



To: First 5 Alameda County Commission

From: Patricia Zapanta, Acting Director, Finance and Administration

Date: June 25, 2009

Subject: Personnel Policies Revisions

REQUESTED ACTION

To review and approve the following Personnel Policies revisions.

BACKGROUND

First 5 Alameda County adopted Personnel Policies in May 2004 in preparation for separation from Alameda County. Since then revisions have been made in May 2005, September 2005, June 2006, May 2007, and May 2008. All significant policy revisions are listed on the change log at the end of the document. Revisions are necessary periodically due to changes in practice or law, and proposed revisions have been reviewed by outside counsel. We engage the employment law firm of Wiley Price & Radulovich when consultation is needed on issues of employment, including revision of personnel policies.

PROPOSED REVISIONS TO PERSONNEL POLICIES

1. Year-end Manual Clean Up and Reformatting – This represents changes that clarify policy but do not change policy.
2. Employee Classifications, page 2 – Regular part-time employee status was changed from 15 hours to 20 hours, and the general length of temporary employee assignments was increased from 6 months to 12 months, to better reflect Agency practices and allow for additional flexibility in short term staffing assignments.
3. Addition of Paid Family Leave section, page 11 – This section adds information about Paid Family Leave, an employee-paid benefit administered by the Employee Development Department.

4. Vacations, pages 11-12: An accrual category for years 21+ was added, consistent with our practice and Alameda County vacation policy. A cap on total vacation time accrual was substituted for the cap on vacation roll-over at year end, based on the recommendation of legal counsel.
5. Paid Time Off (PTO), pages 12-13 – Based on the recommendation of legal counsel, the policy was changed to provide for pay out of unused PTO at the time of termination of employment.
6. Bilingual Pay, page 20 – The language was changed from a specified dollar amount to an amount consistent with Alameda County, and language was added requiring annual need for supervisor reauthorization of bilingual pay to ensure the second language continues to be utilized in employee’s work.

First 5 Alameda County currently has 9 employees eligible for bilingual pay of \$45 per period per employee. The second languages are Spanish and Chinese.

7. Breastfeeding-Friendly Workplace, page 22 – This section, based on a model template from LA Best Babies Network, was added to reflect the Agency’s support of employees who breastfeed when they return to work.
8. Attire and Personal Hygiene, pages 23-24 – The definition of business casual was clarified to include professional-appearing denim skirts and dark jeans.
9. Addition of Reduction in Workforce Policy, approved by Commission 12/11/2008 and amended 3/26/09 with the addition of severance pay cap, pages 29-31 - Additional changes, based on the advice of legal counsel, were made in the policy to reflect changes in Federal law related to the temporary COBRA subsidy, to build in cost-control measures on benefits payments in the event of employee furloughs, to ensure the language in the policy is consistent with the waiver employees must sign to receive severance pay, and to clarify the Agency’s right to alter or terminate the policy.

FISCAL IMPACT

There is minimal fiscal impact.

RECOMMENDATION

To review and approve the following Personnel Policies revisions.

Submitted by:

Reviewed by:

Patricia Zapanta,
Acting Director, Finance and Admin.

Mark Friedman,
Chief Executive Officer