



**Amador Tuolumne Community Action Agency
INTERNAL AFFAIRS COMMITTEE MEETING
February 7, 2023|2 pm**

AGENDA

**ATCAA Jackson Service Center Community Room
10590 Hwy 88
Jackson, CA 95642
(209) 223-1485**

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA Internal Affairs Committee Members		
	<i>Joni Drake, Board Vice-Chair-Committee Chair</i>	A-LI
	Mary Pulskamp	A-LI
	Andy Merrill	T-PUB
	Lloyd Schneider	T-PRI
	Lynn Morgan	A-PRI

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Fiscal Officer
	Cynthia Rockwell, Secretary to the Board

Others Present:

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. CONSENT CALENDAR:

4.1. Approval of minutes from September 26, 2022 meeting Pg. 1 - 2

5. NEW BUSINESS:

5.1. Approval and Recommendation to the Full Board to approve changes to Personnel Policies

- 5.1.1. Grievance Policy – Update to existing policy Pg. 3 - 4
- 5.1.2. Travel Reimbursement – Update to existing policy Pg. 5 - 6
- 5.1.3. Assigned Weekly Hours – Update to existing policy Pg. 7
- 5.1.4. Holidays – Update to existing policy Pg. 8 - 9

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6. CLOSED SESSION:

7. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 Hwy 88, Jackson, CA and the ATCAA Sonora Service Center 427 N. Hwy. 49 Sonora, CA.

SPECIAL NEEDS: People who need auxiliary aids or services are requested to call the Sonora Service Center at 209-533-1397 or the Jackson Service Center at 209- 223-1485 at least 48 hours before the meeting so appropriate arrangements may be made.



**Amador Tuolumne Community Action Agency
INTERNAL AFFAIRS COMMITTEE MEETING**
September 26, 2022 | 11:00 AM

MINUTES

In order to protect public health and the safety of our citizens, this Internal Affairs Committee meeting will be physically closed to the public, however the public may participate and comment on any item via telephone or video conferencing through the following telephone number or Zoom platform at the following link:

Zoom

URL: <https://us02web.zoom.us/j/6413855538>

Meeting ID: 641 385 5538

Phone Number: +1 669 900 6833 US (San Jose)

1. CALL TO ORDER:

Meeting was called to order at 11:05 am by Committee Chair, Joni Drake.

2. ROLL CALL:

ATCAA Internal Affairs Committee Members		
<i>P</i>	<i>Joni Drake, Board Vice-Chair-Committee Chair</i>	A-LI
<i>P</i>	Mary Pulskamp	A-LI
<i>P</i>	Lloyd Schneider	T-PRI
<i>P</i>	Lynn Morgan	A-PRI

ATCAA Staff	
<i>P</i>	Joseph Bors, Executive Director
<i>P</i>	Rachel Leach, Secretary to the Board

Others Present: Cheri Cunningham, HR Manager; Cynthia Rockwell, CSBG Coordinator; Samantha Leach, ATCAA Volunteer

Member Schneider arrived at 11:11 am at Item 5.1

Member Morgan left at 12:10 pm at Item 5.1

3. Approval of Resolution 2022-22 “Adopting Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency) for 30 days.” Pg 2-3

Member Schneider moved and Pulskamp seconded the Approval of Resolution 2022-22. MPU via roll call.

4. CONSENT CALENDAR:

4.1. Approval of minutes from [August 1, 2022] meeting Pg. 4-5

Member Drake requested that the word “Chair” be corrected in the August 1, 2022 minutes.

Member Schneider moved and Drake seconded the Approval of the Consent Calendar with the corrected verbiage. MPU via roll call.

ATCAA Internal Affairs Committee Meeting 09/26/2022

5. NEW BUSINESS:

5.1. Approval and Recommendation to the full Board to approve changes to Personnel Policies-making Polices gender neutral Pg.

Rachel Leach, Board Secretary, and Samantha Leach, ACTAA Volunteer, reviewed proposed changes with the Internal Affairs Committee. The Committee agreed with the changes to the policy that included items such as gender neutralizing policy language, amending ATCAA Holidays (Policy 6.1) to include Juneteenth, correcting spelling, grammar, and syntax errors, and updates to the Protected Classes. The Committee did request that County Council review proposed changes to Protected Classes for accuracy.

Internal Affairs Committee agreed with all proposed changes but chose not to Approve changes but to bring this item to the Full Board for Approval after County Council review of Protected Classes.

6. ADJOURNMENT:

Meeting was adjourned at 1:39 pm by Committee Chair, Joni Drake.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 Hwy 88, Jackson, CA and the ATCAA Sonora Service Center 427 N. Hwy. 49 Sonora, CA.

SPECIAL NEEDS: People who need auxiliary aids or services are requested to call the Sonora Service Center at 209-533-1397 or the Jackson Service Center at 209-223-1485 at least 48 hours before the meeting so appropriate arrangements may be made.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

3.11 Grievance Policy - DRAFT

(ATCAB – xx/xx/xx, PPC – xx/xx/xx, Effective – xx/xx/xx)

A grievance is a disagreement by an employee regarding problems related to employment. It is the policy and practice of ATCAA that all employees be treated fairly and problems are corrected in a timely manner and on an individual basis.

This policy applies to currently active employees only. If the employee separates employment with ATCAA, this grievance process is no longer in effect.

Informal Resolution:

If an employee has a problem, he/she should see their immediate supervisor in a timely manner and attempt to resolve the grievance in an informal manner. In the event the employee is unable to informally resolve the disagreement, a formal grievance should be filed utilizing the following guidelines.

Informal resolution of a disagreement before it becomes a grievance is encouraged.

Formal Grievance:

A formal grievance is defined as an expressed disagreement by an employee pertaining to any interpretation, application, or violation of established written rules or regulations governing his/her employment. Any formal employee grievance shall be expressed in writing, stating the facts of the situation, the alleged mistreatment or deficiency, the applicable rule or regulation if known, and, if appropriate, the relief sought. If an employee needs assistance in documenting their grievance they should contact the Personnel Department.

1. In the event an informal resolution was not successful, the employee shall first present the grievance in writing to the employee's immediate supervisor (with a copy to their Program Director and the Personnel Department) within five (5) business days of the initial occurrence giving rise to or becoming aware of the grievance. The employee will ensure that the memo specifically delineates his/her grievance and outlines what the employee believes to be an acceptable resolution.
2. **If the grievance is against another named employee, that individual will receive a copy of the allegations against them and be spoken to as part of any investigation. They will also have the chance to respond to the allegations before any final decision is made.**
3. The immediate supervisor will render a written response with a copy to the employee and to the Personnel Department, as to the status of the grievance within ten (10) business days of the initial presentation of the grievance.
4. If the grievance has not been resolved at this level, the employee may then present his/her written grievance to the Program Director (with a copy to the Personnel Department) within ten (10) business days of the receipt of the supervisor's written decision. The Program Director will meet with the employee and include all supervisors within the chain of command between the employee and themselves. The Program Director will render a written response (with a copy to Personnel) within ten (10) business days.



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5. If the grievance has not been resolved at this level, the employee may then present his/her written grievance to the Executive Director (with a copy to the Personnel Department) within ten (10) business days of the receipt of the Program Director's response. The Executive Director will schedule a meeting with the employee and the Program Director (at a minimum) within ten (10) business days of receipt of the Program Director's written response. After the meeting the Executive Director will render a written response to the employee within ten (10) business days either with a decision or any extension required to submit a decision, not to exceed an additional thirty (30) calendar days unless additional time is necessary to conduct an investigation and is so stated in the written extension notice.
6. If the grievance has not been resolved at this level, the employee, ~~may present his/her written grievance to the Executive Director,~~ within fifteen (15) calendar days of the receipt of the Executive Director's written decision (**#5 above**), ~~with a request that the grievance be heard by the Board of Directors.~~

In the case of a Head Start employee grievance, the grievance will first be referred to the Head Start Policy Council to be addressed at their next feasible meeting. The Policy Council will make a recommendation to the ATCAA Board.

Before proceeding, the Executive Director will seek advice from County Counsel who will advise ATCAA to ensure compliance with the Brown Act regarding Board considerations of the grievance.

If applicable, the Executive Director will schedule the grievance for the next feasible Board meeting and notify the employee in writing of the date, time and location of the Board meeting. ~~The agency will comply with the Brown Act regarding Board consideration of the grievance. (moved above)~~

7. **If applicable,** the ATCAA Board will make a final determination and announce their decision in open session. The ATCAA Board decision is the final agency action or grievance result.

Human Resources will communicate the formal decision to all affected employees.

Records of the grievance process will be maintained by Human Resources and will be kept confidential, secure, and separate from the employees' personnel records.

In the event an employee has a grievance regarding harassment or EEO/Discrimination policy violations, employees should contact Personnel Department and refer to the related EEO/Discrimination policy and follow the policy guidelines specifically if applicable. If the issue is not resolved, proceed directly to Step (3) of this Grievance Policy.



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5.3 Travel - **DRAFT**

(Board – xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)

General Guidelines

All travel and per diem expenses will be paid at current rates established by the ATCAA Board of Directors consistent with procedures established by the Executive Director and with California State travel policies.

Employees will carry at least the minimum auto liability insurance required by California state law and will have a valid California Driver's License before being authorized use of their own vehicle for Agency business or being reimbursed travel expenses.

Use of Private Vehicles

Mileage expense for an employee who uses his or her own car will be reimbursed at the current rate per mile for each mile driven on authorized agency related business. For purposes of computing allowable mileage reimbursement, the employee's assigned work site will be considered to be the point of departure and return.

Local and In-Area Travel

Local or in-area mileage reimbursement will be for travel within the agency's operational jurisdiction which is Amador and Tuolumne Counties. For purposes of travel on routine business, Calaveras County will be considered as in the agency's operational area.

Employees will submit their in-area requests for travel reimbursement, within 45 days of the travel, to their immediate supervisor for verification and approval of the reimbursement.

Per Diem and Out-of-Area / Out-of-State Travel

Employees will be reimbursed for per diem and out-of-area travel only when traveling out of the agency's operational jurisdiction on prior authorized agency related business. All out-of-state travel must be preauthorized at least fifteen (15) days in advance by the Executive Director or Fiscal Officer. All other out-of-area employee travel will have the supervisor and Program Director's authorization prior to the travel occurring.

When the employee is traveling out-of-area on authorized agency business for part of a day (less than 24 hours), he or she will be reimbursed for meals on the following basis:

- When en route or at the destination at 7:00 a.m., the employee will be reimbursed for breakfast.
- When en route or at the destination at 12:00 noon, the employee will be reimbursed for lunch.
- When en route or at the destination at 6:00 p.m., the employee will be reimbursed for dinner.

~~Reimbursement will be at the current rates for per diem and for travel.~~ Reimbursement will be for actual expenses, not to exceed the current rates of per diem in the location where the expense is incurred, and for travel. Per diem meal expenses are for each meal individually (breakfast, lunch or dinner) and may not be combined to increase the



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per diem rate for an individual meal. Expenses beyond the current rates of per diem will be paid by the traveler. Please use the Extended Travel Authorization / Reimbursement Form, which is available from Accounts Payable.

If you are traveling to a conference and any meals are provided during the conference, you may not claim that meal as a per diem cost.

When submitting a request for reimbursement, you must provide receipts for any authorized expenses to substantiate your claimed travel expenses, or a reason acceptable to ATCAA explaining why you are unable to provide the necessary receipt. Otherwise, your reimbursement request may be denied.

Employees may request advance funding for out-of-area travel. All out-of-area travel advance requests must be submitted to the Payroll Department a minimum of fifteen (15) days prior to the expected travel date in order to assure advance funding.

All requests for reimbursement of travel expenses must be submitted within thirty (30) calendar days from the date the travel occurred.



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4.3 Assigned Daily and Weekly Work Hours - **DRAFT**

(Board xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)

An employee's normally assigned weekly work hours will be defined by his or her Program Director and authorized by the Executive Director in writing on the employee's Personnel Action Form.

~~The normal working hours of ATCAA's Service Centers are from 8:30 a.m. to 5:00 p.m., Monday through Friday. An employee's normally assigned daily work hours will usually occur during this period.~~ A Program Director may assign different daily work hours to an employee in order to meet specific program requirements, consistent with program funding and objectives.

Employees may work only his or her normally assigned daily and weekly work hours, unless the employee has requested and obtained prior written authorization from his or her Program Director, or designee, or unless the Program Director has requested and the employee has agreed in writing to work hours other than the normally assigned daily and weekly work hours.

Any increase or decrease in an employee's normally assigned weekly hours that is expected to continue for longer than thirty (30) days must be authorized in ~~by the Executive Director~~ writing **and documented** on a Personnel Action Form. **Slight variations in an employee's hours require the employee signature only however, any increase or decrease in hours that will result in the employee losing or becoming eligible for medical benefits must also be approved by the Executive Director.**



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6 Attendance - **DRAFT**

6.1 Holidays

(Board – xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)

ATCAA observes the following twelve (12) holidays within each calendar year:

- New Year's Day (only when January 1st falls on a weekday)
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day (Employees who are practicing members of a non-Christian religion may substitute, with prior approval of their Supervisor, one of their religious holy days for Christmas.)
- One discretionary floating holiday designated at the discretion of the Executive Director. When New Year's Day falls on a weekend, a second floating holiday will be designated at the discretion of the Executive Director.

An annual calendar identifying the designated date for each of the twelve (12) holidays will be distributed to all employees.

Employees may not work a holiday in lieu of another day off unless there is advanced approval from the employee's supervisor. If approved, the "in lieu of" day off must be taken within 30 calendar days of the original holiday worked.

Introductory-status employees and Regular-status employees are eligible to receive holiday pay. Limited Term-status employees hired temporarily to fill a position on a regular full-time or part-time basis or as substitutes for immediate call-in with as-needed work hours are not eligible for holiday pay.

Holiday pay is pro-rated to one fifth (1/5) of the employee's normally assigned weekly hours as shown on an employee's approved Personnel Action Form(s) and includes all primary placement and relief placement positions.

Employees on a scheduled program closure (exceeding three weeks), leave of absence, or layoff when a holiday occurs are not eligible for holiday pay.



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If the designated holidays conflict with program schedules or needs, a Program Director may request the Executive Director's approval of an alternative holiday schedule. The request must be in writing and must include the recommended alternative calendar. An alternative holiday schedule must be approved in writing by the Executive Director and adopted and distributed prior to the start of the original holiday calendar. An alternative holiday schedule must adhere to the following guidelines:

- An alternative holiday schedule may be requested by program only, not for individual employees.
- An alternative calendar may be requested for a fiscal year, a school year, or a calendar year. However, alternative holidays must be scheduled within the calendar year.

Alternative holidays must be scheduled within a 30 calendar day period following the originally scheduled holiday. (For example, an alternative holiday for Independence Day cannot be scheduled in September.)