in-law, mother/father-in-law, sister/brother-in-law. You may be required to furnish satisfactory evidence to support the leave.

Civic Responsibilities

You may request up to, but not to exceed, two hours time off to vote without pay if you do not have sufficient time outside of your regular working hours to vote in an election. You must give at least two working days notice to your supervisor. If you are called to jury duty or required by law to appear as a witness, you will receive regular pay less amounts received for jury duty or service as a witness. You are required to supply appropriate notification and paperwork to your supervisor. This does not apply in the case of legal action whether administrative, civil, or criminal brought by you or against you.

Alcohol and Drug Rehabilitation Leave

If you enroll voluntarily in a drug or alcohol rehabilitation program, you may request an unpaid leave of absence, unless it would result in an undue hardship on the Agency.

Literacy Assistance Leave

If you need time off to attend an adult literacy education program, the Agency will make reasonable accommodation for up to six hours of unpaid time off during the work week, unless it would cause an undue hardship to do so.

Family School Partnership Leave

You may request unpaid time off for your child's school activities pursuant to a teacher's request or to participate as a parent, guardian, or grandparent. You may take up to 40 hours in a year, but not more than eight hours in a month. Your supervisor must be notified in advance when time off is requested and must approve the request.

Military Leave

You may be granted an unpaid leave of absence to fulfill required uniformed services training or active duty obligation. The term "uniformed services" means the Navy, Marines, Army, Air Force, the National Guard, the International Guard, the Commissioned Corps of the Public Health Service, and any other category designated by the President of the United States in time of service or emergency.

Military Spouse Leave

You may request Military Spouse Leave for up to ten (10) days when your spouse is in the Armed Forces, National Guard or Reserves has been deployed during a period of military conflict, and is on leave from military deployment. You must provide notice of intent to take Military Spouse Leave within two business days of receiving official notice that the military spouse will be on leave from deployment. A Request for Authorized Absence form must be supported by documentation certifying that the military member will be on military leave from deployment during the time of the requested leave. Leave under this policy is subject to certain restrictions.

Domestic Violence and Sexual Assault Leave

If you are a victim of domestic violence or sexual assault, you may take unpaid time off from work to obtain relief, including a

temporary restraining order, for the purpose of ensuring the health, safety, or welfare of you or your child. You may take unpaid time off to seek medical attention for injuries caused by domestic violence or sexual assault, or to obtain other related services as defined by law. Conditions for time off, including certification requirements, are available through the Human Resources Office.

Organ Donor/Bone Marrow Leave

If you donate to another person one of your organs, you will be granted up to 30 days of paid leave and 5 days for bone marrow donation in any one year period based on your scheduled hours worked. You will be required to use 5 days of vacation or sick leave for bone marrow donations and up to two weeks for organ donations.

Continuation of FCEOC Sponsored Health Benefits

If you are enrolled in the health plan(s) and your leave of absence exceeds four (4) months you have the right to continuation of health benefits coverage under COBRA.

You are required to pay your premium while on your leave of absence. Payment must be received by the 25th of each month. In the event the premium payment is not received and is more than 30 days late FCEOC will send you a 15-day notice before terminating your health coverage. Upon return of your leave you will be reinstated to your health benefits, the first of the following month.

Workplace Atmosphere

We strive to maintain a friendly, congenial, and professional atmosphere. Employees are expected to contribute to an atmosphere that is pleasant and productive for all employees and comfortable for our clients. We expect and encourage you to follow our standards of performance and conduct that fosters the well-being of your co-workers. This allows us to provide the highest possible quality of service to our clients.

Equal Opportunity Employer

The Fresno County Economic Opportunities Commission is an equal opportunity employer. We provide equal employment opportunities to all applicants and employees without regard to race, creed, color, religion, sex, national origin or ancestry, age, marital status, sexual orientation or preference, gender identity, genetic information, medical condition, physical or mental disability as defined by law, veteran status, citizenship status, or any other consideration made unlawful by federal, state, or local laws. FCEOC will provide reasonable accommodations to applicants and employees who are qualified individuals with a disability as defined by law unless doing so would result in undue hardship to FCEOC. This has been and continues to be both policy and practice at FCEOC, and it applies to every aspect of the employment relationship. If you feel that this policy is not being followed, you are directed to report your concerns in writing immediately to your supervisor or the Human Resources Office.

Standards of Performance and Conduct

As an employee of FCEOC, you are expected to adhere to the highest ethical and professional standards of conduct in the performance of your duties. This means always acting honestly and in good faith, striving for excellence in the performance of your duties, observing all laws and regulations governing the Agency, treating others fairly and considerately, treating clients and Agency assets with respect, and using Agency property only for legitimate and authorized program purposes. You are expected to show consideration toward everyone you serve. It is always more gratifying to work in an atmosphere of integrity and trust. The Agency will do its part to assist in establishing and maintaining this atmosphere.

The standards as set forth below are intended to provide you with fair notice of performance and conduct considered improper and unacceptable in the work place. This list cannot identify every type of unacceptable conduct and performance. Therefore, conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of FCEOC, other employees, or clients and the public, may also result in disciplinary action up to and including termination.

Job Performance

Employees may be disciplined, up to and including termination, for poor job performance, including but not limited to the following:

1. Failure to meet standards of quality and quantity.
2. Failure to perform the job satisfactorily.
3. Discourteous or unprofessional conduct.
4. Excessive absenteeism, tardiness, or abuse of meal or break time.
5. Failure to follow established safety regulations.
6. Neglect of duty.

Conduct

Employees may be disciplined, up to and including termination, for misconduct, including but not limited to the following:

1. Insubordination, including refusal to comply with reasonable request from supervisor or refusal to perform a job assignment.
2. Dishonesty.
3. Violation of safety practices, procedures, rules and regulations.
4. Failure to notify supervisor of any inability to report to work.
5. Unauthorized possession, misuse, defacement, or destruction of FCEOC property or the property of another.
6. Unauthorized removal of FCEOC property from its proper location.
7. Violating conflict of interest rules and/or accepting gratuities.
8. Disclosing or using confidential or proprietary information without authorization
9. Falsifying or altering FCEOC or another employee's records or documents, including

the application for employment and time sheets. Knowingly provide FCEOC with false documents to defraud, or mislead the Agency.

10. Threatening, intimidating, coercing, or otherwise interfering with other employees.
11. Fighting, or any act of violence.
12. Unruly behavior or "horseplay".
13. Use of obscene, abusive, or offensive language.
14. Harassment on account of race, religion, creed, color, age, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation, gender identity, genetic information, sex, or age, veteran status, citizenship status, or any other consideration made unlawful by federal, state or local laws.
15. Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on FCEOC property or while conducting FCEOC business.
16. Gambling on FCEOC premises or while conducting FCEOC business.
17. Wearing clothing inappropriate for the work being performed.
18. Smoking where prohibited by local ordinance or FCEOC rule.
19. Leaving the job without authorization or sleeping on the job.
20. Possessing a firearm or other dangerous weapon on FCEOC property or while conducting FCEOC business.
21. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of FCEOC, its employees.

22. Failing to report to FCEOC, within five days, any conviction under any criminal drug statute.
23. Causing an accident as a result of operating an FCEOC vehicle in a reckless and/or negligent manner.
24. Violating vehicle codes and/or FCEOC policies and procedures which cause an accident, injury, or property damage.
25. Failure to comply with any and all FCEOC policies and procedures.
26. Stereotyping any child or family on the basis of gender, race, ethnicity, culture, religion, or disability.
27. Violating program confidentiality policies concerning information about children, families, and other staff members.
28. Leaving children or clients unattended or unsupervised while under your care.
29. Failure to use positive methods of child guidance and engaging in corporal punishment, emotional or physical abuse, or humiliation.
30. Employing methods of discipline with children that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
31. Failure to conduct yourself in a professional and ethical manner with all program participants.
32. Engaging in sexual or other inappropriate contact or relationships with program participants.
33. Ignoring grantor requirements relating to FCEOC programs.
34. Other rules or standards implemented from time-to-time by FCEOC.

These examples of conduct violations do not affect the at-will status of employment.

Policy Against Harassment

We are committed to providing a work environment that is free of harassment and other unlawful discrimination. In keeping with this commitment, we maintain a strict policy prohibiting harassment based on gender, pregnancy, childbirth, or related medical condition, race, creed, color, national origin, ancestry, physical or mental disability as defined by law, medical condition, marital status, age, sexual orientation, veteran status, citizenship status, gender identity, genetic information, religion or any other basis protected by federal, state or local law, ordinance or regulation.

Harassment includes, but is not limited to:

Visual forms of harassment, such as derogatory posters, cartoons, or drawings.

Sexual harassment, such as unwelcome sexual advances and requests for sexual favors; verbal, visual, or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; sexual flirtations and advances; graphic or verbal comments of a sexual nature about an individual's body; and displaying sexually suggestive objects or pictures in the workplace.

Verbal harassment, such as epithets, derogatory comments, vulgar or profane words and expressions, slurs, or threats.

Abusive or bullying behavior

Physical harassment, such as assault and blocking or otherwise physically interfering with an individual's normal work or movement.

If you believe you have been subject to unlawful harassment or discrimination, or observe another employee being treated unlawfully, you must provide a written or verbal complaint to your supervisor as soon as possible after the incident. If your supervisor is not available or you are not comfortable reporting your claims to your supervisor, you must provide a written or verbal complaint to the next level of management. If the supervisor or next level of management does not resolve the matter to your satisfaction, you must bring the matter to the attention of the appropriate Director. If you are unable or reluctant to report the incident(s) to your immediate supervisor or to the succeeding management level, then you must contact the responsible Program Manager/Director, Director, or Human Resources Director. The complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The original complaint must be provided to the supervisor and succeeding levels of management, etc., as described above. The complaint must be forwarded to the appropriate director and EEO Officer. Under the direction of the EEO Officer, the Human Resources Director will be responsible for investigating the complaint with the exception of complaints filed against the Executive Director and/or Board of Commissioner(s). All complaints filed against the Executive Director and/or Board of Commissioner(s) will be investigated by outside legal counsel.

All allegations of harassment or discrimination will be promptly and thoroughly investigated, as confidentially as possible, and appropriate action will be taken. No employee will be retaliated against for bringing claims of

unlawful harassment or discrimination to the Agency's attention.

If FCEOC determines that unlawful conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for unlawful conduct will be subject to appropriate disciplinary action, up to and including termination.

If you believe you have been discriminated against, harassed, or have been retaliated against for reporting or threatening to report harassment and/or discrimination, you may file a complaint with the appropriate state or federal agency.

Drug and Alcohol Free Workplace

FCEOC has a vital interest in maintaining safe and efficient working conditions for all employees. Substance abuse is incompatible with the health, safety, efficiency, and success of FCEOC. Employees who are under the influence of an illegal/controlled drug or alcohol while on the job compromises FCEOC's interests, endangers their own health and safety and the health and safety of others.

FCEOC will not tolerate the unlawful distribution, possession, or use of alcohol or controlled substances on FCEOC premises, or while conducting FCEOC business elsewhere. Violations of this policy will result in disciplinary action up to and including termination.

Mandatory Child Abuse Reporting

If you work with children, you are required by law to report any suspected child abuse to the appropriate authorities in a timely manner.

Employment of Relatives (Nepotism) and Personal Relationships

For reasons of supervision, safety, security, and morale, immediate family members or individuals involved in a personal relationship will not be employed under either the direct supervision or within the chain of supervision of one another. If employees are or become family members or involved in a personal relationship, reasonable efforts will be made to reassign one or both persons so as to achieve compliance with this policy. A personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Code of Ethics and Business Conduct

For the protection of both you and FCEOC, it is essential that you maintain a high ethical standard of conduct. You are expected to use good judgment and to avoid situations that create an actual or appearance of potential conflict between your personal interests and the interests of the Agency.

Possible conflicts of interest include, but are not limited to, the following:

1. Engaging in, directly or indirectly, either on or off the job, any conduct that is disloyal, disruptive, competitive, or damaging to FCEOC.
2. Accepting personal gifts, meals, or entertainment from clients, funding sources, suppliers, or potential suppliers, except those of nominal value.
3. Engaging in outside activity or accepting work in any outside position that interferes with the employee's ability to devote his or her full and best efforts to FCEOC's interests.
4. Using proprietary or confidential FCEOC information for personal gain or to the detriment of FCEOC.

5. Using FCEOC assets or labor for personal use.

6. Developing a relationship with a client or employee that interferes with the exercise of impartial judgment in decisions affecting another employee, client or FCEOC.

If you are unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest, you must discuss it with your immediate supervisor or the Human Resources Director.

Confidentiality

Your work may bring you into contact with information of a confidential nature, including personal information about clients, co-workers, and Agency staff. You may only discuss confidential information with those employees who have a work-related need to know.

Do not discuss or disclose confidential information with any persons outside the Agency.

Failure to protect confidential information is a serious federal offense. An employee who violates this policy is subject to disciplinary action, up to and including termination.

Solicitation, Distribution and Posting

While you are on Agency premises, and on work time, you should not solicit or distribute literature to other employees who are on work time. You should not solicit clients or visitors for any purpose other than approved work-related business. This means you will not ask anyone in the workplace to make purchases from you or become involved in any outside business activities.

You are prohibited from soliciting, distributing, and posting materials on or at Agency premises. Exceptions are charitable and community activities supported by agency sponsored programs related to our services.

Privacy and the Use of FCEOC Resources

FCEOC reserves the right to monitor any electronic communication system and Agency equipment, including but not limited to telephones, electronic mail, instant messages, text messages and voice mail. You should have no expectations of and have no right to privacy while using FCEOC equipment on FCEOC premises or issued to you in order to conduct FCEOC business. You are prohibited from using FCEOC owned and grant funded electronic communication systems and/or equipment to engage in behavior that would violate FCEOC policies, including but not limited to sending messages containing racist material of any kind, sexual innuendoes, or inappropriate content. You are prohibited from using personal service provider accounts to conduct any Agency's business and/or accessing employee accounts on personal or third-party service providers, using Agency resources.

The following are examples of prohibited activities:

1. Viewing, storing, downloading, or forwarding pornographic images or other perceived obscene, racist, or harassing materials.
2. Sending electronic mail that is non-business-related, obscene, racist, harassing, contains jokes, violence, or is otherwise offensive.
3. Hacking, including attempting to gain access to restricted information.
4. Downloading or forwarding electronic games, music, video, or other non-business-related materials.
5. Participating in non-work-related chat rooms or listening to internet music.
6. Solicitation or distribution of non-work-related information, such as requests for

signatures, charitable contributions, support of political or organizational activities, or requests for donations.

7. Bidding/purchasing of merchandise or services.
8. Downloading or forwarding chain letters.
9. Gambling or any other illegal activity.
10. Using Agency property, including computers, for personal use.
11. Any other activities that violate FCEOC policies.

Engaging in any of these or any other non-business activities will result in disciplinary action up to and including termination.

Social Networking

FCEOC use of social networking is to promote web-based sharing and industry conversation to share ideas and exchange information.

When posting comments or responding to comments you must identify yourself and not speak on behalf of the Agency. Nor are you to discuss clients, products, employees or any confidential work-related matters. You are expected to protect the privacy of employees and employees, proprietary and non-public information which you have access to. This includes, but is not limited to, client information, financial information and strategic business plans.

FCEOC reserves the right to monitor comments or discussions about the agency, its employees, and clients.

Commitment to Safety

FCEOC is committed to promoting safety and providing a safe place for you to work. Please be aware of safety and take responsibility for your actions at all times to help minimize accidents and injuries to yourself, co-workers, and clients. If you notice something that is unsafe or that might cause an accident, do something about it or report it to your supervisor. You must observe the safety rules in every phase of your work. While driving, fasten your seat belt at all times.

Work-Related Injuries

If you believe you have suffered a work place injury or accident, you are required to notify your supervisor of the accident as soon as it occurs, no matter how minor it may seem to you. Failure to immediately notify your supervisor and file a report of the accident may jeopardize your work-related injury benefits. First aid treatment will be available. If medical attention is required, you will be directed to an FCEOC-designated physician. All work-related injuries are investigated to determine the cause of the accident and to help prevent future accidents.

Smoke-Free Workplace

In keeping with our commitment to provide a healthy, safe and pleasant work environment, smoking is prohibited on all FCEOC property whether rented, leased, or owned; in FCEOC vehicles; in restrooms; in elevators; outside entrances to offices or any other work area. Employees desiring to smoke must limit their smoking to break and meal periods, and smoke only in designated areas.

Safety Incentive Program

The FCEOC Safety Incentive Program is designed to increase safety awareness among employees and to encourage teamwork in creating a safe working environment. FCEOC strives to reduce work-related injuries by rewarding employees for safe practices and preventing accidents.

Violence in the Workplace

FCEOC maintains a safe, healthful, and productive workplace for all employees. Intimidation, threats, and violent acts jeopardize the quality of our work and the safety of our employees and clients. For that reason, FCEOC will not tolerate threatening, intimidating or violent behavior, verbal or physical abuse, weapons possession or use, vandalism, arson, or any other coercive act against person or property that management believes is inappropriate in the workplace. In addition, jokes, making light of, or making offensive comments regarding violent acts or situations will not be tolerated.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. A report will be made to law enforcement if a violent act is suspected to be a criminal act or a violation of a restraining order.

If FCEOC determines that workplace violence has occurred, appropriate disciplinary action, up to and including termination will take place.

Learning and Developing

As a new employee, your first weeks and months on the job are important in establishing successful, productive working relationships. Your supervisor will conduct an initial orientation and training to give you the information you will need to do your job. Your development can take many forms, including cross-training in other positions, increased responsibilities in your current job, opportunities for promotion, and training to help you develop job-related skills and knowledge.

The job posting is an important opportunity for your career development and advancement at FCEOC. We encourage you to use this process to explore new challenges and manage your own career progress development. Our managers are encouraged to search for applicants from within our Agency. This is one way we can meet our goal of retaining and developing the best people.

Performance Evaluations

Your performance is evaluated at the completion of the first six months of employment and informally on an ongoing basis by feedback from your supervisor. Performance evaluations are used to give you positive feedback, provide necessary documentation of incidents that may require counseling or disciplinary action, and to indicate the need for ongoing education and training. It is the policy of FCEOC that job performance be reviewed and evaluated.

Employee Counseling and Corrective Action

All employees are expected to maintain high standards of job performance and conduct themselves appropriately. Any disciplinary action needed to maintain the standards of performance and conduct will be determined in light of the facts and circumstances of each individual case. A variety of factors will be considered including: the circumstances and seriousness of the incident, the employee's past conduct, the nature of any previous incidents, and the applicability of the Agency's policies to the incident.

Employee Assistance Program

We all know that sometimes people need help in resolving personal and work-related difficulties. At FCEOC, we have a service called the Employee Assistance Program (EAP) which offers a free, confidential counseling and referral service designed to help you and your household members resolve personal problems that may be interfering with your work. The Employee Assistance Program offers you help in addressing situations such as emotional distress, marriage/family/parenting, divorce/separation, child custody, grief/loss, financial or legal matters, life transitions, crisis situations, and aging family members. You may contact the EAP directly, or your supervisor or the Human Resources Office may refer you. Please call the Human Resources Office to learn how to reach the EAP.

Open Communication

FCEOC is strongly committed to ensuring that all employees receive fair treatment. From time to time, misunderstanding or poor communication may result in the perception of unfair treatment. Employees are encouraged to raise work-related interests, suggestions, complaints and/or concerns with their immediate supervisor as soon as possible. It is anticipated that the immediate supervisor is in the best position to resolve issues, answer questions, and process suggestions. Employees are encouraged to raise and pursue discussion of work-related concerns. The employee may, after notifying the immediate supervisor, discuss the matter with the succeeding levels of management.

We believe that employee concerns are best addressed through this informal open communication process.

Leaving FCEOC

In the event you choose to resign your position, FCEOC asks that you give your supervisor sufficient notice prior to your last day on the job. In addition, prior to leaving you must return all FCEOC property assigned to you.

Your final paycheck will include all hours worked plus all accrued vacation hours not used.

If you fail to report to work without notice for three consecutive days, or have failed to return from an approved leave of absence on the date specified on the Request for Authorized Absence form, you will be considered to have voluntarily resigned your position.

Whistle Blowing

It is the policy of FCEOC and public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency when they have reason to believe an employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation. FCEOC will not retaliate against any employee for filing a complaint or participating in an investigation related to the complaint. FCEOC will not tolerate or permit retaliation. Any possible violations of state or federal statutes, rules, or regulations or violations of fiduciary responsibility should be directed to the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

Copy of Your Signed Acknowledgement of Handbook and Employment Policies

"By signing this document, I acknowledge receipt of the Fresno County Economic Opportunities Commission (FCEOC) Employee Handbook. I understand it is my responsibility to read the handbook and to comply with its policies and procedures. If I have any questions about the handbook, Agency rules, policies or procedures, I will contact my supervisor or the Human Resources Office.

I also understand that the handbook is not, nor is it intended to be, an employment contract. I agree that my employment status is at-will. At-will employment means that either you or FCEOC may, with or without cause or notice, end the employment relationship. I further acknowledge and agree that FCEOC may, for any reason or no reason change my compensation, position, duties, hours of work and any other term or condition of employment with or without cause or advance notice.

I further understand that only the Executive Director has the authority to modify this employment "at-will" agreement, and that any modified agreement cannot be oral, but must be in writing, signed by the Executive Director."



Page 25 A Final Word

This handbook has presented a brief overview of information that will help you in your job at **Fresno County Economic Opportunities Commission** and does not constitute an express or implied contract of employment. Except as otherwise provided by law, your employment is "at-will." If you have any questions not answered by this handbook, be sure to ask your supervisor. We want to help you succeed in your job as well as make your work pleasant and productive.

If you have any suggestions for improvement, please pass them along to your supervisor. Your future and our future depend on your good work.

FCEOC retains the right to change, alter, modify, amend, and delete these policies, benefits, and all other working conditions at any time without advance notice and as it deems necessary. This handbook supersedes all previous handbooks and is subject to be changed only in writing by the Executive Director. Employees will be provided notice of any changes made to the handbook.

Revised October 2011