



**BOARD OF DIRECTORS
MEETING AGENDA**

Monday, June 11, 2018 at 3:00 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

A. Patel

II. PLEDGE OF ALLEGIANCE

A. Patel

III. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

IV. CONSENT AGENDA (Pg. 3-69)

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

- A. Approval of June 11, 2018 Board of Directors Agenda
- B. Approval of April 16, 2018 Board Meeting Minutes
- C. Approval of 2018-2019 Executive/Finance Committee & Board Schedule
- D. Approval of ELCHC Employee Handbook
- E. Approval of Anti -Fraud Plan

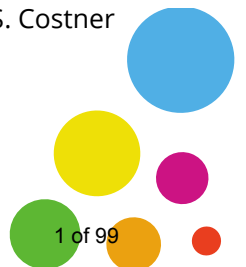
V. EXECUTIVE REPORTS

- A. Chair Report A. Patel
- B. CEO Report G. Gillette
- C. CFO/Treasurer Report (Pg. 70) S. Costner/J. McElroy
- D. Internal Auditor Report Burt Linthicum

VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Nomination/Election of Officers (Pg. 73) A. Patel
- B. Faith Based Provider Representative Election Results Ratification (Pg. 74) G. Gillette
- C. Approval of FY 2018-2019 Operating Budget (Pg. 78) S. Costner



VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Communications & Outreach Committee D. Jacob
- C. Governance Committee A. Patel
 - i) 2018-2019 Annual forms (Pg. 84)
- D. Legislative Affairs Committee S. Murman
- E. Waitlist Elimination Committee L. Buzard
- F. Service Delivery & Efficiency Committee A. Chowning

IX. DISCUSSION ITEMS

X. INFORMATION ITEMS

XI. PUBLIC COMMENT II

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

XII. ADJOURNMENT

Board/Staff Tasks & Assignments Completed from February 12, 2018 Board Meeting

Task	Owner	Date Completed
Allocations history for top five Coalitions	S. Costner	6/11/18

UPCOMING EVENTS

Rule Workshop for New Program Assessment in School Readiness (CLASS)- Monday, June 11, 2018 from 6:00 pm – 7:00 pm at the ELCHC’s Institute for Early Childhood Professionals.

Provider Updates Meeting- Saturday, July 14, 2018 at 9:00 am at Hillsborough Community College (Dale Mabry Campus).

Kid’s Day- Sunday, July 29, 2018 at the Florida State Fairgrounds from 10:00 am – 3:00 pm.

Back to School Fair- Saturday, August 4, 2018 at Westshore Plaza from 10:00 am – 3:00 pm

Monday, April 16, 2018 at 3:30 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Scott Barrish, Luke Buzard*, Tracye Brown, Marie Caracciola*, Angela Chowning, Dr. Daphne Fudge, Mary Hancock, Lynne Hildreth*, Dr. Douglas Holt*, Dr. Jacquelyn Jenkins*, Joe McElroy*, Sandra Murman, & Aakash Patel

Board Members Absent:

Carlos Del Castillo, Dianne Jacob, Jennifer Kuhn (represented by Kathleen Cowan), Kelley Parris (represented by Tonia Williams), Jody Toner, Dr. Shawn Robinson

ELCHC Staff:

Kristina Connelly, Steve Costner, Bobbi Davis, Gordon Gillette, Jessica Diaz Montes, Stacey Francois, Lorinda Gamson, Jonna Gordon, Sharon Hayes, Tracy Knight, Cathy Konkler, Chad Leonard, Kelley Minney, Lauren Morgan, Liza Normandia, Abby Perez, Jessica Sladky, Helen Sovich, Janet Stutzman

Other Attendees:

Marina Harkness, Kathy Kaaa, Steve Lee, Rebecca Lopez, Deana Osorio, Cynthia Rodriguez, Sandy Show, & Jeff Wolf

**Indicates attendance by phone*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:31 pm.

The Board and those in attendance recited the Pledge of Allegiance.

PUBLIC COMMENT

Cynthia Rodriguez with Kid's Clubhouse made a public comment regarding the importance of Child Care Licensing to the early learning centers.

CONSENT AGENDA

The following items were included under Consent Agenda:

- A. Approval of February 12, 2018 Board meeting minutes
- B. Approval of February 28, 2018 special Board meeting minutes
- C. Approval of April 16, 2018 Board of Directors Agenda
- D. Approval of School Readiness Sliding Fee Scale

E. Approval of Media Policy

Ms. Bobbi Davis noted that the Office of Early Learning's Sliding Fee Schedule, which was included in the agenda packet, had a typo in row 8 of the schedule under the annual gross income for a family of 7. Ms. Davis stated the correct annual gross income was \$76,121.

Scott Barrish made a motion to approve the Consent agenda. Mary Hancock made a second. The motion passed unanimously.

Board Chair's Report

Chair Patel stated that Board member, Brian McEwen's Celebration of Life was held on April 7, 2018 at the Portico. Chair Patel stated that Board member, Scott Barrish's term was ending in May, and presented Mr. Barrish with a certificate of appreciation for his service on the ELCHC Board of Directors. Chair Patel reported that Board member, Liz Welch had submitted her letter of resignation from the ELCHC Board of Directors.

Chair Patel announced that the Executive/Finance Committee meeting would be held on May 21, 2018 from 9:00 am to 10:00 am, immediately followed by a Board retreat from 10:00 am to 3:00 pm. The meetings will be located at the Early Learning Coalition of Hillsborough County (ELCHC).

Chair Patel stated that he planned to attend the Early Learning Advisory Council (ELAC) meeting in Orlando on April 24, 2018.

Chair Patel announced that the welcome reception for Gordon Gillette would immediately follow today's Board meeting.

CEO Report

Mr. Gordon Gillette highlighted the following items in his CEO report.

1. Strategic overview- the management team will provide a recommendation to the full Board at the May 21, 2018 Board retreat on the following three major areas.
 - a. Strategic direction
 - b. Tactical plans for service delivery
 - c. Development focus moving forward
2. Board Governance Concepts
3. Existing operations
 - a. Team project approach- intense work for a short period of time with a beginning and an end. Team leads delivered a brief update on the following projects:
 - i. Reorganization- Gordon Gillette
 - ii. Balanced scorecard- Gordon Gillette
 - iii. Utilization -Steve Costner & Deena Osorio
 1. 1856 children on waitlist at the end of March, Invited 2735 from waitlist, 1138 children eligible, 337 children ineligible, 1260 eligibility determinations in process.
 - iv. Contracts- Kelley Minney
 - v. ELCHC Book Garden- Abby Perez
 - vi. HB 1091 Implementation Project- Megan Folts
 - vii. OEL System Implementation Project- Megan Folts

Marina Harkness stated that Gordon Gillette was creating an environment of communication and collaboration between the ELCHC and the School District, and that Mr. Gillette had extended an invitation to School District staff to participate and share their expertise on the team projects.

Chair Patel requested that staff provide the School Readiness allocations history for the top five Coalitions.

Treasurer Report

Steve Costner, ELCHC Chief Financial Officer, reported on the School Readiness (SR) budget, which included subcontracts with the SDHC, Child Care Licensing, & Early Childhood Council, the Voluntary Pre-Kindergarten (VPK) budget, which included subcontracts with the Early Childhood Council, and the Coalition operating budget.

Steve Costner introduced CPA representative, Jeff Wolf, from Moore Stephens Lovelace. Mr. Wolf highlighted the following items in the Independent Audit report for FY 2016-2017:

1. Federal Single audit for Child Care Development Fund Cluster & State single audit for Voluntary Pre-Kindergarten resulted in no findings or questioned costs, and no deficiencies identified in internal controls.
2. Reviewed financial statements during 2017
 - a. Total assets were \$11.5 million
 - b. Total liabilities were \$11.5 million
 - c. Net assets were \$1.8 million
 - d. Total revenue and support was \$78 million
 - e. Total expenses were \$77.7 million
 - f. Current ratio increased to 1.18

Provider Services Update

Sharon Hayes, Provider Services Manager, delivered a presentation about the Provider Services Team. The following are key points from the presentation:

1. Team consists of 1 lead for contracts (Sharon Hayes), 1 lead for compliance (Lorinda Gamson), and 2 teams (contracts & compliance).
2. Team focus
 - a. Contracts- Voluntary Pre-Kindergarten (VPK), School Readiness (SR), & Child Care Resource & Referral (CCR&R) updates
 - b. Monitoring- Tier I, Tier II, & VPK
 - c. Training- Portal and new providers
 - d. Other responsibilities; 1:1 phone assistance, licensing & Gold Seal updates, research in CARES, website assistance, enforcement procedures, and completed OEL webinars to keep updated with rules and regulations.

Ms. Hayes reported that 836 School Readiness contracts were processed in Fiscal Year 2017-2018, 521 providers had received on-site technical assistance, 5528 providers were assisted by phone from January 1, 2018 to March 30, 2018, and 7,731 changes had been processed. Ms. Hayes stated that VPK contracts had three stages; profile, application, and contract. Ms. Hayes added that 447 contracts were processed in Fiscal Year 2017-2018, verified credentials for all staff in the VPK

program, entered all classrooms into the Enhanced Field System (a statewide system), 9,621 changes, which included new teachers, new aides, etc.), and had 1034 CCR&R updates.

Sandy Show with the School District of Hillsborough County delivered a presentation about the School Readiness Curriculum team, Assessment team, and Intervention team:

- The Curriculum team provides coaching, training & technical assistance
 - 15 trainings
 - 164 unduplicated participants.
 - Coached 164 teachers.
 - Provided technical assistance to 145 Directors and owners to make sure they met their benchmarks.
 - Completed 196 CLASS Assessments
- The Assessment team:
 - 12,994 ASQ's and entered in Apricot,
 - 2,418 Individual Learning Plans to teachers and parents,
 - 138 children completed the Level II screening process.
- The Intervention team:
 - 75 children evaluated for services
 - 75 children staffed in HCPS ESE services
 - 1,000 + contacts with parents, guardians, agencies, etc.

OLD BUSINESS

There was no Old Business

ACTION ITEMS

Approve Allocation of Funds with School Board of Hillsborough County for School Readiness Services.

Sandra Murman made a motion to approve Action Item A, allocation of funds with the School Board of Hillsborough County for School Readiness services. Scott Barrish made a second. Tracye Brown and Marie Caracciola abstained. The motion carried.

Approve Allocation of Funds with Early Childhood Council (ECC).

Sandra Murman made a motion to approve the allocation of funds with Early Childhood Council. Scott Barrish made a second. The motion carried unanimously.

Approve Allocation of Funds with Hillsborough County Child Care Licensing.

Sandra Murman made a motion to approve the allocation of funds with Hillsborough County Child Care Licensing. Scott Barrish made a second. Angela Chowning abstained. The motion carried.

Sandra Murman made a motion to reconsider the previous vote on the approval of allocation of funds with Hillsborough Child Care Licensing. Dr. Daphne Fudge made a second.

Scott Barrish made a motion to approve Action Item C. Mary Hancock made a second. Angela Chowning and Sandra Murman abstained. The motion carried.

Approve Revised Board Membership Application.

Sandra Murman made a motion to approve the revised Board membership application. Scott Barrish made a second. The motion carried unanimously.

COMMITTEE UPDATES

Communications & Outreach Committee

Chair Patel reported on the following committee activities:

- 2018 Day of Play was held on February 25, 2018 at Al Lopez Park. The event offered 42 exhibitors from various sectors of the community, all of whom presented different interactive play activities. City of Tampa Parks & recreation personnel reported that 2,000 + families arrived to enjoy the event. Informal survey of families revealed that they were impressed by the array and quality of activities offered at the event and stunned at the amount of information regarding youth services that was offered and available throughout the Hillsborough community.
- ELCHC Community Book Garden Update- Since its opening on August 24, 2017, the ELCHC has distributed more than 7,000 books and is on target to exceed the first-year goal of distributing 10,000 new, age and culturally appropriate books to children in Hillsborough county. Generous donations to the Book Garden from ABC Action News/WFTS employees, Molina Foundation, Bess the Book Bus, Anonymous donor, and grant under consideration. A collaborative team has been formed and charged with developing a comprehensive plan that fully addresses the growth and sustainability of the Book Garden.
- Read Across America- ELCHC Book Fair

Governance Committee

Chair Patel reported that the Committee had met on March 19, 2018 and had approved the revisions to the Board membership application. In addition, the Committee reviewed an application for new board membership, and discussed developing a strategic approach to the Board membership selection process. Chair Patel requested that Board members complete, sign, and return the 2018-2019 Annual forms to Kelley Minney before September 1, 2018.

Legislative Affairs Committee

Sandra Murman reported that the next Committee meeting would be held on April 26, 2018 at 2:00 pm located at the Early Learning Coalition of Hillsborough County.

Service Delivery & Efficiency Committee

Angela Chowning reported that the next Committee meeting would be held on May 3, 2018 at 2:00 pm located at the Early Learning Coalition of Hillsborough County.

DISCUSSION ITEMS

There were no Discussion items.

ADJOURNMENT

Citing no further business, Scott Barrish made a motion to adjourn the meeting at 5:13 pm. Sandra Murman made a second. The motion carried unanimously.

ELCHC BOARD OF DIRECTORS MEETING – June 11, 2018

CONSENT AGENDA

ITEM IV.C.

ISSUE:	Approval of 2018-2019 Executive/Finance Committee & Board Meeting Schedule
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approve the FY 2018-2019 Executive/Finance Committee & Board Meeting Schedule

NARRATIVE:

The attached document outlines the proposed FY 2018-2019 Executive/Finance Committee and Board meeting schedule.

(attachment)

FY 2018-2019 DRAFT MEETING SCHEDULE

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Monday, August 20, 2018

Monday, October 15, 2018

Monday, January 14, 2019

Monday, March 18, 2019

Monday, May 20, 2019

All meetings of the Early Learning Coalition of Hillsborough County Executive/Finance Committee are held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy., Suite 134, Tampa, FL 33614 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, September 17, 2018

Tuesday, November 13, 2018

Monday, February 11, 2019

Monday, April 15, 2019

Monday, June 17, 2019

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy., Suite 134, Tampa, Florida 33614, unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at <http://www.elchc.org>. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*

4/26/18km



ELCHC BOARD OF DIRECTORS MEETING – JUNE 11, 2018

CONSENT AGENDA

Item IV.D.

ISSUE: Approval of Updated ELCHC Employee Handbook

FISCAL IMPACT: None

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve Updated ELCHC Employee Handbook

NARRATIVE:

The ELCHC Employee Handbook had not been updated since January 3, 2013. Upon review by Human Resources, numerous items required corrections and deletions. The final draft was reviewed and approved by Attorney Karen Buesing. On June 5, 2018, The Governance Committee approved the attached updated draft.

Key topics approved:

- Paid Time off for part-time employees – deleted
- Pre-employment drug testing required – deleted
- Employee Dress Code – updated to more specific attire deemed acceptable/unacceptable
- Paid Parental Leave – addition – 4 weeks paid parental leave for mothers and fathers for birth, adoption or foster care of a child
- Updated numerous other subjects for clarity and adherence to Best Practices

(attachment)



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

EMPLOYEE HANDBOOK

Early Learning Coalition of Hillsborough County, Inc.
6800 N. Dale Mabry Highway, Suite 158
Tampa, Florida 33614
Phone: (813) 515-2340

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

Welcome to the Early Learning Coalition! This handbook is intended to give you a broad summary of information you should know about the Early Learning Coalition of Hillsborough County. The information in this handbook is general in nature; should questions arise, consult your supervisor, Human Resources or the CEO. While we intend to continue the policies, rules and benefits described in this handbook, The Early Learning Coalition, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook at any time. Only Human Resources is authorized to issue interpretations, subject to CEO or Board approval. Please do not hesitate to speak to Human Resources if you have any questions about the Coalition or its personnel practices.

VISION

That all Hillsborough County children grown up in a safe, supportive, and nurturing environment where:

1. Their physical, social, emotional and intellectual health is a primary focus of attention at home and in the community.
2. Their families are supported in ways that promote good parenting.
3. Their families and caregivers are supported in promoting each individual child's well-being and readiness to succeed in school and life.

MISSION

Promoting success for all children and their families through high quality early education services.

STRATEGIC PRIORITIES

- High Quality Early Learning
- Organizational Excellence
- Public Engagement
- Parent Support & Education

VALUES

- Integrity
- Consistency
- Transparency
- Accountability
- Innovation
- Benevolence

This handbook and subsequent updates will be distributed and/or available to all employees.

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GENERAL POLICIES

Policy Reviews

The School Readiness Coalition of Hillsborough County, doing business as the Early Learning Coalition of Hillsborough County, Inc. ("ELCHC"), is responsible for the establishment, amendment and/or repeals of personnel policies and shall review such policies, no less frequently than every two fiscal years. The contents of this Employee Handbook (EH) are presented as guidelines for some of the ELCHC's current policies and procedures and they will be changed and updated by the ELCHC, when necessary and at its discretion. The contents are not intended to create a contract between the ELCHC and any employee and do not affect the "at-will" nature of an employee's employment. All employees are employed "at-will," meaning either they or the ELCHC can terminate the employee's employment at any time, with or without reason. All employees must sign an Acknowledgement Receipt form attesting to the receipt of the EH and indicating willingness to comply with all the EH personnel practices.

Administration

The Chief Executive Officer (CEO) is appointed by the ELCHC Board and serves at the Board's pleasure and subject to the provisions of any employment contract. The CEO is responsible for the implementation of the personnel policies, and may delegate authority for specific functions at his/her discretion or as indicated in these policies. Unless otherwise stated, the CEO has the authority to execute all personnel actions authorized in these policies, subject to budgetary constraints and applicable federal and state laws or administrative regulations. The CEO, or his/her designee (referred to hereafter as the "CEO/OHD"), may make an exception to policy, if extraordinary circumstances are present. Employees will be provided with relevant resources, as needed.

Applicability

These personnel policies are applicable all employees and those individuals who have been employed in a position where an offer letter has been executed.

Equal Employment Opportunity

The ELCHC is an Equal Opportunity Employer. The ELCHC maintains and a policy that prohibits discrimination against any employee or applicable for employment because of sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law. The ELCHC's policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, training and development, and other personnel actions.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

It is the ELCHC's policy to comply with the Americans with Disabilities Act and Amendments Act. If a qualified individual with a disability needs an accommodation to perform the essential functions of the job, the ELCHC will work with that individual to identify and implement a reasonable accommodation, so long as it does not pose an undue hardship. If you need an accommodation, please contact Human Resources with your request. Please keep in mind that your request may require information from your physician substantiating your disability and the need for an accommodation and information about what accommodation might enable you to perform the essential functions of the job. To the extent that the ELCHC requests medical information in connection with any request for an accommodation, it is our intention to comply with the

Genetic Information Non-Discrimination Act. If you request information from a medical provider to be provided to us, we ask that you include the following notice in your request to the provider: *The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

Commitment to Diversity

The ELCHC is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in ELCHC policy and the way we do business at ELCHC and is an important principle of sound business management.

Non-Discrimination and Harassment-Free Workplace

Discrimination and harassment based on a characteristic such as sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law, are not tolerated by the ELCHC.

It is the ELCHC's policy to provide a work environment free of discrimination and harassment. To that end, discrimination and harassment of the ELCHC's employees by management, supervisors, coworkers, or nonemployees who are in the workplace are absolutely prohibited. Further, it is prohibited to retaliate against anyone for making a good faith complaint of discrimination or harassment, or cooperating in an investigation of a discrimination or harassment complaint. The ELCHC will take all steps necessary to prevent and eliminate discrimination or harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is unwelcome conduct that is based on any protected category where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Unlawful harassment includes, but is not limited to: epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law.

Definition of Sexual Harassment

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has made a good faith complaint about sexual harassment, and against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the ELCHC.

In addition, while many unprofessional behaviors may not rise to the level of harassment under the law, they can be as destructive as harassment. Such behavior may include: rude, insulting or demeaning comments or behavior; or threatening, intimidating, coercing or bullying comments, gestures or behavior; or otherwise interfering with the job performance of coworkers or other third parties. Such behavior is a violation of the ELCHC's policy and will not be tolerated. Employees must be respectful and courteous to one another and third parties, and conduct themselves in a professional and civil manner.

Complaint Procedure

The ELCHC's policy requires that employees promptly report discrimination and harassment. If you believe you have been the victim of discrimination or harassment, or have witnessed discrimination or harassment, you should immediately notify Human Resources or the CEO/OHD. In addition, the ELCHC encourages you to tell a harasser to stop, and that his or her behavior is unwelcome and offensive. The ELCHC forbids retaliation against employees because they have made a good faith report of discrimination or harassment, or participated in an investigation of a discrimination or harassment complaint.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the ELCHC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflict of Interest, Ethical Standards and Political Activity Purpose and Applicability

The allocation and administration of public funds requires the promotion and maintenance of both the substance and appearance of objectivity and integrity. Employment with the ELCHC obligates the employee to accept certain restrictions on political activities which may not be present with other employers. The provisions of this section are also applicable to all temporary and seasonal employees and contract personnel.

Conflict of Interest and Ethical Standards/Code of Conduct

Employees shall disclose to the CEO/OHD all actual or potential employment, board memberships, appointments or activities which may possibly constitute or reasonably be presumed to constitute a conflict of interest, compromise of objectivity or restrict job performance.

- Employees may not serve on the governing board of any agency or organization, which is an applicant, or recipient of the ELCHC funding.
- Employees shall promptly terminate or decline any employment, Board memberships, appointments or activities deemed by the CEO/OHD to constitute a real or perceived conflict of interest, compromise of objectivity or interference with their ability to perform the duties of their position in a timely and/or efficient fashion.
- If the employee disagrees with the determination of the CEO/OHD he/she may dispute the decision through the normal complaint procedure.
- If at any time an employee engaged in a previously approved employment, board membership, appointment or activity becomes aware of any change in the circumstances and/or conditions which justified the original approval of the activity or any new condition or circumstance that may constitute or give rise to the perception of conflict of interest or compromise of integrity, the employee shall immediately notify the CEO/OHD. The CEO/OHD shall then review the situation to re-determine the appropriateness of the employee's continued involvement.
- The ELCHC expects its employees to observe the highest standards of business ethics. The ELCHC wants to avoid any perceptions of conflicts, as well as actual conflicts. Employees will exhibit honesty and integrity in their actions with internal and external persons with whom they interact.
- No employee should take any action on behalf of the ELCHC that they know, or reasonably should know, violates any applicable law or regulation. This obviously includes such activities as bribery, kickbacks, making false statements and misrepresentations.
- The ELCHC prohibits all employees and their family members from accepting or giving gifts, gratuities, or entertainment from individuals and firms, with whom the ELCHC does business.
- Employees are expected to avoid any investment or ownership, directly or indirectly, of a substantial interest in a customer, subcontractor, supplier or other service firm that or might be doing business with or in competition with the ELCHC, or with a present or prospective ELCHC customer. A "substantial interest" is one that will or might be significant or of relevance to any ELCHC transaction or its results, or can at any time be so perceived.

Whether an ownership is “substantial” depends upon all circumstances, and will most likely be determined retrospectively. Therefore, full disclosure and advance request for interpretation as provided under the “implementation” provisions of this policy is strongly encouraged in all cases. Such disclosure will, in most cases, eliminate any actual or potential conflict of interest or policy deviation.

- Serving as an officer, director, employee, committee member, agent or representative to or consultant of any company, firm or business other than the ELCHC must never be undertaken when such service conflicts with the ELCHC’s interests, or detracts from or infringes in a significant way on the employee’s time or responsibilities with the ELCHC, or is with an organization that is a vendor to or provider with the ELCHC.
- Equipment, material, and supplies purchased are for ELCHC business purposes only. Using or diverting the ELCHC’s know-how, internal information, equipment, materials, supplies or the time and services of its personnel for any purpose not compatible with the ELCHC’s best interests is prohibited.
- An employee’s relative who has a financial interest in an entity that does business with the ELCHC, or is an officer, director, employee, committee member, agent or representative of such entity may be a conflict of interest. For the purpose of this section, an “employee’s relative” means: father; mother; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; spouse; grandfather; grandmother; great uncle; great aunt; father-in-law; mother-in-law; son in- law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half-brother; or half-sister. Employees should avoid such conflicts of interest. If such a relationship exists, or if at any time it is discovered that such a relationship exists, immediately complete the “Conflict of Interest Information Form,” so it can be forwarded to both the CEO/OHD and Board Chair. A Conflict of Interest Information Form can be obtained from supervisors. Failure to submit this form can result in disciplinary action, up to and including termination.

Conflicts of interest may arise in situations where personal relationships between employees may represent an appearance of favoritism or lack of objectivity. Where two employees are related or become involved in a relationship that may trigger these concerns, the ELCHC may take steps to eliminate the conflict. The relationship that may raise these concerns should be reported to the CEO/OHD and/or Human Resources. Such steps may involve transfer or reassignment so that the employees involved are not in the same department and/or do not share any type of reporting relationship or chain of command, or in some circumstances, termination.

Political Activities

Employees of the ELCHC are subject to all Florida statutes applicable to political activity by government-funded employees. Knowledge of, and compliance with, applicable statutes is the responsibility of the individual employee whether or not such information is made available to them by the ELCHC. Employees should be as aware of the importance of the appearance of objectivity, neutrality and non-partisanship as its substance in the exercise of their legal and political rights. Employees shall advise the CEO/OHD of their intention to declare candidacy for a political office or assume a leadership role in any political campaign. The employee shall also indicate the steps that he/she will take to assure that this activity does not conflict with assigned job responsibilities at the ELCHC.

Workplace Violence Prevention

The ELCHC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at ELCHC-sponsored functions.

All ELCHC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or Human Resources. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the ELCHC, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Drug-Free and Alcohol-Free Workplace

It is the policy of the ELCHC to maintain a drug and alcohol-free work environment that is safe and productive for employees and others having business with the ELCHC. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on ELCHC or client premises or while performing services for the ELCHC is strictly prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The ELCHC also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

The ELCHC reserves the right to conduct random drug-testing and to conduct "Reasonable-suspicion drug testing". "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of our policy based on specific objective facts and reasonable inferences. Among other things, such facts and inferences may be based upon:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of drug use, provided by a reliable and credible source.
4. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
5. Information that an employee has caused, contributed to, or been involved in an accident while at work.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

Any employee who has had a workplace injury must undergo a test for drugs and alcohol. If an injured worker refuses to submit to a test for drugs or alcohol, the employee may forfeit eligibility for medical and indemnity benefits.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. The ELCHC will not retaliate against any employee who makes a report of any injury suffered at work. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to Human Resources and/or a member of the management.

An employee must provide written notification to Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The ELCHC will take appropriate personnel, action up to and including termination, consistent with the law.

Tobacco-Free Workplace

Tobacco use is not allowed in ELCHC buildings or work areas at any time. Tobacco use includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Tobacco use is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to notify medical emergency services.

The ELCHC prohibits the possession of weapons on its property at all times, including ELCHC vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. To the extent required by Florida law, employees are not prohibited from possessing legally owned firearms within their private vehicles in the parking lot, as long as those firearms remain locked in their private vehicles. However, under no circumstances shall such firearms be brought into the ELCHC or surrounding areas or otherwise brandished or carried on ELCHC property, except solely for lawful defensive purposes. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The ELCHC reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on ELCHC property.

Emergency Closings

The ELCHC will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees and exempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take Paid Time Off.

Approved PTO requests that coincide with emergency closings may not be withdrawn. Employees who are on approved PTO or had taken the day off will have the time off subtracted from their PTO balance as would have occurred if the ELCHC did not close.

Social Media Acceptable Use

The ELCHC encourages employees to share information with co-workers and with those outside the ELCHC for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the ELCHC has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Myspace, among others.

Off-duty Use of Social Media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the ELCHC considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Respect. Demonstrate respect for the dignity of the ELCHC, its partners, providers, employees and those we serve. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Refrain from posting subject matter that is in conflict with ELCHC values.

Post disclaimers. If an employee identifies himself or herself as an ELCHC employee or discusses matters related to the ELCHC on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the ELCHC and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the ELCHC or the ELCHC’s business. Employees must keep in mind that if they post information on a social media site that is in violation of ELCHC policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference ELCHC partners, providers, vendors or those we serve without express permission of the ELCHC. Employees may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask Human Resources before publishing.

New ideas. Please remember that new ideas related to work or the ELCHC's business belong to the ELCHC. Do not post them on a social media site without the ELCHC's permission.

Links. Employees may provide a link from a social media site to the ELCHC's website during employment (subject to discontinuance at the ELCHC's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the ELCHC's site and to register the site with the ELCHC.

Trademarks and copyrights. Do not use the ELCHC's or others' trademarks on a social media site, or reproduce the ELCHC's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Employment of Family Members

Family members of current employees generally are considered for employment on the basis of their qualifications. A family member is defined as spouse, parent, stepparent, child, stepchild, daughter-in-law, son-in-law, foster child, brother, stepbrother, sister, stepsister, grandparent or grandchild of either the employee or his/her spouse or any person regularly residing in the employee's household. However, where the hiring or employment of an employee's relative would result in the types of prohibited employment relationships identified below, the ELCHC will not accept or consider such applications for employment.

Prohibited Employment Relationships: The hiring of a family member is prohibited if employment of such an individual would result in the creation of:

- a. A supervisory/subordinate relationship between a family member and an employee:
- b. If a direct supervisory or managerial relationship would be established, family members of a current employee cannot be considered as applicants for an open position.
- c. An actual conflict of interest or the appearance of a conflict of interest: Generally this bars the hiring or employment of an employee's family member in any position that has auditing or control relationship to the employee's job.

Marriages or Relationships between Employees: Employees who marry or establish a close personal relationship may continue in their current positions as long as it does not adversely affect the work environment or create an adverse impact on work performance. If issues arise from such personal relationship, one of the employees may be required to resign.

Enforcement of Policy: All questions and issues relating to an employment of family member situation or concern should be addressed to the CEO/OHD. Employees who become subject to this policy's provisions, due to marriage or commencement of a close personal relationship, must inform their supervisor and/or the CEO/OHD as soon as practical. All decisions and personnel actions taken as a

result of this policy must be reviewed and approved by the CEO/OHD. This policy shall apply without regard to sex and without regard to the sexual orientation or gender identity of the participants in a relationship of the kind described. The ELCHC is committed to an equal employment opportunity workforce and seeks to ensure compliance with applicable non-discrimination laws.

Whistle Blower

Employees of the ELCHC, who report certain violations of law or policy, are protected from retaliation by the Whistle-Blower's Act, sections 112.3187-112.3188, Florida Statutes.

- The ELCHC shall not dismiss, discipline, or take any other adverse personnel action against an employee for disclosing information pursuant to the provisions of this policy.
- The ELCHC shall not take any adverse action that affects the rights or interests of an employee in retaliation for the employee's disclosure of information under this policy.
- The provisions of this policy shall not be applicable when an employee discloses information known by the employee to be false.

Nature of Information Disclosed

The information disclosed under this policy must include:

- A violation or suspected violation of a law, policy, rule, or regulation committed by an employee or agent of the ELCHC, which creates and presents a substantial and specific danger to the public's health, safety or welfare: or
- An act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of the ELCHC.

Written complaints concerning the above must be submitted to the CEO/OHD or Human Resources, who will then conduct or arrange for a prompt investigation. Employees who know of actual, potential or suspected instances of fraud, program mismanagement, employee misconduct or management abuse in the operation of department programs ELCHC or its agents, may also notify the state Office of the Inspector General, 850-717-8605; whistleblower@oel.myflorida.com.

Employees and Persons Protected

This policy protects employees and persons who disclose information on their own initiative in a written and signed complaint; who are requested to participate in an investigation, hearing, or other inquiry conducted by any agency or federal government entity; who refuse to participate in any adverse personnel action prohibited Fla. Stat. § 112.3187; or who file any written complaint to the CEO/OHD. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to Human Resources and/or the CEO/OHD.

No remedy or other protection under this policy applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under this policy is being sought.

Communication System

For the purposes of this Policy, the term Communication System is defined as including tools provided in the office setting such as business phones, computers/laptops and faxes and as well as any personal or business handheld electronic device with the ability to receive and/or transmit voice, text, or data messages

without a cable connection (including, but not limited to I-pads, tablets, cell phones, digital wireless phones, radio phones/walkie-talkies, telephone pagers), personal digital assistants with wireless connection capabilities (PDAs), or other wireless devices. The ELCHC reserves the right to modify or update this policy at any time.

Use of Communication System/Device for Personal Use at Work. While at work, employees are expected to exercise discretion in using both business and personal devices for personal use. Excessive personal calls or other types of communication during the workday, regardless of the system/device used, can interfere with the employee's productivity and be distracting to other employees. Employees should restrict their personal calls or other communication needs during work time and should use personal cell phones and devices (for any reason including direct call, text, social media, or other use) during scheduled break or lunch periods in non-work areas. Other personal calls or communication should be made during non-work time whenever possible and employees should ensure that their family members and friends are instructed of this policy. The ELCHC is not liable for the loss or damage to and/or loss of cell phones or other personal devices brought to the workplace.

To ensure the effectiveness of meetings, employees are asked to silence all personal cell phones or other communication devices or, if possible, leave them at their desk. If the need arises to accept a call during a meeting, please exit the meeting space to answer the call to minimize disrupting the meeting.

Guidelines for Compliance

- Employees should limit personal communication (regardless of the system/device) to approved break or lunch times to the maximum extent possible.
- Frequent or lengthy personal phone or device use is not acceptable as it may adversely affect the employee's productivity and disturb others.
- Employees are encouraged to use common sense when making or receiving personal phone calls at work. For example, employees should speak quietly, keep calls very short and reserve personal or intimate details for non-work hours.
- Business phone use and personal cell phone use, even when permitted, must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability). Business phone use must always follow good customer service guidelines.
- Personal cell phones generally should not be used for business-related purposes.
- Employees should turn off personal cell phone ringers or change ringers to "mute" or "vibrate" during work hours.
- The use of cameras and/or recording devices on cell phones or other electronic devices for personal use during working time is prohibited to protect the privacy of the employer as well as of fellow employees.
- The ELCHC recognizes that cell phones have become an integral part of everyone's lives and do permit employees to bring their cell phones to work. All employees are expected to exercise good judgement when using personal cell phones.

Disciplinary Consequences. The ELCHC retains the right to monitor employees for excessive or inappropriate use of communication systems. If it is discovered that an employee's communication

system/device usage causes a decline in productivity, disrupts the work environment or interferes with others, the employee may face disciplinary action up to and including termination.

Computer Software Licensing

The ELCHC purchases or licenses the use of various computer software programs. Neither the ELCHC nor any of the ELCHC's employees have the right to duplicate computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to 5 years in prison. The ELCHC does not condone the illegal duplication of software. Employees must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well. Employees learning of any misuse of software or related documentation within the ELCHC shall notify management. Employees, who reproduce, acquire or use unauthorized copies of computer software, will be subject to discipline, up to and including termination. Even if legally obtained and fully licensed, no software or program may be installed on ELCHC computers without the express consent of the ELCHC network administrator.

Ownership of Work Products

All work created, received or stored on ELCHC computers or computer systems, including drawings and documents, is property of the ELCHC (or the funding source) and is protected by federal copyright law. Such work product may not be taken or transferred from ELCHC premises or ELCHC computers except for the ELCHC's benefit. No employee may delete work product or programs without permission from the CEO/OHD.

Passwords

All ELCHC user passwords (e-mail, voice-mail, documents) should never be disclosed to anyone and are to be made available to the employees' supervisor.

Electronic Mail/Internet Monitoring

All email communications are subject to Florida's Government in the Sunshine Laws and considered public records. The ELCHC recognizes the employees' need to be able to communicate efficiently with fellow employees. The e-mail system is for business use. Employees are prohibited from displaying or transmitting sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging of others. Any employee, supervisor or agent of the ELCHC who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination. Employees should use good judgment in relying solely on emails, when it may be more appropriate to discuss subject matters on a face-to-face basis with their co-workers and/or other stakeholders.

Outlook Calendars

All ELCHC employees are required to maintain their Outlook calendar. This serves a variety of purposes ranging from timesheet reporting and approval, PTO tracking, scheduling meeting times, time and travel reimbursement reviews.

Internet Use

Use of chat rooms, games, travel pages, shopping, stock trading, hate/discrimination sites, pornography sites, instant messaging, and viewing of all other non-work related websites is an inappropriate activity

during the work day or work time. Employees involved in these activities are subject to disciplinary action up to and including dismissal.

- The ELCHC is committed to maintaining a work environment free of harassment. In keeping with this commitment, the ELCHC will not tolerate the inappropriate use or downloading of any materials that are discriminatory, defamatory, harassing, insulting, offensive, pornographic or obscene.
- It is prohibited for anyone to copy or send to unauthorized persons any confidential or proprietary information, and/or to use or copy software protected by copyright and other laws protecting intellectual property. It is prohibited for any unauthorized staff member to gain access to any other staff member's electronic communications.
- Employees should not expect their email communications or use of ELCHC computer information systems to be confidential or private.
- Employees shall not use unauthorized codes or passwords to gain access to others' files. All ELCHC e-mail passwords must be made available to ELCHC management at all times. The ELCHC reserves the right to review any files, messages or communications sent, received, or stored on the ELCHC's computer system.
- Employees violating this policy are subject to discipline, up to and including termination of employment. Employees using the ELCHC's computer system for defamatory, illegal, or fraudulent purposes are also subject to civil liability and criminal prosecution.

Voicemail Monitoring

It is recognized that employees' need to be able to communicate efficiently with our partners, providers, vendors, those we serve, and fellow employees. Therefore, a voice mail system is available to facilitate the transmittal of business-related information. The voice mail system is for business use only. The use of the ELCHC's voice mail system for personal communications or for non-job related solicitations including, but not limited to, religious or political causes, is strictly prohibited. Employees also are prohibited from transmitting sexually explicit messages, ethnic slurs, racial epithets or anything, that could be construed as harassment or disparaging of others.

- All messages are ELCHC records. Employees should have no expectation of privacy in connection with voice mail messages. Management reserves the right to enter, search and/or monitor the private ELCHC voice mail system and the voice mail of any employee without advance notice and consistent with applicable laws.
- For effective customer service purposes, employees should utilize the "out-of-office assistant" or "call forwarding" features when absent from the office for 1 or more days. The messages should include the name and phone number of a "back-up staff," designated by their supervisor, to be contacted for urgent matters.
- Violation of this policy may result in disciplinary action, up to and including termination.

Electronic Communications

All electronic communications are considered public records and must adhere to the following guidelines:

- Any use of the ELCHC's name or service marks outside of the course of an employee's employment without the express authorization of the CEO/OHD and board chair is prohibited.

- Under no circumstances will an employee post to or otherwise make available on the internet, directly or indirectly, ELCHC information of a confidential, sensitive or otherwise proprietary nature;
- The ELCHC's e-mail system may not be used for distribution of proprietary confidential or non-public information to persons or entities outside the ELCHC.
- Internet e-mail communications concerning sensitive, confidential or proprietary ELCHC information must always be limited to only those who have a work-related need to know the information;
- All postings to the internet via ELCHC's computer system must comply with the ELCHC's internet use policy. Employees should not use the ELCHC's electronic communications systems to express personal opinions relating to the ELCHC on the internet as such communications may imply that the ELCHC endorses the message. Employees, who on their own time and via their own computer, wish to express personal opinions regarding the ELCHC, should be wary of the danger that such opinions may imply inappropriate access to and dissemination of confidential, sensitive or proprietary information. Opinions concerning the ELCHC that are expressed should clearly indicate that they do not reflect the opinion of the ELCHC, its officers or management;
- All employees are personally accountable for messages and internet postings that they originate or forward using the ELCHC's electronic communications systems. Misrepresentations, obscuring, suppressing, or replacing an employ's identity on communication systems is prohibited. Creating or constructing electronic communications so they appear to be from someone else is prohibited.

Child Abuse and Neglect

The ELCHC will abide by the Florida Department of Children and Families, or any successive authorities, guidelines as to reporting procedures of child abuse and neglect. The Child Abuse and Neglect Policy of the State of Florida is outlined in the state's published website, at <http://www.myflfamilies.com/service-programs/abuse-hotline/frequently-asked-questions> and is required reading for all staff members.

Every employee of the ELCHC must strictly follow Florida Department of Children and Families guidelines for reporting abuse and neglect. No exceptions to this policy are permitted.

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the DCF.

All reports are considered confidential and access to reports is limited by specific Florida Statutes criteria. A list of occupations is specified in the Florida Law as mandatory reporters. A mandatory reporter's name is maintained on a confidential basis.

Reporters are required to contact the Florida Abuse Hotline when there is reasonable suspicion. Telephone 1 (800) 962-2873 Fax 1 (800) 914-0004 TDD 1 (800) 453-5145

Florida state laws are specific regarding child and vulnerable adult abuse and neglect. Every employee is responsible for having knowledge of and reading the following document located at

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<http://www.dcf.state.fl.us/abuse/definitions.shtml>. This document answers detailed questions regarding the State of Florida's legal criteria and reporting procedures.

Confidentiality

The ELCHC operates in accordance with the Government-in-the-Sunshine Law. However, records of a child enrolled in the Voluntary Prekindergarten Education Program or the School Readiness Program held by the ELCHC are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. For purposes of this section, such records include assessment data, health data, records of teacher observations, and personal identifying information of an enrolled child and his or her parent.

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the ELCHC. Employees unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

Media Interaction

The ELCHC seeks a strong relationship with the media. Effective communications with the media are critical to the ELCHC's ability to carry out its mission and promote continued support. To maintain this relationship and to ensure productive interactions, all media calls should be forwarded to the Communications Team. In the event that the Communications Team is unavailable, media calls should be directed to the CEO/OHD or Human Resources.

Personal Property

The ELCHC is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

Visitors

No visitors shall be allowed in areas other than the lobby, unless accompanied by a staff member and are never allowed in any part of the office after hours. Employees cannot enter the premises outside normal working hours without the prior consent of their supervisor.

Parking

The ELCHC is not responsible for loss, damage or theft of employees' vehicle or its contents. Lock vehicle doors when parking and do not leave valuables in a vehicle.

Care of Equipment, Supplies and Materials

Employees are expected to demonstrate proper care when using the ELCHC's property and equipment. No property may be removed from the premises without the proper authorization of management. If an employee loses, breaks or damages any property, it should be reported to their supervisor, at once. Waste and misuse, even in small ways, can be costly when a large number of people are involved. All employees should be as conservative and resourceful with ELCHC supplies and materials.

Conflict Management and Resolution

The ELCHC respects and acknowledges misunderstandings and frustrations may arise in the workplace. The ELCHC will seek a resolution that embodies principles of equality, respect and accessibility. Should a conflict in the workplace arise, employees are encouraged to pursue discussion of their work-related concerns with their supervisor(s) and/or Human Resources. If you observe conduct that you believe to be wrongful, you are to report the matter to the Human Resources Manager. Any allegations of harassment or discrimination must be reported to the Human Resources Manager or the CEO/OHD.

The ELCHC expects employees to conduct business according to the highest ethical standards of conduct. Any employee who believes that the ELCHC is engaging in any activity that is in violation of a law, rule or regulation should report his or her concerns to either the Human Resources Manager or the CEO/OHD immediately. Employee complaints will be thoroughly investigated and will be handled as discreetly as possible. Any person electing to utilize this complaint resolution procedure will be treated courteously, and the complaint will be handled as swiftly as possible.

No retaliatory action will be taken against any employee because the employee in good faith: has disclosed or threatened to disclose to any appropriate governmental agency any activity, policy, or practice of the ELCHC that is in violation of a law, rule or regulation; has provided information to or testified before an appropriate government agency or entity conducting an investigation or inquiry into any alleged violation; or has objected to or refused to participate in any activity, policy or practice of the ELCHC which is in violation of a law, rule or regulation. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to the Human Resources Manager or the CEO/OHD.

EMPLOYEE CLASSIFICATIONS

Full-Time Employees: Regularly scheduled work periods are 37.5 hours per week. Any employee, who has been duly appointed by the CEO/OHD and satisfactorily completed a provisional employment period.

Part-Time Employees: Regularly scheduled work periods not to exceed 29 hours per week. Applicable federal, state and local statutes and regulations cover part-time employees, but they are not eligible for employee benefits established by the ELCHC.

Seasonal Employees: An employee hired into a position for which the customary annual employment is 6 months or less. Applicable federal, state and local statutes and regulations cover seasonal employees. However, they are not eligible for other employee benefits established by the ELCHC.

Non-Exempt Employees: Those employees who do not fall within one of the recognized exemptions of the Fair Labor Standards Act.

Exempt Employees: Those employees who are compensated on a salary basis and fall within one or more of the recognized exemptions under the Fair Labor Standards Act.

COMPENSATION

Pay Periods. Employees are currently paid bi-weekly (every 2 weeks). Compensation decisions are generally made annually in connection with the budget approval process. Other adjustments may be made from time to time in the discretion of the CEO/CFO in accordance with the changes in employee roles or duties.

Longevity Payments

It is the policy of the ELCHC that tenure of a fulltime employee who continues to exemplify a solid performance should be recognized in one-time only monetary and non-monetary ways. The ELCHC may award longevity payments to eligible fulltime employees to recognize their contributions to the organization. Employees who have completed at least:

- 10 years of employment shall be eligible for a longevity payment of \$500.00
- 15 years of employment shall be eligible for a longevity payment of \$1,000.00
- 20 years of employment shall be eligible for a longevity payment of \$1,500.00
- 25 years of employment shall be eligible for a longevity payment of \$2,000.00

Overtime. All non-exempt employees subject to the provisions of the Fair Labor Standards Act shall be compensated for any hours worked in excess of 40 hours in a consecutive seven-day work week at 1.5 times their normal rate of compensation. Only hours actually worked will be included in the calculation. Paid time off, holiday pay and any other type of compensation will not be included in the calculation of hours for overtime purposes. All overtime must be approved in advance by the employee's immediate supervisor or such other person(s) as the CEO/OHD may authorize. Non-exempt employees who work more than 40 hours in a workweek without prior written authorization will be paid overtime for such time, but will be subject to discipline, up to and including termination of employment. **All hours worked must be recorded.** Employees are never permitted to work off-the-clock.

Time Sheets. For reporting and allocation purposes, all employees must submit a timesheet. Recording time worked accurately is the responsibility of every employee. Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Non-exempt employees are not permitted to begin work before their scheduled start times, to work through their lunch break, or to work past their regular hours without prior authorization from their supervisor. Overtime work must always be approved by the employees' supervisor, before it is performed. Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination. It is the employee's responsibility to sign their timesheet to certify the accuracy of all time recorded. The supervisor will review and sign the timesheet before submitting for payroll processing.

A reminder will be distributed, indicating the due date for submitting completed timesheet. From time to time the due date may change due to holidays. Employees are responsible for submitting a completed timesheet if on PTO or out of the office. Failure to complete could result in a delayed paycheck. When reporting PTO time, employees must report in .25 hour increments.

There may be an occasion where the CEO/OHD determines that the office will be closed due to an emergency situation, or other reason, for all or part of the day. Employees who were scheduled to work during that time may record their normal work hours as "Administrative Leave" on their timesheet.

Employees who are not scheduled to work due to their work schedule or PTO time should not include those hours as Administrative Leave. Jury Duty should be recorded as Administrative Leave.

Promotions

Employees may be provided opportunities for advancement through promotion to a position of greater responsibility when such promotional opportunities are in the best interests of ELCHC. Movement to another position is considered a promotion when the new position requires a significant increase in responsibilities and skills.

Upon receipt of an internal candidate's written application for a position, the hiring supervisor must inform the candidate's existing immediate supervisor of the employee's interest.

Pay Deductions

The ELCHC is required by law to make certain deductions from an employee's pay each pay period. Such deductions typically include federal income taxes, Social Security and Medicare. Once eligible, voluntary deductions for health care and the like can be made after an employee completes the necessary authorization forms. All deductions are listed on the paycheck stub. Employees will receive W-2 form (Wage and Tax Statement), totaling all their statutory deductions, according to IRS rules.

Direct Deposits

Employees pay will be deposited directly into their bank account through the ELCHC's direct-deposit program. Employees must complete and sign a direct deposit authorization form.

Garnishment/Child Support

When an employee's wages are garnished by a court order, the ELCHC is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The ELCHC will honor federal and state guidelines, protecting a certain amount of an employee's income from being subject to garnishment. Deductions for federal, state and city tax liens also can be made by the ELCHC without prior employee authorization. Employees will be notified when deductions are taken.

Exempt Employees: Authorized Deductions

Subject to the exceptions provided below, an exempt employee will receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees need not be paid for any workweek in which they perform no work.

Exceptions. Deductions from pay are allowed under the following exceptions:

1. The ELCHC is not required to pay the full salary in the initial or last week of employment. The ELCHC will pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment.
2. When an exempt employee takes unpaid leave under the Family and Medical Leave Act, the ELCHC will pay a proportionate part of the full salary for time actually worked. The ELCHC is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.
3. Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) in accordance with our workers' compensation, leave of absence and/or other written policies or practices. The ELCHC is not required to pay any portion of an employee's salary for full day absences for which the

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employee receives compensation under disability, workers' compensation or other plans, policies or practices. Deductions for such full day absences also may be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance thereunder.

4. The ELCHC will not make deductions from pay for absences of an exempt employee due to jury duty, attendance as a witness or temporary military leave. However, the ELCHC may offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due that week.
5. Deductions from pay of exempt employees may be made for penalties imposed in good faith for infractions of safety rules of major significance, or for infractions of workplace conduct rules set forth in a written policy that applies to all employees.
6. Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.

If an employee believes that an improper deduction was made from his/her salary, he/she should immediately notify Human Resources. The ELCHC will reimburse the employee for any improper deductions and will take steps to ensure that the improper deduction does not re-occur.

TIME OFF

Paid Time Off

Paid Time Off (PTO) combines annual leave and sick leave, in an effort to better accommodate individual employee needs and is available to eligible full-time employees to provide opportunities for rest, relaxation and personal pursuits. It is the employee's responsibility to maintain reasonable PTO in the event of illness. An employee with no available PTO must obtain prior written authorization from his/her supervisor before taking any time off. In the event an employee has to take time off and there is no PTO remaining, paychecks will be adjusted to reflect earnings for actual time worked. PTO begins accruing upon employment; accrual is not subject to completion of the probationary period. However, PTO may not be taken during the first 90 days of employment for purposes other than illness.

Full-time employees are eligible to accrue PTO, as indicated in the following table:

Years of Service	Maximum Paid Time Off (PTO)	Accrual Rate for Full-Time Employees (Per Pay Period)
Less than 3 years	20 days	5.769 Hours
3-5 Years	25 days	7.212 Hours
6-10 years	30 days	8.654 Hours
11-14 years	35 days	10.096 Hours
15+ years	40 days	11.538 Hours

All employees are required to use a minimum of 37.5 hours of PTO per year. Each employee is subject to maximum PTO balance, which is the sum of the PTO carried over from the prior calendar year and the applicable maximum PTO noted on the above chart. Unless otherwise negotiated, any employee who ceases to be employed by the ELCHC will be eligible for payout of accrued PTO up to a maximum of 300 hours.

Employees should request planned leave, in writing, from their supervisors, no less than two weeks in advance of the requested time off. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Employees unable to report to work due to illness, must telephone, email their supervisor prior to the scheduled start time, in order to be eligible for PTO. If their supervisor is unavailable when called, leave a message for them and report the absence to Human Resources.

Holidays

The ELCHC observes the following 10 holidays for which fulltime employees will be paid:

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

If a holiday falls on Saturday, the holiday will be observed the Friday before the holiday. If a holiday falls on Sunday, the holiday will be observed on the Monday after the holiday.

Bereavement Leave. Any employee shall be granted up to 3 full work days paid leave to attend the funeral of a family member (as defined on page 13).

USERRA - Leave of Absence for Uniformed Service

The ELCHC complies with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") which protects the job rights of individuals who voluntarily or involuntarily leave employment positions to perform service in the uniformed service, as defined under USERRA. Persons entitled to benefits under USERRA have the right to be re-employed when they leave employment with the ELCHC to perform service in the uniformed services if they: (1) ensure that the ELCHC receives advance written or verbal notice of their service; (2) have five years or less of cumulative service in the uniformed service while with the ELCHC; (3) return to work or apply for reemployment in a timely manner after conclusion of service; and (4) have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If such persons are eligible for reemployment, the ELCHC will restore them to the job and benefits they would have attained had they not been absent due to military service or, in some cases, a comparable job.

Anyone who (1) is a past or present member of the uniformed service; (2) has applied for membership in the uniformed service; or (3) is obligated to serve in the uniformed service, will not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment, based on that status. In addition, the ELCHC will not retaliate against anyone assisting in the enforcement of USERRA

rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Employees who leave their jobs to perform military service, have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military, with premiums to be paid in accordance with applicable law.

The ELCHC permits employees to take leaves of absence for performance of services in the uniformed service in accordance with applicable law. If you have questions about your entitlement to military leave, health insurance coverage during the leave, reinstatement rights following the leave, or other issues relating to a military leave of absence, you may contact Human Resources.

Civil Air Patrol Leave

Eligible employees who serve as members of the Florida Wing of the Civil Air Patrol (“Civil Air Patrol member”) will be provided with up to fifteen (15) days of unpaid leave annually to participate in a Civil Air Patrol training or mission. To be eligible, the employee must be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification, and must have been employed with the ELCHC for at least ninety (90) days immediately preceding the commencement of leave.

An employee who needs Civil Air Patrol leave must provide his or her supervisor as much notice as possible of the intended dates of the beginning and end of leave. An employee taking leave under this policy may, but is not required to, substitute available PTO for otherwise unpaid leave.

At the completion of leave, the employee must promptly notify the ELCHC of his or her intent to return to work. The ELCHC is not required to allow a Civil Air Patrol member to return to work upon the completion of his or her Civil Air Patrol leave if: (1) the ELCHC’s circumstances have so changed as to make employment impossible or unreasonable; (2) employment would impose an undue hardship on the ELCHC; (3) the employment from which the member takes such leave is for a brief, nonrecurring period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period; or (4) the ELCHC had legally sufficient cause to terminate the member at the time he or she commenced such leave.

An employee who returns to work for the ELCHC following his or her Civil Air Patrol leave is entitled to: (1) the seniority that he or she had on the date his or her leave began and any other rights and benefits available as a result of such seniority; and (2) any additional seniority that the employee would have attained at his or her place of employment if he or she had remained continuously employed and any other rights and benefits available as a result of such seniority.

Paid Parental Leave Policy

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee’s own child or the placement of a child with the employee in connection with adoption or foster care. Paid parental leave is not charged against the employee’s other paid leave benefits, but runs concurrently with FMLA leave. The maximum amount of paid days received is four (4) weeks per event.

If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to FMLA leave if eligible. See Family and Medical Leave policy for additional information.

Seasonal and part-time employees are not eligible for paid parental leave under this policy.

Continuation of Benefits

Health insurance benefits will continue to be provided during this leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.

Requirements for Obtaining Paid Leave

The employee must provide notice of the anticipated leave as soon as possible and in any event at least 30 days in advance (unless a medical situation arises, in which case the employee must provide notice as soon as practicable) to Human Resources, provide appropriate documentation and return to Human Resources.

After the 4 weeks of the paid parental leave have been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. After the paid parental leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

Family and Medical Leave

The ELCHC will grant family and medical leave in accordance with the requirements of the Family and Medical Leave Act ("FMLA"). No greater or lesser leave benefits will be granted than those set forth in the FMLA.

Employees must contact Human Resources as soon as they become aware of the need for FMLA leave. Employees will also need to make a written request for FMLA leave to Human Resources. Specific notice requirements for requesting FMLA leave are discussed below.

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

1. Have been employed by the ELCHC for a total of at least 12 months as of the date leave commences;
2. Have worked at least 1,250 hours during the 12 months immediately preceding the start of the requested FMLA leave; and
3. Be employed at a worksite where at least 50 employees are employed by ELCHC within 75 miles of that worksite when the employee give notice of the need for leave.

In determining eligibility for FMLA leave, employees reemployed under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") will be given credit for any months and hours of service he or she would have been employed but for the USERRA-covered service.

Leave Entitlement

Under the FMLA, eligible employees are entitled to receive up to a total of 12 workweeks (or up to 26 workweeks for Military Caregiver Leave) of unpaid leave during a 12-month period.

Eligible employees may use FMLA leave for any one, or more, of the following qualifying reasons:

1. For the birth of the employee's child or to care for the newborn child;

2. For the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status) (referred to as "Qualifying Exigency Leave"); and
6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember (referred to as "Military Caregiver Leave").

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider.

For purposes of measuring the 12-month period for FMLA entitlement for numbers one (1) through (5) five, the ELCHC uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. The 12-month period for FMLA leave taken for Military Caregiver Leave, number six (6) above, will be calculated on a going forward basis starting with the first day of leave. The employee's entitlement to leave taken for Military Caregiver Leave will expire at the end of the 12-month period and any unused leave will be forfeited.

An employee's entitlement to leave for a birth or placement of a child under categories numbers one (1) and two (2) expires at the end of the 12-month period beginning on the date of the birth or placement, and any such FMLA leave must be concluded within this one-year period.

The ELCHC may count time taken off for prenatal care and pregnancy complications against the FMLA leave entitlement.

Qualifying Exigency Leave

Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the "military member" or "member") is on "covered active duty" or call to "covered active duty" status (or has been notified of an impending call or order to covered active duty). "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10, United States Code.

Qualifying exigencies include:

1. Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the

- American Red Cross that are related to the covered active duty or call to covered active duty status of a covered military member;
3. Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, or immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member;
 4. Making or updating financial and legal arrangements to address a military member's absence while on covered active duty or call to covered active duty status;
 5. Attending counseling provided by someone other than a health care provider, for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
 6. Taking up to fifteen (15) calendar days of leave to spend time with a military member who is on short-term temporary, rest and recuperation leave during deployment;
 7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status, and addressing issues arising from the death of a military member while on covered active duty status;
 8. To care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
 9. To address other events which arise out of the military member's covered active duty or call to covered active duty status provided that the ELCHC and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

Military Caregiver Leave

An employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a "covered servicemember" with a serious injury or illness may take up to a total of 26 weeks of leave during a single 12-month period to care for the servicemember. The 12-month period begins to run on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the 12-month period. However, only 12 of those 26 weeks may be used for a FMLA-qualifying reason other than to care for a covered servicemember. In other words, an employee may take his or her 12 weeks of family and medical leave for the birth of a son or daughter of the employee and in order to care for such son or daughter; for the placement of a son or daughter with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency, and then may take additional time, up to a combined total of 26 weeks of leave, to care for a covered servicemember with a serious injury or illness. For example, an eligible employee may, during the single 12-month period, take 16 workweeks of FMLA leave to care for a covered servicemember and 10 workweeks of FMLA leave to care for a newborn child.

A “covered servicemember” is a current member of the Armed Forces, including a member of the Regular Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A “covered servicemember” also includes a “covered veteran” who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. A “covered veteran” means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must commence leave to care for a covered veteran within five years of the veteran’s active duty service, but the single 12-month period may extend beyond the five-year period.

In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, a “serious injury or illness” means an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

In the case of a covered veteran, a “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or (iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Amount of Leave for Spouses Employed By the ELCHC

Spouses who are both employed by the ELCHC will be limited to a combined total of 12 workweeks of FMLA leave for:

1. Birth and care of the employee’s newborn child;
2. Placement of a child for adoption or foster care with the employee and to care for the newly placed child; or
3. To care for an employee’s parent who has a serious health condition.

Spouses who are eligible for FMLA leave and are both employed by ELCHC may be limited to a combined total of 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness (Military Caregiver Leave). However, a combined total of no more than 12

workweeks out of the 26 workweeks may be taken by spouses for the birth, adoption, or placement of a child with the couple, or to care for an employee's parent with a serious health condition.

Intermittent/Reduced Schedule Leave

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Intermittent or reduced schedule leave may be taken when there is a medical need for leave to care for the employee's own serious health condition, to care for the employee's spouse, parent, son, or daughter with a serious health condition, or to care for a covered servicemember with a serious injury or illness, and the medical need can be best accommodated through an intermittent or reduced leave schedule. FMLA leave may also be taken intermittently for a qualifying exigency arising out of the covered active duty status or call to covered active duty of a military member.

Employees needing intermittent or reduced schedule leave for planned medical treatment must work with the ELCHC to schedule the leave so as not to unduly disrupt its operations, subject to the approval of the health care provider.

Leave to care for a newborn or for a newly placed child for adoption or foster care must be taken all at once and may not be taken intermittently or on a reduced leave schedule. This restriction on intermittent leave or a reduced leave schedule does not apply for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the ELCHC will account for the leave using an increment no greater than the shortest period of time that the ELCHC uses to account for use of other forms of leave provided that it is not greater than one hour. An employee's FMLA leave entitlement will not be reduced by more than the amount of leave actually taken.

Where it is physically impossible for an employee using intermittent leave or working a reduced leave schedule to commence or end work mid-way through a shift, the entire period that the employee is forced to be absent is designated as FMLA leave and counts against the employee's FMLA entitlement. The period of the physical impossibility is limited to the period during which the ELCHC is unable to permit the employee to work prior to a period of FMLA leave or return the employee to the same or equivalent position due to the physical impossibility after a period of FMLA leave.

Employees needing intermittent or reduced schedule leave must work with the ELCHC to schedule the leave so as not to unduly disrupt its operations, subject to the approval of the health care provider.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered servicemember, including during a period of recovery from the employee's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered servicemember, the ELCHC may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified, with equivalent pay and benefits, and which better accommodates recurring periods of leave

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than does the employee's regular position. When the employee no longer needs to continue the intermittent or reduced leave schedule, the employee will be placed in the same or equivalent job as the job he or she left when the leave commenced.

Employee Notice Requirements

Absent unusual circumstances, employees requesting FMLA leave are required to submit a written request for FMLA leave to Human Resources, setting forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start of the leave. Employees giving notice of the need for FMLA leave must explain the reasons for the leave so as to allow the ELCHC to determine that the leave qualifies under the FMLA. If the employee fails to explain the reasons, leave may be denied. Where an employee does not comply with the ELCHC's notice requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

An employee must provide the ELCHC at least 30 days advance notice before FMLA leave is to begin if the need for the leave is *foreseeable* based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

"As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day.

When the need for FMLA leave is foreseeable at least 30 days in advance and an employee fails to give timely advance notice with no reasonable excuse, the ELCHC may delay FMLA coverage until 30 days after the date the employee provides notice. When the need for FMLA leave is foreseeable fewer than 30 days in advance and an employee fails to give notice as soon as practicable under the particular facts and circumstances, the ELCHC may delay FMLA coverage depending on the facts of the particular case.

When planning medical treatment, the employee must consult with the ELCHC and make a reasonable effort to schedule the treatment so as not to disrupt unduly the ELCHC's operations, subject to the approval of the health care provider.

Absent unusual circumstances, employees are expected to provide notice of *unforeseeable* FMLA leave in accordance with the ELCHC's regular and customary call-in procedures as outlined in the ELCHC's Attendance and Punctuality Policy. Specifically, employees are expected to call their supervisor at least thirty minutes prior to their scheduled starting time if they are going to miss work. If unusual circumstances prevent an employee from complying with the ELCHC's regular and customary call-in procedures, the employee must provide the ELCHC with notice of the need for FMLA leave as soon as practicable under the circumstances. If an employee does not comply with the ELCHC's regular and customary call-in procedures, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

Notice of Eligibility and Notice of Rights and Responsibilities

When an employee requests FMLA leave, or when the ELCHC acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the ELCHC will notify the employee of the employee's eligibility to take FMLA leave within five (5) business days, absent extenuating circumstances. Eligible employees will also be provided with notice of their rights and responsibilities under the FMLA, including any requirements for the employee to furnish the ELCHC with certifications necessary to support the employee's request for FMLA leave.

Certification Requirements

At the time an employee requests leave for a serious health condition of the employee or the employee's immediate family member, the employee will be required to obtain a medical certification from the health care provider of the employee or the employee's ill-family member, which substantiates the need for the requested leave.

Eligible employees who request Qualifying Exigency Leave may be required to provide the ELCHC with a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service.

The ELCHC may also require that an employee seeking Qualifying Exigency Leave submit a certification from the employee to support his or her request for Qualifying Exigency Leave.

Eligible employees who request Military Caregiver Leave may be required to provide the ELCHC with a certification completed by an authorized health care provider of the covered servicemember and a certification completed by the employee and/or covered servicemember to support the employee's request for Military Caregiver Leave.

For purposes of confirmation of family relationship, the ELCHC may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship.

The employee must provide the requested certification to the ELCHC within 15 calendar days after the ELCHC's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts or the ELCHC provides more than 15 calendar days to return the requested certification.

In the case of *foreseeable* leave, if an employee fails to provide certification in a timely manner, normally within 15 calendar days from the date that the certification is requested, then the ELCHC may deny FMLA coverage until the required certification is provided.

In the case of *unforeseeable* leave, the ELCHC may deny FMLA coverage for the requested leave if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification unless not practicable due to extenuating circumstances. Absent such extenuating circumstances, if the employee fails to timely return the certification, the ELCHC may deny FMLA protections for the leave following the expiration of the 15-day time period until a sufficient certification is provided. If the employee never produces the certification, the leave is not FMLA leave.

The ELCHC may contact the employee's health care provider for the purposes of clarification and authentication of the medical certification. The ELCHC may also require an employee to obtain, at the ELCHC's expense, a second medical certification from a health care provider of its choosing. If the opinions of the health care providers differ, the ELCHC may require the employee to obtain, at the ELCHC's expense, certification from a third health care provider, jointly approved by the ELCHC and the employee, whose conclusion shall be final and binding.

In some circumstances, during FMLA leave, the ELCHC may require an employee to furnish it with recertification relating to a serious health condition that justified the leave.

Notice of Designation of FMLA Leave

When the ELCHC has enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving a certification), the ELCHC will notify the employee whether the leave will be designated and will be counted as FMLA leave within five (5) business days, absent extenuating circumstances.

The ELCHC may retroactively designate leave as FMLA leave with appropriate notice to the employee provided that the ELCHC's failure to timely designate leave does not cause harm or injury to the employee. In all cases where leave would qualify for FMLA protections, the ELCHC and an employee can mutually agree that leave be retroactively designated as FMLA leave.

Periodic Status Reports and Intent to Return to Work

In some circumstances, during leave, the ELCHC may require an employee to furnish it with periodic reports of the employee's status and intent to return to work. If the employee gives the ELCHC unequivocal notice of the employee's intent not to return to work, the ELCHC's obligations to continue the leave, maintain health benefits and restore the employee may cease.

If the circumstances of an employee's FMLA leave change and the employee intends to report to work prior to the scheduled date of his or her return, the ELCHC will require the employee to provide notification of at least two (2) business days, when feasible, prior to the date the employee intends to report to work. The ELCHC may deny restoration when such notice is not provided. Likewise, an employee is required to provide the ELCHC at least two (2) business days notification, when feasible, if it will be necessary for the employee to take more leave than originally anticipated.

Substitution of Paid Leave

An employee is required to substitute any accrued PTO and other paid leave to run concurrently with otherwise unpaid leave when FMLA leave is requested. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek (or 26 workweeks, where applicable) leave period. After all paid leave time has been exhausted, the remaining leave shall be unpaid.

Benefits During Leave

The ELCHC will maintain, for up to a maximum of 12 workweeks of FMLA leave (or 26 weeks of leave for Military Caregiver Leave), any group health insurance coverage, including family coverage, that the employee was provided before the leave on the same terms and conditions as if the employee had

continued to work during the leave period. In addition, the employee will be entitled to new or changed plan/benefits to the same extent as if the employee was not on leave.

Employees taking leave are still responsible for their normal portion of premium payments to maintain health insurance coverage. The employee must make arrangements with Human Resources to pay the employee's share of health insurance premiums.

Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA") and for "Key Employees", the ELCHC's obligation to maintain health benefits during leave (and to restore the employee to the same or equivalent employment) under FMLA ceases if and when the employment relationship would have terminated if the employee had not taken FMLA leave (e.g., if the employee's position is eliminated as part of a nondiscriminatory reduction in force and the employee would not have been transferred to another position); an employee informs the ELCHC of his or her intent not to return from leave (including before starting the leave if the ELCHC is so informed before the leave starts); or the employee fails to return from leave or continues on leave after exhausting his or her FMLA leave entitlement in the 12-month period. In addition, an employee has no greater right to benefits than if the employee had continuously worked during the FMLA leave period.

If a "Key Employee" (as defined below) does not return from leave when notified by the ELCHC that substantial or grievous economic injury will result from his or her reinstatement, the employee's entitlement to group health plan benefits continues unless and until the employee advises the ELCHC that the employee does not desire restoration to employment at the end of the leave period, or the FMLA leave entitlement is exhausted, or reinstatement is actually denied.

The ELCHC's obligation to maintain health benefits also stops if the employee's premium payment is more than 30 days late. The ELCHC will provide at least 15 days written notice in advance that coverage will cease if payment is not received.

If the ELCHC elects to maintain group health insurance coverage for an employee who has failed to make premium payments during FMLA leave, the ELCHC is entitled to recover from the employee the employee's share of any premium payments missed by the employee during the FMLA leave.

The ELCHC may also recover premiums it has paid to maintain health insurance coverage if an employee fails to return to work from unpaid FMLA leave for a reason other than the employee's own serious health condition or the employee's immediate family member serious health condition or another reason beyond the employee's control.

The ELCHC may elect to continue other ELCHC provided "non-health" benefits during unpaid FMLA leave to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. However, at the conclusion of FMLA leave, the ELCHC is entitled to recover from the employee the employee's share of premiums it paid to maintain other "non-health" benefits during unpaid FMLA leave.

Job Reinstatement

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to his or her previous position, or to an equivalent position with equivalent pay, benefits, and other employment terms and working conditions. An employee's use of FMLA leave will not result in the loss of any

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employment benefit that he or she earned or to which he or she was entitled before the start of FMLA leave.

However, upon return from FMLA leave, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee would have been laid off had the employee not gone on FMLA leave, or if the employee's position has been eliminated during the FMLA leave, then the employee will not be entitled to reinstatement.

The ELCHC reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the ELCHC's employees employed within 75 miles of the worksite ("Key Employees") if such denial is necessary to prevent substantial and grievous economic injury to the ELCHC's operations.

When FMLA leave was caused by the employee's own serious health condition that made the employee unable to perform the essential functions of his or her position, the ELCHC may require the employee to present a fitness-for-duty certificate. The ELCHC may delay restoration until the certificate is provided.

The ELCHC will not interfere with, restrain, or deny the exercise of any right provided by the FMLA. The ELCHC will not refuse to hire or to discharge or discriminate against any individual for opposing or complaining about any unlawful practice under the FMLA or for being involved in any proceedings related to the FMLA.

Additional Information

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact HR Department immediately. The ELCHC will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

If you have questions regarding this FMLA policy, please contact Human Resources. The ELCHC is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the ELCHC's other leave policies in this Handbook or contact Human Resources.

Jury Duty

The ELCHC recognizes jury duty as a civic responsibility and an opportunity for meaningful service. Employees who receive a summons to serve on jury duty must submit a copy of the summons and subsequent proof of service to Human Resources.

The ELCHC will continue to pay non-exempt employees on jury duty their normal rate of pay for the period they are on jury duty up to five business days. Exempt employees will continue to receive their salary for any workweek in which they perform any work for the ELCHC. However, an employee will not be compensated for more than 7.5 hours in one-day, or for more than 37.5 hours in any week. Time paid for jury duty does not count as time worked for purposes of calculating overtime. If the employee is paid by the court for jury service the check must be endorsed over to the ELCHC Finance department. If on any day during jury duty the employee is excused by the court, and it is possible to complete three hours of a scheduled workday, the employee is required to report to work. To be eligible for payment of wages during jury service and subject to applicable law, employees must provide the ELCHC with sufficient evidence indicating the dates and hours of jury service and payment received for jury duty. No employee will be discharged from employment by the ELCHC because of the nature or length of service on a grand or petit jury.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, PTO will be used for this purpose.

Domestic Violence Leave

An employee who has been employed with the ELCHC for at least three months may be eligible for up to three (3) working days of paid leave in a twelve (12) month period to undertake activities resulting from acts of domestic violence when the employee or a family or household member of an employee is the victim of domestic violence. The ELCHC will determine the amount of leave available on a "rolling" twelve (12) month calendar measured backwards from the date Domestic Violence Leave commences.

Procedure

The purpose of the leave is to allow the employee to engage in one of the following activities:

1. To seek an injunction for protection against domestic violence, repeat violence, dating violence or sexual violence;
2. Obtain medical or mental health care or counseling for the employee or a family or household member to address physical or psychological injuries resulting from domestic violence;
3. Obtain services from a victim-services organization, including a domestic violence shelter or rape crisis center, as a result of an act of domestic violence;
4. Make the employee's home more secure from the perpetrator of domestic violence or to seek new housing to escape the perpetrator; or
5. To seek legal assistance or attend and prepare for court-related proceedings in addressing issues arising out of acts of domestic violence.

Notice and Certification

Except in acts of imminent danger, employees must provide appropriate advance notice of the need for leave. In addition, the employee must certify the need for leave by providing the ELCHC with a letter signed by an authorized person from a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence victim services organization. The letter must be provided

in advance of the leave, whenever the need for leave is foreseeable. When the need for leave is not foreseeable, the letter must be provided no later than upon the employee's return to work. In the ELCHC's sole discretion, the ELCHC may accept appropriate documentation (such as copies of police reports, notice of court hearings, petition for injunction, new housing lease, etc.), where a letter is not feasible.

Exhaustion of Other Types of Leave:

An employee seeking leave under this policy must, before receiving the leave, exhaust all paid time off, if applicable, that is available to the employee.

Effect on Benefits

During an approved Domestic Violence Leave, the ELCHC will maintain any health insurance coverage you may have under the ELCHC group health plan. You will not lose any employment benefits accrued prior to the date on which your Domestic Violence Leave commenced.

Employee Rights

While the ELCHC will not take any adverse action against the employee as a result of taking leave under this section, employees seeking Domestic Violence Leave remain subject to all of the ELCHC's rules and regulations and have no greater rights to employment than if they had not taken leave under this section.

Upon timely return from Domestic Violence Leave, the employee will be returned to the position held prior to the commencement of the Leave with no reduction in the level of pay.

Definitions

For purposes of this policy:

- "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime, of which the underlying factual basis has been found by a court to include an act of domestic violence.
- "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
- "Victim" means any individual who has been subjected to domestic violence.

Employment While On Leave

Employees are prohibited from holding any type of outside employment (whether as an employee, contractor or otherwise) during any leave of absence, including FMLA or any other form of leave.

EMPLOYEE BENEFITS

The ELCHC may provide eligible employees with the opportunity to participate in one or more group health, life, vision, disability and/or dental insurance plans. The ELCHC reserves the right not to offer such opportunities, to modify any insurance plan or plans in any manner, to substitute one or more new plans for one or more existing plans, and to terminate any insurance plan or plans, at its sole discretion and without advance notice, to the extent permitted by applicable law. Please consult Human Resources for additional information regarding the benefits described below. Currently we provide the following:

Life Insurance Coverage

An ELCHC paid term life insurance policy equal to \$10,000 is provided for employees who are employed 30 hours or more per week.

Health Coverage

An ELCHC paid group health insurance policy is provided for each person employed 30 hours or more per week. The ELCHC will pay for a portion of an employee's personal health insurance and dependent coverage as financial resources allow. Employee contributions will be reviewed annually and will be adjusted based on the cost of health care coverage and the ELCHC's financial resources.

Disability Coverage

The ELCHC provides both a short-term and long-term disability policy for all employees who are employed 30 hours or more per week. This insurance is intended to assist employees unable to work due to extended illness or disability. Eligibility criteria are set forth by the policy and are determined solely by the insurance carrier.

Dental Coverage

Dental insurance may be purchased by employees working 30 hours or more per week.

Vision Coverage

Vision insurance may be purchased by employees working 30 hours or more per week.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The ELCHC wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees 3 visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any available services that might be needed.

The ELCHC encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the ELCHC, nor is the ELCHC given any information on who chooses to use the services. For questions or additional information about this program, please contact Human Resources.

Workers' Compensation

Workers' compensation provides compensation for medical expenses and wage losses to employees due to an employment related injury or illness.

The ELCHC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. The ELCHC abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. The injured employee will be required to undergo a drug and/or alcohol test if it is a work-related injury. If an employee refuses to be drug tested after a workplace injury or accident, he/she may be subject to disciplinary action, up to and including immediate termination of employment. Failure to report an accident may result in a delay or denial of a claim, and may result in disciplinary action. If medical care is required, you must be treated at a facility specified by the ELCHC. Ask your supervisor where to go for care. You must continue treatment until the situation is resolved and all work restriction have been lifted. You must provide medical documentation to substantiate the need for time off from your job. If you must be off work for a month or more, you must provide medical documentation at least monthly and/or prior to the expiration of your last excuse. The ELCHC will not retaliate against any employee who makes a report of any safety hazard or injury suffered at work. Retaliation will not be tolerated and must be reported to Human Resources and/or the CEO/OHD.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

When an employee leaves the ELCHC his/her health care coverage, if applicable, will end for the employee and the employee's covered dependents as specified in the ELCHC's Plan documents. Under the federal legislation entitled Consolidated Omnibus Budget Reconciliation Act of 1986, commonly known as COBRA, coverage can be continued for a limited time period. One of the provisions of this Act requires employers to allow terminated employees and dependents that would otherwise lose their coverage to continue group health coverage. This means that an employee may continue the employee's group health benefits for up to a limited period of time if the employee's employment terminates for any reason other than gross misconduct. The employee's dependents may also continue their coverage under certain circumstances if they also had the employee's group health coverage. The employee and/or the employee's covered dependents will pay the full cost of the COBRA continuation coverage plus an administration fee by making monthly payments to the ELCHC. For further details, please contact Human Resources.

Supplemental Care Insurance

Supplemental Care insurance may be purchased by employees for themselves and their eligible family members.

Retirement

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- Social Security - All employees are covered by Social Security (F.I.C.A.)
- 401(k) Plan-The ELCHC recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility and all other matters relating to these plans are explained in the Summary Plan Description that can be obtained from Human Resources. The ELCHC will contribute up to 10% of base pay, as funding allows.

WORKING CONDITIONS

Scheduled Work Week

Full-time employees generally are expected to work from 8:30 a.m. to 4:30 p.m. Monday through Friday. Seasonal and Temporary employees are expected to work as scheduled by their supervisor. Any variations in work schedules must be approved in advance by the employee's supervisor.

Attendance and Punctuality

Punctuality and attendance are essential to the proper operation of our business and are conditions of employment. Employees are required to report to work at the beginning of the scheduled workday, ready to begin work. Unexcused absences and/or tardiness may result in disciplinary action, up to and including termination.

If an employee expects to arrive at work late or be absent from work, the employee must personally notify his/her supervisor in advance. If the employee cannot give advance notice, as in the case of sudden illness or accident, the employee is expected to call his/her supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. Separate notice should be provided for each day, unless the leave has been approved in advance by the supervisor. Any employee who is absent from work for three or more consecutive days without notifying their supervisor will be deemed to have voluntarily resigned.

An employee who expects to be absent for more than one day must inform his/her supervisor as soon as the employee learns of the expected absence, stating how long the employee expects to be absent. If an employee subsequently realizes the absence will be longer than originally expected, the employee must notify his/her supervisor again.

Meal Break

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. Employees on meal break are not permitted to perform any work for the ELCHC.

Flexible Work Schedule

The CEO/OHD may approve a flexible work schedule for an employee, as long as such flexible hours are consistent with the maintenance of an effective and efficient working environment and the employee's position. Human Resources may approve an occasional flexible work schedule. Any such approved flexible work schedule is subject to review, reevaluation and revision by the CEO/OHD and may be terminated or modified, if it is determined that continuation is inconsistent with the need for an orderly and efficient operation. Non-exempt employees working a flexible schedule must still record all hours worked.

A flexible work schedule may depend on the particular position, expectations for work coverage, and may vary, depending on the needs of the organization and/or the community.

Reimbursement of Work Expenses

The ELCHC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Management must approve all business travel in advance. Employees are expected to limit expenses to reasonable amounts. Employees will submit reimbursement requests, in accordance with the ELCHC procedures.

- Employees may claim mileage reimbursement from their homes to work locations outside of the assigned ELCHC office. Reimbursable miles are limited to the number of miles driven in excess of the number of miles involved in the individual's daily commute (round trip) for work. This calculation applies even in cases where the individual does not normally drive to the primary work location: e.g., the individual typically uses public transit for the round-trip commute. This calculation does not apply if the individual drives to a place other than the usual work site on a non-normal workday.
- The reimbursement rate for travel (meals, mileage, etc.) is aligned with the State of Florida's reimbursement rates established in F.S. § 112.061.
- Some employees may be required to have access to an automobile, as a condition of employment. The employee is responsible for maintaining state minimum liability insurance at their expense. Automobile Drivers License/ Insurance: Employees for whom an automobile is a condition of employment or who must operate a vehicle in the course of their work activity may be required to show proof of insurance and possession of a valid driver's license. All employees who drive on behalf of ELCHC must immediately notify the ELCHC if their license is suspended or revoked, or if they are in an accident while working on behalf of ELCHC.
- Staff shall follow the ELCHC established written procedures for reimbursement of business related expenses. Responsibility for submission of requests for reimbursement rests with the employee. Requests for reimbursement should be submitted bi-weekly in format, content, and detail prescribed by the ELCHC and approved by the employee's immediate supervisor.

Dress Code

The ELCHC strives to maintain a professional workplace environment. All ELCHC employees are expected to present a polished, businesslike image to partners, providers, vendors, those we serve and the public.

Although it is impossible and undesirable to establish an absolute dress code, the ELCHC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. The ELCHC may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his/her manager or supervisor.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. Non-exempt employees will not be compensated for any work time missed because of failure to comply with designated

workplace attire and grooming standards unless they apply accrued PTO. Employees who disregard this policy and its standards will be subject to discipline.

Reasonable Accommodation of Religious Beliefs

The ELCHC recognizes the importance of individually held religious beliefs to persons within its workforce. The ELCHC will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Employees requesting a workplace attire accommodation based on religious beliefs should contact Human Resources.

Business Dress Code Standards

An Employee's clothing should always be in keeping with customary acceptable attire for the workplace, office and meeting with partners, providers, vendors, those we serve, and the public. Clothing that is not allowed while working includes, but is not limited to, the following:

- Shirts with language or graphics (other than with the ELCHC logo)
- Attire that is revealing or provocative
- Clothing that allows bare midriffs
- Sweat pants, shorts or jeans
- Leggings unless paired with a tunic style top
- See-through blouses or shirts
- Sports bras, halter tops, tank tops or tops with spaghetti straps
- Flip-flops, sneakers

Casual Dress Code Standards

Casual dress is permitted on Fridays. When meeting clients, business dress guidelines must be observed, unless the client has specifically requested otherwise.

Casual Dress for Fridays is defined as follows:

1. Shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf, polo and T-shirts. Examples of inappropriate shirts include those with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
2. Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage and pants worn below the waist or hip line.
3. Footwear: Casual slip-on or tie shoes, sandals, and athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

No Retaliation

The ELCHC prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation for grounds protected by federal, state, or local law.

Travel and Motor Vehicle Operation/Safety

Each employee is solely responsible for operating and maintaining their personal vehicles in a safe manner and is accountable in complying with all state and local driving rules and ELCHC regulations when operating a motor vehicle in the conduct of ELCHC business. All employees will follow the safe driving rules (i.e. obeying speed limits, no cell phone use or texting) and laws of the State of Florida when operating a motor vehicle

in the conduct of ELCHC business. Should employees become involved in an accident while driving on ELCHC business, notify the proper authorities and ensure that an accident report is completed before the Close of Business (COB) on the day of the accident.

Each employee responsible for driving on business related travel will be asked to provide proof of a valid driver's license.

It is mandatory for all ELCHC employees operating motor vehicles to use seat belts while conducting ELCHC business. This includes all employees operating motor vehicles while engaged in ELCHC business, and employees riding as a passenger in a vehicle while on ELCHC business. Violation of this policy may result in disciplinary action. Employees are prohibited from using cell phones or other electronic devices while driving a vehicle on ELCHC business, including retrieving or making voice calls, texting, emailing, using navigation, or searching the Internet, unless such electronic device is equipped and used with a hands-free device.

Employees must report to Human Resources if they are in a motor vehicle accident while on ELCHC business. Employees are responsible for any and all traffic, parking, accident, and moving violation citations, tickets, and related fees they receive relating to their use of a vehicle on ELCHC business.

Appointment Authority

The appointing authority, for all employees of the ELCHC, shall be the CEO/OHD. All appointment letters shall include the pay rate, official title, exempt/non-exempt status of the position, starting date and any special conditions under which the appointment is offered. A copy of the appointment letter shall be filed in the employee's personnel record.

Pre-Employment and Background Documents

All new hires employment history will be verified as well as their highest obtained education level as a condition of continued employment.

All potential employees of the ELCHC will be required to have a background screening check completed by the Florida Department of Law Enforcement (FDLE) prior to their first day of employment. This FDLE background screening will then be subject to renewal background screenings every 5 years. Results will be reviewed for the purposes of making decisions regarding hiring and maintaining employment, based on the nature of the offense and job responsibilities. Background screening is conducted in accordance with the Level II standards set forth in Chapter 435, Florida Statutes. The ELCHC participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Failure to provide required documentation or evidence of falsification or misrepresentation of any information, which significantly influenced the decision to employ, constitutes grounds for termination.

Provisional Status

All employees must complete a period of service as a provisional employee. The provisional employment period shall be 90 days for all positions.

The purpose of the provisional employment period is to allow both the employee and the ELCHC to assess the compatibility of the employee's knowledge, skills, judgment quantity and quality of work, work habits and personal relations skills with the ELCHC and its organizational mission.

The provisional employee shall not receive credit toward the completion of a required period of provisional employment for any voluntary administrative leave granted. During the employee's provisional employment period and thereafter, he/she may be terminated at any time with or without cause. Completion of the provisional employment period does not guarantee employment for any period of time; all employees are employed at will.

Employee Personnel Records

Human Resources is the designated custodian of personnel records and is responsible for their maintenance and security. Personnel records shall include records of employee qualification, evaluation, personnel and compensation decisions, disciplinary actions and such other material as may be appropriate under applicable law.

Any memoranda, reports, correspondence or other material, which, in the judgment of the custodian of the personnel records, is not routine, administrative or typical of materials generally filed in ELCHC personnel records, shall be initialed by the employee prior to their inclusion in the personnel record. Such initialing indicates only that the employee has read the document in question and is aware that it is to be filed in his/her personnel record.

Employees may request access to their own personnel files verbally, in person, or in writing. An employee's inspection and/ or copying of personnel records is subject to the Florida's Public Records Act. The custodian of the personnel records (OHD) shall be present throughout any outside examination of the personnel record to assure that no material is removed, added, or altered in the course of an examination.

The ELCHC must maintain up-to-date information about our employees for record-keeping and emergency purposes. Any change of personnel status (name, address, telephone number, dependents, marital status, emergency contact information, etc.) must be immediately reported to the ELCHC.

PERFORMANCE EVALUATION

Definition and General Expectations

Performance evaluations are the means by which an employer and an employee periodically assess in a systematic fashion the degree to which previously established task and performance objectives have been met. Evaluations are intended to assess performance for the period being evaluated, task and performance objectives for the future, and personal and career development goals. Employees are expected to consistently support the agency's mission and adhere to the ELCHC's shared values. The mission and values guide how we interact with partners, providers, vendors, those we serve, our colleagues and the public. Successful individual work or teamwork is dependent on employees that resonate and align their work with the mission and values, both personally and professionally. Our mission is "Promoting success for all children and their families through high quality early education services."

Scheduled Evaluation

ELCHC will conduct formal annual performance evaluations at fiscal year-end for each employee. Frequent informal feedback is encouraged by both supervisor and employee. The goal is to for the feedback to be 2-way in nature.

At the conclusion of the required 90 day provisional employment period an evaluation shall be completed with a specific recommendation for retention or termination.

Evaluation Format

Evaluations shall be completed in writing in standard format(s), approved by the CEO/OHD. Evaluations are to be completed by the employee's immediate supervisor. Other individuals who regularly exercise a role in the employee's day-to-day work activities may formally or informally provide input into the employee's evaluation.

Employee Evaluation Process

The evaluation process should actively involve both the employee and the immediate supervisor(s) to strengthen, not only the employee's performance, but how the employee's performance contributes to the overall capability of the ELCHC.

- Supervisors should share the employee evaluation with Human Resources, prior to sharing the evaluation with the employee, if a Performance Improvement Plan is required.
- The employee will be provided a copy of the proposed evaluation for discussion with the immediate supervisor. To the extent appropriate, all or part of the content of this discussion may, at the discretion of the immediate supervisor, be incorporated into the final evaluation.
- The employee shall sign the final evaluation. The employee may at that time or any time within 10 calendar days file a written comment covering any points with which he/she disagrees. The statement shall become a part of the evaluation.
- The immediate supervisor shall sign the evaluation and any written statement submitted by an employee, such signature indicating only that he/she has read the statement.
- The employee shall receive a signed copy of his/her final evaluation.
- Written performance evaluations become a permanent part of the employee's personnel record.

PROFESSIONAL DEVELOPMENT

Definition

The value of attendance at conferences, seminars, workshops and meetings, and/or enrollment in educational courses is recognized as a significant contributing factor to personal professional development and enrichment and expansion of the services provided by the ELCHC. The ELCHC aims to provide opportunities for such experiences for its employees consistent with the scope of ELCHC's mission, the employee's job assignment and available financial resources.

Conference Attendance and Staff Development Activities

- Conference attendance and staff development activities shall be regularly reviewed by the employee's immediate supervisor.

- Annual budgets shall recognize the need for conference and staff development activities. The CEO/OHD is responsible allocating these resources among employees consistent with the mission and needs of ELCHC.
- Consistent with the mission and needs of the ELCHC as well as budgetary constraints, attendance at conferences, seminars, workshops, etc. that do not directly benefit the agency but may benefit staff for other purposes, may be considered on a limited basis at the convenience of the agency. The ELCHC support may take the form of full or partial reimbursement and/or released time depending on the nature of the staff development activity.

Professional Development

Professional development activities may be required of ELCHC personnel to strengthen his/her effectiveness in the assigned work area or professional development activities can be voluntary and relate to the achievement of mutually compatible ELCHC and employee career objectives.

Only full time employees are eligible for participation in professional development activities subject to the available resources.

Approved Training Institutions

Unless waived by the CEO/OHD, employees will be reimbursed for professional development/ educational activities only for attending accredited colleges or universities.

Tuition Reimbursement Eligibility

After one year of employment, fulltime employees are eligible for reimbursement of up to \$1,000.00 tuition expenses annually, only after successful completion of the course with a grade of "B" (or its equivalent) or better. The course may apply to the employee's position or if the course is required as a prerequisite to a business and/or education related degree.

- The costs of courses unsuccessfully completed or dropped is the responsibility of the employee. However, reimbursement may be authorized by the CEO/OHD if the employee is unable to satisfactorily complete the course due to disability, maternity leave, ELCHC-initiated action unrelated to conduct to the employee, or being involuntarily called into active military service.
- Requests for reimbursement of approved professional development activities must be supported by adequate documentation. If the employee is receiving financial aid from any other source, it must be applied to the identified costs prior to application of ELCHC resources.
- If the employee terminates employment with the ELCHC during the course of the professional development activity, the employee must reimburse the ELCHC unless waived by the CEO/OHD.
- Reimbursement requests for college tuition are due to the CEO/OHD no later than March 1 for courses to be taken the following fiscal year unless an exemption is approved by the CFO.

Professional Organization Affiliation

Employees are encouraged to affiliate with and participate in appropriate professional organizations. However, the costs of such affiliations generally must be borne by the employee.

CORRECTIVE ACTION/SEPARATION

Corrective Action

The ELCHC expects all its employees adhere to the organization's values, to observe rules of honesty, professional conduct, health and safety, and fair play, and to adhere to generally accepted customs of good taste in their relations with one another. Employees are expected and required to conduct themselves in a manner on and off the job that will bring credit to the ELCHC. Employees should not engage in conduct that would tend to reflect adversely on the ELCHC at any time or at any place. Such conduct may subject such employees to the disciplinary process.

Discipline may include verbal or written warnings, probation, suspension with or without pay, termination of employment, or other actions that the ELCHC, in its sole discretion, deems appropriate. In accordance with the "at will" nature of all employment with the ELCHC, employees may be discharged at any time, and for any reason. Factors that may be considered by the ELCHC when determining appropriate discipline include, but are not limited to, the nature and severity of the conduct, its frequency, the employee's tenure with the ELCHC, the employee's performance history and the employee's disciplinary history. However, the ELCHC is not required to consider all or any of these factors in any particular disciplinary decision.

Employees who demonstrate conscious disregard of the ELCHC's interests and deliberately violate or disregard the standards of behavior we expect of our employees will be terminated immediately. Misconduct which demonstrates that kind of disregard or violation of our standards includes, but is not limited to, the following:

1. Violation of any ELCHC policy, including the policies stated in this Employee Handbook;
2. Committing an unlawful act;
3. Disclosing confidential information;
4. Engaging in conduct that does not comply with ELCHC expectations towards another employee because of sex, sexual orientation, gender identity or expression, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law;
5. Willful damage to property;
6. Violence, threats or intimidation;
7. Insubordination or failure or refusal to perform duties assigned;
8. Unlawful possession of drugs, narcotics or intoxicants on ELCHC property or while performing job duties;
9. Being under the influence of alcohol, illegal drugs, narcotics or intoxicants while on ELCHC property or performing job duties, whether such influence is due to the unlawful ingestion of lawful or unlawful products or abusing prescription drugs, or otherwise violating the Drug-Free and Alcohol-Free Workplace Policy;

10. Theft, pilfering, fraud or other forms of dishonesty;
11. Excessive absences or lateness;
12. Absence or tardiness without cause or without authorization;
13. Disorderly conduct or fighting on ELCHC property, while on ELCHC business, or during work hours;
14. Making maliciously false statements against the ELCHC or anyone associated with the ELCHC;
15. Falsifying a job application, record, time report form, log-in entry, or report;
16. Soliciting or accepting gratuities;
17. Possession of weapons on the ELCHC property, except in accordance with applicable law;
18. Making a false or misleading statement, or coercing or encouraging someone else to make a false or misleading statement;
19. Sleeping on the job;
20. Testing positive for unlawful drug or use of lawful drugs in an unlawful manner; or
21. Other conduct that the ELCHC deems warrants immediate termination of employment.

Nothing in this policy alters the at-will nature of your employment or requires that any particular succession of disciplinary measures need occur prior to termination.

Voluntary Separation

Any employee voluntarily separating his/her employment with the ELCHC shall provide a notice of separation sufficiently in advance to adequately assure the orderly transition of responsibilities and acquisition of alternative capabilities.

- Employees functioning in an exempt capacity should provide at least 3 weeks written notice of their intention to separate. Employees functioning in a non-exempt capacity should provide at least 2 weeks written notice of their intention to separate. The employee's written notice of separation shall become a permanent part of his/her personnel file.
- Employees who have provided notice of separation may use accrued PTO only to the extent that utilization prior to the separation date does not disrupt requirements for an orderly transition. The employee shall receive a lump sum payment for such accrued PTO reimbursement for which he/she may be eligible.

Exit Interviews

An exit interview may be scheduled for each terminating employee with the objective of receiving ideas for improved operation or constructive criticism of organizational practices.

References

All requests for references on any former or current ELCHC employee must be referred to Human Resources. Provided the request for reference is submitted to Human Resources, Human Resources will ordinarily provide only the former employee's position and length of service. However, personnel files are subject to public records laws in Florida and may be obtained by others pursuant to applicable law.

ACKNOWLEDGMENT RECEIPT OF THE EMPLOYEE HANDBOOK

I hereby acknowledge that I have received a copy of the Early Learning Coalition of Hillsborough County (ELCHC) Employee Handbook. I understand that it is my obligation to read the Employee Handbook and to ask questions if necessary to ensure that I understand the Employee Handbook. I expressly acknowledge reviewing the Equal Employment Opportunity, Non-Discrimination and Harassment-Free Workplace Policy contained in the Employee Handbook.

I understand that the Employee Handbook describes important information about the policies of the ELCHC. I understand that the ELCHC has the sole discretion to alter these policies from time to time without prior notice. I understand that revisions to these policies may supersede or eliminate one or more existing policies and that ELCHC will notify employees of all such changes.

I understand that failure to strictly adhere to the provisions of this handbook could result in disciplinary action, up to and including termination. I understand that I am employed at-will, meaning that either I or the ELCHC are free to end the employment relationship at any time, for any reason, with or without cause or advance notice.

I understand that these policies are neither a contract for employment nor a legal document. I have received and will comply with both the policies contained here and any revisions made to it. These policies supersede any and all prior editions.

I understand that the ELCHC has a legitimate interest in monitoring the work-related activities of its employees and the use of its telephones, computers and electronic communications service and storage systems. I consent to the ELCHC's monitoring of any wire, oral or electronic communications which are made using any of the ELCHC's wire, mechanical or electronic communications services or systems, or which take place during working time or on the ELCHC property, in its sole discretion and as permitted by applicable law.

Employee Signature

Date

Printed Name

ELCHC BOARD OF DIRECTORS MEETING – June 11, 2018

CONSENT AGENDA

ITEM IV.E.

ISSUE:	ANTI-FRAUD PLAN
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approve the Anti-Fraud Plan

BACKGROUND: Florida Statute 1002.91 requires that each coalition adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness Program and Voluntary Prekindergarten Education Program services. The plan must be approved by the Board and submitted annually by June 30. The anti-fraud plan is attached.

(attachment)

Early Learning Coalition of Hillsborough County Anti-Fraud Plan

Plan Statement

The Anti-Fraud Plan addresses the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for the School Readiness program and Voluntary Prekindergarten program services. The Plan addresses parents or legal guardians of children enrolled in the School Readiness or VPK programs. *Note that provider fraud is a violation of the terms of the contract and addressed in the state wide contracts rules.*

The Anti-Fraud Plan serves to support organizational processes and staff in prevention of fraud, build on employee knowledge and awareness of fraud prevention and describe the coalition's procedures for detecting and investigating possible acts of fraud, abuse of services and related overpayment. Due process procedures for suspending or terminating a recipient's eligibility for School Readiness or VPK programs and the recipient's right to appeal the decision are included in the Plan.

The Plan will be submitted to the Office of Early Learning (OEL) Office of Inspector General (OIG) by requested date annually.

Plan Definitions

Recipient - The parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.

Fraud - An intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.

Suspension - When services are temporarily no longer provided, however the parents do not have to go to the waiting list when their suspension is finished.

Termination - When services are ended and the recipient would have to return to the waiting list when their termination is expired.

Description of Organizational Structure with Plan Responsibilities

The Compliance Manager with Hillsborough County Public Schools (ELC of Hillsborough County's Primary Service Provider) is responsible for implementing the Coalition's School Readiness anti-fraud activities; the Coalition's Compliance Manager is responsible for implementing the Coalition's Voluntary Prekindergarten (VPK) anti-fraud activities.

The Coalition's Chief Operating Officer is responsible for reviewing an initial appeal request submitted by the recipient for decision to uphold or modify the suspension or termination.

The following positions are responsible for the daily activities related to prevention, detection, investigation, and reporting of possible overpayment resulting from potential fraud or abuse:

Early Learning Coalition of Hillsborough County Staff

- Chief Operating Officer
- Family Service Coordinator
- Family Service Specialists
- Chief Financial Officer
- Financial Service Manager
- Provider Service Specialists
- Financial Service Specialists

Hillsborough County Public School Staff

- Supervisor of Coordinating Services
- Coordinating Service Specialists
- Compliance/Fraud Manager
- Reimbursement Staff

Plan Procedures

Procedures Review –The Early Learning Coalition of Hillsborough County (ELCHC) and Hillsborough County Public Schools (HCPS) will annually review job descriptions and internal processes to confirm appropriate separation of duties is in place, and review internal controls to reduce risk.

ELC Staff Education/Awareness/Training – Training will be targeted both at policy level and operational level.

- ELCHC and HCPS management staff will ensure that all staff review the following policy topics annually: Code of Conduct and Ethics, Whistleblower Policy, Record Retention Policy, Workplace Conduct, and Conflict of Interest and Business Ethics.
- Additionally all staff will be reminded of specific Internal Control policies and practices in place to prevent fraud. On a regular and routine basis, it is the responsibility of all management staff to ensure that all internal control practices, appropriate fiscal procedures and separation of duties are being followed.
- ELCHC Family Services, Provider Services and Reimbursement Services meet at least monthly to review any changes or issues that may arise.
- ELCHC Compliance Manager monitors continually throughout the year and holds meetings as needed to discuss/resolve findings.
- HCPS provides training to Client Service Specialists on interviewing techniques and resources that help identify possible fraud. The training includes “red flag” areas such as receipt of cash payments and/or client report of no income for a significant period of time, identification of altered and/or falsified documents, as well as the proper procedures for reporting of suspected fraud to the appropriate HCPS administrator.

- ELCHC and HCPS management staff complete an annual self-assessment of internal controls, policies and procedures.

SR and VPK Parent Education and Awareness

- Display fraud awareness posters at ELCHC and HCPS eligibility offices
- Include a fraud awareness statement in SR parent packets with appropriate phone number to report any suspected fraud
- SR Coordinating Service Specials review parent responsibilities in detail during the interview process and emphasize the importance of reporting changes in their circumstances within ten (10) days. Parent are required to sign the SR Rights & Responsibilities document which contains the above information.

SR and VPK Provider Education and Awareness

- Encourage child care providers to report potential fraud to ELCHC/HCPS staff via provider communication venues such as the Provider Focus Magazine, Provider Portal Notes and/or Email Blasts
- Provide periodic reminders to providers about having procedures in place to prevent fraud

SR and VPK Provider Education and Awareness

- Encourage child care providers to report potential fraud to ELC or ECS staff through provider communication venues including email or portal communications, and provider group meetings
- Periodic reminders to providers about procedures in place to prevent fraud in addition to regular practices of monitoring that occur with providers that also keep providers aware of ELC's/ECS's intention to prevent and/or detect fraudulent practices
- Regular monitoring by ELCHC Provider Service Staff keeps providers aware of ELCHC's intent to prevent and/or detect fraud

Providers, Parents, employees, and Public Access to Reporting of Potential Fraud

- Statement on website with phone number to report potential fraud for parents, providers, and general public

ELC Detection and Investigation of Acts of Fraud, Abuse or Overpayment

- Monthly unannounced review of work products and follow up on questionable circumstances are conducted by appropriate ELCHC and/or HCPS staff
- Monthly review, research, and follow up of data quality edit reports generated by the Office of Early Learning by designated ELCHC and/or HCPS staff
- Documented verification of child care referrals from other organizations through periodic cross reference review of children in service
- Daily alertness of SR Coordinating Service Specialists to inconsistencies through regular operational processes with recipient(s). At initial placement and eligibility redetermination, HCPS staff reviews the recipient's information for "red flags". If the Specialist believes "red flags" exist, but cannot be confirmed, then the case is

forwarded to the SR Coordinating Services Supervisor and the Compliance/Fraud Manager for further review.

If inconsistencies are identified through any of the above means, the ELCHC or HCPS Compliance Manager will conduct a phone interview with the recipient(s) and obtain verification from parent or legal guardian within 14 days to resolve inconsistencies, which could include but not be limited to income, residential documentation, or household composition, and determine if situation is resolved or warrants next steps of due process provisions for termination or suspension of SR and/or VPK benefits.

If there is reasonable suspicion that a recipient has committed fraud in the receipt of SR and/or VPK services, designated ELCHC and/or HCPS staff shall calculate associated overpaid benefit amounts and follow the due process provisions for termination or suspension of SR and/or VPK benefits.

If it is determined that further investigation is warranted the ELCHC and/or HCPS Compliance Manager shall report the case of potential fraud to the Florida Office of Early Learning Fraud for review.

Due Process Provisions for Termination or Suspension of School Readiness or Voluntary Prekindergarten Benefits

The Coalition and/or HCPS will provide written notice of the intended action to suspend or terminate benefits to the recipient to be affected and must clearly advise of the allegations, the basis of the allegations the intended action and the date the action is to be imposed. The written notice shall be sent at least fourteen (14) calendar days prior to the intended action. The written notice will be translated in the recipient's native language if prior communications from ELCHC/HCPS with the recipient have been translated.

The written advance notice shall include following:

- The procedure for the recipient to follow to attempt to appeal the decision.
- A statement, in bold print, that the failure to file a timely appeal waives the right to an appeal.
- Notice of the potential for repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the written advance notice.
- The procedure for the recipient to obtain a copy of his or her file.
- The amount of overpayment to be recovered, if applicable.
- The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable.

The following general guide for penalties will be applied, however, considerations will also include the length of time proportionate to the alleged offense committed, consistent with suspensions or terminations issued to other recipients who allegedly committed comparable offenses, and may also consider prior offenses, as appropriate.

Penalties Guidelines

- First determination of fraud, eligibility is suspended for the longer of six months or restitution of overpaid benefits.
- Second determination, eligibility is terminated the longer of one year or restitution of overpaid benefits.
- Third and subsequent determinations, eligibility is terminated the longer of five years or restitution of overpaid benefits.

The recipient has a right to challenge within fourteen (14) business days; if the challenge is before benefits are terminated or suspended, then benefits remain in place for the duration of initial challenge. However, if the decision is upheld, any services received during that timeframe will be included with the overpayment amount.

A suspension or termination shall not be applied against recipients with a valid at-risk referral.

Recipient Right to Challenge Decision

Pre appeal Resolution Procedure

If recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting ELCHC/HCPS and providing the necessary documentation to resolve the issue. The Chief Operating Officer will consider all statements, review all documents and may request any additional evidence or information if it is necessary and relevant to the review. The recipient will be notified in writing of the determination within ten (10) days of the parent review. The C.E.O. of the Coalition shall not be involved in the pre-appeal resolution of the issue.

If the recipient believes that the issue was not resolved during the pre-appeal resolution procedure, the appeal procedure is outlined in *Florida Rule 6M-9-400 Early Learning Coalition Anti-Fraud Plan, subsection (e) and (f) as follows:*

Appeal Resolution Procedure:

If the recipient believes that the issue was not resolved by the coalition, the recipient may file a formal written appeal for review by the C.E.O. of the Coalition, using the following procedure:

1. Submit a written appeal to the C.E.O. or other executive staff person as designated by the coalition board. The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any documentation which supports the recipient's claim.
2. The appeal shall be postmarked or emailed before the date of the intended action. The recipient who fails to file a timely appeal waives the right of appeal.
3. If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the C.E.O. or the original date of the intended action, whichever is later.

4. The C.E.O. of the coalition or other executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.
5. The recipient who wishes to appeal the decision of the C.E.O. of the Coalition or other executive staff person designated by the Coalition board may request further review by an appeals committee in accordance with subsection (e) of this rule. The request for further review by an appeals committee must be submitted to the Coalition in writing within ten (10) calendar days of the date of the C.E.O. or other executive staff person designated by the-Coalition board's written response to the recipient's formal written appeal.

The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee. When the meeting of the appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies.

1. The appeals committee shall be selected by the Chairman of the Board of the coalition and a chair of the appeals committee shall be named.
2. The appeals committee shall be convened within forty-five (45) calendar days of receipt of the recipient's request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the appeals committee to consider.
4. The Coalition staff, excluding the Executive Director or other executive staff person designated by the coalition board shall be available to provide any information requested by the committee.
5. The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.
6. The appeals committee shall select or appoint a member of the coalition, excluding the C.E.O. the coalition or other executive staff person designated by the coalition board to memorialize the events of the appeals committee proceeding and the final determination including the basis for the decision.
7. The appellant shall be notified in writing of the appeals committee's determination within ten (10) days of the date of the meeting.
8. The determination of the appeals committee shall be final.

For criminal prosecution with restitution, the ELCHC/HCPs will follow the ruling from the court regarding restitution plan

Monthly Reporting Process to OEL

The ELCHC's Compliance Manager will submit an electronic report monthly reporting the parents and providers terminated from services as a result of fraud, per Rule 6M.9.400 subsection (b).

Process for Mandatory Reporting Fraud and Abuse through the OEL Fraud Referral System

HCPS's Compliance/Fraud Manager is the designated administrator for the Office of Early Learning's Fraud Referral System. Contact information is as follows:

Kathy Kaa
Program Manager Compliance and Fraud
Hillsborough County Public Schools
Kathy.Kaa@sdhc.k12.fl.us
813-744-8941 X380

At the point when potential fraud has been communicated to the recipient, The Compliance Manager will make the mandatory referral to the Inspector General for potential fraud or abuse investigation using Office of Early Learning *Fraud Referral System*. The referral includes the recipient information, amount of overpayment, discovery date and a brief summary of the allegations, and notification of any evidencing documents available that substantiate the allegations.

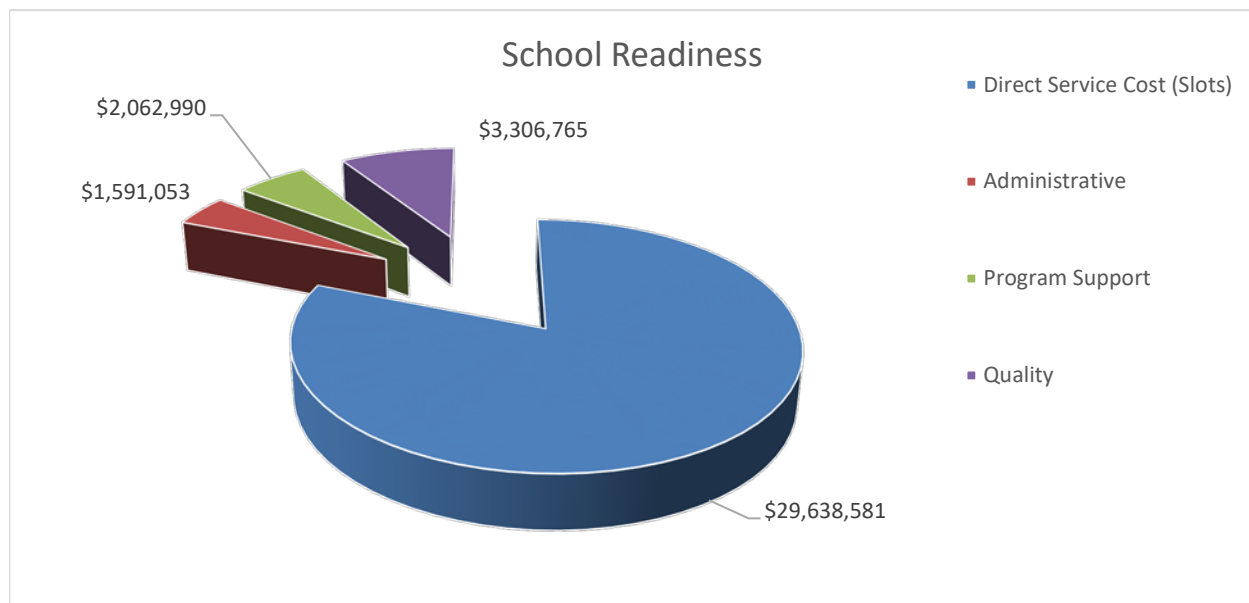
Note the coalition's fraud investigation and appeals procedures outlined in this plan will complement the OEL referral process to Department of Financial Services through the *Fraud Referral System*. If the recipient appeals the decision through the Coalition appeals process, the Compliance Manager will update the referral information in the *Fraud Referral System* as appeal decisions are made throughout the appeal process.

School Readiness Budget Analysis As of 04/30/18

Category	FY 17-18 Award	Actual thru 04/30/18		Restrictions
Direct Services				
Direct Service Cost (Slots)	\$35,864,665	\$29,638,581	80.98%	Minimum 78%
Operating				
Administrative	\$2,240,299	\$1,591,053	4.35%	Maximum 5%
Program Support	\$5,824,776	\$2,062,990	5.64%	
Quality	\$1,792,239	\$3,306,765	9.04%	Minimum 4%
Total Operating	\$9,857,314	\$6,960,808	19.02%	Maximum 22%
Total Direct Services and Operating	\$45,721,979	\$36,599,388		

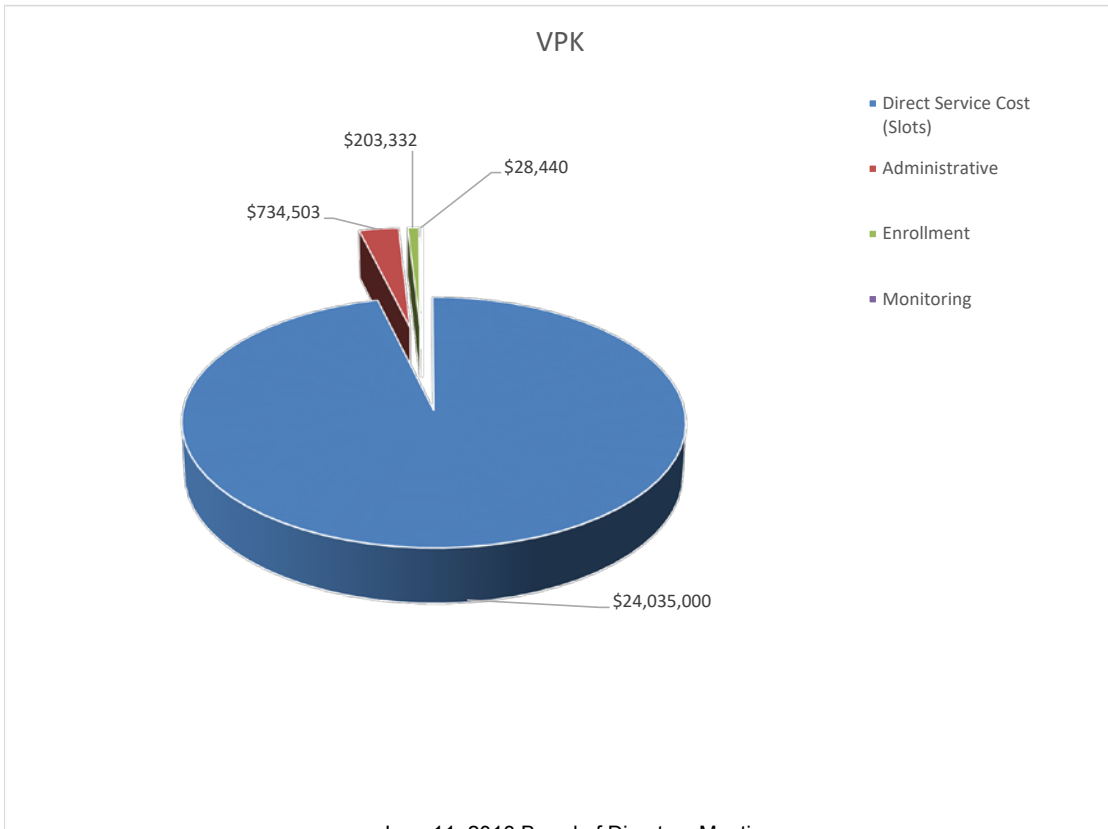
Includes subcontracts with:

School District of Hillsborough County	\$41,463,648
Child Care Licensing	\$1,058,904
Early Childhood Council	\$49,500



**VPK Budget Analysis
As of 04/30/18**

Category	FY 17-18 Award	Actual thru 04/30/18	Restrictions
Direct Services			
Direct Service Cost (Slots)	\$28,569,388	\$24,035,000	96.24%
Administrative and Enrollment			
Administrative	\$834,226	\$734,503	2.94%
Enrollment	\$308,549	\$203,332	0.81%
Total Administrative and Enrollment	\$1,142,775	\$937,835	3.76%
			Maximum 4% by end of contract year.
Outreach, Awareness and Monitoring (OAMI)			
Outreach and Awareness	\$33,964	\$3,831	
Monitoring	\$35,474	\$28,440	
Total OAMI	\$69,438	\$32,271	
			Minimum of \$35,474 on monitoring by end of contract year.
Total VPK Expenditures	\$29,781,601	\$24,972,835	
Includes subcontract with:			
Early Childhood Council		\$22,000	





EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget Variance Analysis Coalition Operating Expenditures As of 04/30/18

Category	Current Year	Total Budget -	Actual % of		Over/Under %	Variance Notes*
	Actual	Revised	Year	% of Budget		
Personnel	3,013,963	3,642,327	75%	82.75%	-8%	
Occupancy	314,073	389,757	75%	80.58%	-6%	
Professional Fees	80,017	59,642	75%	134.16%	-59%	Cost of CEO search is included in the YTD figures.
Travel & Training	42,822	57,606	75%	74.34%	1%	
Quality Action Grants	44,400	200,000	75%	22.20%	53%	Grant stipends for the 3rd quarter are being reviewed and processed by staff and are expected to be awarded on or before May 30, 2018. Any surplus funds from this line item will be utilized in 2019.
Insurance	21,595	22,025	75%	98.05%	-23%	The annual insurance renewal was paid in the 2nd quarter of the fiscal year.
Technology	166,685	229,613	75%	72.59%	2%	
Educational Supplies	60,542	74,565	75%	81.19%	-6%	
Office Supplies	32,566	39,294	75%	82.88%	-8%	
Outreach	43,782	89,000	75%	49.19%	26%	There will be planned events that will take place by June 30, 2018. Surplus funds, where possible, will be utilized
Printing/Binding	30,429	37,980	75%	80.12%	-5%	
Other Operating	73,077	75,536	75%	96.74%	-22%	Annual subscriptions and membership dues were paid early in the fiscal year.
Total Operating Expenditures	<u>3,923,951</u>	<u>4,917,345</u>	<u>75%</u>	<u>79.80%</u>		

* All variances over or under by 10% or more are explained.

ELCHC BOARD OF DIRECTORS MEETING- JUNE 11, 2018

ACTION

ITEM VII.A.

ISSUE:	Election of Board Officers for FY 18-19
FISCAL IMPACT:	\$0
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Elect an Approved Slate of Candidates for Board Officers for FY 18-19

NARRATIVE:

As is stated in the corporation Bylaws:

The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All officers of the Corporation must also be directors of the Corporation.

The Governance Committee is recommending the following slate of officers to serve on the ELCHC Board of Directors for FY 18-19. If deemed by the Board the following slate may be amended by the larger Board recommendation.

1. Dr. Shawn Robinson, Vice-Chair
2. Lynne Hildreth, Secretary
3. Joe McElroy, Treasurer

ELCHC BOARD OF DIRECTORS MEETING – June 11, 2018

ACTION

ITEM VII.B.

ISSUE:	Faith-Based Provider Representative Election Results Ratification
FISCAL IMPACT:	Not Applicable
FUNDING SOURCE:	Not Applicable
RECOMMENDED ACTION:	It is recommended that the ELCHC Board of Directors approve the election results, as presented, for the ELCHC Faith-Based Provider Representative, Daisy Cintron.

NARRATIVE:

In its Articles of Incorporation, all of the authority of the Coalition, its governance and management, is vested in the Board of Directors. The Board of Directors is a volunteer board, composed of fifteen to thirty Directors. Some Directors are mandated by legislation, some are appointed by the Governor, and others are nominated or elected. The seat of Faith-Based Provider Representative is considered to be a *'Designated Director'* seat and per the ELCHC governing Bylaws, the representative that occupies this seat must be elected by a vote of his/her constituents. The Director that serves in this seat is considered a representative of a faith-based child care providers (*including family child care home providers*) and must currently be a Voluntary Prekindergarten Program provider or School Readiness provider in good standing with the Coalition. The term of office for this Director seat is four years.

The ELCHC's most Faith-Based Provider Representative was Jill Hammond, whose term concluded on March 18, 2018. Ms. Hammond indicated that she did not wish to pursue an additional term in the seat and would be vacating the seat at the conclusion of her term. Therefore, ELCHC staff initiated an election process to fill the vacancy. The following timeline was publicized and followed for the election of a new representative:

- Nominations Opened – Monday, February 5, 2018 @ 8:30 am
- Nominations Closed – Friday, March 16, 2018 @ 3:00 pm
- Voting Opened – Wednesday, March 21, 2018 @ 8:30 am
- Voting Closed – Friday, April 13, 2018
- Run-off voting opened- April 16, 2018 at 8:30 am
- Run-off voting closed- April 20, 2018 at 3:00 pm
- Election Results Announced and Ratified – Monday, June 11, 2018
- First Meeting of New Director, Daisy Cintron – September 17, 2018



Provider Representative Board Nomination Form

CANDIDATE FOR THE FOLLOWING SEAT

Faith-Based Child Care Provider Representative

SECTION 1 – PERSONAL INFORMATION

Please provide general nominee information. This info will be used to contact and communicate with the nominee regarding the nomination and voting process. Please make sure that information entered here is accurate.

First Name: Daisy Last Name: Cintron

Title/Job: Director

Facility Name: St. Timothy Catholic Early Childhood Learning Centr

Facility Address: 17512 Lakeshore Road

City: Lutz Zip Code: 33558

Email Address: daisy.cintron@sainttims.org

Facility Phone: (813) 960-4857 Other Phone: _____

Which ELCHC programs do you participate in? VPK School Readiness Quality Counts

SECTION 2 – COMMUNITY SERVICE & SERVICE ON OTHER BOARDS

Please provide information about community service, most current and/or past participation on other boards and the dates of your service. List any offices held on those Boards.

Organization Name	Position/Seat	Dates of Service	
		Start	End
Diocese of St. Pete - Office of Catholic Schools/Ctrs.	Meeting Coordinator	2017-present	
Advisory Council-Diocese of St. Pete OCSC	member	2005/2006	

SECTION 3 – PROFESSIONAL SKILLS

Please provide information about any professional skills that may be of *'added value'* to the Coalition Board of Directors. *(Limit 300 words)*

My professional skills include: leadership, organizational, customer service, communication, positive outlook, creativity, cooperative, effective coordination of school activities and staff, budgeting, strategic planning.

SECTION 4 - PERSONAL STATEMENT

In this personal statement, please introduce yourself to the ELCHC Board of Directors and your voting constituency. Explain your desire to serve on the Coalition and include any information that has not been provided elsewhere in this packet. *(Limit 700 words)*

I have been an Early Childhood Director for 34 years. I have worked mostly in private, non-profit centers. I have been at St. Timothy Catholic Early Childhood Learning Center for over 18 years and truly feel that being a director is my passion. I have a Masters in Education and an Advanced Level Directors Credential. I have taken additional courses in early childhood education and leadership. We are a Program Wide Positive Behavior Support center as well as a Quality Counts center. We provide VPK and preschool for twos and threes. We are accredited through the National Accreditation Commission since 2005 and before that through NAEYC. I believe my experience here at St. Timothy's as well as other centers I have worked for, has given me valuable knowledge and insight into providing a safe, nurturing learning experience for young children. I would love to be of assistance in any capacity to help the early childhood community/field.

ACKNOWLEDGMENT/SUBMISSION

By submission of this form, I verify that the information contained in this packet is true and accurate and will be reviewed as part of my candidacy for a seat on the ELCHC Board of Directors. I acknowledge my understanding that this information will become public record and used solely for the purposes of the election process as noted within this packet.



them to a list.

(For rating and ranking questions, click on Show Details first. Not available for open-ended text and questions that collect personal information.)

1

*** Select ONE Faith-Based Provider Nominee.**

Answer	0%	100%	Number of Responses	Response Ratio
Daisy Cintron			62	50.4%
Tanya Henry			60	48.7%
No Responses			1	<1%
Totals			123	100%

ELCHC BOARD OF DIRECTORS MEETING- JUNE 11, 2018

ACTION

ITEM VII.C.

ISSUE:	Operating budget for fiscal year ending 6/30/19
FISCAL IMPACT:	\$4,539,642
FUNDING SOURCE:	SR, VPK, BOCC
RECOMMENDED ACTION:	Approve the Early Learning Coalition of Hillsborough County FY 2019 operating budget.

NARRATIVE:

Please see attached documents for the proposed ELCHC operating budget for fiscal year ending 6/30/2019.



Agency Wide Proposed Budget Summary

Fiscal Year Ending 6/30/2019

	Revised Budget FY 2018	Proposed Budget FY 2019	% Chg
Revenue			
School Readiness	45,972,143	46,237,899	1%
Voluntary Pre-Kindergarten	29,781,601	27,777,868	-7%
CBHC Quality Counts for Kids	139,354	0	-100%
CBHC School Readiness Match	2,059,155	2,059,155	0%
Community Projects	708,000	820,000	16%
Total Revenue	78,660,253	76,894,922	-2%
Program Expenses			
<i>School Readiness</i>			
SDHC Direct Services	36,919,760	37,037,697	0.3%
CBHC School Readiness Match	2,059,155	2,059,155	0%
BOCC School Readiness Match	102,100	421,000	312%
Programmatic Reserve Funds	567,453	425,033	-25%
<u>Total Direct Services</u>	<u>39,081,015</u>	<u>39,942,885</u>	<u>2%</u>
SDHC Operating	4,397,926	4,397,751	0%
BOCC Child Care Licensing	1,058,904	1,058,904	0%
Early Childhood Council	49,500	49,500	0%
<i>Total School Readiness</i>	<i>44,587,345</i>	<i>45,449,040</i>	2%
<i>Voluntary Pre-Kindergarten</i>			
Direct Services	28,636,103	26,674,800	-7%
Early Childhood Council	22,000	22,000	0%
<i>Total Voluntary Pre-Kindergarten</i>	<i>28,658,103</i>	<i>26,696,800</i>	-7%
<i>Quality Counts</i>			
Champions for Children	181,568	-	-100%
<i>Total Quality Counts</i>	<i>181,568</i>	-	-100%
<i>Other Program</i>			
City of Tampa-CDBG (CCEP)	100,000	0	-100%
Provider Quality Support	200,000	200,000	0%
Programmatic Reserve Funds	45,954	9,440	-79%
<i>Total Other Program</i>	<i>345,954</i>	<i>209,440</i>	-39%
Total Program Expenses	73,772,970	72,355,280	-2%
ELCHC Operating Expenses			
Personnel	3,642,327	3,697,568	2%
Occupancy	389,757	395,852	2%
Professional Fees	59,642	31,900	-47%
Travel & Training	57,606	57,606	0%
Insurance	22,025	35,025	59%
Technology	229,613	124,200	-46%
Educational Supplies	53,565	14,741	-72%
Office Supplies	35,294	29,500	-16%
Outreach	89,000	76,240	-14%
Printing/Binding	37,980	21,400	-44%
Other Operating	75,536	55,610	-26%
Total ELCHC Operating Expenses	4,692,345	4,539,642	-3.3%
Grand Total Expenditures	78,465,315	76,894,922	-2.0%
Change in Net Assets	194,938	(0)	



Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19

ELCHC Operating Expenses	SR	VPK	COMPROJ	TOTAL
Personnel	2,685,831	881,737	130,000	3,697,568
Occupancy	284,063	111,789	0	395,852
Professional Fees	22,892	9,008	0	31,900
Travel & Training	47,912	9,694	0	57,606
Provider Quality Support	0	0	0	-
Insurance	17,400	17,625	0	35,025
Technology	97,141	27,059	0	124,200
Educational Supplies	14,741	0	0	14,741
Office Supplies	21,536	7,964	0	29,500
Outreach	35,732	2,908	37,600	76,240
Printing/Binding	15,357	6,043	0	21,400
Other Operating	26,406	7,244	21,960	55,610
Total ELCHC Operating Expenses	3,269,011	1,081,071	189,560	4,539,642



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
<u>ELCHC Program Expenses</u>				
<u>School Readiness</u>				
SDHC Direct Services	36,919,760	37,037,697	117,937	Based on direct services budget submitted by SDHC. As additional funds for direct services becomes available, this allocation will increase.
CBHC School Readiness Match	2,059,155	2,059,155	0%	Allocation for School Readiness match from CBHC grant funds. \$816,008-Child Care Executive Partnership (CCEP) funds \$1,179,147-BG8 Match \$64,000-Metropolitan Ministries
BOCC School Readiness Match	102,100	421,000	318,900	Allocation for School Readiness match from BOCC grant funds. \$100,000-Child Care Executive Partnership (CCEP) funds \$321,000-BG8 Match
Programmatic Reserve Funds	567,453	425,033	(142,420)	Projected reserve funds to be allocated to direct services or special projects such as support of HB 1091
Total Direct Services	39,081,015	39,942,885	861,870	
SDHC Operating	4,397,926	4,397,751	(175)	Based on operating budget as submitted by SDHC
BOCC Child Care Licensing	1,058,904	1,058,904	0	Allocation for Board of County Commissioners Child Care Licensing to provide child care licensing and inspection services.
Early Childhood Council	49,500	49,500	0	Represents contract allocation to provide School Readiness Inclusion services.
Total School Readiness	44,587,345	45,449,040	861,695	
<u>Voluntary Pre-Kindergarten</u>				
Direct Services	28,636,103	26,674,800	(1,961,303)	Allocation for VPK child care services. Due to the state's projected need for VPK services in 2019, the coalition's allocation was reduced by \$1.9 million
Early Childhood Council	22,000	22,000	0	Represents contract allocation to provide Voluntary Prekindergarten Inclusion services.
Total Voluntary Pre-Kindergarten	28,658,103	26,696,800	(1,961,303)	
<u>Quality Counts</u>				
Champions for Children	181,568	0	(181,568)	Contract expires 6/30/18
<u>Other Program</u>				
City of Tampa-CDBG (CCEP)	100,000	0	(100,000)	\$100,000 represents the remaining portion of the \$1,000,000 budgeted for CCEP.
Provider Quality Support	200,000	200,000	0	Stipends paid to teachers for attending trainings
Programmatic Reserve Funds	45,954	9,440	(36,514)	
Total Other Program	345,954	209,440	(136,514)	



Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
ELCHC Operating Expenses				
Personnel	3,642,327	3,697,568	55,241	The overall increase of \$55,241 is a combination of the following: Change in personnel due to reorg: \$56,556 Decrease in health insurance: (\$144,420) Staff pay increase per market study: \$143,105
Occupancy	389,757	395,852	6,095	The occupancy budget reflects the following: \$342,654-Office leases for Dale Mabry and School Readiness offices located in Floriland mall. \$6,600-Ricoh Copier lease. The current copier lease is expiring. This amount represents an estimate of the new lease amount. \$22,248-Internet and telephone service includes dual ISPs thru Frontier and Spectrum, and the use of hotspots by staff working with providers and families in the field. \$18,350-Includes janitorial service as well as carpet and furniture cleaning. \$6,000-Monthly security monitoring by Tyco.
Professional Fees	59,642	31,900	(27,742)	Includes legal, audit, and payroll admin fees. \$18,900-Audit fees paid to Moore, Stephens, Lovelace for the annual independent audit. \$10,000-Payroll administration fees paid to payroll processing company. A reduction of \$20,000. \$3,000-Legal fees
Travel & Training	57,606	57,606	0	Reflects local travel for staff, tuition reimbursement, and staff attendance at various conferences as part of professional development. \$6,000-Tuition reimbursement for staff \$18,000-Local travel for staff to perform provider monitoring, assessments, technical assistance, and outreach. \$21,314-NAEYC, BUILD, and CLASS Train the Trainer Teachstone conferences and Professional Learning Institute. \$4,400-Local conferences such as One Goal, FLAEYC, FFCCHA \$7,892-Tableau Reporting Software and Visual Analytics training.
Insurance	22,025	35,025	13,000	Includes liability, D&O, and employee crime & dishonesty. ELC is on a two-year insurance plan. Premiums are not expected to increase until October 2019.
Technology	229,613	124,200	(105,413)	Represents information technology costs for both hardware and software. \$9,000-Managed IT services contract, to be terminated as of 9/30/18 \$27,000-Hosting, maintenance and upgrades to the ELC provider portal and child care app.



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
				\$21,200-Annual license renewal and hosting of ELC's accounting, purchasing, and budgeting software.
				\$6,000-Licenses for Tableau and Impromptu reporting software for use with the state's online portal and EFS.
				\$26,200-Subscriptions to Sharefile, GoTo Meeting, and other cloud based services.
				\$7,300-Replacement of employee computer equipment.
				\$7,500-Website maintenance.
				\$20,000-New Learning Management System.
Educational Supplies	53,565	14,741	(38,824)	Materials associated with provider training, technical assistance, as well as other resources such as MMCI, CLASS Score Sheets, and Dimension Guides.
Office Supplies	35,294	29,500	(5,794)	Misc office supplies based on estimated actual for 2018.
Outreach	89,000	76,240	(12,760)	Represents targeted funding for outreach. \$32,640-Events for parents and children such as Glazer Museum's Toddler Takeover, Back to School Fair, Parent Night, Kid's Day and Day of Play. \$21,600-Variou s events such as provider meetings, appreciation day and a provider conference. \$4,000-Full Page Ads in Tampa Bay Parenting magazine \$8,000-CCR&R Activities \$10,000--Additional Outreach activities
Printing/Binding	37,980	21,400	(16,580)	Includes production of publications such as the training bulletin, and the Focus Magazine. \$13,600-Misc printing for VPK, SR, and CCR&R \$7,800-Allocated for internal copier/printer usage which is based on 2018 estimated actual.
Other Operating	75,536	55,610	(19,926)	Misc items including: \$6,560-Storage rental, postage, bank service charges, misc repairs, and credit card processing fees. \$31,050-Dues, subscriptions, membership fees, and annual filing fees. \$18,000-Represents the cost of background screenings for clients, mostly child care providers. This is a revenue generating activity. The coalition charges the provider a fee for processing the background screenings, and the FDLE subsequently charges the coalition for the service.
Total ELCHC Operating Expenses	4,692,345	4,539,642	(152,703)	



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

ELCHC Board of Director's Annual Forms

Documents Checklist

- Conflict of Interest (p. 2)
- Annual Related Party Declaration and Disclosure (p. 10)
- Code of Ethics (p. 14)

Please review and sign all enclosed documents and return to Kelley Minney, Executive Administrator by close of business on September 1, 2018. Documents may be submitted in person, via mail, email or fax.

ELCHC

Kelley Minney, Executive Administrator

6800 N. Dale Mabry Hwy., Suite 158

Tampa, FL 33614

FAX: (813)435-2299

EMAIL: kminney@elchc.org



Policies and Procedures

CONFLICT OF INTEREST POLICY

Date:	January 13, 2014	Policy Number:	02-06
Subject:	Conflict of Interest	Status:	Approved 01/13/2014

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

SECTION 1. PURPOSE:

The Early Learning Coalition of Hillsborough County is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Early Learning Coalition of Hillsborough County as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Early Learning Coalition of Hillsborough County and its Board, officers, management employees, and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Board, officers, and management employees have the responsibility of administering the affairs of the Early Learning Coalition of Hillsborough County honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Early Learning Coalition of Hillsborough County. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Early Learning Coalition of Hillsborough County or knowledge gained therefrom for their personal benefit. The interests of the Early Learning Coalition of Hillsborough County must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of the Early Learning Coalition of Hillsborough County. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the Early

Learning Coalition of Hillsborough County.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the Early Learning Coalition of Hillsborough County.
2. Persons and firms from whom the Early Learning Coalition of Hillsborough County leases property and equipment.
3. Persons and firms with whom the Early Learning Coalition of Hillsborough County is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Early Learning Coalition of Hillsborough County.
6. Agencies, organizations, and associations that affect the operations of the Early Learning Coalition of Hillsborough County.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Early Learning Coalition of Hillsborough County
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Early Learning Coalition of Hillsborough County Receiving remuneration for services with respect to individual transactions involving.
3. Using Early Learning Coalition of Hillsborough County's personnel, equipment, supplies, or good will for other than the Early Learning Coalition of Hillsborough County approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with the Early Learning Coalition of Hillsborough County. Receipt of any gift is disapproved except gifts

of a value less than \$25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Early Learning Coalition of Hillsborough County.

However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is completed. It shall be the continuing responsibility of the Board, officers, and management employees to analyze their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest does not participate in the discussion or vote upon the measure which would inure to his or her special gain or loss. The term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction;
3. A competitive bid or comparable valuation exists; and
4. The Board has determined that the transaction is in the best interest of the organization.

Disclosure of conflicting interest should be made to the chief executive officer (or if she or he is the one with the conflict, then to the Board Chair), who shall bring the matter to the attention of the Board. Disclosure involving directors should be made to the Board Chair, (or if she or he is the one with the conflict, then to the Board Vice-Chair) who shall bring these matters to the Board.

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: *In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:*

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY: _____ board of directors _____ executive committee _____ officer _____ committee member _____ staff (position): _____

3. Have you or any of your affiliated persons provided services or property to the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Early Learning Coalition of Hillsborough County was or is a party?

_____ YES _____ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to the Early Learning Coalition of Hillsborough County at any time in the past year (other than travel advances or the like)?

_____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Early Learning Coalition of Hillsborough County or as a result of your relationship with the Early Learning Coalition of Hillsborough County, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Early Learning Coalition of Hillsborough County?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Early Learning Coalition of Hillsborough County?

____ YES ____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Early Learning Coalition of Hillsborough County's [board or a duly constituted committee thereof] in accordance with the terms and intent of the Early Learning Coalition of Hillsborough County conflict of interest policy?

____ YES ____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HERBY CONFIRM that I have read and understand the Early Learning Coalition of Hillsborough County's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Chief Executive Officer or Board Chair immediately.

Signature

Date

**EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY
GIFT POLICY AND DISCLOSURE FORM**

As part of its conflict of interest policy, the Early Learning Coalition of Hillsborough County requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Early Learning Coalition of Hillsborough County or are a competitor of the Organization. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. "Responsible Person" is any person serving as an officer, employee or a member of the board of directors of the Early Learning Coalition of Hillsborough County.

Section 2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Early Learning Coalition of Hillsborough County is not a "contract" or "transaction."

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$25 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

- a) Does or seeks to do business with the Early Learning Coalition of Hillsborough County or,
- b) Does or seeks to compete with the Early Learning Coalition of Hillsborough County or,
- c) Has received, is receiving, or is seeking to receive a Contract or Transaction with the Early Learning Coalition of Hillsborough County.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Date



Annual Conflict of Interest Statement FY2018-2019

I, _____ have read and understand the provisions of the Early Learning Coalition of Hillsborough County *Conflict of Interest Policy*. I hereby affirm that the following affiliations may represent a potential conflict of interest and *Form 8b Memorandum of Voting Conflicts* must be submitted.

Business and professional affiliations in which I or an immediate family member hold as an owner, office, board member, partner, employee or other beneficiary position at some point:

Business/Organization

Position Held/By Whom

_____	_____
_____	_____
_____	_____
_____	_____

Other not-for-profit organization with which a family member or I are associated and which might reasonably expect to apply for a grant or funding from the Early Learning Coalition of Hillsborough County:

Business/Organization

Position Held/By Whom

_____	_____
_____	_____
_____	_____
_____	_____

Other activities that may produce a potential conflict of interest:

Signature

Date



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Early Learning Coalition of Hillsborough County FY 18-19 Annual Related Party Declaration and Disclosure Form

Name: _____ Title: _____

Relationship: Board of Director Coalition Employee

Original or Update Form: Annual Declaration Updated Declaration

Ownership: Ownership interest in any corporation, partnership, trust, joint venture, and every other business interest, including land used for income which you or a relative(s) own or have owned within the preceding 12 months. Ownership of intellectual property, e.g. patents, royalties, and copy rights is also included.

Are there any ownership interests you have or a member of your family has which meet this criteria and could an independent observer conclude that they appear to influence or potentially conflict with any of your work/board responsibilities with Coalition?

No Yes

If you marked "Yes" above please complete the following:

**Business Name and
Address:** _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest? You Spouse Other

Your % of Ownership/Interest? _____

Compensation: Receipt of salary, anything of value, or economic benefit conferred within the past 12 months in return for services rendered or to be rendered from any one entity.

Have you or your family received or do you expect to receive compensation as defined above and could an independent observer conclude that said compensation influences or potentially conflicts with any of your work/board responsibilities?

No Yes

If you marked "Yes" above, please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?:

You Spouse Other

Your % of Ownership/Interest? _____

Office: A position of director, officer, associate, partner or proprietor in any outside entity.

Do you or does a member of your family hold an office as defined above which an independent observer could conclude significantly affects or is affected by your work/board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?

You Spouse Other

Fees and Commissions: Receipt of fees or commissions from one or more outside entity.

Do you or a member of your family receive fees/commissions as defined above which meet the criteria which an independent observer could conclude might present potential conflicts of interest with any of your work or board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest

Held: _____

Who Holds the Interest?

You Spouse Other

Identification of Possible Conflict

Identify the relevant activities that may be affected by one or more the potential conflicts you marked "Yes".

DECLARATION

I, **x** _____ (*print name*), declare that this declaration for related party has been examined by me and to the best of my knowledge and belief is a true and complete statement. Any changes to this statement must be reported with 15 days.

x _____

Signature

Date

Verification:

I have reviewed the (potential) conflicts of interest with the above named individual, and a plan has been implemented to manage the (potential) conflict. As implemented this plan should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's duties as employee or board member.

- No conflict Exist
- A potential conflict exists and a plan has been developed to manage it, which is attached

Chief Executive Officer

Date

Statement of Commitment

“In establishing policy for and on behalf of the Early Learning Coalition of Hillsborough County’s members, I am a custodian in trust of the assets of their organization. The members recognize the need for competent and committed elected board members to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”

“Therefore, as a board member of the Early Learning Coalition of Hillsborough County, I acknowledge and commit that I will observe a high standard of ethics and conduct as I deliver my best efforts, skills and resources in the interest of the Early Learning Coalition of Hillsborough County and its members. I will perform my duties as board member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of the Early Learning Coalition of Hillsborough County are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the board any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. If the board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion I understand that the board’s decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
7. No Board member may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Board.
8. All board members shall read, sign and submit the Code of Ethics statement, which shall be kept on file by the Executive Director.

Information

9. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to membership
10. I will be alert to information which the organization can use to develop improved policies and strategies
11. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it
12. I will maintain confidentiality of all information that the board deems ought to be kept confidential.

Resources

13. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.

Gifts and Hospitality

14. Should business associates or others offer me hospitality, gifts, favors, or benefits on a personal basis because of the business the organization does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against the organization's policy to accept gifts from business contacts. The most I will accept will be normal promotional handouts of a nominal value.

Representing the Organization

15. As part of my duties as a board member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

Interpretation

16. The chairperson of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

17. The chairperson is ultimately responsible for immediate interpretation, application and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the chairperson with a copy provided to the complainant.

The Chairperson shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the Chairperson shall appoint an ad-hoc committee composed of three board members to investigate the complaint. The ad-hoc committee is required to investigate as required and submit a written report to the chairperson within 30 days. The chairperson will render his/her decision within ten days of receiving the ad-hoc committee's report.

The Chairperson's decision may be appealed in writing to the full Board for consideration the board's next regular meeting at the organization's next regular scheduled meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

Delegation and Penalties

18. Should the chairperson be the subject of a written complaint, the vice chair shall perform the duties normally assigned to the chair in this matter.

19. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:

- Excluding the board member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
- Censure of the member, in private, in public, or both, and/or
- Removal of the member from office by a resolution passed by a vote of two-thirds of the members voting at an annual or special general meeting of the not-for-profit organization's Board of Directors, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the Early Learning Coalition of Hillsborough County's Code of Ethics.

Date _____

Signature of Board Member