

**THE  
CHILDREN'S  
COLLECTIVE, INC.**



# **PERSONNEL MANUAL**

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New Employee Handbook

**2025**



## ***Welcome to The Children's Collective, Inc.!***

It is with great joy and deep gratitude that we welcome you into this family of service, hope, and purpose. You are now a vital part of an agency that has served the heart of South Los Angeles for more than 50 years, reaching tens of thousands of families with programs that educate children, empower parents, and strengthen communities.

TCCI was founded during a time of deep need, and we continue that legacy with unwavering focus: to alleviate poverty and unlock opportunity for every child and family we serve. You are now part of that legacy. Whether you work in Child Development, CalFresh Outreach, Black Infant Health, our Family Resource Center, or the CACFP Food Program—your hands, your heart, and your excellence are critical to the future of our city.

## ***Our 5G Commitment: A Signal of Strength and Service***

Just as 5G technology connects the world faster and more efficiently, we hold ourselves to a *5G standard*—a powerful signal of how we show up for our families, our colleagues, and our community. These 5Gs are the foundation of who we are and what we expect from every member of our team:

- ***Growth*** – We foster continual personal and professional growth, because when we grow, our families thrive.
- ***Grace*** – We lead with kindness, humility, and compassion—even when the job gets hard.
- ***Grit*** – We persevere through challenges with determination and faith, knowing transformation takes time.
- ***Gratitude*** – We remain thankful for every opportunity to make a difference and never take this work for granted.
- ***Greatness*** – We pursue excellence in every interaction, knowing that our clients deserve the best we have to offer.

## ***Our Standard: 5-Star Service for Every Person, Every Time***

At TCCI, we don't believe in "good enough." We aim for *five-star service*—not just for our clients, but for each other. Every child who walks into one of our centers, every parent who comes through our doors, and every colleague we serve beside deserves respect, dignity, responsiveness, and excellence.

We believe that poverty should never be met with pity—but with professionalism. Our families are resilient, resourceful, and worthy of the highest level of care. As a TCCI

team member, your tone, your presence, your follow-through, and your commitment to excellence are a reflection of who we are.

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### ***A Story That Reminds Us Why***

*I once met a mother named Alicia, who came to one of our centers looking tired, uncertain, and overwhelmed. Her husband had just left, she had lost her job, and she was unsure how she would support her three young children. But because of the compassionate care she received from our staff—childcare so she could work, food to nourish her family, parenting classes to build her confidence, and emotional support when she felt like giving up—Alicia didn't just survive. She started to thrive.*

*Years later, she returned—not in crisis, but with joy. She was working full-time, her children were excelling in school, and she came back to volunteer so she could give to others what had once been given to her.*

*This is what you now get to be a part of. This is the impact of what we do—every form, every phone call, every diaper change, every word of encouragement—it all matters.*

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### ***Together, We're Building a Better Los Angeles***

You are joining a team that is committed not only to changing lives but to *changing the narrative*. Through our work, we are dismantling systems of poverty, one empowered family at a time. Every service we provide is a building block toward a stronger, healthier, and more just Los Angeles.

So welcome. We're glad you're here. This isn't just a job—it's a movement. And together, we will help build a future that every child, every parent, and every community deserves.

With purpose and pride,

***Dr. Charles Lee-Johnson***

Chief Executive Officer

The Children's Collective, Inc.

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### **ABOUT THIS MANUAL**

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The Personnel Policy and Procedures manual is intended to introduce employees to The Children's Collective, Inc. (TCCI). It describes, in general terms, some personnel guidelines for full-time employees and part-time employees (those who work between twenty and forty hours per week).

This Manual is designed to help you understand the policies, procedures, and benefits that shape our work environment. Whether you're a new hire or a seasoned member of our team, it's important to familiarize yourself with the guidelines outlined in this document. These policies reflect our commitment to creating a safe, respectful, and productive workplace for all employees.

Our employment relationship is and always will be at-will. This means that either you or, TCCI can terminate our employment relationship at any time, for any reason, with or without cause and with or without notice.

The Personnel Policy and Procedures Manual is a guide to policies and practices relating to employment, benefits and other personnel- related activities at TCCI changes to personnel policies and procedures may be changed without notice as deemed appropriate. Since the policies are subject to change at management's discretion, they are not to be construed as a contract between the organization and its employees; nor should employees interpret any of the policies to be a promise of continued employment.

If you have a recommendation for a change in policies and procedures or have any questions regarding these policies and procedures, you can access TCCI's virtual suggestion box, which provides a safe and secure way for employees to share their thoughts, ideas, and feedback with our administrative team. The suggestion box can be accessed here: <https://forms.office.com/r/HVavj9DcvH>. Alternatively, you may also contact the Human Resources (HR) Department at [Hrtcci@childrenscollective.org](mailto:Hrtcci@childrenscollective.org).

The HR Department is responsible for administering the policies and procedures for the organization.

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### **ADMINISTRATION**

Managers and supervisors are responsible for the consistent administration of the policies detailed in the manual. If a manager is unclear as to what action to take in any employee-related activity, they may call the Chief Personnel Officer (CPO) at 310-870-1378.

## ***I. Introduction***

Unless otherwise stated, managers have the responsibility for approving actions detailed in this manual. Exceptions to policies may be made only with the prior, written approval of the CEO.

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### **REVISIONS OF MANUAL**

This manual is a guideline, and all provisions of this manual are subject to change based on revisions or revised interpretations of rules and regulations of federal/state governments and the board of directors. The manual may be revised at the company's discretion at any time. All such revisions are effective immediately upon approval by the board.

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### **DISTRIBUTION OF MANUAL**

The Personnel Policy and Procedure Policy Manual is available to all employees via TCCI's website at [www.childrenscollective.org/personnel-manual](http://www.childrenscollective.org/personnel-manual) or scan the QR code below.



### **MISSION STATEMENT**

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TCCI is dedicated to alleviating poverty and transforming lives in South Los Angeles by empowering children, youth, and their families to overcome systemic challenges and build pathways to sustainable success through high-quality, comprehensive, educational and family support services.

### **VISION**

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The mission is achieved through the company's major programs that encompass child development, youth development, family support, and wellness. TCCI's vision for the community is for every child and every family to reach their highest potential.

### **COMPANY HISTORY**

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Founded in 1972 by Dr. Kimbrough while a graduate student at UCLA, TCCI began with a \$25,000 grant to study cooperative behavior in children. This research laid the foundation for what would become a leading organization in child development and family services in South Los Angeles.

In 1974, TCCI received its first funding to launch a general childcare program, providing early learning experiences for children while enabling parents to secure and maintain employment. The company provided early childhood education services to infants, toddlers and preschool-aged children to support their cognitive, social, emotional, and physical development during their formative years.

TCCI's growth continued into the 1990s, expanding into multiple locations and launching additional family support services introducing psychosocial assessments, a pregnancy prevention program for teens, and a Family Development Network to provide comprehensive family support services to promote economic self-sufficiency, educational advancement, and overall family stability for South Los Angeles families.

With major funding from the City of Los Angeles, the Los Angeles County Department of Public Health, and First 5 Los Angeles, TCCI expanded its services to better support South Los Angeles residents. This growth allowed us to provide maternal health and family support services, gang prevention programs, sports diversion initiatives, youth employment training, and juvenile justice advocacy. Additionally, we offered job referrals, citizenship and ESL classes, family counseling, child passenger safety education, and health programs focused on nutrition and physical activity.

## ***I. Introduction***

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By the 2010s, TCCI had become one of the largest child development service providers in South Los Angeles. It also became known for administering comprehensive family support programs including the FamilySource Center, Black Infant Health, and CalFresh Healthy Living which help connect families with essential services and support positive life outcomes.

Today, TCCI continues its mission with over 50 years of service, delivering critical support to the South Los Angeles community. With a diverse staff of over 120 professionals, TCCI remains a cornerstone in child development, and a prominent service provider helping connect families with essential services that help promote health and economic stability and strengthen family support and community resilience.

## **AREAS OF SERVICE**

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**Child Development** - TCCI provides licensed early childhood education programs for infants, toddlers, and preschoolers. Offering full-day and part-day programs, these services focus on school readiness, social-emotional development, and cognitive growth, ensuring children have a strong foundation for lifelong learning.

**Youth Development** - TCCI supports youth through tutoring, homework assistance, summer learning programs, and after-school recreational activities. The organization also emphasizes college readiness, career development, and mentorship, helping young people build the skills and confidence needed for academic and professional success.

**Family Support** - TCCI promotes family stability through comprehensive social services, case management, and personalized referrals to ensure families receive continuous and effective support. Additionally, TCCI enhances personal and professional growth by offering educational programs, skills training, and literacy development, empowering individuals to achieve greater self-sufficiency and long-term success.

**Wellbeing** - TCCI provides nutrition education and physical activity promotion, equipping families with the knowledge and resources to maintain healthy lifestyles. TCCI also advocates for and supports high-risk pregnant African American women and infants with culturally affirming information, resources, and support services to encourage a healthy pregnancy, birth, and postpartum experience. It also provides access to nutritious meals for children and youth.



### **ORGANIZATIONAL STRENGTHS**

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The primary strengths are the accumulation of more than five decades of experience providing childcare and family support programs; sound fiscal management; and high-quality developmental programs.

**Extensive Experience and Expertise** – With over 50 years of service, TCCI has established itself as a leader in child development and family support services in South Los Angeles. The organization has a long history of successfully implementing and managing programs that address the needs of high-risk children and families.

**High-Quality Developmental Programs** – TCCI's commitment to excellence is validated through biannual reviews by the California Department of Education's Exemplary Program Standards, where the organization consistently scores 95 and above. These high ratings reflect TCCI's commitment to providing exceptional early learning experiences that support children's growth and development.

**Strategic Planning and Sustainability** – A committee comprised of TCCI administrative and line staff collaborate to ensure that programs remain viable, effective, and responsive to the evolving needs of the community. They assess community challenges, identifying opportunities for growth, securing funding, and developing long-term strategies to sustain and expand services.

**Strong Leadership and Communication** – The Innovation Team, composed of program coordinators, managers, supervisors, and executive management, meets regularly to ensure clear communication, effective policy implementation, and responsive decision-making. This structure enhances operational efficiency across all programs.

**Commitment to Staff Development** – TCCI invests in its employees by providing job-specific training, in-service sessions, access to external seminars, and certification support to ensure staff remain skilled, knowledgeable, and effective in their roles.

**Facility Development Experience** – TCCI has successfully overseen the development of child development centers and community resource facilities. Working closely with architects, city planners, and community stakeholders, TCCI ensures the creation of safe, high-quality spaces that support early learning, family services, and community well-being.

**Highly Qualified and Dedicated Staff** – TCCI's team consists of experienced professionals who are deeply committed to serving the diverse populations of South Los

## ***I. Introduction***

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Angeles. Their expertise ensures high-impact, culturally responsive programs for the children and families we serve.

For over 50 years, TCCI has designed, piloted, and sustained numerous evidence-based programs that address the unique challenges faced by the South Los Angeles Community. Our organization's ability to adapt to the changing needs of the community and ability to be innovative in-service delivery have made it a trusted resource for the community.

## **BOARD AUTHORITY**

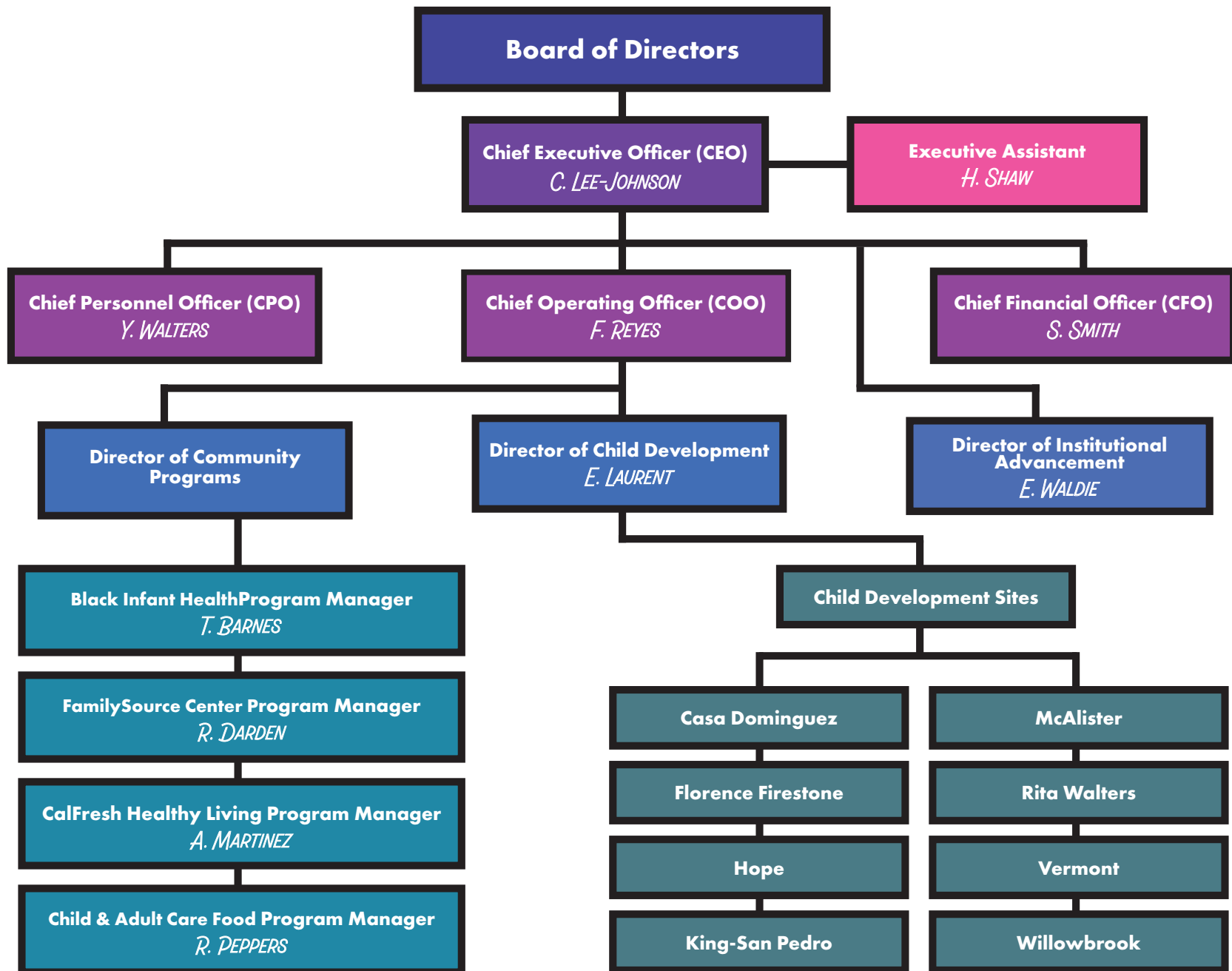
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TCCI's board of directors is legally responsible for all activities and operations of the corporation. The board establishes corporate objectives and policy, ensures equitable and effective implementation of policy across corporate operations, and establishes a productive environment for staff and clientele. The board does not enter the operational phase of the corporation, but delegate's authority to the CEO to administer the corporation within the framework of established policies. Only the board or its designee can sign contractual agreements on behalf of TCCI.

The CEO is responsible for the day-to-day operations of the organization including the development of HR policies, establishing necessary procedures, and providing guidance to ensure compliance with approved policies.

# TCCI Organizational Chart

## I. Introduction



## ***II. Employment & Recruitment Policies***

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### **EMPLOYMENT AT WILL POLICY**

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Employees of TCCI are free to terminate their employment at any time and for any reason. The organization has the same right and may terminate employees at any time with or without cause or reason.

No representative of TCCI is authorized to modify this policy for any employee, or to enter into any agreement, oral or written, contrary to this policy. Managers/supervisors are not to make any representations to employees or applicants concerning the terms or conditions of employment which are not consistent with organization policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

TCCI is an at-will employer. An applicant or employee should not construe any job offer or employment as a guarantee of continued future employment.

### **EQUITY IN THE WORKPLACE**

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#### **EQUAL OPPORTUNITY AND EMPLOYMENT POLICY**

TCCI provides equal opportunity to qualified individuals seeking employment, promotion, training, or participation in any benefit, program, or activity generally made available to employees. Equal opportunity is provided without regard to race, religion, color, national origin, ancestry, physical and mental disability, medical condition, genetic information, marital status, sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, military or veteran status, and age (40 and over), request for family care leave, request for leave for an employee's own serious health condition, and request for pregnancy disability leave.

Behavior of discriminatory or harassing nature has no place in our working environment. Each individual has the responsibility for maintaining acceptable standards of personal behavior and for assuring that others have the opportunity to carry out their work assignments in a business-like atmosphere free from discrimination

TCCI affirmatively supports equal employment for all individuals. Management believes such support makes sound business sense, since it ensures access to the most skilled and experienced employees, regardless of classification.

## ***II. Employment & Recruitment Policies***

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### **AMERICANS WITH DISABILITIES POLICY**

TCCI is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the Agency’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Agency will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA, who has made the Agency aware of their disability, provided that such accommodation does not constitute an undue financial hardship of the Agency.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the HR Department.

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### **REASONABLE ACCOMMODATIONS FOR DISABLED EMPLOYEES**

TCCI makes reasonable accommodations to afford disabled applicants and employee’s opportunity to work. These include job restructuring, part-time work, and transfer to vacant positions. Both TCCI and the employee will participate in the Interactive Process, providing necessary information and remaining open to solutions that will allow the employee to perform essential job duties without causing undue hardship to the business.

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### **REASONABLE ACCOMMODATION FOR NATIONAL ORIGIN AND RELIGIOUS OBSERVANCES**

Managers/supervisors are to make reasonable accommodations for religious observances and practices, even if such observances and practices conflict with the employee's work schedule. Accommodation may include providing time off for:

- Friday evening, Saturday, or some other day of the week, for the employee's Sabbath
- Certain religious holidays on which the employee is conscientiously opposed to working or is engaging in religious/national origin activities.

Final determinations regarding religious accommodations are with the sole discretion of TCCI. Contact your manager/supervisor for final resolution

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## ***II. Employment & Recruitment Policies***

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### **RECRUITMENT POLICIES**

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#### **RECRUITMENT AND MANAGEMENT RESPONSIBILITY**

TCCI is committed to hiring based on merit and experience, not on race, gender, sexual orientation, religion, or other protected statuses. As a result, managers/supervisors are required to actively support the organization's equal employment policies to recruit, hire and promote individuals of all protected groups, or they will be subject to disciplinary action up to and including termination.

- Employees have opportunity to discuss any aspect of their employment.
  - Employees have the opportunity to change their function and/or job location (see Job Posting Policy and Employment and Hiring Practices).
  - Employees have the opportunity to question job-related items through staff meetings, performance appraisals, and training programs.
  - A workplace of mutual respect.
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#### **RECRUITMENT EQUITY**

##### ***Recruitment And Placement of Minority/Female Applicants***

TCCI works with organizations representing racial minorities, females, the disabled and veterans to identify and recruit qualified applicants for open positions. Current employees are also encouraged to refer qualified individuals to the appropriate manager for consideration.

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##### ***Recruitment and Placement of Veterans***

Management ensures that veterans who apply for employment and veteran employees who seek job advancements are given equal consideration with other applicants. Veteran applicants or employees are referred to the appropriate manager for consideration in the same manner as other applicants.

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##### ***Recruitment and Placement of Disabled Applicants***

Disabled applicants for employment (and disabled employees who seek job advancement) are given equal consideration along with all other applicants. Disabled applicants or

## ***II. Employment & Recruitment Policies***

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employees are referred to the appropriate manager for consideration in the same manner as other applicants.

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While persons addicted to alcohol or drugs, that are undergoing or have completed a rehabilitation program, may be considered for employment, TCCI does not hire individuals who are current abusers of alcohol or illegal drugs.

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### **RECRUITMENT AND HIRING PROCESS**

Public announcements will be made of job openings to attract the best qualified applicants for each position. Emphasis will be placed upon making residents of the service area aware of job openings.

The recruitment sources of TCCI include the Employment Development Department, Indeed, LinkedIn, Nextdoor, Idealist.org, Ziprecruiter, personal contacts, community organizations, local colleges, universities, business and vocational/technical schools, nonprofit educational internet sites.

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#### ***Job Postings and Applications***

Job openings are on TCCI's website, ([www.childrenscollective.org](http://www.childrenscollective.org)), so that current employees may receive priority consideration. Interested employees should notify their current supervisor/manager and contact the HR Department within five working days from the date of posting.

#### ***Position Descriptions***

Prior to beginning recruitment for any open position, a current job description should be on file in the HR Department.

#### ***Employment Criteria***

The selection of any job applicant will be based on the applicant's qualifications as compared to the duties/qualifications outlined in the job description. In addition, employees are expected to:

## ***II. Employment & Recruitment Policies***

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- Show initiative in their work
- Accept responsibility and follow through on assigned tasks
- Work constructively and harmoniously with other members of the staff
- Demonstrate an attitude toward the staff and the job which maximizes group productivity
- Participate in both corporate and community activities which positively affect the continued operation and growth of TCCI

## **HARASSMENT**

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### **HARASSMENT POLICY**

It is the policy of TCCI to ensure fair and equitable treatment of all employees by providing pleasant and safe working conditions. Toward this end, the organization has an affirmative duty to maintain a workplace free from harassment or intimidation of any employee by co-workers, management personnel or any outside source.

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### **SEXUAL HARASSMENT POLICY**

All employees will work in an environment free from sexual harassment. Management will actively investigate any allegation of sexual harassment, and if it is determined that sexual harassment has occurred, the organization will take appropriate disciplinary action, which may include discharge of the offending employee. Sexual Harassment consists of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when an employee's response to such conduct affects that employee's job status or work environment.

TCCI has the responsibility and legal obligation not only to its employees, but to the government authorities that provide funding, the children, and to the general public to provide a safe, healthy and secure environment. TCCI does not permit employees to use sexually offensive jokes, cartoons, posters or other similar items that could possibly contribute to an intimidating work environment.

Every two years, nonsupervisory employees must receive at least one hour of training and supervisory employees must receive at least two hours of training. This training course will consist of an online webinar that employees can complete on company paid time, in coordination with their prospective manager/supervisor.



## ***II. Employment & Recruitment Policies***

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### ***Definition Of Sexual Harassment***

Sexual harassment is any type of sexually-oriented or gender-oriented conduct, whether intentional or not, that is unwelcome and either (1) is implied or stated to be a term or condition of employment or a factor in evaluating an individual's employment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can be male directed towards female; female directed towards male; or same gender directed towards same gender. While the most common sexual harassment is peer towards peer, it can also be superior towards subordinate, subordinate towards superior, non-employee towards employee, and employee towards non-employee.

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### ***Prohibited Behavior***

Sexual harassment usually involves unwelcome sexual statements or jokes, sexual advances, or requests for sexual favors. The following are some examples of conduct that, if unwelcome, can generally be considered sexual harassment:

- Sexual jokes, language, epithets, or slurs
- Sexual advances, propositions, or invitations
- Offering employment benefits in exchange for sexual favors
- Threatening or making reprisals after a rejection of a sexual advance or request for sexual favors
- Using offensive or demeaning terms which have a sexual connotation, or using sexually degrading or vulgar words to describe or refer to a person
- Use of any offensive or demeaning terms based upon a person's gender
- Inquiries or questions about a person's sexual conduct or habits
- Suggestive or obscene letters or notes
- Displaying of sexually suggestive or derogatory objects or pictures, cartoons, drawings or posters
- Leering or making sexual gestures
- Physical conduct, such as unwanted touching, assault, or physical intimidation such as interfering with or blocking normal movements

Sexually harassing behavior by representatives of organizations that provide funding to TCCI suppliers, contractors, clients, and other non-employees who have reason to be on the premises will not be tolerated. If you believe that you are being, or have been harassed, in any way, please report in writing the facts of the incident or incidents to your manager/supervisor or to the HR Department.

## ***II. Employment & Recruitment Policies***

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Investigation of a complaint of sexual harassment normally will include conferring with the parties and witnesses named by the complaining employee. Because of the sensitive nature, complaints of sexual harassment are investigated with particular care and will remain, to the extent possible, strictly confidential.

In no event will information concerning a complaint of sexual harassment be released by TCCI to third parties or to anyone within the organization who is not involved with the investigation. More specifically, information will not be released to an affected employee's family, the news media, or a prospective employer seeking a reference. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.

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### ***Management Responsibility***

Management will actively investigate any allegation of sexual harassment, and if it is determined that sexual harassment has occurred, the organization will take appropriate disciplinary action, which may include discharge of the offending employee. Sexual harassment consists of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when an employee's response to such conduct affects that employee's job status or work environment.

Sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations will not be tolerated.

Every manager is responsible for ensuring that no sexual harassment occurs within their area of authority.

Any complaint of sexual harassment must receive the immediate attention of the manager to whom it is made and should be reported immediately to the HR Department. Managers/supervisors who fail to report sexual harassment incidents immediately, however minor, may be subject to termination. The HR Department will provide advice and guidance throughout the resolution process.

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### ***Employee Responsibility***

Any employee who believes that they are being sexually harassed by anyone on TCCI premises should promptly take the following steps:

- Politely but firmly confront whoever is doing the harassing. The employee should state how they feel about their actions and request that the person cease

## ***II. Employment & Recruitment Policies***

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harassing immediately. Sometimes people aren't sensitive to the fact that they're being offensive.

- If the harassment continues, or if the employee believes some employment consequences may result from the confrontation, the employee should inform their manager/supervisor. This report should be in writing and include the times, places and specifics of each incident, and the names of others who might have observed the incident or the employee's reactions.

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### **OTHER TYPES OF HARASSMENT**

Other types of harassment may be of a visual, verbal, physical or mental nature for reasons including, but not limited to, national origin, physical handicap, race, color, sexual orientation or religion. Employees who believe they have been harassed should follow the same steps as detailed in Employee Responsibility, above. All reports of harassment of any kind will be investigated immediately by management and any necessary action taken will be to ensure that it does not recur.

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### **DISCIPLINARY ACTION**

Disciplinary action against sexual or other harassment will depend upon the circumstances surrounding the incident. Minor first offenses may lead to written reprimands and/or suspension without pay. Major or multiple offenses will lead to the dismissal of the offender.

## **ALCOHOL AND SUBSTANCE ABUSE**

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### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

It is TCCI policy to maintain a safe, healthful, drug-free and productive working environment for all of its employees. It is therefore, our policy to prohibit the use, possession or trafficking of alcohol and dangerous or illegal substances while at work and reporting to work under the influence of either alcohol or illegal drugs. Employees are encouraged to take the necessary actions to overcome a drug or alcohol dependency problem by using TCCI group insurance benefits for covered services if eligible, or other medical programs to seek assistance for their condition. To request additional information and resources, see the HR Department.

## ***II. Employment & Recruitment Policies***

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### ***Definitions***

"Substance abuse" is defined as: use or possession of alcohol or illegal drugs on the organization's premises, including parking areas; use of alcoholic beverages or illegal drugs while off organization premises which interfere with the employee's performance at work; being under the influence of illegal drugs or alcohol while on TCCI premises; and selling or distributing of alcohol or illegal drugs while on TCCI premises, including parking areas.

"Illegal drugs" are any drugs not legally obtainable or are legally obtainable but have not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. It also includes marijuana and cocaine.

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### ***Disciplinary Action***

Employees believed to be under the influence of illegal drugs or alcohol while at work will be referred for assistance through TCCI group insurance benefits for covered services if eligible, or other medical programs to seek assistance for their condition. You may request additional information and resources from the HR Department.

Working under the influence of alcohol, controlled substances, and/or the presence of any detectable amount of an illegal drug in the employee's blood or urine may result in disciplinary action up to and including termination.

Any employee found having illegal drugs or drug paraphernalia in their possession on TCCI premises, including parking areas will be immediately terminated.

## **ANTI-VIOLENCE IN THE WORKPLACE**

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### **ANTI-VIOLENCE IN THE WORKPLACE POLICY**

TCCI is committed to providing a workplace that is free of acts of violence or threats of violence. In keeping with this commitment, we have established a policy that provides a "zero Tolerance" for actual or threatened violence against co-workers, in the course of their duties.

Compliance with this anti-violence workplace policy is a condition of employment. Employees who violate any of its terms, who engage in or contributing to violent behavior, or who threaten others with violence will be subject to disciplinary action, up to and possibly including immediate termination.

## ***II. Employment & Recruitment Policies***

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Harassment or intimidation by any employee will not be tolerated and will be just cause for disciplinary action which may include dismissal.

Management/supervisory staff that fail to report such incidents, however minor, to the CPO immediately, may also be subject to disciplinary action.

In accordance with California law SB553, TCCI will provide an Anti-Violence in the Workplace training program annually for employees.

### **FAMILY MEMBER EMPLOYMENT POLICY**

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#### **EMPLOYMENT OF RELATIVES AND IMMEDIATE FAMILY POLICY**

A qualified applicant who is a relative or an immediate family of an employee is eligible for employment at TCCI. However, careful consideration is to be given to the placement of relatives to avoid either actual or potential conflicts of interest or preferential treatment. Individuals are not placed where a family relationship affects, or appears to affect, their or other employees' impartiality, judgment, or effectiveness in the performance of organization business. For example, relatives may not supervise each other or audit the work of a family member.

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#### **DEFINITION OF IMMEDIATE FAMILY**

Immediate family is defined as:

|                          |                            |
|--------------------------|----------------------------|
| Spouse                   | Grandparents               |
| Domestic partner         | Grandchildren              |
| Parent/step-parent       | Son/daughter-in-law        |
| Domestic partner's child | Spouse's parents           |
| Child/step-child         | Domestic partner's parents |
| Sibling                  | Domestic partner's sibling |
| Sister/brother-in-law    |                            |

Immediate family is also defined as any individual who resides with the employee as a member of their family.

## ***II. Employment & Recruitment Policies***

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### **CHANGES IN FAMILY STATUS**

Employees who marry or become members of the same household are considered “immediate Family” and may continue employment as long as there is not a conflict as described above.

Should a conflict occur, TCCI will attempt to find a suitable position to transfer the affected employee. If a suitable position is not available, the employees involved may determine which of them will resign. The conflict situation must be resolved within six months from the date change in family status occurs.

Closely related employees, or employees who become closely related, must inform their supervisor/manager of their relationship immediately. Questions about whether a relationship is covered by this policy are to be directed to the HR Department.

### ***III. Hiring & Onboarding Procedures***

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## **PRE-EMPLOYMENT REQUIREMENTS**

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### **INTERVIEWS**

All applicants will be screened to determine whether they meet the minimum requirements for the job. However, applicants not meeting all job requirements but who demonstrate potential for attaining the minimum requirements with a limited amount of training or orientation may also be considered as eligible applicants.

The hiring interview will be conducted by a panel of employees who either directly or indirectly have knowledge of functions of the job. The HR Department will make all job offers.

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### **PRE-HIRE REFERENCE CHECKS AND BACKGROUND CLEARANCES**

Previous work references, school/college records, related credentials/licenses, DMV records and other appropriate background data must be checked by the HR Department, prior to extending an offer of employment. Results of background data verification may result in disqualifying a candidate for further employment consideration. Applicants who falsify information will not be considered further for employment.

Employees are required to satisfy departmental requirements.

Should any individual be hired prior to receipt of acceptable references or clearances, their continued employment will depend upon the subsequent receipt of satisfactory references.

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### ***Proof of Right to Work – Immigration Law Compliance***

At the time an individual is hired, the organization requires proof of United States citizenship or proof of right to work in the United States in accordance with current laws. Under no circumstances will individuals be allowed to start work without providing satisfactory documentation of their right to work on an Employment Eligibility Verification Report (I-9 form) available in the HR Department. The list of acceptable documents proving a right to work in the United States is also available in the HR Department.

### ***III. Hiring & Onboarding Procedures***

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#### ***Documentation of Credentials***

Within the first 30 days of employment, a new employee may be required to submit verification of education. Verification of school transcript or degree from the school attended is acceptable. When a special license or certification is required, verification must be presented to the HR Department prior to the first day of employment.

#### ***Background Check Policy***

All applicants must complete a current, certified livescan criminal record clearance through the Department of Justice and if applicable with the State of California Community Care Licensing prior to the first day of employment. This is arranged through the HR Department prior to employment.

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#### **EMPLOYMENT OFFERS**

The manager will determine the most qualified candidate for the position. The HR Department will then make the final offer of employment.

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#### ***Salary Offers***

TCCI provides salary opportunity that is competitive with the non-profit service industry and community pay levels. To ensure internal equity, those responsible for setting hiring rates will take into consideration the salary range for the job, the pay for others performing similar duties throughout the organization, the hierarchy of jobs and pay in the department, and grant budgets.

### **NEW EMPLOYEE AND PROBATIONARY PERIOD**

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#### **NEW EMPLOYEE ORIENTATION**

New hire orientation will be conducted on the 1<sup>st</sup> and 16<sup>th</sup> of every month. New employees will report to the administrative office on the first day of employment. The orientation will cover personnel matters such as hours and conditions of employment, fringe benefits, insurance coverage, and other related issues. The orientation will also be an opportunity for the new employee to meet the CEO. The immediate supervisor/manager will then provide orientation relevant to the specific responsibilities of the position.



### ***III. Hiring & Onboarding Procedures***

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#### **NEW EMPLOYEES INTRODUCTORY PERIOD**

All new employees will be considered probationary employees for the first 60 days and will not be considered regular employees until the conclusion of that period. It is the supervisor's responsibility to orient the employee and to communicate the expectations of the supervisor and the organization, as well as to evaluate whether the employee has the necessary level of skill, job knowledge, motivation, and attitude to become a member of TCCI.

If during the 60-day period, the employee does not meet the expectations of the position, they may be dismissed without notice, severance or any other obligation.

It is the responsibility of managers to work very closely with new employees during this period to identify their training and experience needs, provide appropriate training, and monitor work performance. The performance of each new employee is reviewed by the supervisor/manager prior to completion of six months of employment.

Employees whose performance is clearly unsatisfactory may be terminated at any time, without notice, during the probationary period, or at any later time. All terminations initiated by supervisors/managers must be reviewed by the HR Department and require the approval of the department director.

New employees accrue benefits from the date of hire. However, they are only eligible to use sick and vacation benefits after 60 calendar days. Additionally, medical insurance benefits are available on the first of the month after the probationary period.

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#### **PERFORMANCE REVIEWS**

An objective evaluation of each employee's performance is prepared by the immediate supervisor/manager after the first 60 days of employment and one year after employment. The purpose of the evaluation is to point out areas of strengths and areas of needed improvement. Subsequent evaluations will be performed on a yearly basis.

If an employee disagrees with their supervisor's/manager's evaluation, the employee should discuss the evaluation and submit a written statement to the department director, to be placed in the personnel file.

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#### **STAFF MOBILITY**

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### ***III. Hiring & Onboarding Procedures***

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#### **STAFF MOBILITY – TRANSFERS and PROMOTIONS**

TCCI actively seeks out current employees with the necessary skills and experience for promotion when positions become available. Further, employees who would like to be considered for an open position are encouraged to discuss their qualifications with their supervisor and the appropriate manager of the job opening.

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#### **ELIGIBILITY - TRANSFERS**

Employees are eligible to request consideration for open positions, providing the employee:

- Has been in their current position, at least six months
  - Has a satisfactory performance level
  - Has the skills and requirements for the new job
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#### **MANAGEMENT- INITIATED TRANSFERS**

Management may transfer any employee at any time to meet the operational needs of the organization.

### **CLASSIFICATIONS OF EMPLOYMENT**

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#### **REGULAR FULL-TIME EMPLOYEES**

Regular Full-Time employees include those employees hired on an indefinite basis who have completed their two month (60 day) probationary period and who are regularly scheduled to work 40 hours each week. Such employees are entitled to benefits outlined in these policies. Participation in benefit plans will be subject to the specific contract conditions in each plan.

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#### **REGULAR PART-TIME EMPLOYEES**

Regular Part-time employees working 20 hours or more on a regular basis, but less than 40 hours weekly are eligible for prorated benefits as detailed in each policy.

### ***III. Hiring & Onboarding Procedures***

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Part-time employees working less than 20 hours weekly are eligible for only those benefits required by law, as detailed in this Manual.

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#### **EXEMPT EMPLOYEES**

Exempt employees are those employees who are excluded from the provisions of the Fair Labor Standards Act and to whom the payment of overtime is not required. To be exempt, an employee's work must be primarily executive, administrative, or professional in nature requiring regular exercise of discretion and independent judgment.

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#### **NON-EXEMPT EMPLOYEES**

Non-Exempt employees are those employees who are protected by the Fair Labor Standards Act, and to whom the payment of overtime is required. As an example, positions of secretaries, program assistants, receptionists, case manager, etc. are non-exempt. For these employees, an accurate record of hours worked must be maintained and regularly turned into the Payroll Dept.

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#### **TEMPORARY EMPLOYEES**

A temporary employee is one who is retained either full-time or part-time to work for a specific period of time, (e.g., to perform a specific short-term task, or project or to assist in heavy workload situations). Typically, this period is less than 90 days. A temporary employee may not be retained as a substitute for a regular vacant position. The manager/supervisor is required to fill the position within a three-month period. Temporary employees are not eligible for benefits, merit increases, or service provisions.

A temporary employee may be hired directly by TCCI or through an employment agency. An employee hired through an agency is an employee of that agency and is not eligible for any benefits. The agency provides any legally-mandated benefits including workers compensation; unemployment insurance, State Disability Insurance and Social Security and temporary employees are to be referred to their agency for claims. Agency employees may only be used if they are employed by a company providing these benefits.

If a temporary employee is subsequently hired on a regular full or part-time basis, their hire date, for benefit purposes, will be the date on which they began continuous work as a regular employee. Prior to being offered a regular position, a temporary employee must meet all eligibility requirements relative to employment.

### ***III. Hiring & Onboarding Procedures***

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#### **ON-CALL EMPLOYEES**

On-call employees are called in periodically to work a full or partial day or days. On-call employees do not work a regular schedule, should have no expectation of employment beyond the current day of work, and are not eligible for benefits. The status of on-call employees who have not been called to work for three months must be reviewed for termination.

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#### **NON-EMPLOYEE**

##### ***Interns***

TCCI has agreements with educational institutions to provide internships to students. While interns are not employees, they are expected to comply with the Agency's business practices and department regulations.

##### ***Volunteers***

Periodically, TCCI relies on volunteers to assist with their program. While volunteers are not employees, they are expected to comply with the Agency's business practices. Further, should a volunteer work with children or in the vicinity of children, they must be under the constant supervision of a staff member.

The following documents must be collected prior to the individual volunteering with TCCI's Child Development Department:

Copy of Immunizations:

- Influenza Vaccination or TCCI declination form
- Tdap – every 10 years
- 1 MMR
- TB clearance within 1 year

Copy of Live Scan (only when applicable)

- For less than 16 hours per week, livescan is not required
- For more than 16 hours per week, livescan is required

##### ***Independent Contractors and Consultants***

Individuals may be considered independent contractors ONLY if they meet the following criteria:

- ***Contract:*** TCCI seeks a contractual arrangement with an individual or company to complete a specific project or series of projects. The individual/company presents a proposal detailing the scope of the project, the work to be performed, the length of time required and financial arrangements for their services.

### ***III. Hiring & Onboarding Procedures***

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- ***Management:*** The supervisor/manager will manage the project but will not control the manner and means of accomplishing the results desired.
- ***Facilities/Equipment:*** The individuals performing a contracted/consultant service supply their own facilities and equipment. Under ordinary circumstances, the independent contractor will not work at the facilities of TCCI.
- ***Payment:*** Payment for services is by the job. The contractor/consultant also has an opportunity to make a profit or loss on the contract.
- ***Contractor/Consultant Authority:*** An independent contractor/consultant is a specialist who works without extensive supervision and does not require any training to perform the contract services. Contractors/Consultants have the right to hire and terminate others to assist them in the performance of their duties, and determine wages, hours and other terms and conditions of employment.

Individuals not meeting these criteria are considered employees and must be hired into regular full time, part time, on-call, or temporary positions.

## **WORKING HOURS AND ATTENDANCE**

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### **WORK HOURS AND WORK WEEK**

#### ***Regular Work Week***

The regular workweek for most employees is Monday through Friday for 40 hours. However, an individual's work schedule may vary according to organization needs. If, in the interest of efficient operations it becomes necessary to change or establish a schedule from the normal work week or workday, the organization will notify the affected employee before the next payroll period of the schedule change, except in case of emergencies.

For payroll calculation purposes, the workweek runs from Sunday at 12:01 a.m. through Saturday midnight.

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#### ***Regular Work Hours***

The maximum hours of operation for TCCI are 6:00 a.m. to 8:30 p.m.

- Administrative/clerical support staff are scheduled to work during the hours of 8:30 a.m. to 5:00 p.m.
- BIH staff are scheduled to work during the hours of 8:00 a.m. to 5:00 p.m.
- CFHL staff are scheduled to work during the hours of 8:00 a.m. to 5:00 p.m.

### ***III. Hiring & Onboarding Procedures***

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- Child Development site supervisors, teaching staff and secretaries will be scheduled to work a maximum of eight hours between 7:30 a.m. and 5:30 p.m.
- Food service staff are scheduled to work during the hours of 6:00 a.m. to 3:00 p.m.
- FSC staff are scheduled to work during the hours of 8:00 a.m. to 8:30 p.m.

On occasion, staff are required to adjust their schedules to accommodate work tasks outside of their regular working hours. Regular working hours may vary for employees based upon organization needs. The manager/supervisor is responsible for scheduling hours at work.

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#### ***Lunch Periods***

Managers/supervisors are responsible for scheduling employees' lunch periods to ensure that the classroom or department is appropriately staffed. Meal periods are not considered time worked and are not paid time off.

Instructional staff must take their lunch break outside of the classroom, as scheduled by the site supervisor. Staff may leave the building during their lunch break but must be back in their respective classrooms ready to work immediately after the lunch break.

Full time employees are legally required to take a lunch break, which must be started at or before the completion of the fifth hour of continuous work.

Employees working six hours or less per day are not required to take a lunch break, subject to the mutual agreement of the supervisor and employee. Any such agreement must be in writing and signed by the manager and employee. Lunch breaks may not be used to shorten the workday.

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#### ***Rest Periods***

Each full-time employee is required to take a 10-minute rest period for every four hours worked, daily. Part-time employees who work between four and six hours daily are eligible for one 10-minute rest period. Managers/supervisors are responsible for scheduling employees for rest periods as appropriate to site or department needs. Rest periods may not be added to the lunch period or used to shorten the workday.

### ***III. Hiring & Onboarding Procedures***

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#### **ATTENDANCE AND PUNCTUALITY**

Good attendance and punctuality are essential elements of solid employee performance and are measured by objective standards. Employees are expected to maintain a good attendance record. Poor attendance and tardiness disrupt productivity and make it difficult for the units to function effectively. Excessive absenteeism or tardiness for any reason may result in an employee being counseled, placed on probation or terminated.

Employees are expected to be on time and ready to start work as scheduled. Generally, arrival at any time after the established start-work time is considered a tardiness occurrence. An employee who is tardy more than five times, in any quarter, will be subject to disciplinary action, including probation and termination.

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#### **REPORTING ABSENCES AND TARDINESS**

For planned absences, employees are expected to notify their managers/supervisors personally and as far in advance as possible. Employees must personally notify their immediate manager/supervisor during the first half-hour of their scheduled workday if they are unable to report to work or will be more than 30 minutes late. If the employee's immediate manager/supervisor is unavailable, they must speak with the person to whom the manager/supervisor reports to. The employee must contact the manager/supervisor on each day of absence, unless a doctor's statement has been provided certifying an extended absence for a specific period.

Employees must call their supervisor/manager on each day of absence, unless a doctor's statement has been provided certifying absence for a specific or long-term period.

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#### ***Documentation of Absences***

An original doctor's statement is required when illness or injury prevents the employee from reporting to work for three days or more. In such cases, the doctor's statement must be submitted at the time of return. All absences must be documented on the appropriate employee time record.

#### ***Failure to Report Absences***

Any employee who fails to notify TCCI of an absence for two working days from the time they normally report to work will be considered to have abandoned their position and voluntarily terminated their employment. Further, an employee who fails to notify TCCI of an absence on any single day will be subject to disciplinary action.

### **EMPLOYEE RECORDS AND INFORMATION**

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TCCI ensures the confidentiality of all employee information, and this policy dictates the organization's practice in controlling documentation relating to employees. Employee Records are retained for six years in compliance with State and Federal Laws.

#### **PERSONNEL RECORDS**

TCCI maintains a master personnel file for all employees. The file contains the employee's application, and all major documentation concerning the employee's employment records, salary information, and documentation of supervisor-employee interviews including warning or disciplinary discussions. Copies of any documents are kept in the HR Department.

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#### **FILE CONFIDENTIALITY**

All information is considered confidential by TCCI and will not be released to anyone lacking proper authority.

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#### **MAINTAINING PERSONAL RECORDS**

To ensure that paychecks reflect the proper deductions, and benefits include all eligible dependents and beneficiaries, employees are required to notify the HR Department of any of the following changes in personal status:

- Name, address, phone number or marital status
  - Number of dependents
  - Person to be notified in case of emergency, and that individual's address or phone number
  - Change in designated beneficiaries for group insurance policies
  - Interactions with law enforcement
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#### **FILE ACCESS**

##### ***Employee Review of Personnel File***



## ***IV. Personnel Files***

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Employees may review their personnel files during regular business hours in the HR Department with a written request of 24 hours advance notice. Employee personnel files and documents may not be removed from the HR Department. However, employees will be provided copies of their personnel records at their request.

### ***Verification of Employment***

All calls, documents or questions concerning reference or credit checks, employment and salary histories, home addresses and telephone numbers, the location of employees who are not at work or any other confidential matters must be referred to the HR Department. Information provided is limited to dates of employment and job title. Employees must provide a written statement to TCCI authorizing the release of salary information.

### ***References***

All reference requests are to be referred to the HR Department. Information provided is limited to dates of employment and job title. No one may provide references on former or current employees.

## ***V. Wages, Payroll, & Time Management***

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### **PAYCHECKS AND PAYDAYS**

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There are 24 pay periods each year. Paychecks are distributed twice per month. Scheduled pay dates are on the fifth and 20<sup>th</sup> of each month. If a pay date falls on a holiday or weekend, paychecks will be issued as follows: if the holiday or payday falls on a Saturday, checks will be issued on the preceding Friday; if the holiday or payday falls on a Sunday, paychecks will be issued on the following Monday.

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### **PAYROLL DEDUCTIONS**

Certain deductions are made from paychecks each pay period. The amounts of these deductions vary from person to person and are itemized on the employee's paycheck stub.

- **Federal and State Withholding Taxes:** These deductions vary based upon the number of exemptions claimed by each employee. TCCI is required by law to notify the appropriate agency when an employee claims full exemption from tax deductions.
  - **Social Security and Medicare Taxes:** The Federal Insurance Contributions Act requires that a certain percentage be deducted from an employee's gross salary to a specified annual maximum. This tax is forwarded to the federal government together with a matching amount paid by TCCI. No employee may request exemption from social security deductions.
  - **State Disability Insurance:** In California, a certain percentage of the employee's gross salary is deducted from each paycheck to an annual limit.
  - **Insurance Premiums:** Employees may authorize an automatic payroll deduction for insurance coverage.
  - **Tax-Sheltered Annuity Program:** Employees may authorize a pre-tax deduction to make contributions to the Tax-Sheltered Annuity Program.
  - **Other:** Various voluntary deductions or benefits as they are made available to employees.
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### **Garnishments/Tax Levies/Child Support Payments**

## ***V. Payroll, Wages, & Time Management***

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Employees are expected to maintain their financial affairs in good order. If, however, a garnishment, tax levy or an order to withhold child support payments should be delivered, Payroll will deduct the amount authorized by law from the employee's paycheck. If one of these legal documents should be received at a location other than the HR Department or payroll department, the original should be immediately sent to the HR Department for appropriate action.

Off-the-clock work is prohibited, all work-related activities must be performed during paid, recorded work hours.

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### **ADVANCE CHECKS**

Under no circumstances will pay be advanced for hours not yet worked.

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### **CONCERNS**

Employees with questions about their paychecks may contact the HR Department for information.

## **TIME MANAGEMENT**

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### **TIME MANAGEMENT POLICIES**

To ensure costs are assigned to proper contracts and comply with contractual agreements and wage and hour work laws, employees are required to maintain an accurate, daily accounting of hours worked and hours absent on their time logs. Errors on the time record must be crossed out rather than erased or otherwise altered. All corrections are to be initialed by the employee and their supervisor/manager.

Managers and supervisors will verify work hour totals, approve time logs including overtime, and forward them to the payroll department.

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***Non-exempt employees*** record time worked on their time logs. Employees are required to record time started, time out for lunch, time returned to work after lunch, and time of leaving for the day. Employees who leave organization premises are required to record their time out prior to leaving and time in upon their return to work.

Non-exempt employees may not start work earlier than their starting time, or work after the end of the regular workday schedule without the prior approval of their supervisor to work overtime.

## ***V. Payroll, Wages, & Time Management***

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***Exempt employees*** record daily hours and pay period totals, and report absences on their time logs. These are turned in to their manager each pay period. These records are used for assigning payroll expenses to contracts, and benefit payment and tracking purposes, in accordance with policies.

### ***Absence Documentation***

For exempt and non-exempt staff, Leave Request and Absence Report forms will be used to support time log documentation of absences.

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## **OVERTIME**

### ***Non-Exempt Employees***

Occasionally, it may be necessary for non-exempt employees to work overtime. The following policies are designed to control and compensate overtime hours.

- Overtime should be approved in writing in advance by the supervisor/manager. In emergency/unexpected overtime circumstances, contact your immediate supervisor.
  - Where possible, managers will notify employees at least 24 hours in advance of any required overtime.
  - Overtime rates at 1.5 times the regular hourly rate will be paid for all hours worked in excess of eight hours in one day.
  - If overtime work should occur in a pay period in which a holiday and/or personal time falls, the holiday and/or personal time will not be considered time worked for the purposes of computing premium overtime pay.
  - Non-exempt employees are allowed to take compensatory time off in lieu of being paid for overtime only if they request such compensatory time off in writing. Such compensatory time will be taken at the overtime rate of 1.5 hours for each hour worked and must be taken during the same period in which it is earned.
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### ***Exempt Employees***

Individuals assigned to exempt positions are paid to perform the responsibilities and duties of their job, rather than by the hour. As a result, they are expected to work their regular eight-hour shift and as many additional hours as are necessary to accomplish their responsibilities. Exempt employees are not eligible for overtime accrual.

### **HOLIDAYS**

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#### **HOLIDAY SCHEDULE**

TCCI usually observes the following holidays each year:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

TCCI may observe an extended closure from the Christmas holiday through New Year's Day.

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#### **HOLIDAY PAY**

To be paid for a holiday, employees must be at work the workday prior to the holiday and the workday after the holiday, unless they are absent on paid vacation, bereavement, or sick leave. Employees on unpaid leaves of absence will not be paid for holidays.

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#### **ELIGIBILITY**

##### ***Full-Time Employees:***

Full-time employees are paid holiday time of eight hours for each holiday, starting from date of hire.

##### ***Part-Time Employees:***

- Regular part-time employees working 20 hours or more weekly are paid for holidays pro-rated on the number of hours they actually work.

## ***VI. Paid Leave of Absence***

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- Part-time employees working less than 20 hours weekly are not paid for holiday time off.
  - Eligible part-time employees receive holiday pay from the date of hire.
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### **RELIGIOUS HOLIDAYS**

With the prior approval of their supervisors/managers, employees who wish to observe religious holidays may use their accrued vacation time or take time off without pay.

## **VACATION**

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TCCI provides paid vacations for employees for the purpose of rest and relaxation. Employees are encouraged to take all the vacation days for which they are eligible.

### **ELIGIBILITY**

Any time following the successful completion of the probationary (60 days), new employees may request vacation after it has been accrued.

---

### **ACCRUAL**

#### ***Full-Time Employees:***

Vacation begins to accrue at date of hire, as follows:

| <b><u>Length of Service</u></b>                                | <b><u># Hours Per Month Pay Period</u></b> |
|----------------------------------------------------------------|--------------------------------------------|
| From date of hire through completion<br>0 – 5 years of service | 3.34 hours<br>(10 days/year)               |
| From completion of 5 years of service through 11 years         | 5.00 hours<br>(15 days/year)               |
| From completion of 12 years of service and subsequently        | 6.67 hours<br>(20 days/year)               |

## ***VI. Paid Leave of Absence***

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### ***Part-Time Employees:***

Part Time employees working at least 20 hours, but less than 40 hours accrue vacation at a half time rate of a regular full-time employee.

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### ***Maximum Accrual***

In any fiscal/program year no employee can accrue more than their annual accrual rate. Those rates generate 10, 15 and 20 days per year. Twenty days is the maximum vacation time that can be accrued by an employee in a year. See schedule on the previous page.

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### **HOLIDAY AND VACATION OVERLAP**

When a paid holiday falls within an employee's paid vacation, it is not counted as vacation time. The employee will be paid holiday pay for the day.

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### **LEAVE OF ABSENCE AND VACATION BENEFITS**

Employees on leaves of absence will cease accruing vacation time until they return to work.

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### **VACATION BENEFITS DURING TERMINATION**

Upon termination, employees will receive pay for any accrued, unused vacation.

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### **VACATION SCHEDULING**

Any time following the successful completion of the probationary (60 days), new employees may request vacation after it has been accrued. Vacation may be taken at any time of the year that is compatible with organization requirements.

Managers/supervisors are responsible for scheduling their employee vacations. For managers/supervisors to always ensure adequate staffing, they may, at their discretion, schedule employees to take accrued vacation.

## ***VI. Paid Leave of Absence***

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Should an employee change departments or locations prior to taking vacation, reasonable accommodations will be made to maintain the original vacation commitment, although the organization's operational needs take priority.

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### **VACATION PAY**

Payment for vacation time is initiated by the completion of the Leave Request form and is paid within the affected pay period upon proper approval. Payment of vacation time is only made when the employee takes the time off. Requests must be approved and ready for payroll processing within the notified payroll deadline dates posted by the accounting department each pay period. Furthermore, vacation accruals are earned at the completion of an entire pay period and not before.

### **SICK LEAVE**

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Paid sick leave benefits are provided by TCCI to ensure employees receive continuation of salary in the event they are absent due to personal illness, or health related emergencies. Sick time cannot be used to make-up short hours worked.

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### **ELIGIBILITY**

#### ***Full-Time Employees***

During the first 60 days of employment, individuals will not be paid for any absences other than holidays. At the end of 60 days, employees may use sick leave as necessary.

#### ***Part-Time Employees***

Regular part-time employees working between 20 and 39 hours weekly will receive 24 hours of sick time.

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### **ACCRUAL**

Eligible employees will receive sick leave as follows:

- ***Full-time employees*** will be frontloaded on July 1, with the full amount of sick leave (48 hours) for the fiscal year.



## ***VI. Paid Leave of Absence***

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- ***Part-time employees*** will be frontloaded with the full amount of sick leave (24 hours). Sick leave will not be carried over from fiscal year to year.
  - All unused sick time zeros out at the end of the fiscal year, on June 30<sup>th</sup>. If an employee terminates before that time, they are not paid for unused sick leave.
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### ***Unused Sick Leave Days***

Employees are encouraged to use sick leave as an insurance against loss of pay should they experience a lengthy illness. Employees are not paid for unused sick leave at termination.

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### **DOCTORS' APPOINTMENTS**

Employees may use paid personal time for medical and dental appointments that they are unable to schedule outside of work hours. Employees are expected to schedule such appointments at the beginning or end of the workday to take the least amount of time away from the job. Time-off must be requested in one-hour increment appointments, if the full day is not taken for sick leave.

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### ***Medical Statements***

An employee who has been absent from work and under a doctor's care for a medical issue which may restrict work duties or hours must provide an original statement from a physician that they may return to work and the date of return.

TCCI may also require employees who have been absent from work for 3 or more days due to any illness to provide a physician's statement indicating that they may return to work, and any limitations on hours or type of work.

## ***VII. Disability & Medical Leave***

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### **ELIGIBILITY**

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All full-time and part-time employees are eligible for disability leaves of absence.

### **USE OF ACCRUED TIME**

The employee may use any available sick or accrued vacation hours during their disability. The employee may be eligible for State Disability Insurance.

Taking a Disability Leave may impact certain benefits and seniority date. If an employee wants more information regarding eligibility for a leave, the impact of the leave on seniority and benefits, and Agency policy, please contact the HR Department for further information.

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### **DOCUMENTATION AND TIME LOG PROCEDURES**

Employees must report all health-related absences, including partial days, in the payroll system.

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### **CONDITIONS FOR LEAVE**

Employees requesting a Disability Leave must provide their manager/supervisor with a physician's statement advising that the employee is or will be disabled and cannot work for a specific period of time. Employees requiring leaves are expected to provide as much notice as possible.

If the need for the Disability Leave is foreseeable, employees must provide at least 30 days' advance notice before the Disability Leave is to begin. Employees must consult with their manager/supervisor regarding the scheduling of any planned medical treatment to minimize disruption to the operations of TCCI

If 30 days' advance notice is not possible, notice must be given as soon as possible.

The Disability Leave ends immediately when the physician provides a statement advising that the employee has recovered and is able to resume work. An employee is expected to return to work when the physician advises they are able to resume duties. To retain return to work rights, employees are required to return to work as soon as they are released by a physician.

## ***VII. Disability & Medical Leave***

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### ***Human Resources Communication***

Employees with questions about returning to work, length of leave, benefits or related personnel policy issues MUST be referred to the HR Department. Similarly, written correspondence to employees on leaves of absence require the signature of the HR Department, before being mailed.

### ***Request for Leave***

Disability leave usually will begin when ordered by the employee's physician. The employee must provide TCCI with an original certification from a health care provider. The certification indicating disability should contain:

1. The date on which the employee became disabled
2. The probable duration of the period or periods of disability
3. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of the position without undue risk to the employee, the Agency or other persons

For emergency, unplanned leaves, employees contact their supervisor to report their absence and then discuss all leave related issues with a representative of the HR Office.

### ***Maximum Leave***

Duration of the leave is to be determined by the physician, up to a maximum of three months (12 weeks) in a 12-month period. An employee unable to return to work by the end of this time may be terminated.

### ***Benefit Accrual***

Employees absent on medical/maternity leaves will cease accruing any benefits such as sick leave, holiday or vacation pay until they return to work.

### ***Insurance Coverage for Employees on Leave***

If the employee is eligible, TCCI will maintain group health insurance coverage as long as the employee remains current on the employee's paid portion of the monthly premium, as if the employee continued to work. When paid coverage ends for an employee on Disability Leave, (12 weeks maximum), the employee may continue group health insurance coverage through TCCI in conjunction with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) guidelines by making the monthly payments to TCCI for the amount of the relevant premium. Contact the HR Department for further information.

## ***VII. Disability & Medical Leave***

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### **DISABILITY LEAVE**

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#### **WORKERS COMPENSATION**

Employees injured on the job are eligible for workers' compensation benefits. On the day of injury, the organization will pay the injured one full day's pay. The employee may then use accrued sick leave through the waiting period, if any, until workers' compensation begins.

All work-related injuries or illnesses MUST be reported immediately to the employee's supervisor/manager and the HR Department. The supervisor/manager must complete an accident report form and submit it to the HR Department within 24 hours.

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#### **STATE AND FEDERAL FAMILY LEAVE**

Employees who have more than 12 months of service, who have worked at least 1,250 hours during the previous 12-month period before the date the leave is to begin, and who are employed at a work site where the Agency maintains on the payroll (as of the date of the leave request) at least 50 part- or full-time employees within 75 miles (measured in road miles) of the work site where the employee requesting the leave works, are eligible under federal Family and Medical Leave Act (FMLA) and state California Family Rights Act (CFRA) family leave laws to take up to a maximum of 12 workweeks of unpaid family/medical leave within a 12-month period.

Family/medical leave time is permitted for the birth of the employee's child or placement of a child with the employee for adoption or foster care, to care for the employee's spouse, child, or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform their job.

#### **Calculation Method**

To determine the 12-month period in which the 12 workweeks of leave entitlement is a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave.

Example: If the employee used the full 12 weeks of FMLA starting on February 1, the employee would not be entitled to any additional FMLA leave until February 1 of the following year.

## ***VII. Disability & Medical Leave***

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### **PREGNANCY DISABILITY LEAVE**

TCCI provides disability leave to protect accrued length of service and benefit rights that may otherwise be terminated and grants reinstatement in accordance with appropriate laws.

- The disability leave is for any period(s) of actual disability or related medical conditions up to four months (or 88 workdays for a full-time employee) per occurrence.
- Disability leave includes time off needed for medical care, surgery, doctor-ordered bed rest, and recovery.
- The disability leave does not need to be taken in one continuous period of time but can be taken on an as-needed basis.
- TCCI treats pregnancy disability the same as it treats other disabilities of similarly situated employees.

### ***Pregnancy and Family Medical Leave Act (FMLA)***

Time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is not counted as time used for CFRA leave but is counted as time used for FMLA leave. Pregnant employees may have the right to take a pregnancy disability leave in addition to family or medical leave. Such employees should contact their manager/supervisor regarding their individual situation. Any leave taken for the birth, adoption or foster care placement of a child does not have to be taken in one continuous period of time.

### ***Pregnancy and California Family Rights Act (CFRA)***

CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Agency will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

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### **CALIFORNIA PAID FAMILY LEAVE**

Paid Family Leave is administered by the State Employment Development Department (EDD) Disability division. The maximum claim benefit amount is six times the weekly benefit amount. No more than six weeks of Paid Family Leave benefits may be paid within any 12-month period. There is a seven-day waiting period before benefits are paid. An employee must use up to two weeks of accrued vacation leave prior to receiving benefits. The first week of vacation will be applied to the waiting period.

## ***VII. Disability & Medical Leave***

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### ***Eligibility Requirements***

An employee may file a claim for Paid Family Leave benefits for the following reasons:

- To care for a seriously ill child, spouse, parent or a domestic partner
- To bond with a new child
- To bond with a minor child in connection with the adoption or foster care placement of that child

A medical certificate is required with the commencing date of the disability; the probable duration an estimate of time care is needed and a statement that the serious health condition warrants the participation of the employee to provide care.

A separate certification is required for bonding, and leave is limited to the first year after the birth, adoption, or foster care placement of a child.

An employee cannot receive Paid Family Leave while receiving State Disability Insurance (SDI) leave, Unemployment Insurance or Workers Compensation benefits.

An employee who is entitled to leave under the Family Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrent with leave taken under those acts.

Contact the HR Department for more detailed information.

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### **REQUEST FOR LEAVE PROCEDURE**

The following procedures shall apply when an employee requests family leave:

Please contact the HR Department as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Agency at least 30 days before leave is to begin. The employee must consult with their manager/supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Agency. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse. If the employee cannot provide 30 days' notice, the Agency must be informed as soon as practical.

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## ***VII. Disability & Medical Leave***

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### ***Additional Requirements for A Serious Health Condition***

If the FMLA/CFRA request is made because of the employee's own serious health condition, the Agency may require, at its expense, a second opinion from a health care provider that the Agency chooses. The health care provider designated to provide a second opinion will not be one who is employed on a regular basis by the Agency.

If the second opinion differs from the first opinion, the Agency may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding to the Agency and the employee.

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### ***Certification By the Health Care Providers Policy***

The Agency will require an original certification by the employee's health care provider that the employee is fit to return to their job.

The Agency requires the employee to provide certification as explained above within 15 days of any request for FMLA/CFRA leave, unless it is not practicable to do so. The Agency may require recertification from the health care provider if additional leave is required.

- If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:
  - ⇒ Date of commencement of the serious health condition
  - ⇒ Probable duration of the condition
  - ⇒ Estimated amount of time for care by the health care provider
  - ⇒ Confirmation that the serious health condition warrants the participation of the employee.
- If both spouses/parents are employed by the Agency and request simultaneous leave for the birth, adoption or foster care of a child, the Agency will not grant more than 12 workweeks total of family/medical leave for each employee.
- If an employee cites their own serious health condition as a reason for a leave, the employee must provide a certification from the health care provider stating:

## ***VII. Disability & Medical Leave***

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- ⇒ Date of commencement of the serious health condition
- ⇒ Probable duration of the condition
- ⇒ Inability of the employee to work at all or to perform any one or more of the essential functions of their position because of the serious health condition.

Reinstatement: Employees are expected to resume regular work duties on the date stated on the certification from the healthcare provider.

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### **COORDINATION WITH HEALTH INSURANCE**

An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled (up to a maximum of 12 workweeks) at the level and under the conditions of coverage. The Agency will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under FMLA (e.g., for pregnancy disability leaves) or under FMLA/CFRA (e.g., for all other family care and medical leaves).

In some instances, the Agency may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the designated COBRA agency in conjunction with federal COBRA guidelines by making monthly payments for the applicable premium. Employees should contact HR for further information.

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#### ***Payments Made Through Payroll Deduction***

Payment is due when it would be if made by payroll deduction.

#### ***Payments Made with Cobra Payments***

Payment is due on the same schedule as payments that are made under COBRA guidelines.



## ***VII. Disability & Medical Leave***

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### **ACCRUAL POLICIES**

#### ***Use of Accrued Paid Leave Time***

Sick leave may be used by an employee for their own health condition or to provide care for a family member with a health condition.

#### ***Time Accrual***

Employees on FMLA/CFRA leave will not continue to accrue (vacation, sick leave, paid time off) during unpaid FMLA/CFRA leave.

#### ***Carryover***

No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

#### ***Intermittent Leave***

Employees may take FMLA/CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) with the amount of time away totaling 12 weeks per year for specific family and medical reasons.

#### ***Return to Work***

The employee must submit a statement from the health care provider specifying the actual date of return to work and any physical limitations imposed in the work environment. This statement must be submitted to the HR Department no later than two weeks prior to the scheduled return date.

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### **REINSTATEMENT**

#### ***Reinstatement from Family/Medical Leave***

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For

## ***VII. Disability & Medical Leave***

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example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Agency's operations;
- The employee is notified of the Agency's intent to refuse reinstatement at the time the Agency determines the refusal is necessary; and
- If leave has already begun, the Agency gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for family/medical leave, contact your supervisor/manager of the HR Department.

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### ***Return to Work Policy***

#### ***Purpose***

To ensure the health and safety of all employees and maintain operational continuity, TCCI requires specific documentation and a clear process for employees returning from medical leave.

#### ***Policy Statement***

Employees returning from a medical leave of absence must provide medical clearance from a licensed healthcare provider before resuming work duties. This policy applies to all staff returning from short-term or long-term leave due to illness, injury, or other health-related conditions.

#### ***Return-to-Work Documentation Requirements***

- A written statement from the employee's healthcare provider is required. This documentation must:
  - Confirm the employee is medically cleared to return to work.
  - Include the effective return date.

## ***VII. Disability & Medical Leave***

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- Identify any temporary or permanent work restrictions or accommodations needed.
- This documentation must be submitted to the HR Department no later than 14 calendar days prior to the anticipated return date.
- If the employee's health status changes prior to the return, an updated medical statement must be provided.

### ***Job Reinstatement***

TCCI will make reasonable efforts to reinstate employees returning from unpaid medical leave of four (4) calendar months or less to:

- Their previous position, or
- A position of equivalent status, duties, and compensation, contingent on availability and organizational needs.

Reinstatement is not guaranteed if the original position or an equivalent one is no longer available due to restructuring, programmatic changes, or other legitimate business reasons.

- TCCI reserves the right to request additional medical documentation or an independent medical evaluation if necessary to confirm an employee's fitness for duty.
- Requests for accommodations based on medical restrictions will be reviewed in accordance with applicable laws and TCCI's internal accommodation policies.

## ***VIII. Other Leave of Absence Policies***

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### **VOTING**

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Beyond the maximum scheduled work hours, employees have a five-hour period in which they may vote. If an employee cannot vote during normal, off-duty hours because of extended working hours or distance from voting place, they are entitled to a maximum of two hours paid time off to be taken either at the beginning or end of the working day. Employees are to notify their manager/supervisor of any required time off, in writing, three working days in advance.

### **JURY DUTY/TRIAL WITNESS**

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An employee who has been notified by a court to appear for Jury Duty or as a witness must show the court notice to the manager/supervisor no later than the first workday after its receipt. Failure to do so may disqualify the employee for pay benefits. An employee must also notify the supervisor/manager within one day of any postponements and delays in court ordered appearances.

Employees will receive a salary for a maximum of 10 days for each day on jury duty in which they would have otherwise reported to work. To receive such pay, the employee must present to HR and the supervisor/manager, the court's verification of days and hours of jury duty served.

On any day of jury duty in which the employee is excused and has sufficient time to return to work for half of the scheduled shift, they will be required to do so. Pay provided for the above will be reduced accordingly.

### **BEREAVEMENT LEAVE**

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#### **Purpose**

To support employees during times of loss, The Children's Collective, Inc. ("TCCI") provides bereavement leave consistent with California law and enhances it with paid time off as described below.

#### **1. LEAVE FOR "FAMILY MEMBERS" (AS DEFINED BY CALIFORNIA LAW)**

**Entitlement:** California law provides up to **five (5) days of job-protected bereavement leave** for the death of a **family member as defined by law** (e.g., spouse, domestic partner, child, parent, sibling, grandparent, grandchild, parent-in-law).

## ***VIII. Other Leave of Absence Policies***

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**Timing:** Leave may be taken **consecutively or non-consecutively** and must be **completed within three (3) months** of the date of death.

**Pay at TCCI:** While state law does not require pay for bereavement leave, **TCCI provides three (3) paid days** for each qualifying loss. Employees may take up to **two (2) additional unpaid days** to reach the five-day entitlement.

Employees may elect to use **accrued PTO/sick/vacation** to replace pay for any unpaid days.

**Part-time** employees receive paid days on a **prorated** basis according to their regular schedule.

**Proof of loss:** TCCI may request reasonable documentation (e.g., obituary, memorial program, death certificate, or written statement from a funeral home/faith leader). Any documentation will be kept confidential.

### **2. LEAVE FOR NON-STATUTORY RELATIONSHIPS (TCCI ENHANCEMENT)**

In addition to the above, TCCI provides **one (1) day of paid bereavement leave per calendar year** for the death of a person **outside the statutory definition** (e.g., close friend, mentor, extended relative).

This one-day benefit is separate and may be used **once per calendar year**.

### **3. REQUESTING LEAVE**

**Notice:** Notify your supervisor and HR **as soon as practicable** with the anticipated dates. If the need is unforeseeable, notify us as soon as you are able.

**Scheduling:** Work with your supervisor/HR to schedule days (consecutive or non-consecutive) within the applicable time frame. TCCI will not unreasonably deny requested dates.

### **4. INTERACTION WITH OTHER POLICIES/BENEFITS**

Bereavement leave runs **separate from** other leaves but may be taken **in addition to** eligible leaves (e.g., PTO, sick leave, CFRA, etc.), as applicable.

Health benefits continue under the same terms for the duration of paid bereavement leave. For any unpaid portion, benefits will continue consistent with plan rules; employee premium contributions remain due.

## ***VIII. Other Leave of Absence Policies***

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### **5. MULTIPLE LOSSES**

The five-day bereavement entitlement for “family members” applies **per occurrence**. If multiple losses occur, the entitlement **restarts for each loss** in accordance with the law. The one-day non-statutory benefit remains capped at **one day per calendar year**.

### **6. NO RETALIATION/CONFIDENTIALITY**

TCCI strictly prohibits **retaliation** against any employee for requesting or taking bereavement leave.

Information related to bereavement requests and documentation will be handled with **sensitivity and confidentiality**.

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### **EXTENDED TIME OFF**

If more time off is required due to travel or extenuating circumstances, employees may take accrued vacation or request an unpaid sick leave of absence.

## **LEAVE OF ABSENCE FOR CRIME VICTIMS**

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An employee who is a victim of a violent felony, serious felony (as defined by the Penal Code), and a felony relating to theft or embezzlement are allowed unpaid time off to attend judicial proceedings related to the crime.

Applicable to persons associated with the victim, including immediate family (spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather), a registered domestic partner, or the child of a registered domestic partner.

Employees may elect to use vacation time, personal/sick leave time.

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### **REQUEST FOR LEAVE OF ABSENCE FOR CRIME VICTIMS**

Employees must provide TCCI a written request for each scheduled proceeding, unless advance notice is not feasible. When advance notice is not feasible, the employee must provide the manager/supervisor with the specified documentation. All employee records are confidentially maintained.

## ***VIII. Other Leave of Absence Policies***

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### **MILITARY/NATIONAL SERVICE LEAVE**

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Leaves of absence without pay are granted to all employees, from date of hire, who must fulfill their reserve obligations, or for active duty. To be eligible for reinstatement to employment, individuals must return to work in accordance with the provisions of the Universal Military Training and Service Act. The leave of absence will expire if the employee fails to return within the time limits set by the Act.

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#### **BENEFIT ACCRUAL – MILITARY LEAVE**

Employees absent from work on military duty or other service leaves for 30 calendar days or less will continue to accrue vacation and sick leave benefits. After 30 days, employees will cease accruing these benefits until they return to work.

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#### **VACATION PAY – MILITARY LEAVE**

Employees going on reserve military leave may request payment for any accrued, unused vacation equal to the time on leave.

### **BENEFIT PLANS**

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All benefit plans referred to in this Manual are further defined in legal documents, including insurance contracts, official plan texts, and trust agreements. Should any question ever arise about the nature and extent of the plan benefits, the formal language of the plan documents -- and not the informal wording of this Manual -- must necessarily govern. All of these documents are readily available for review in the HR Department.

TCCI may change or discontinue any of the benefits it provides to employees at any time.

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#### ***Information***

Full details of the insurance programs described here are available from the HR Department.

### **MEDICAL INSURANCE**

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***Eligibility:*** Full time and part-time employees working 20 hours or more weekly are eligible for medical insurance. There is a 60-calendar day eligibility period from the date of hire. Employees are eligible to receive medical insurance benefits on the first day of the month following the 60-calendar day eligibility period.

***Waiver:*** Employees who waive their medical insurance benefits are not eligible to receive cash-in-lieu of those benefits, nor will the cash value be assigned to other benefit packages. An employee who waives the medical benefit at the time of hire may elect to participate in the plan only at the next open enrollment date, as designated by the insurer.

***Premium Costs:*** TCCI may pay a designated portion of the individual's monthly premium of coverage. Employees pay the premiums for other eligible members of their families.

***Leave of Absence:*** For employees on approved Disability Leave, TCCI will maintain coverage at the same level as they were enrolled (up to a maximum of 12 work weeks) and under the conditions of our coverage. The Agency will continue to make the same premium contribution contingent upon the employee remaining current on the employee's cost-sharing portion of the monthly premium. Subsequent insurance coverage's may be maintained by the employee through the provisions of COBRA.

Information on all insurance programs is available to employees in the HR Department.



### **INSURANCE COVERAGE**

Insurance coverage ends on the last day of the month in which the employee resigned or was terminated. Most employees are eligible to continue health insurance coverage under COBRA regulations, providing they pay the full cost of premiums. Each terminating employee is eligible for continued coverage and will be provided with full details of continuing insurance coverage.

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### **COBRA (FEDERAL CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)**

Employees and their qualified beneficiaries have the opportunity to continue medical insurance coverage under TCCI's Group Medical Plan when a "qualifying event" would normally result in the loss of eligibility (e.g., resignation, termination, death of an employee, reduction in work hours, leave of absence, and an employee's divorce or legal separation, or if a dependent child is no longer meeting eligibility requirements). The employee or beneficiary pays the full cost of the monthly premium. For more information, contact the HR Department.

### **WORKERS COMPENSATION**

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Workers' compensation insurance provides for medical treatment and temporary compensation for loss of work due to work-related injuries or accidents.

**Eligibility:** Employees are covered by workers' compensation insurance from date of hire.

**Premium Costs:** TCCI pays the full premium for worker compensation insurance.

**Reporting Accidents:** On the job injuries, no matter how minor, should be treated and reported immediately to your manager/supervisor or the HR Department.

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### **UNEMPLOYMENT INSURANCE**

Unemployment insurance provides benefits, in accordance with legislated standards, to individuals who are unemployed through no fault of their own. For example, employees who voluntarily resign are generally not eligible for benefits.

## ***IX. Employee Benefits***

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***Eligibility:*** All employees are covered by unemployment insurance from date of hire.

***Premium Costs:*** TCCI pays all premium costs for unemployment insurance.

## **RETIREMENT PROGRAM**

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### **TSA TAX ADVANTAGES**

TCCI has a Tax-Sheltered Annuity (TSA) for employees to help provide an income at retirement. The employee with their pre-tax contributions, matching contributions made by the organization, and the earnings of the investments, builds the employee's retirement funds.

***A TSA provides several tax advantages:***

- Pre-Tax Dollars. Subject to IRS limitations, dollars may be saved on a pre-tax basis, thus "sheltering" contributions from current federal income taxation.
- Tax Deferred Growth. All earnings accumulate without current federal income taxation.
- Tax Liability Reduction. By contributing to a TSA, employees can reduce their current taxable income.

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### **ELIGIBILITY**

Employees are eligible to participate in the Tax-Sheltered Annuity from date of hire. Employees are eligible for the employer match after one-year continuous employment vesting period.

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### **CONTRIBUTIONS**

#### ***Employee Contribution***

Generally, employees may contribute up to 10% of their current income up to the maximum amount designated by law. Contact the HR Department for more information.

#### ***Employer Contribution***

## ***IX. Employee Benefits***

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TCCI will match the employee's contribution to an annual designated maximum, providing fiscal conditions permit.

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### **DETAILS**

Full details of the Tax Sheltered Annuity plan are available from the HR Department.

## **CHILD CARE BENEFITS**

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TCCI encourages eligible staff to enroll their children at one of our convenient sites. Employees who plan to take advantage of this benefit must follow the California Department of Education (CDE) and/or California Department of Social Services (CDSS) established guidelines.

A child may not be enrolled in the same site in which a family member works. Interested staff should inquire with the Child Development Eligibility and Enrollment Specialist regarding the most current CDE and/or CDSS eligibility guidelines.

## **PROFESSIONAL DEVELOPMENT BENEFITS FOR MANAGERS AND DIRECTORS**

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At TCCI we believe that exceptional leadership is cultivated through continuous learning. As a manager or director, your growth not only enhances your own effectiveness but strengthens the entire organization. We are deeply committed to supporting your ongoing professional development as a strategic investment in the future of our agency and the communities we serve.

TCCI encourages all managers and directors to actively pursue professional growth opportunities throughout the year, including but not limited to:

- Workshops and Seminars
- Conferences (Local, Statewide, and National)
- Webinars and Online Training Modules
- Leadership Development Programs
- Technical and Compliance Training
- Industry-Specific Learning Experiences

### **FREQUENCY**

To demonstrate this commitment, each manager and director is strongly encouraged to participate in a minimum of two (2) professional development opportunities annually. These experiences should align with your role, programmatic goals, or strategic agency initiatives.

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### **REQUESTING PROFESSIONAL DEVELOPMENT**

Managers and directors should initiate professional development requests by submitting a brief description of the opportunity and its relevance to their immediate supervisor. Supervisors will review the request and work collaboratively to determine appropriate support, based on available contract resources and overall agency capacity.

#### ***TCCI's support may include:***

- Registration fees
- Travel accommodations (when applicable)
- Paid release time to attend
- Post-event implementation planning

We believe that a learning leader is an empowered leader. When you grow, we grow—and so do the families and communities we serve. Your pursuit of excellence not only reflects TCCI's values but helps advance our mission of poverty alleviation through innovative and compassionate service.

## ***X. Disciplinary Policies & Procedures***

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Managers/supervisors are responsible for counseling employees regarding problems such as poor work performance, poor attendance and frequent tardiness, violations of any policy or any action that interferes with the smooth flow of work in a unit. The goal of this counseling is to help the employee resolve their problems and to continue or return to work in a manner that is productive for TCCI.

### **PERFORMANCE ISSUES**

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Disciplinary action may result when the employee's work performance is below standard. In the event that below standard performance is the reason for progressive discipline, managers should have previously met with the employee to:

- Review the position description to ensure duties and performance standards are clearly understood.
- Review prior training/experience to ensure the employee has the necessary skills to perform the job.

Prior to starting progressive discipline, the manager/supervisor should ensure the employee has been offered additional training in any deficient performance area, and, if necessary, discussed the performance problems with the HR Department to ensure all options have been tried. The progressive discipline policy is not a binding contract and doesn't guarantee employment for a certain period or that employees won't be terminated before the steps are exhausted.

### **MISCONDUCT AND CAUSES FOR DISCIPLINARY ACTION**

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Disciplinary actions include verbal or written reprimand, probation, suspension and termination. Causes for disciplinary action, including termination of employee, include but are not limited to the following:

1. Habitual/excessive absenteeism
2. Habitual/excessive tardiness or short work hours
3. Unsatisfactory or inferior work performance
4. Falsifying application documents and fraud in securing an appointment or promotion
5. Practicing discrimination at work against any person or groups on the basis of race, color, creed, national origin or age
6. Discourteous treatment of the public, parents or other employees
7. Engaging in or threatening physical or verbal violence
8. Intoxication, possession, and/or use of illegal drugs or alcohol on premises
9. Absence from work for two continuous days without prior approval

## ***X. Disciplinary Policies & Procedures***

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10. Unjustly utilizing a position for personal gain, including accepting gratuities for services as an employee
11. Falsifying expense, travel and parking claims, time clock and other personnel records or official reports
12. Misuse of property, funds or records
13. Insubordination, or deliberate failure to follow supervisor's instructions
14. Abuse of leave privileges
15. Punching time clock for another employee
16. Smoking and/or vaping in the facilities or within 100 feet of facilities
17. Violation of Code of Business Conduct
18. Incurring unauthorized business expenses
19. Failure to perform significant job responsibilities, jeopardizing funding or Agency's licensing status
20. Violating Agency contractual agreements with funding sources
21. Misuse of computer, Internet, personal communication systems, cell phones for unrelated Agency business, i.e. pornographic emails and websites.
22. Violating Agency Health, Safety and Security Policies

### **DISCIPLINARY ACTIONS**

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Disciplinary actions will be based upon evaluation of the circumstances of each incident, the employee's past record and the extent and duration of such actions. Disciplinary actions that result in probation, suspension or discharge must be reviewed by the HR Department.

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### **DOCUMENTATION OF PROGRESSIVE DISCIPLINE**

To protect TCCI from costly legal action and to ensure the organization's unemployment insurance premiums remain at minimum levels, it is essential that problems requiring counseling and/or progressive discipline be properly documented. Generally, documentation might detail:

- The exact incident that led to counseling including date, time and facts. Attach copies of related documents
- The specific corrective action required.
- A reasonable time limit in which the employee must show improvement.

The first time an employee is given a warning notice, they must consider it a notice to correct the deficiency. The employee must then demonstrate immediate and continued improvement.

## ***X. Disciplinary Policies & Procedures***

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All formal instances of discipline are to be documented in writing and signed by both the supervisor and employee. Copies of all such documentation are provided to the employee. The original is forwarded to the HR Department for the employee's file.

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### ***Disciplinary Probation***

An employee may be placed on disciplinary probation for up to three months for performance and/or other problems. During this time, the employee is expected to demonstrate immediate and continued improvement in performance and/or the problem that resulted in the probation. If the employee fails to meet standards during this time, their employment may be terminated at any time, with or without notice.

### ***Disciplinary Suspension***

Managers/supervisors may place an employee on immediate suspension for up to three days at any time when related conduct requires an investigation to determine whether or not an employee should be terminated. Typically, suspension is used when it appears an employee may be involved in a major, emergency-type, problem such as possible theft or threatened violence. Management will fully investigate the problem and determine the appropriate disciplinary action (up to and including termination). All such actions must be documented in detail.

### ***Disciplinary Termination***

Terminations for cause are initiated by managers/supervisors for any action by an employee that has or might have a detrimental effect on TCCI's operational activities, property, staff or organizations that provide research support; or which interferes with the rights or proper interests of employees, or the organization including poor performance.

Managers/supervisors must consult with the HR Department before notifying an employee of termination under this policy. The HR Department will review available documentation to assess any inherent risks in taking this action.

After approval, the manager/supervisor will request preparation of a final paycheck and prepare final termination documents from the Payroll Department.

Inappropriate conduct, gross misconduct, or illegal conduct may be a basis for immediate dismissal regardless of the stated disciplinary steps.

## ***X. Disciplinary Policies & Procedures***

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### **EMPLOYEE RIGHTS**

All employees have the right to voice their concerns and present issues to management. Management will make every attempt to resolve the issues equitably. Managers/supervisors are directed to address, and if possible, resolve all such difficulties as quickly as possible. If the problem cannot be resolved, the employee may bring the problem to the attention of the next level of management; The HR Department will investigate the situation and take action to ensure its resolution.

### ***Grievance Policy***

TCCI recognizes that occasionally problems and misunderstandings may arise and management wishes to ensure that all such problems are resolved quickly and fairly. However, it is also recognized that not all problems will be solved quickly, and there is no guarantee that the resolution will be to the employee's satisfaction. The grievance policy is designed to address employee concerns regarding policies.

"Grievance" is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors or other employees. Qualifying grievances under this policy may include a belief that the organization policies and procedures have been applied incorrectly. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or seniority may also be reasons to file a grievance.

Managers/supervisors and the CEO are responsible for ensuring action is promptly taken to resolve problems.

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### ***Grievance Procedure***

- **Step One**: Most employees' problems can be resolved through an informal discussion with their immediate supervisors, and employees are encouraged to make this their first step in resolving any problems.
- **Step Two**: The employee may contact the HR Department after an attempt has been made to resolve their grievance with their immediate supervisor. The employee should advise their supervisor that they are contacting the HR Department. The employee may then discuss the grievance with a HR representative who will attempt to resolve the grievance after conferences with the parties involved, followed by whatever investigation and additional conferences are appropriate to the situation.



## ***X. Disciplinary Policies & Procedures***

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- **Step Three:** If the employee's complaint is not settled to their satisfaction, the employee may formally document the complaint in writing and submit it to the Chief Operations Officer (COO) within three days of the informal discussions.
  - **Step Four:** The COO will render an opinion, in writing, to the employee as to whether or not the organization's policy and procedure was applied appropriately, and what, if any, corrective action will be taken. Insofar as possible, this investigation and response will take place within ten working days. However, this may depend upon the availability of others to assist in any investigation and work or vacation schedules. The decision of the COO shall be final.
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### ***Terminations***

This policy provides guidelines to managers and supervisors in the proper classification of terminations and protects TCCI's interests in this regard.

#### ***DISCIPLINARY TERMINATIONS***

Terminations for cause are initiated by managers/supervisors for any action by an employee that has or might have a detrimental effect on TCCI's business activities, property, its staff or organizations providing grants; or which interferes with the rights or proper interests of employees, TCCI or others having a research or business relationship with the organization. Any such action may result in an employee being terminated. Payment will be made for any earned/ unused vacation. Progressive discipline is not required in every case, and at-will rights remain unimpaired with the organization.

Payment will be made for any earned/ unused vacation.

#### ***MANAGEMENT RESPONSIBILITY AND REVIEW***

Management and the HR Department have the final responsibility to determine whether an employee is to be terminated.

All recommended terminations must be reviewed by HR and approved by the COO.

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### ***EMPLOYMENT AT WILL***

Employees of TCCI are free to terminate their employment at any time and for any reason. The organization has this same right and may terminate employees at any time with, or without cause or reason.

## ***X. Disciplinary Policies & Procedures***

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### **Resignations**

- Employees who resign are those who voluntarily choose to terminate their employment with TCCI.
  - Non-exempt employees who voluntarily resign are requested to provide at least two weeks' notice in writing. Exempt employees are asked to provide four weeks' notice. The letter should include the reasons for resignation and the date of termination (i.e., last day of work).
  - At termination, employees are paid for any earned, but unused, vacation. No payment will be made for any accrued or unused sick leave.
  - Employees who fail to report to work for two consecutive working days without notifying their supervisors will be considered as having voluntarily terminated their employment with TCCI. If, on the second day, the employee has failed to call or report to work, the manager informs the CPO, who will then prepare a letter of termination. Such employees are paid for any earned, but unused, vacation.
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### **NON-DISCIPLINARY TERMINATIONS**

Non-disciplinary terminations are initiated for reasons generally considered to be beyond the control of the employee. Reasons for this type of termination include layoff for lack of work, end of funding, budgetary cuts, or reorganization. An employee may also be terminated if they are unable to perform the duties of the job.

Managers/supervisors will make reasonable efforts to avoid non-disciplinary terminations and layoffs. In cases where an employee cannot perform their work to the required standards, the employee will be counseled with the possibility of termination.

If an employee is terminated for non-disciplinary reasons, they will be paid for any earned, but unused, vacation. No payment will be made for any accrued or unused sick leave.

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### **END OF EMPLOYMENT PROCEDURES**

#### **Final Paychecks**

## ***X. Disciplinary Policies & Procedures***

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- The final paycheck of an employee who resigns and who has given notice of at least three working days will be available in the Accounting/Payroll Department, on the employee's last day of work.
- When an employee resigns without notice, or notice of less than three working days, the final paycheck will be available to the employee three calendar days after the last day of work. The employee may receive the final check by mail if they request this and designates a mailing address. The date of mailing is considered the date of payment for purposes of the three day requirement.
- Paychecks for employees involuntarily terminated by TCCI will be given to the employee at the time of termination.
- All checks for termination pay will include all unpaid wages, as well as accrued/unused vacation. Accrued/unused sick leave will not be paid.

### ***Company Property***

Managers/supervisors are responsible for collecting any property or keys belonging to TCCI at the time of termination.

### ***Insurance Coverage***

Insurance coverage ends on the last day of the month in which the employee resigned or was terminated. Most employees are eligible to continue health insurance coverage under COBRA regulations, providing they pay the full cost of premiums. Each terminating employee eligible for continued coverage will be provided with full details of continuing insurance coverage upon their exit interview with HR.

## ***XI. Organizational Restructuring***

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### **REHIRING FORMER EMPLOYEES**

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If an employee is rehired by TCCI, their anniversary date will be the date on which they were rehired as a new employee. If the employee was terminated for less than 30 calendar days, with approval of the CEO, the re-hired employee will maintain seniority rights from the original hire date.

Promotions and Demotions: If the event of a change of status which places the employee in a different job title, the new anniversary date will be one year from the date of the change of status.

Continued employment with TCCI is contingent upon continuing financial resources and budget integrity. Employees affected by cutbacks in resources will be provided with as much advance notice as possible.

Reduction or loss of revenue and current or projected cost overruns are cause for agency restructuring and reorganization. Positions may be eliminated, job descriptions expanded, new jobs created and hours of work changed.

Changes in staff positions, job descriptions, and staff hours will be made whenever the CEO or board of directors finds it necessary to ensure operational efficiency and budgetary integrity.

### **LAYOFFS**

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In the event of layoffs TCCI will make every effort to have the employee's check ready on the last day of employment. Employees will receive all wages including last hour of work, vacation and compensatory time accrued.

### **RECALL**

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Employees on layoff status will be recalled in the reverse order of layoff. Unless the employee has specified at the time of layoff that they desire only to be recalled to a position in the same grade and/or salary classification as the position from which they were laid off, they will be recalled to perform whatever work is available.

## ***XI. Organizational Restructuring***

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### **NOTIFICATION OF RECALL**

An employee who is recalled for work will receive formal notification from the HR office by registered mail to the mailing address on record with TCCI

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### **EMPLOYEE'S RESPONSE TO RECALL**

When an employee receives formal notification about recall, they are to respond by phone or in writing the intent within seven calendar days from receipt of notice. In the event an employee does not respond to notification, the organization will consider them to have resigned.

An employee who refuses recall more than once to any job for which they are qualified, and which is within the same grade and salary range will be considered to have voluntarily terminated their employment. Should an employee decline reinstatement in a position at a lesser salary level than their former job held before recall, their eligibility for reinstatement in their former or comparable position will not be forfeited.

### **CLASSROOM REORGANIZATION**

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When classroom enrollment is below the contractual minimum for more than two weeks it will become necessary to lay off employees on a rotating basis. These layoffs will be done at the discretion of the supervisor/manager and seniority will have no bearing. Recalls will take place as soon as enrollment increases. All reassignments resulting from temporary layoffs will be at the discretion of the CEO.

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### **RESCHEDULING AND REASSIGNMENT**

If, for a specified period of time, low attendance/enrollment is anticipated, the manager/supervisor may:

- Reduce staff for a temporary time period
- Reduce hours for a temporary time period and/or
- Reassign staff to other sites for a temporary time period.

Temporary staff reductions may be taken as vacation time or leave without pay. The manager/supervisor will coordinate rescheduling with at least one week's advance notice to affected staff.

### **ETHICAL PRINCIPLES**

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#### **WHISTLE BLOWER POLICY**

In compliance with federal, California state, and local laws, TCCI strictly prohibits retaliation against any employee who, in good faith, reports suspected unlawful activity or violations of regulations, or who cooperates with any investigation conducted by a public agency.

In compliance with “Whistle Blower” laws, TCCI will not terminate, deny employment, or withhold advancement opportunities from any employee who reports illegal or improper conduct. This protection applies whether the report is made to a government agency, a supervisor, or if the employee refuses to participate in unlawful activities conducted by colleagues or supervisors

Reports may be made anonymously, and all concerns will be addressed promptly and confidentially to the extent possible.

Employees have legal rights to contact external agencies like the California Civil Rights Department (formerly DFEH) and the federal Occupational Safety and Health Administration (OSHA) for whistleblowing purposes.

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#### **FRAUD POLICY**

For the purposes of this manual, fraud is defined as any array of irregular and illegal acts characterized by purposeful deception. It encompasses the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of TCCI resources and/or assets. Of which actions may subject the employee to disciplinary actions up to and including termination and/or full prosecution of the law.

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#### **CONFLICT OF INTEREST**

Employees must be very careful that their relationships and activities will not subject themselves or TCCI to criticism or liability. Employees must avoid entering into transactions where it may appear that they are improperly benefiting from their employment with the organization. This includes the use of one's relationship with TCCI for their personal profit or advantage, either directly or indirectly.

## ***XII. Employee Responsibilities***

### ***Financial Conflict of Interest***

Neither TCCI nor its employees will obligate or expend any project funds for the purchase or rental of goods, space, or services if any immediate member of an employee's family has a substantial interest in the purchase or rental of goods.

### ***Gifts and Gratuities***

Employees are prohibited from accepting gifts, money and gratuities from persons receiving benefits or services under any program financially supported by the Federal, State or local government. This prohibits receiving benefits or service from any funding source performing services under a contract or otherwise in a position to benefit from an employee's actions.

### ***Partisan Political Activity Prohibited***

Employment may not be offered as a consideration or reward for the support of or defeat of any political party or candidate for public office, nor may any employee engage in partisan political activity while representing the Corporation.

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## **OUTSIDE EMPLOYMENT**

It is preferred that full-time employees of TCCI refrain from accepting other employment, either temporary or part-time. While there may be circumstances that would justify an exception to this policy, the employment should not interfere with TCCI's work or scheduled work hours. If any outside employment detrimentally affects the work of an employee, they will be subject to disciplinary action up to and including termination.

## **PERSONAL CONDUCT**

Any employee who becomes aware of any unethical, dishonest or illegal conduct, or has reasonable grounds to suspect that another employee has engaged in such conduct, has a duty to report it immediately to their manager/supervisor to determine what action, if any, will be taken.

## ***XII. Employee Responsibilities***

### **MEETING THE PUBLIC**

As a public servant and an employee of TCCI all employees will make every effort to treat the public with respect and to present themselves in a professional manner.

#### ***Dress, Personal Appearance and Use of Language***

Employee's dress, grooming, personal hygiene and language must be appropriate to the work situation and promote workplace safety. Employees are expected to present a professional, businesslike image. Consult your manager/supervisor if you have questions as to what constitutes appropriate attire.

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### **SOLICITATIONS AND DISTRIBUTIONS**

To ensure a safe, respectful, and disruption-free workplace, TCCI maintains clear guidelines regarding personal solicitations and the distribution of materials during work hours.

#### ***What's Covered***

This policy applies to any form of solicitation or promotion, including:

- Selling products or services (e.g., Tupperware, Mary Kay, Scentsy, or social media-based businesses)
- Fundraising for outside organizations (e.g., school fundraisers, sports teams, churches, or GoFundMe campaigns)
- Promoting membership in clubs, organizations, political parties, or social groups

#### ***Permitted Activity***

**When:** Solicitations and distributions are only allowed during non-working time, such as scheduled breaks, lunch periods, or before and after your work shift.

**Where:** These activities must take place in non-working areas such as break rooms, restrooms, and designated outdoor spaces like parking lots—not in hallways, classrooms, or office areas where others are working.

#### ***What's Not Allowed***

- Soliciting coworkers during work hours or in workspaces
- Posting flyers or distributing materials without approval



## ***XII. Employee Responsibilities***

- Using TCCI resources (e.g., email, bulletin boards, equipment) to promote outside businesses or causes

TCCI reserves the right to remove unauthorized materials or discontinue solicitations that disrupt the workplace or create discomfort among staff.

If you're unsure whether an activity falls under this policy, please consult your supervisor or HR Department for clarification.

## **FACILITIES AND AGENCY PROPERTY**

Employees are expected to respect TCCI's property, such as equipment, supplies, furniture, documents, etc. Willful or intentional carelessness resulting in damage to organization property may lead to termination. In addition, organization property is not to be appropriated for personal use.

Employees who must take large or valuable equipment or supplies (e.g., computers) home to work are required to obtain the prior, written approval of the manager.

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## **INTELLECTUAL PROPERTY**

### ***Confidential Information***

Any information relating to TCCI's business and child care activities, including sources and amounts of funds, supplier lists, is considered proprietary and confidential. Further, employees may have access to confidential family information. This information is shared with employees in trust and confidence and employees must not disclose this information to anyone outside of TCCI either during or after employment. Release of information may result in termination and legal action.

### ***Use of TCCI's Name***

Employees are asked to exercise care to avoid the use of TCCI's name in any manner which can be misinterpreted or improperly used to indicate any tie-in between the organization and an outside activity. For example, a staff member's endorsement of an advertised article, if accompanied by their address in care of TCCI or a statement of their connection with the organization, would be an improper activity which should be avoided. Further, TCCI stationery must not be used for any personal correspondence.

## ***XII. Employee Responsibilities***

### **SMOKING**

TCCI provides a smoke-free environment for all employees. There is no smoking inside any of its facilities or within 100 feet of any TCCI facilities.

Employees who wish to smoke may do so during lunch and break times outside of the building, and outside of the view of the children.

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### **OFFICE AND EQUIPMENT MAINTENANCE**

Problems regarding maintenance of equipment or office facilities must be reported to the manager/supervisor. Employees are not allowed to contact service vendors directly.

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### **TELEPHONE CALLS**

Personal phone calls should be limited to urgent or emergency situations. Employees are encouraged to make personal calls during breaks or lunch periods.

Company phones and landlines are for business use. Personal calls on company phones should be avoided unless approved by a supervisor.

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### **POSTING OF SIGNS AND MATERIALS**

Announcements, signs and information on bulletin boards must be approved by your manager or supervisor

Bulletin boards are maintained by the secretary and/or supervisor.

Posted materials must not contain offensive, discriminatory, political, or religious content. All content must comply with the company's policies.

### **CURRICULUM AND OTHER MATERIALS**

Any curriculum, articles, results, of research or other materials prepared by employees in the course of their regular work responsibilities are the property of the Agency and/or the appropriate funder. Such documents must carry the copyright of TCCI, and must not be sold commercially or used for any other purpose outside of the Agency, funding guidelines or contracts.

### **SUSPECTED CHILD ABUSE REPORTING POLICY**

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All employees of their professional capacity or within the scope of their employment with TCCI are mandated reporters and must act immediately when there is reasonable cause to suspect abuse or neglect.

Staff should be alert to physical signs (bruises, burns, injuries), behavioral indicators (fearfulness, withdrawal, aggression), and verbal disclosures that may indicate:

- Physical abuse
- Sexual abuse
- Emotional maltreatment
- Neglect (failure to provide food, shelter, medical care, supervision)

If staff suspect abuse or neglect, the following steps must be followed:

1. Gather all information you can about the suspected abuse or neglect using factual terminology – no opinions, interpretations or assumptions
  - a. Case note information
  - b. Take pictures of any physical markings
2. Inform your supervisor of your suspicions.
3. Reporting staff, alongside supervisor, will call the Child Abuse Hotline at 800-540-4000.
  - a. Once you have a counselor on the phone, immediately ask for their name and note their name, the date and time of your call.
  - b. Report only facts and direct observations. At this point the counselor may indicate that it is either a reportable or not a reportable case.
  - c. If the case is reportable, information will be gathered and a case number will be provided – this number must be saved for the written report.
    - i. If the case is deemed serious/urgent, the counselor will require that the child not be released to anyone other than a case worker.
  - d. Written report must also be submitted for all reportable cases
    - i. Within 24 hours – LIC 624 must be submitted to Community Care Licensing, including case number and counselors name
      1. This must also be submitted for nonreportable cases. The form should indicate that the suspicion was reported and the counselor (include name) deemed it not reportable.
    - ii. Within 36 hours – electronic report must be submitted at <https://mandreptla.org/cars.web/>
  - e. All cases, reportable and not reportable, must be case noted and saved in the client file.

### **SAFETY AND SECURITY POLICY**

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At TCCI, your safety and well-being are our top priority. We are committed to maintaining a safe, secure, clean, and respectful work environment for all staff, children, and families we serve.

#### **Your Role in Creating a Safe Workplace**

We encourage every employee to take ownership of workplace safety by reporting hazards, suggesting improvements, and alerting supervisors to unsafe conditions. Concerns may be submitted directly or anonymously to your supervisor or the Office Manager.

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### **TCCI'S SAFETY COMMITMENTS**

Our safety program is designed to reduce risk and promote well-being across all job sites.

#### ***Key elements include:***

- Installing physical safeguards wherever possible.
  - Conducting regular safety inspections.
  - Providing appropriate safety training and personal protective equipment (PPE) as needed.
  - Maintaining clear accident and emergency reporting procedures.
  - Enforcing safety protocols consistently and fairly.
  - Investigating all workplace incidents promptly to prevent recurrence.
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### **ROLES AND RESPONSIBILITIES**

#### ***Safety Officer***

Appointed by the CEO, the Safety Officer (or Office Manager) leads TCCI's health and safety efforts, ensures compliance with safety policies, and oversees inspections and training.

#### ***Supervisors and Managers***

- Model safe behavior and enforce all safety protocols.
- Ensure staff are trained in job-specific safety practices.
- Correct unsafe behaviors or conditions immediately.

#### ***Employees***

- Follow all safety rules and procedures.
- Report unsafe conditions or incidents immediately.
- Use PPE and equipment as directed.

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### **ACCIDENT AND EMERGENCY RESPONSE**

- ***Emergency?*** Call 911 first, then notify your supervisor immediately.
- ***First Aid:*** Kits are available at each site. Do not move an injured person unless they are in immediate danger.
- ***Injury Reporting:*** All workplace injuries must be reported to your supervisor on the day they occur. A report will be submitted to HR, and emergency care will be arranged.

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### **SAFETY TRAINING**

You will receive safety training:

- During onboarding
- When assigned new duties or equipment
- If new risks arise in the workplace
- During annual or updated site safety reviews

Supervisors receive additional training to stay informed on workplace-specific hazards and ergonomic best practices.

### **BUILDING SECURITY**

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All employees must receive supervisor approval to access facilities outside normal working hours. Employees entering the premises after hours must secure the building (lock doors, turn off lights, and activate security systems).

### **VISITORS**

Visitors must sign in and out and be accompanied by a staff member. This includes former employees and personal acquaintances.

Interns, volunteers, or guests participating in programming must be pre-approved by management.

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### **BUILDING EVACUATION**

### ***XIII. Health, Safety, & Security***

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TCCI has developed a detailed Emergency Evacuation Plan for all facilities. Every employee is provided a copy of this plan and is required to review and understand the procedures outlined within it.

If you observe a fire, explosion, or receive information about a serious threat (e.g., bomb threat, active shooter, or suspicious package), call 911 immediately if the situation appears to be an immediate danger to life or property. Your first priority is the safety of all staff and program participants/children.

If the situation does not present immediate danger to life or property, notify your supervisor as soon as it is safe to do so. When reporting, provide the type and nature of the emergency, the exact location (building, floor, room, etc.), and any additional relevant details (e.g., description of suspicious person/object, known threats, etc.).

Maps showing emergency exits, fire extinguishers, and first aid kits are clearly posted at each site to serve as a visual guide, providing quick and easy access to this critical information.

Remain calm and follow the Emergency Disaster Plan procedures if the situation calls for it.

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#### **EMERGENCY DISASTER PLAN**

Each facility has an Emergency Disaster Plan that outlines steps to take during emergencies such as fires, earthquakes, bomb or terror threats, or other natural or human-caused disasters. Copies of the Emergency Disaster Plan are available from your site supervisor, lead teacher, manager, or supervisor.

Emergency procedures are reviewed regularly during site staff meetings. It is your responsibility to familiarize yourself with your specific duties in an emergency, know the location of safety equipment and evacuation routes, and ask questions or seek clarification from your manager or supervisor if anything is unclear.

In the event of an active shooter or armed intruder on or near the premises:

**RUN** – Evacuate if there is a safe path.

**HIDE** – Shelter in place and lock doors if evacuation is not possible.

**FIGHT** – As a last resort, if your life is in immediate danger.

Once you are safe, call 911 to report the situation as soon as possible. Do not re-enter the building until law enforcement or authorized personnel provide clearance.

In any emergency where immediate action is required to protect life, call 911 first, then follow the internal reporting procedures. Additionally, staff who are certified in CPR and First Aid should assist as needed.

### **AUTOMOBILE SAFETY**

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#### **DRIVER'S LICENSE**

If your role requires driving:

- You must have a valid driver's license, clean DMV record, and carry current auto insurance
- You must provide documentation upon hire and keep it updated

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#### **REIMBURSEMENT FOR COSTS**

When driving your personal vehicle for work (e.g., attending meetings, delivering supplies), TCCI reimburses mileage at the IRS-approved rate, which covers fuel, wear-and-tear, and insurance costs.

TCCI is not responsible for damage, theft, tickets, or accidents involving personal vehicles. If you operate an agency vehicle:

- You must maintain a clean driving record
- You must be insurable under the agency's policy

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#### **AUTOMOBILE INSURANCE**

Individuals driving their own car in the course of their job are required to carry insurance as TCCI assumes no responsibility for loss through fire, theft, collision or otherwise to an employee's car or its contents.

At time of hire, TCCI will ensure employees who may drive on the job hold a valid driver's license and carry appropriate insurance. Employees who drive on the job will be required to submit continuing documentation of current license and insurance.

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#### **EMPLOYEE RESPONSIBILITY**

If employees are required to drive their car while on the job, they must maintain their own automobile insurance in compliance with state law. TCCI assumes no responsibility for fire, theft, collision, and personal liability or for parking or moving violations at any time. If employees are required to drive for work purposes, TCCI reserves the right to periodically require documentation of automobile insurance. If driving an assigned Agency van as part of the employee's job duties, the employee must maintain a clean driving record and must be insurable by the Agency's automobile insurance plan.

## ***XIII. Health, Safety, & Security***

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### ***Moving Violations***

Employees are responsible for any parking, mechanical or moving violation tickets received while using their own vehicle and/or a company vehicle.

### ***Parking***

Parking is provided for employees at designated sites. However, TCCI is not responsible for damage or theft that occurs to your vehicle or its contents while on company property.

### ***Your Safety Matters***

Every employee plays a role in maintaining our safe and secure environment. If you see something, say something—because when we all take responsibility, we protect each other, our children, and the future of our community.



## ***XIV. Technology Regulations***

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### **COMPUTER USAGE**

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The use of computers is for TCCI business only. Employees may not use the system to transmit personal messages or to perform work unrelated to the organization's business.

### **INTERNET POLICY**

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At TCCI, we recognize that the internet and social media are essential tools for communication, collaboration, and advocacy. However, we expect all employees to exercise good judgment and professionalism when using these tools—both during and outside of work hours—especially when identifying as, or being associated with, TCCI.

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### **PROHIBITED USES**

Inappropriate internet use includes

- Transmitting obscene, harassing, offensive, or unprofessional messages
  - Accessing any site that is sexually or racially offensive or discriminatory
  - Displaying, downloading or disturbing any sexually explicit items
  - Transmitting any of TCCI's confidential or proprietary information, including customer data, trade secrets or other materials covered by the Agency's confidentiality policy
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### **MONITORING**

TCCI reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality and the Internet itself is not secure.

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### **COPYRIGHT RESTRICTIONS**

Any software or other materials downloaded into the Agency's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the COO is required before introducing any

## ***XIV. Technology Regulations***

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software onto the Agency's computer system. Employees may not download entertainment software, games or any other software unrelated to their work.

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### **NETIQUETTE GUIDELINES: INTERNET AND SOCIAL MEDIA USE**

These Netiquette Guidelines exist to ensure responsible, respectful, and secure use of digital platforms.

#### ***1. Professionalism at All Times***

Represent TCCI with integrity and respect in all digital communications—whether via email, social media, or professional platforms like LinkedIn.

Avoid posting, sharing, or liking content that could be interpreted as discriminatory, offensive, vulgar, inflammatory, or otherwise inconsistent with TCCI's mission and values.

#### ***2. Use of TCCI Equipment and Internet***

TCCI-provided internet access and devices are primarily for business-related activities. Limited personal use is permitted, provided it does not interfere with work performance or violate company policy.

Prohibited online activities include:

- Visiting inappropriate or non-work-related websites (e.g., gambling, adult content).
- Downloading unauthorized software or files.
- Using platforms that compromise data security.

#### ***3. Email Communication***

Use your TCCI email account for business-related correspondence only.

Always write in a clear, professional tone—treat emails as formal documentation.

Avoid sending confidential information unless authorized and using secure methods.

#### ***4. Social Media Conduct***

Do not speak on behalf of TCCI on personal accounts unless you are authorized to do so.

If referencing your employment with TCCI online (e.g., in bios or posts), clearly state that your views are personal and do not reflect the views of TCCI.

## ***XIV. Technology Regulations***

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Respect the privacy of clients, partners, and coworkers. Never share names, images, or personal stories without written consent.

Refrain from discussing internal operations, unresolved workplace issues, or confidential matters on public forums.

### ***5. Confidentiality and Data Security***

Never share or post internal emails, reports, client records, or proprietary documents online.

Avoid using public Wi-Fi to access TCCI systems without a secure VPN or firewall. Be vigilant about phishing attempts and suspicious links—report them to IT or management immediately.

### ***6. Cyberbullying and Harassment***

Cyberbullying, harassment, or threatening behavior of any kind—toward clients, coworkers, or members of the public—is strictly prohibited and may result in disciplinary action.

### ***7. Reporting Violations***

If you observe misuse of digital platforms or feel that any online behavior compromises the integrity or reputation of TCCI, report it to your immediate supervisor or the HR. Department.

### ***Remember:***

What you post is permanent. Even deleted content can be screenshotted, archived, or retrieved. Represent yourself—and TCCI—wisely.

TCCI reserves the right to monitor internet and email usage on all company-provided systems and to take appropriate action for any misuse or breach of policy.

## **POLICY VIOLATIONS**

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Any violation of this policy may result in loss of computer access and disciplinary action, up to and including immediate termination.