

16.5 Parental Leave For Child's School

Employees who have custody of one or more children in a licensed daycare facility, in kindergarten or grades 1 through 12 may take up to forty hours off without pay each school year to participate in the activities of the facility or school attended by each child. No more than eight hours of the 40 hours may be used in any month without Program Director approval.

If both parents of a child are employed by CAPSLO at the same work site, a leave for that child will be granted as described above only to the parent who first gives notice. The Agency may, at its sole discretion, also grant leave to the other parent of that child.

To be eligible for this leave, employees must provide reasonable advance notice of the planned absence to their supervisor. Employees must provide documentation from the daycare facility or school verifying their participation in the activity.

If you receive a written notice from your child's school requiring you to attend a conference regarding your child's possible suspension or other disciplinary action, you will be permitted to go. This is treated separately from the school "activities" leave described above. You must provide your supervisor or the manager-on-duty with a copy of the notice before you leave for the discipline conference. You will also need to provide your supervisor with a certificate from the school verifying your attendance at the conference.

Employees may elect to use paid vacation time to cover any absence described in this section. Employees may also request to use vacation time for additional time off for this purpose.

16.6 Voting

CAPSLO encourages its employees to vote. CAPSLO expects voters to go to the polls during non-work time, without interfering with work schedules. However, if your schedule and polling location make it impossible for you to vote outside of your normal working hours, you will be allowed to arrive late or leave early enough to go vote, without loss of pay, up to a maximum of two (2) hours. If you need such arrangements, notify your immediate supervisor at least two work days before the election.

17.0 SEPARATIONS

17.1 General Separations

It must be remembered that for several types of appointments, the employment relationship is based on the mutual consent of the employee and the Agency. Accordingly, either the employee or CAPSLO can terminate the employment relationship at any time, with or without cause or notice. With respect to other appointments, the employee may resign with or without cause; however, CAPSLO will initiate termination where good cause exists for such action. "Good cause" may arise when an employee violates CAPSLO policy, violates the law, engages in misconduct, fails to perform his/her job satisfactorily, loses the trust or confidence of CAPSLO, when there is a need for a layoff, or in other situations not necessarily discussed in this Policy Manual.

Employees who choose to resign from CAPSLO are expected to submit a letter of resignation in their own handwriting. CAPSLO requests that resigning employees provide at least ten (10) working days' notice of their last day of work. CAPSLO reserves the right to impose an earlier separation date with pay in lieu of notice when it deems appropriate. There is no "severance pay".

Vacation time earned and not yet taken will be cashed-out at the time of separation from CAPSLO. Employees may not take any CAPSLO property, records, documents (including this Policy Manual), tools, keys, identification cards, CAPSLO credit cards, or any other items belonging to the Agency with them upon separation.

17.2 Furlough

17.2.1 Furlough Conditions

Some of CAPSLO's programs have recurring periods of inactivity each year, after which, normal operation of the program will resume. For example, the Migrant Seasonal Head Start program has one or more "recesses" each year, during which no children will be receiving services, and there is no work for the staff members who work with the children. When the program resumes and the children return, the staff members are again needed.

In order to retain our valued staff members, who work on programs that have such recesses, employees on such programs will be placed on furlough as needed. During a furlough, the employee is on inactive status for not more than six (6) months; however, the employee is **not** laid off or terminated, and is expected to return at the end of the furlough. Employees will not gain additional service credit for the time during which they are on furlough status, however, the time off will not be treated as a break in service. The employee will return to duty with the same levels of benefits as when the furlough began.

17.2.2 Benefits During Furlough

For all Seasonal employees, CAPSLO will pay its normal portion of the health insurance premiums for the employee's coverage through the end of the calendar month in which the furlough began. The employee will be responsible for all dependent premiums. Thereafter, the employee will be able to elect COBRA continuation of the employee's own insurance coverage. Insurance benefits are reinstated on the first day of the calendar month following the date on which the furloughed employee returns to active status (attending an orientation or training session is not "active status" for this purpose).

Employees placed on furlough may request that their accrued, unused vacation time be cashed out upon being furloughed. If no request is made within ten (10) working days after the last date worked, then all unused vacation will be carried over and available to the employee upon his/her return from furlough. All sick time will be carried over and available to the employee upon return from furlough. A furloughed employee who is otherwise eligible for holiday pay will receive holiday pay for any CAPSLO-observed holiday that occurs during the calendar month in which s/he is placed on furlough.

17.2.3 Return From Furlough

Different responsibilities within a particular program will end or resume at different times, depending upon the specific needs of the location and the people being served. Accordingly, employees will be placed on furlough and recalled from furlough based on the position, responsibilities and special skills of the specific employee, and on the operational needs of the particular location and program at issue. In other words, there is no predetermined order in which specific employees (even in the same jobs) will be placed on furlough or recalled from furlough. Seniority will be a factor **only** if all other factors are equal.

If a furloughed employee is not recalled by the end of six months, or if at any time there is a need for a permanent reduction in force affecting the furloughed employee, then the employee will be placed

on ordinary layoff status and separated from CAPSLO employment. If a furloughed employee fails to return to work on the date specified, then the employee will be deemed to have resigned effective the date on which the employee was supposed to have reported to work.

17.3 Reduction in Staff/Layoff

It may be necessary or appropriate from time to time for CAPSLO to reduce its staff, either because of a lack of work, a reorganization, to improve efficiency, or for other reasons. Depending upon the circumstances that give rise to such a situation, CAPSLO, in its sole discretion, may respond in several ways, including offering a voluntary reduction of hours or days of work, doing so involuntarily, or implementing a reduction in staff, i.e., a layoff.

17.3.1 Layoff Selection

If a layoff is determined to be necessary, employees will be selected to ensure high productivity and the ongoing viability of the organization. CAPSLO reserves the right to transfer and reassign employees in any manner it deems appropriate in order to accomplish the net reduction in staff. CAPSLO will try to provide advance notice of layoffs; however, notice may not be given if CAPSLO deems notice to be detrimental to its interests. There is no severance pay.

Employees will be selected for layoff based on a combination of factors including, but not limited to, job performance, productivity, skills and education, qualifications, the ability to perform the work remaining, flexibility to perform a variety of tasks, attitude, attendance, and seniority (based on Service Date). Neither seniority nor any other particular factor or a combination of factors will be determinative in a particular case.

17.3.2 Re-Employment Eligibility

Employees who are laid off are encouraged to reapply for employment when positions become available. For six (6) months after layoff, the employee will be on the CAPSLO's Re-employment Eligibility List. While on this List, employees will receive notice of any openings at CAPSLO; it is the employee's responsibility to ensure that CAPSLO has his/her current mailing address. Employees notified of such openings (or who otherwise learn of openings after removal from the List) may apply for such openings during the open recruitment period. Employees on the List who apply for positions will be granted an interview for any position for which they meet the minimum qualifications; however, there will be no other preferences, and laid-off employees will compete with all other applicants for positions. Past performance with CAPSLO will certainly be considered when evaluating such applications. After being removed from the List, it is the laid-off employee's responsibility to inquire about job openings and to submit an application through the normal procedures. At such point, the laid-off employee will be treated in the same manner as all other applicants.

If the same position from which the employee was laid off becomes open within ninety (90) calendar days, the employee will be eligible for recall. Where more than one employee was laid off from the same position, but there are not enough openings for all of them, CAPSLO will determine the order of recall. Details on this recall process will be provided to laid off employees. There are no other recall rights.

17.3.3 Return From Layoff

If a laid-off employee returns to active status within six (6) months of his/her last date worked, there is no break in service. The employee will receive full credit for all previous service and will be returned to duty with benefits at the same levels as when the employee last worked. Previous unused

sick time will be reinstated in the same amount as the employee had on his/her last date worked. Health insurance will be reinstated on the first day of the calendar month after which the employee is returned to active status (merely attending an orientation or training session is not “active status”).

If the employee returns after six (6) months from his/her last date worked, the employee will be treated as a new employee, whose service date will be handled in accordance with policy section 16.4.

17.4 Return From Inactive or Non-Employee Status

Employees can be placed on inactive status for a number of reasons, such as a furlough or a leave of absence. Additionally, former employees (including those who quit or are laid off or terminated) are sometimes rehired by CAPSLO. Employees who are on leave for approved PDL, Family & Medical Leave or workers’ compensation leave will be treated as having no break in service while on such status. Otherwise, when a person returns from either inactive or non-employee status, CAPSLO will adjust the person’s seniority date to reflect the period of such status, unless otherwise required by law. There is no service credit earned during any period of inactive or non-employee status, regardless of the cause, unless otherwise required by law.

An employee who returns from layoff or furlough status within six (6) months of his/her last date worked will be treated in accordance with section 16.3. Employees returning from a leave of absence will be treated in the same manner. Such employees will not be treated as having a “break in service” until and unless their period of inactive/non-employee status exceeds six (6) months. If an employee returns after having resigned or being terminated from employment with CAPSLO, the employee will be deemed to have had a “break in service” once his/her non-employee status exceeds thirty (30) calendar days.

Once there is a “break in service,” the employee will need to satisfy a new waiting period to resume health insurance coverage. Past service credit will be counted toward determining the returning employee’s new service date in accordance with a specific formula, with one exception: involuntarily terminated employees with a break in service will not receive any credit for prior service. The service-credit formula is a ratio between the prior years of service and the period of non-employee status. Details of this formula and its application are available from the Human Resources Department. If any service-credit issues in any specific CAPSLO benefit plan requires different calculations of service credit or a different result, the terms of such plan will control, but only as to the specific plan at issue.

18.0 REIMBURSEMENTS

18.1 Business Expenses

You must have your supervisor’s written authorization (requisition, purchase order, etc.) prior to incurring any expense on behalf of CAPSLO. All reimbursable expenses must be supported by receipts and other information and documentation to enable CAPSLO to properly identify and approve the expense. Employees will not be reimbursed for unsubstantiated expenses.

Employees who are required to travel on CAPSLO business will be reimbursed for their expenses in accordance with the current Travel Allowance Schedule, which is available from the Finance Department. Private vehicles use will be reimbursed on a per-mile basis at an established rate. This reimbursement covers all costs associated with the use of the private vehicle, including gas, repairs, maintenance and insurance. Where more than one employee is driving to the same event, employees will be encouraged to carpool. Unauthorized travel expenses may not be reimbursed.