

	G. Okeechobee Advisory Council – No November meeting H. Indian River Advisory Council - No November meeting		Tom Peer Susan Green
2:45 – 2:50	VI. Old Business A. Summary of Executive Director Evaluation		Filiberto Valero
2:50 – 2:55	VII. New Business		Filiberto Valero
2:55 – 3:05	VIII. Chairman's Comments A. Update on ELAC Meeting		Filiberto Valero
3:05 – 3:20	IX. Executive Director's Comments		Jacki Jackson
3:20 – 3:30	X. Informational Items A. Number of Children Served by County / Wait List	68	Jacki Jackson
3:30	XI. Adjournment		Filiberto Valero

Public comments may be offered at every Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Coalitions Chief Executive Officer in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS

2401 S.E. MONTEREY ROAD • STUART, FL 34996

1
SEP 30 2010

DOUG SMITH
Commissioner, District 1

SUSAN L. VALLIERE
Commissioner, District 2

PATRICK HAYES
Commissioner, District 3

SARAH HEARD
Commissioner, District 4

EDWARD CIAMPI
Commissioner, District 5

TARYN KRYZDA
Acting County Administrator

STEPHEN FRY
County Attorney

September 28, 2010

Telephone: 772.221.1352
Fax: 772.288.5432
Email: dgordon@martin.fl.us

Ms. Jacki Jackson, Executive Director
Early Learning Coalition of Indian River,
Martin & Okeechobee Counties, Inc.
Suite 400
10 SE Central Parkway
Stuart, FL 34994

Dear Ms. Jackson:

The Board of County Commissioners, at their September 28, 2010 meeting, approved the appointment of Judi Snyder, Acting Library Director, to serve as Martin County's representative on the **Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc.** Ms. Snyder's term on the Coalition will begin immediately and expire on June 30, 2011.

Please send any information regarding the meetings to Ms. Snyder. Here is her contact information:

Judi Snyder, Acting Library Director
2351 SE Monterey Road
Stuart, FL 34996
772.219.4964
jsnyder@martin.fl.us

Sincerely,

Doug Smith, Chairman
Board of County Commissioners

DS/dg

c Judi Snyder, Acting Library Director

TELEPHONE
772-288-5400

WEB ADDRESS
<http://www.martin.fl.us>

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**COALITION BOARD MEETING
ELCIRMO Office
10 SE Central Parkway, Stuart, FL**

SEPTEMBER 29, 2010

Present:	Jacque Crighton Mark Chittum Leonard Edwards (via teleconference) Susan Green (via teleconference) Vern Melvin	Charlene Oakowsky Tom Peer (via teleconference) Dr. Patti Pelletier Wendy San Martin (via teleconference) Miranda Swanson (via teleconference)
Excused:	Filiberto Valero Sandy Akre Dr. Patricia Cooper	Sam Smith Gwenda Thompson
Absent:	Libbie DeLosh	
Staff:	Jacki Jackson Renee Fournier Pat Houston	Migdalia Rosado Leslie Powery
Others:	Juelie Perry (via teleconference) Judi Snyder	Sandy Perry (via teleconference)

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Vice-Chair Jacque Crighton at 1:35 p.m. Roll call was taken and a quorum was present. A revised agenda was distributed.

***Motion** was made by Vern Melvin to adopt the revised agenda, seconded by Charlene Oakowsky. Motion passed.*

A. Membership Resignation – the following resignations have been received:

- Gloria Friedman, Martin County Board of Commissioners
- Tabitha Trent, Private Sector, Okeechobee

Amendment to the Agenda: It was requested that “Review of the Organizational Chart” be added to the agenda after Item III-Consent Agenda Items.

***Motion** was made by Charlene Oakowsky to accept the resignations and amend the agenda as requested. Motion was seconded by Mark Chittum and passed unanimously.*

II. MEMBER / PUBLIC COMMENTS / CONCERNS - None

III. CONSENT AGENDA ITEMS

- A. June 24, 2010 Minutes
- B. Annual Report 2009-2010
- C. COOP Plan 2010-2011
- D. Sliding Fee Scale 2010-2011
- E. Plan Elements Amendments
 - 1. Part 2 Community Plan, Section 1 and Section 2
 - 2. Part 3 Coalition Governance, Section 1, Elements 0.1.1 and 0.2.1
 - 3. Part 4 Program Elements, Section 1, Element 1.06.1
- F. New Plan Elements
 - 1. Part 4 Program Elements, Section 1, Element 1.03.5
 - 2. Part 4 Program Elements, Section 1, Element 1.03.6
 - 3. Part 4 Program Elements, Section 1, Element 1.9.3
- G. Part 4 Program Elements, Section 1, Element 1.9.4

Motion was made by Vern Melvin, seconded by Susan Green to approve the consent agenda items. Motion carried.

IV. REVIEW OF THE ORGANIZATIONAL CHART

A handout of the new organizational chart was distributed. Jacki Jackson explained the changes within the organization. The Director of Training has resigned and moved from the area and the Quality Specialist position is no longer being funded by the grant. In anticipation of possible future budget reductions, it is anticipated that these positions will not be filled. The Director of Programs has assumed responsibility for the staff previously under the Director of Training and duties have been reorganized.

Motion was made by Mark Chittum, seconded by Miranda Swanson, to accept the organizational chart as presented.

V. FINANCIAL REPORTS

A. August, 2010 Financial Report

Leslie Powery reviewed the financial reports as of August 31, 2010. The August balance sheet reflects a decrease of \$191k from July financials. Provider Advances-VPK (A/C 1500) reflects a \$39k increase, as a result of more provider advances being paid out for October. Account 2200-Due to Office of Early Learning decreased by 9% due to repayments of the second SR Advance of \$61k and the initial VPK Advance of \$41k. Deferred Revenue (A/C 2250) increased by \$60k, which directly correlates to A/C 1500.

The Statement of Activity for the month of August reveals total income of \$1.1 million vs. budgeted \$1.3 million, and YTD actual of \$2.3 million vs. YTD of \$2.7 million. Provider payments were made totaling \$964k, under budget by \$221k. G&A Expenses for August were \$173k, similar to July. YTD G&A expenses total \$334k, under budget by \$10k.

Leslie distributed copies of the Award Notices for School Readiness and VPK. The notices reflect the changes as directed by the State to shift regular School Readiness dollars to ARRA School Readiness in the amount of \$142,341. In September, an additional adjustment was made to the SR base award in the amount of \$39,424.

Susan Green exited the teleconference at 2:03 p.m.

Jacki Jackson explained that due to these changes, ARRA children are unable to be served through December as planned, and services will be discontinued as of the end of October. The change in funding affects 441 children in Indian River, who will now be placed on the wait list, increasing the wait list in Indian River to over 800 children. In response to questions raised, Jacki explained that any shifts in billing groups have been made where possible and services to ARRA children will cease, regardless of their redetermination date. Patti Pelletier commented that centers will be affected, causing more centers to close.

Jacki commented that she has met with Indian River County Commissioners explaining how to utilize funds through CCEP. They are open to the idea for next year.

The VPK Award has been reduced by \$29k.

Leslie distributed the Slot Forecasting for the period September through November, 2010. The report reflects the changes as directed by the State. Along with the budget shift requested by the State, we have also been instructed to move expenses into ARRA. For July and August, approximately \$90k has been moved into Gold Seal. Gold Seal is still at 20% for all counties. Patti Pelletier commented that it would behoove providers to keep Gold Seal at a lesser amount than to lose children altogether and recommended the Finance Committee research this.

Leslie distributed the Unrestricted Funds Detail for the period July 2009 through August 2010, which has a balance of \$7k.

VI. COMMITTEE/COUNCIL REPORTS

A. Finance Committee – No meeting held today.

B. Executive Committee – No meeting held today.

C. Bylaws Committee – In the absence of Chair Gwenda Thompson, Miranda Swanson gave a report on the Bylaws Teleconference held September 23, 2010. The changes made to the bylaws reflect that all Board members are now voting members. Attachment A-Merger Membership Structure was revised in accordance with changes by the State. The following changes were requested: 1) Page 8- Article VI-Executive Committee, Section 1, "The membership of the Executive Committee shall be comprised of an odd number of voting members." 2) Attachment A-Merger Membership Structure, where "Common Individual" is indicated, it should be indicated across all three columns. This is the first reading of the amendments. The second reading will be on the next meeting agenda.

Leonard Edwards exited the teleconference at 2:30 p.m.

D. Personnel Committee – No meeting

E. Program Quality Committee – No meeting held today. Pat Houston reported on the Program Quality Committee teleconference which was held September 9, 2010. The teleconference was held to approve Plan Elements. The items were included in the agenda packet for Board approval under "Consent Agenda Items".

F. Martin Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

G. Okeechobee Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

H. Indian River Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

VII. OLD BUSINESS

A. Summary of Executive Director Evaluation – Due to the absence of Chairman Valero, this item was deferred.

VIII. NEW BUSINESS - None

IX. CHAIRMAN'S COMMENTS

A. Update on ELAC Meeting – Due to the absence of Chairman Valero, this item was deferred.

X. EXECUTIVE DIRECTOR'S COMMENTS

- Jacki attended the September AELC meeting in Orlando. She is a member of the Legislative Committee for the Association.
- Jacki is meeting with CSCMC regarding a change in they way they want to allocate dollars, which could lead to additional funds.

XI. INFORMATIONAL ITEMS

Items were distributed in the agenda packet as informational.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Jacqueline Crighton
Vice-Chair

JC/lt

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**COALITION BOARD ANNUAL MEETING
ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL**

SEPTEMBER 29, 2010

Present:	Jacque Crighton Mark Chittum Susan Green (via teleconference) Vern Melvin Charlene Oakowsky	Tom Peer (via teleconference) Dr. Patti Pelletier Wendy San Martin (via teleconference) Miranda Swanson (via teleconference)
Excused:	Filiberto Valero Sandy Akre Dr. Patricia Cooper	Leonard Edwards Sam Smith Gwenda Thompson
Absent:	Libbie DeLosh	
Staff:	Jacki Jackson Renee Fournier Pat Houston	Migdalia Rosado Leslie Powery
Others:	Juelie Perry (via teleconference) Judi Snyder	Sandy Perry (via teleconference)

I. CALL TO ORDER – ROLL CALL

The meeting was called to order by Vice-Chair Jacque Crighton approximately 2:35 p.m. A quorum was not present. The meeting proceeded for informational purposes only.

Charlene Oakowsky left the meeting at 2:36 p.m.

Susan Green entered the meeting via teleconference at 2:40 p.m.

II. EXECUTIVE DIRECTOR'S COMMENTS – A YEAR IN REVIEW

Jacki Jackson shared a PowerPoint presentation with highlights of the 2009-2010 fiscal year. Items reviewed included marketing initiatives, outreach events, new collaborations, grants and donations, fiscal management, programs and service delivery, School Readiness, resource and referral, Voluntary Pre-Kindergarten, staff training and conferences, improvements, coalition governance, meetings with legislators and local officials, local and legislative events, and the next steps.

Juelie Perry left the meeting at 2:45 p.m.

III. CHAIRMAN'S COMMENTS

Vice-Chair Crighton thanked Jacki for the presentation and commended the team for the accomplishments.

IV. ADJOURNMENT

There being no further comments, the meeting adjourned at 2:55 p.m.

Respectfully submitted,

Jacqueline Crighton
Vice-Chair
JC/lt



Early Learning Coalition of Indian River, Martin, & Okeechobee

To: Finance Committee
From: Renee Fournier
Subject: Financial Statements October 2010
Date: 11/22/10

Balance Sheet

Balance sheet items have been reviewed and reconciled through bank reconciliations, subsidiary ledgers, and where applicable the monthly billing reports to AWI as of October 31, 2010.

Assets

- Cash decreased in the current month due to repayment of the SR (\$61,000) & VPK (\$41,000) advances.
- Acct 1110 - repayment of Cobra insurance (-2094.89).

Liabilities

- Acct 2200 – Due to Office of Early Learning decreased by \$137,000.
- Acct 2250 – Deferred Revenue VPK due to Oct advances paid for Nov were less than the previous month.

Income Statement

Revenue

- Overall Revenues were over budget 3% MTD due to Provider payments being over budget 5%. YTD is on target with 34% spent.
-

Expenses

- MTD Provider payments were over budget 5%, YTD 34% spent.
- MTD expenses are 81% consumed currently under budget, YTD at 29%.

4:14 PM
11/22/10
Accrual Basis

ELC of IRMO Counties
Balance Sheet
As of October 31, 2010

	Oct 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1010 · Bank Atlantic 8176	71,721.98
1012 · Bank Atlantic Interest 8272	654,102.54
1014 · Bank Atlantic Payroll 8322	28,725.34
1021 · Bank of America 3426	18,310.71
Total Checking/Savings	772,860.57
Accounts Receivable	
1100 · Accounts Receivable	1,398,277.47
Total Accounts Receivable	1,398,277.47
Other Current Assets	
1110 · Accounts Receivable - Other	-2,094.89
1450 · Prepaid Expenses	823.76
1460 · Deposits	4,199.53
1500 · Provider Advances - VPK	92,704.59
Total Other Current Assets	95,632.99
Total Current Assets	2,266,771.03
Fixed Assets	
1600 · Fixed Assets	98,691.93
Total Fixed Assets	98,691.93
TOTAL ASSETS	2,365,462.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	1,218,982.14
Total Accounts Payable	1,218,982.14
Other Current Liabilities	
2011 · Accounts Payable - Other	55.12
2015 · Interest Payable	16.37
2020 · Other Payables	6,071.31
2100 · Payroll Liabilities	15,622.58
2118 · Accrued Payroll	30,413.75
2120 · Accrued Pay Leave	35,275.27
2200 · Due to Office of Early Learning	816,693.21
2250 · Deferred Revenue - VPK	117,675.21
Total Other Current Liabilities	1,021,822.82
Total Current Liabilities	2,240,804.96
Total Liabilities	2,240,804.96
Equity	
3011 · Unrestricted Net Assets - IR	54,106.00
3012 · Unrestricted Net Assets - MC	78,760.46
3013 · Unrestricted Net Assets - OK	35,035.00
3998 · Retained Earnings	-60,136.81
Net Income	16,893.35
Total Equity	124,658.00
TOTAL LIABILITIES & EQUITY	2,365,462.96

ELC of IRMO Counties
Budget vs Actual
October 2010

	OCT 2010	Budget	Mthly \$ Over/Under Budget	Mthly % Budget Spent	Jul 2010 - Oct10	YTD Budget	YTD \$ Over Budget	Annual Budget	% of Annual Budget Spent
Income									
4001 · SR Revenue	718,766	668,881	49,885	107%	2,718,918	2,683,407	35,511	8,034,453	34%
4009 · SR ARRA Revenue	64,729	146,682	(81,953)	44%	649,767	401,678	248,089	695,041	93%
4010 · VPK Revenue	669,717	604,519	65,198	111%	1,729,035	1,759,594	(30,559)	6,221,506	28%
4020 · Local Grants Revenue	62,922	58,199	4,723	108%	220,528	236,203	(15,675)	701,795	31%
4058 · Contribution Income	0				1,504	7,022	(5,518)	7,022	21%
Total Income	1,516,134	1,478,281	37,853	103%	5,319,752	5,087,904	231,848	15,659,817	34%
Expense - Provider Payments									
5010 · SR Provider Payments	588,593	521,217	67,376	113%	2,208,724	2,106,507	102,217	6,276,247	35%
5009 · SR ARRA - Provider Payments	30,350	106,861	(76,511)	28%	615,364	407,734	207,630	621,457	99%
5021 · VPK - Provider Payments	654,800	585,227	69,573	112%	1,634,843	1,680,454	(45,611)	5,988,029	27%
5030 · Local Grants Provider Payments	62,922	58,483	4,439	108%	220,528	233,932	(13,404)	701,795	31%
Total Provider Payments	1,336,665	1,271,788	64,877	105%	4,679,459	4,428,627	250,832	13,587,528	34%
Gross Profit	179,469	206,493	(27,024)	87%	640,293	659,277	(18,984)	2,072,289	31%
Expense									
4150 · Salaries & Wages	80,431	100,274	(19,843)	80%	355,047	386,703	(31,656)	1,188,895	30%
4155 · Payroll Taxes and Benefits	29,668	29,411	257	101%	119,544	117,645	1,899	352,935	34%
4300 · Professional Fees	779	2,923	(2,144)	27%	1,550	11,693	(10,143)	35,080	4%
4400 · Program Costs	580	8,569	(7,989)	7%	22,742	36,450	(13,708)	105,000	22%
4450 · Other Contracted Services	3,766	3,750	16	100%	12,088	15,000	(2,912)	45,000	27%
5055 · Non-Reimbursable Expenses	23	0	0	0%	48	7,022	(6,974)	7,022	1%
5600 · Education and Training	0	833	(833)	0%	0	3,333	(3,333)	10,000	0%
7000 · Advertising	305	2,860	(2,555)	11%	1,324	11,441	(10,117)	34,324	4%
7090 · Dues & Subscriptions	0	417	(417)	0%	2,775	1,667	1,108	5,000	56%
7100 · Equipment Purchase & Rental	4,127	2,917	1,210	141%	15,112	11,667	3,445	35,000	43%
7200 · Insurance	811	625	186	130%	1,622	2,500	(878)	7,500	22%
7315 · Licenses, Permits & Taxes	28	63	(35)	44%	28	250	(222)	750	4%
7320 · Miscellaneous Expense	65	292	(227)	22%	225	1,167	(942)	3,500	6%
7350 · Office Supplies & Expenses	628	1,875	(1,247)	33%	4,695	7,500	(2,805)	22,500	21%
7410 · Postage, Shipping, Delivery	1,011	750	261	135%	3,007	3,000	7	9,000	33%
7420 · Printing & Copying	634	833	(199)	76%	1,949	3,333	(1,384)	10,000	19%
7440 · Rent and Occupancy	10,611	11,288	(677)	94%	41,919	45,151	(3,232)	135,452	31%
7460 · Telephone & Communication	2,172	2,753	(581)	79%	10,468	11,011	(543)	33,032	32%
7480 · Travel, Meals & Lodging	3,980	2,692	1,288	148%	9,412	10,766	(1,354)	32,298	29%
8200 · Depreciation Expense	4,937	4,937	0	100%	19,848	19,848	0	59,343	33%
Total Expense	144,556	178,062	(33,506)	81%	623,403	707,147	(83,744)	2,131,631	29%
Total Expense & Provider Payments	1,481,221	1,449,850	31,371		5,302,862	5,135,774	167,088	15,719,159	34%
Change Net Assests Income(Loss)	34,913	28,431	6,482		16,890	(47,870)	64,760	(59,342)	

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN & OKEECHOBEE COUNTIES, INC.**

BYLAWS

ARTICLE I

Name and Location of Organization

Section 1. The name of this organization shall be the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc., hereinafter sometimes referred to as the Coalition.

Section 2. The principal office of the organization shall be located in any of the three counties served. The Coalition may have offices within Indian River, Martin and Okeechobee Counties, as the members may determine, or as the affairs of the organization may require.

ARTICLE II

Mission, Purpose and Responsibilities

Section 1. The mission of the Coalition is to provide quality opportunities for social, physical, emotional and intellectual development of children by partnering with parents, providers and communities.

Section 2. The purpose of the Coalition is to provide oversight and develop a plan, which facilitates the stated goals of the Voluntary **Universal** Pre-kindergarten Statute and School Readiness Act (As codified in Chapter 1002 and Sections 411.01-411.0101, Florida Statutes, and hereinafter referenced to as the Governing Statutes), making adequate provision for the education of all children residing in Indian River, Martin and Okeechobee Counties; recognizing the primacy of parents, as their children's first teachers, and the importance of children entering the educational system ready to learn; and, assisting parents by providing opportunities for the state's at-risk birth to kindergarten population and enhance their chances for educational success by participating in quality early learning programs that can better prepare them for school.

Section 3. In carrying out the intent of the Governing Statutes, the Coalition shall develop a plan for implementing the early learning program to meet the requirements of the act and the performance standards and outcome measures established by the Agency for Workforce Innovation/Office of Early Learning. The early learning program shall provide the elements necessary to prepare children for school, including mental and physical health and educational services. The plan for the early learning program must include the minimum standards and provisions set forth in the Governing Statutes and in any subsequent legislative revisions.

ARTICLE III

Membership

Section 1. The Coalition shall have ~~18-35~~ **at least 15 members but not more than 30 members.** ~~or such other number as permitted by law and approved by the Coalition by a majority vote.~~ **The Coalition must have representation from each county that is represented by the Coalition. Membership may not exceed the number of members necessary for the appointment of the required members, conditional members, private sector members, and optional members.** (Attachment A - Merger Membership Structure)

Section 2. ~~Membership in the Coalition shall be of four types: 1) Legislatively mandated members as noted in Florida Statute 411.01(5)(a) - 6; 2) three members appointed by the Governor; 3) private-sector business members; and 4) optional members~~

Section 411.01(5)(a)3-6 and 11., F.S. requires each Early Learning Coalition to appoint the following types of coalition members: required members, conditional members, private-sector business members and optional members.

A. **Mandated Required Members:** Certain members of the Coalition are ~~mandated~~ **required** in the Governing Statutes, Florida Statutes Section 411.01(5)(a)5. and 6., F.S., in their individual capacity. The individuals listed below as ~~1, 3, 5 6 7,~~ and ~~11~~ **12** serve continuously while they are in their respective positions. A member, who no longer represents the constituency he or she represents, shall notify the Chair in writing and his/her seat shall remain vacant until a new representative is identified by the organization or group they represent. The ~~statutorily mandated~~ **required** members applicable to the coalition are:

1. Chair appointed by the Governor;
2. Two private sector business members appointed by the Governor;
3. Department of Children and Family Services circuit administrator or designee;
4. District Superintendent of schools or designee;
5. Regional workforce development board executive director or designee;
6. County health department director or designee;
7. President of community college or designee;
8. Member appointed by board of county commissioners or the governing board of a municipality;
9. Head Start director;
10. Representative of private for-profit child care providers;
11. Representative of faith-based child care providers; and
12. Representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act.

1. ~~Department of Children & Family Services district administrator or his/her designee who is authorized to make decisions on behalf of the department.~~

~~(voting member).~~

~~2. A district superintendent of schools or his or her designee who is authorized to make decisions on behalf of the district. (non-voting member).~~

~~3. A regional workforce board executive director or his or her designee. (voting member).~~

~~4. A county health department director or his or her designee. (voting member).~~

~~5. Children's Services Council Chair or Chief Executive. This person shall be a voting member of the Coalition unless the council is the fiscal agent or the council contracts with and receives funds from the Coalition, in which case representative is a nonvoting member.~~

~~6. A President of a community college or his or her designee. (voting member).~~

~~7. One member appointed by a board of county commissioners (voting member).~~

~~8. A Head Start Director (non-voting member).~~

~~9. A representative of private child care providers. (non-voting member).~~

~~10. A representative of faith-based child care providers. (non-voting member).~~

~~11. A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act. (non-voting member).~~

- Positions held by county representatives shall rotate by county at the end of each two year term.
- In the event that a vacancy exists for the representative from the Department of Children and Family Services **circuit administrator**, or board of county commissioners **or the governing board of a municipality**, said agency shall be notified of the vacancy and given up to 30 days in which to select their representative to fill the new or expired term.
- In the event that a vacancy exists for the representative of the private **for-profit** child-care providers or faith-based care providers, the Coalition shall notify all providers in the area qualified to fill the vacancy and shall allow up to 30 days for interested persons to submit letters expressing interest. The Coalition will also notify related/pertinent associations of the existing vacancy to identify potential representatives. The Coalition may, at its discretion, request additional relevant information from all applicants.

~~B. Governor Appointed Members: Three members appointed by the Governor serve as the Chair, First Vice Chair, and Second Vice Chair, and must meet the same~~

qualifications as private sector business members under Paragraph C.

B. Conditional members – Section 411.01(5)(a)6.e., f., and i., F.S, requires if applicable, to include each of the following conditional members:

- 1. Children’s services council or juvenile welfare board chair or executive director;**
- 2. Agency head of local licensing agency as defined in s.402.302**

C. Private Sector Business Members: Including the chair and two members appointed by the Governor, private sector business members must comprise more than one-third of the early learning coalition’s board membership. At all times, more than one-third, inclusive of the three members appointed by the Governor under Paragraph B, of the members of the Coalition must have been elected from nominees presented to the Coalition by local chamber(s) of commerce and/or economic development council(s) within Indian River, Martin and Okeechobee Counties, Florida. These members must be from the private **business** sector, **who do not have, and none of whose relatives as defined in s.112.4143 has substantial financial interest in the design or delivery of the Voluntary Pre-Kindergarten Education program designed under Part V of Chapter 1003F.S.or the Coalitions School Readiness program. To meet this requirement the early learning Coalition must appoint additional members.** and neither they nor their families may earn an income from the early education and child care industry. Upon a vacancy of a seat held by a private sector **business** member **the Coalition must advertise the vacancy.** the local chamber(s) of commerce and/or economic development council(s) shall be notified and given up to 30 days in which to submit a name or list of names to the Coalition from which the Coalition will elect the person to fill the vacancy. Interested persons may be required to complete an application and provide such other information as deemed relevant. The Executive Director will notify the current members, no later than the regular Coalition meeting in April, of their term expiration. The Executive Director will notify those members who are eligible that if they wish to be re-elected to submit their name. to the local chamber(s) of commerce and/or economic development council(s) within Indian River, Martin and Okeechobee Counties, Florida. When the applications are received from the Chamber of Commerce and/or Economic Development Council within Indian River, Martin and Okeechobee Counties, Florida, ~~t~~The Nominating Committee, along with the Executive Director, will then review all applications and make recommendations to the Coalition.

D. Ex-officio Members: Multi-county coalitions may have ex-officio members or multiple nonvoting members with only one voting member seated per ex officio member position.

E. Optional Members: The Coalition may, but is not required to appoint optional members. The Board may appoint the following optional members. –Neither they nor their relatives may have a substantial financial interest in the delivery of services

1. A representative of a non-profit child care provider. This member may have a substantial

financial interest in the design or delivery of the VPK Program or the coalition's School Readiness Program. (voting member).

2. A parent of a child enrolled in the Voluntary Prekindergarten Education Program or the coalition's school readiness program (voting member).

~~1. DCF Licensing Unit Staff (voting member).~~

Section 3. No member of a coalition may appoint a designee to act in his or her place. A member may send a representative to coalition meetings, but that representative will have no voting privileges. When a **district circuit** administrator for the Department of Children and Family Services appoints a designee to an Early Learning Coalition, the designee will be the voting member of the coalition, and any individual attending in his or her place, including the **district circuit** administrator, will have no voting privileges. When a district superintendent of schools appoints a designee to a school readiness coalition, the designee will be the ~~non-~~voting member of the coalition.

Section 4. The Chair **shall be appointed for 4 years in conjunction with their membership on the Early Learning Advisory Council under s.20.052.** ~~and~~ The two additional private sector business members shall be appointed by the Governor for the years specified by the Governor. Additional private sector members shall be elected so that there are always three classes, of approximately equal size, with the term of each class ending in consecutive years. To achieve the required consecutive three-year terms, the initial members shall be elected or otherwise selected for initial terms of two, three and four years, each which shall be considered one term. Members elected after the initial terms shall be elected for a term of two years.

Section 5. With the exception of specified gubernatorial appointed positions, a term for representatives or appointed members specified in Section 2 - A, **(78) (910)**, and **(1140)** shall be two (2) years. Appointed members specified in Section 2 – C elected to fill a position for one year or less will be eligible to serve two additional two-year terms. Members specified in Section 2-C may be nominated to serve additional terms after a one year break in service.

Section 6. Any representative or appointed member specified in Section 2 - A, **(78), (910), (4011)**, and Section 2 - C - may be removed by a two-thirds (2/3rds) vote of a quorum of the ~~voting~~ members whenever, in their judgment, the best interests of the organization would be served. Notice of removal shall be given, in writing, to the member by the Chair prior to the next Coalition meeting.

Section 7. Unexcused absences from three (3) consecutive meetings or any absences from six (6) meetings within a twelve-month period by a representative or appointed member specified in Section 2 - A, **(78), (9 10), (40-11)**, and Section 2 – C is equivalent to resignation from the Coalition.

Section 8. **Mandated Required** members specified in Section 2 - A, **(4), (2)**, (3), (4), (5), (6), **(87), (9)** absent from three (3) consecutive meetings or six (6) meetings within a twelve-month period, without due cause, shall be notified by the Chair in writing that their membership is not in good standing. A copy of the letter shall also be forwarded to the mandated member's appointing authority, supervisory board or other appropriate governing agency.

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Section 9. Any member other than Governor Appointments may resign by giving written notice to the Chair. Governor appointments must give written notice of resignation to the Appointments Office as well as the Chair. Such resignation shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Members shall not receive any compensation for their services on the Coalition.

ARTICLE IV

Coalition Meetings

Section 1. The powers, management and control of the Coalition and all of its affairs, shall be vested in the members as outlined in the Governing Statutes and any of its legislative revisions.

Section 2. Members of the Coalition are subject to the ethics provisions in Part III of Chapter 112 of the Florida Statutes, more generally referred to as the Code of Ethics.

Section 3. The act of a simple majority of the **voting** members at a meeting, at which a quorum is present either physically or via a form of communications technology shall be the act of the **voting** members.

Section 4. Fifty-one percent (51%) of the **voting** members shall constitute a quorum for the transaction of business at any meeting of the Coalition. If less than fifty-one percent (51%) of the **voting** members are present either physically or via a form of communications technology at said meeting, a majority of the members present may adjourn the meeting without further notice. **Each voting member, for the purpose of section 112.3143(3)(a), is considered a local public officer and must disclose, in accordance with the provisions of section 112.3143(3)(a), the nature and extent of any conflicts of interest and abstain from voting or participating when a conflict of interest exists. Furthermore, no voting member shall participate in the selection, award and administration of a contract if a real or apparent conflict of interest would be involved (45 C.F.R.s.74.42). The Coalition may continue a Board meeting for informational purposes only if a quorum is lost, or the Board may open a meeting for informational purposes only if a quorum is not achieved.**

Section 5. Pursuant to the Conflict of Interest provisions of Florida Statute §112.3143(2), 112.313 and 112.3135, no Coalition **voting** member is prohibited from voting, in an official capacity, on any matter. However, any **voting** member voting in an official capacity upon any measure which would inure to the member's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the member is retained or to the parent organization or subsidiary of a corporate principal by which the member is retained; or which the member knows would inure to the special private gain or loss of a relative or business associate of the public officer shall, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed

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with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

Section 6. Regular meetings shall be held at a time and place to be decided by the members.

Section 7. The annual meeting of the Coalition shall be held each year in the first quarter of the fiscal year.

Section 8. Special meetings may be called by the Chair or by the agreement of any seven voting members. The person or persons authorized to call special meetings may fix any place within Indian River, Martin, Okeechobee or St. Lucie Counties as the venue.

Section 9. The agenda and order of business at all Coalition meetings shall be determined by the Chair in conjunction with the Executive Committee.

Section 10. Minutes of all Coalition meetings shall be kept. These minutes shall be provided to members at least five (5) days prior to the next scheduled meeting.

Section 11. Notice of all Coalition meetings shall be made in accordance with the requirements of Florida law.

Section 12. The Coalition shall have the authority to employ an executive director or to contract for such services as determined necessary to carry out the mission of the Coalition. For the purposes of these Bylaws, reference to a chief executive officer shall refer to a person employed by the Coalition and approved by the Coalition to serve as executive director.

Section 13. The executive director shall have the authority to employ, supervise, discipline, and terminate persons hired for positions approved by the Coalition and funded as part of the Coalition's annual budget. The position of executive director shall be referred to as "Executive Director."

Section 14. The Coalition will conduct an annual evaluation of the Executive Director by a process decided by the Board. The evaluation may be the basis for the Board to consider additional compensation.

Section 15. Robert's Rules of Order, Newly Revised, shall govern the Coalition in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Coalition may adopt.

ARTICLE V

Officers

Section 1. The Governor shall appoint the Chair and 2 members of the coalition pursuant to Section 411.01(5)(a) 4, Florida Statutes.

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Section 2. The officers of the Coalition shall be a Chair, Vice-Chair, Advisory Council Chairs and Committee Chairs and such other officers as may be deemed necessary. The offices of Chair, Vice-Chair and Second Vice-Chair shall be held by the three gubernatorial appointees for the years as specified by the governor.

Section 3. The Chair shall preside at all meetings of the Coalition and perform the duties which are usually executed by a chief policy official. The Chair shall appoint, with the approval of the Coalition, chairpersons of all committees and perform such other duties, as required by the Coalition.

Section 4. The Vice-Chair shall perform the duties of the Chair when the Chair is absent and have such other responsibilities, as may be designated by the Chair.

Section 5. The Second Vice-Chair shall perform the duties of the Chair when the Chair and the Vice-Chair are absent and shall have other responsibilities as may be designated by the Chair.

Section 6. The officers and Executive Director of the Coalition may execute documentation on behalf of the Coalition consistent with policies of the Coalition.

Section 7. ~~The Nominating Committee will present a slate of officers at the May meeting, at which time, the Chair will entertain additional nominations from the floor for each office. Election of Officers will be held at the June meeting. The candidate who receives the majority of the ballots passed, shall be deemed duly elected. In the event a runoff is necessary, such runoff election shall be held immediately.~~ **A Nominating Committee, appointed by the chair shall convene for the purpose of certifying the eligibility of candidates for vacancies and to prepare an official slate of nominees. Any person so nominated shall have given prior consent to nomination and election as member.**

ARTICLE VI

Executive Committee

Section 1. The officers of the Coalition shall serve as members of the Executive Committee. At the discretion of the Chair, the Executive Committee will also include the Chair of each Standing Committee and the Chair of the Advisory Councils in each County, and may also include the Immediate Past Chair of the Coalition and two (2) additional Coalition members. These additional members must be approved by a majority vote at a Coalition meeting. The membership of the Executive Committee shall be comprised of an odd number of **voting** members. The Executive Director of the Coalition shall serve as an ex-officio, non-voting member of the Executive Committee.

Section 2. The Chair of the Coalition shall serve as Chair of the Executive Committee.

Section 3. During the intervals between the meetings of the Board of Directors, the

Executive Committee shall possess and may exercise all the powers and functions of the Board of Directors in the management and direction of the affairs of the Corporation in all cases in which specific directions have not been given by the Board of Directors. All actions by the Executive Committee shall be reported to the Board of Directors at its next meeting following such actions.

Section 4. Fifty-one percent (51%) of the voting members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee. If less than fifty-one percent (51%) of the voting members are present either physically or via a form of communications technology at said meeting, a majority of the members present may adjourn the meeting without further notice.

ARTICLE VII

Committees

Section 1. Standing and/or special committees may be established by the Coalition as they deem necessary. The Coalition Chairman shall have the authority to appoint members.

Section 2. The Chair of each committee shall be a voting member of the Coalition and shall be appointed by the Chair of the Coalition and approved by the membership to serve for one year. Committee chairs may serve more than one term.

Section 3. Each committee shall consist of the committee chair and at least two (2) additional voting members of the Coalition. Representatives from the community are encouraged to serve as members of committees, as needed, to carry on the work of the committee but will serve as non-voting members. Membership of each committee shall be determined by the Coalition.

Section 4. Each committee shall meet, as necessary, at meeting times designated by the committee Chair.

Section 5. A quorum at a committee meeting shall be established with the presence either physically or via a form of communications technology of fifty-one percent (51%) of the Coalition voting members serving on the committee.

Section 6. A written report, in the form of an action item, of committee recommendations shall be provided to the Coalition members before the next regularly scheduled meeting if official action is required by the Coalition.

Section 7. Notice of all committee meetings shall be made in accordance with the requirements of Florida law.

Section 8. Standing Committees shall include the Finance/Audit Committee, a By-Laws Committee, a Personnel Committee, and a Program/Quality Committee. The Finance/Audit Committee shall keep an account of monies received and expended for the use of the Coalition and the Chair shall make a report at all regularly scheduled coalition meetings. This Committee will provide regular monitoring of financial and utilization reports and provide

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budgetary and fiscal policy oversight. The Committee will ensure Coalition Board financial accountability and prudence. Primary duties and responsibilities are as follows:

- Review and recommend to the Board for approval an annual operating budget for the Coalition and its components.
- Review and recommend to the Board for approval an annual capital expenditures budget for the Coalition and its components.
- Review and recommend to the Board for approval the Coalition's risk management policies and procedures.
- Review and recommend to the Board for approval the Coalition's insurance coverages, including (1) identity and rating of carriers; (2) premiums; (3) all aspects of insurance coverage.
- Issue requests for proposals for auditing services, review submitted proposals, and make a recommendation of an auditing provider to the Coalition.
- Review all financial audit findings and corrective action plans and make recommendations to the Coalition for improvements and/or approval.

Section 9. The Bylaws Committee is responsible for the Coalitions Bylaws and polices/procedures. Duties of this committee shall include:

- At a minimum yearly review of the Bylaws, Departmental polices and procedures.
- Review of polices and procedures prior to Board approval.

Section 10. The Personnel Committee is responsible for establishing the Executive Director's evaluation process, as well as review and recommend personnel policies. Duties shall include:

- Establish evaluation process for the Executive Director.
- At a minimum yearly review the Employee Personnel Handbook and make recommendations as necessary.
- Address any personnel policy issues.

Section 11. The Program Quality Committee is responsible for overseeing Coalition programs to improve the quality of early care and education in Indian River, Martin and Okeechobee Counties. Duties shall include:

- At a minimum, yearly review respective sections of the Coalition Plan and recommend amendments as necessary.
- Provide input and guidance for Coalition programs.
- Evaluate programs and recommend changes for improvement.

ARTICLE VIII

Books and Records

Section 1. Correct and complete books and records of the proceedings of the Coalition Bylaws Approved 12/3/09 – Revisions 8.10

and its committees are the responsibility of Coalition staff. Records of the Coalition's financial accounts are the responsibility of the Coalition staff. All records will be kept and maintained at the principal office of the Coalition and will be subject to the inspection of any member of the Coalition or the public at any reasonable time. The organization shall keep a current and accurate record of the names and addresses of the Coalition members.

ARTICLE IX

Financial Management

Section 1. The fiscal year of the organization shall begin on July 1st and end on June 30th.

Section 2. The Coalition shall approve a budget and fiscal plan for the upcoming fiscal year prior to the end of the current fiscal year. The Coalition shall use sound fiscal management procedures in accounting for all Coalition funds. The Coalition shall review financial reports monthly.

Section 3. An audit of the books and records of the organization shall be conducted annually. The Audit Report shall be presented to the members no later than thirty (30) days after its completion.

Section 4. The Coalition may authorize the executive director to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Coalition and such authority may be general or confined to specific instances.

Section 5. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Coalition shall be signed by such officer(s) and/or agent(s) of the Coalition as determined by resolution of the members.

Section 6. All funds of the corporation shall be deposited in a timely manner to the credit of the Coalition in such depositories as the members may select and as authorized by statute.

ARTICLE X

Effective Date, Amendment and Repeal

Section 1. These Bylaws shall become effective immediately upon adoption. The Coalition's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority ~~vote of eligible voting members.~~

Section 2. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the ~~voting~~ members present at any regular meeting or at any meeting of the ~~voting~~ members, if at least thirty (30) days written notice is given of an intention to alter, amend, or repeal these Bylaws at such meeting.

Section 3. These Bylaws are a part of the Coalition's Plan and any amendments to them
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constitute an amendment to the plan.

Adopted:

Date: October 6, 2005

Early Learning Coalition of Indian River, Martin, and Okeechobee Counties, Inc.

Revisions/Amendments:

Rev: 5/8/06, 8/23/06, 12/15/06, 6/8/07, 8/23/07, 3/27/08, 5/22/08, 10/23/08, 12/4/08, 12/3/09

Approved On: December 3, 2009

By: _____
Chairman

ATTACHMENT A
MERGER MEMBERSHIP STRUCTURE
INDIAN RIVER, MARTIN, OKEECHOBEE

Membership Slot	Term: April 1, 2005 – June 30, 2007	Term: July 1, 2007 – June 30, 2009	Term: July 1, 2009 – June 30, 2011
MANDATED MEMBERS			
DCF Administrator or Designee (V)		<i>Common Individual</i>	
School Superintendent or Designee (N)	Martin	Indian River	Okeechobee
Workforce CEO or Designee (V)		<i>Common Individual</i>	
Health Dept. Dir. or Designee (V)	Indian River	Okeechobee	Martin
President of a Community College or Designee (V)		<i>Common Individual</i>	
Head Start Director (N)	Okeechobee	Martin	Indian River
CSC or JWB Chair or E.D. (V)	Martin	Okeechobee	Indian River
REPRESENTATIVE MEMBERS			
Private Provider Rep. (N)	Indian River	Okeechobee	Martin
Faith-Based Provider Rep. (N)	Martin	Indian River	Okeechobee
Rep. of Programs for Children with disabilities (N)		<i>Common Individual</i>	
APPOINTED MEMBERS			
County Commissioner Appointee (V)	Okeechobee	Indian River	Martin
OPTIONAL			
DCF Licensing Coordinator (V)		<i>Common Individual</i>	
PRIVATE SECTOR MEMBERS			
Chairman Appointed by Governor (V)			
Appointed by Governor (V)			
Appointed by Governor (V)			
County Chamber of Commerce – List (V)	(2) Martin (A) (2) Okeechobee (A) (2) Indian River (A)		

Notes:

- 1) Of the 16 voting members, 4 are common to all counties; 3 each are from the private sector in each county (if the Governor appoints one from each county); and the final 3 are rotated evenly among the 3 counties.
- 2) Of the 5 non-voting members, 1 is common to all counties; the other 4 are rotated among the counties (each county has two during one term).
- 3) A = To be appointed from list submitted by County Chamber of Commerce and/or EDC.
- 4) Terms of private sector members were staggered using one-year, two-year, and three-year initial appointments to create the required changes in membership at years 4, 5, and 6. All second term and new appointee terms will be two years in duration.
- 5) Merged entity may choose to add or delete members in accordance with Bylaws.

ATTACHMENT A
MERGER MEMBERSHIP STRUCTURE
INDIAN RIVER, MARTIN, OKEECHOBEE

Membership Slot	Term: July 1, 2010 – June 30, 2011	Term: July 1, 2011 - June 30, 2013	Term: July 1, 2013 - June 30, 2015
REQUIRED MEMBERS			
Chairman Appointed by Governor			
Appointed by Governor			
Appointed by Governor			
DCF Circuit Administrator or Designee	<i>Common Individual</i>		
School Superintendent or Designee	Okeechobee	Martin	Indian River
Regional Workforce CEO or Designee	<i>Common Individual</i>		
Health Dept. Dir. or Designee	Martin	Indian River	Okeechobee
President of a Community College or Designee	<i>Common Individual</i>		
County Commissioner or Governing Board of a Municipality (A)	Martin	Okeechobee	Indian River
Head Start Director	Indian River	Okeechobee	Martin
Private Provider Rep.	Martin	Indian River	Okeechobee
Faith-Based Provider Rep.	Okeechobee	Martin	Indian River
Rep. of Programs for Children with disabilities	<i>Common Individual</i>		
CONDITIONAL MEMBERS			
CSC or JWB Chair or E.D.	Indian River	Martin	Okeechobee
Agency Head of Local Licensing Agency	<i>Common Individual</i>		
PRIVATE BUSINESS SECTOR MEMBERS	(2) Martin (A) (2) Okeechobee (A) (2) Indian River (A)		
OPTIONAL MEMBERS			
Non-profit Child Care Provider			
Parent of Child Enrolled in VPK or SR			

Notes:

- 1) Of the members, 5 are common to all counties; 3 each are from the private sector in each county (if the Governor appoints one from each county); and the final 7 are rotated evenly among the 3 counties.
- 2) A = To be appointed
- 3) All are voting members unless otherwise indicated

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

PERSONNEL COMMITTEE MEETING

NOVEMBER 4, 2010 - Teleconference

Present: Jacqueline Crighton Charlene Oakowsky-Vasquez Dr. Patti Pelletier
Staff: Jacki Jackson Migdalia Rosado

I. CALL TO ORDER

The meeting was called to order by Chair, Jacque Crighton at 4:30 p.m. Roll call was taken and a quorum established.

***Motion** to adopt the agenda was made by Patti Pelletier, seconded by Jacqueline Crighton. Motion carried.*

Charlene Oakowsky joined the teleconference at 4:32 pm.

II. APPROVAL OF MINUTES

***Motion** was made by Charlene Oakowsky, seconded by Patti Pelletier to accept the minutes of October 22, 2009 and January 25, 2010 as presented. Motion passed.*

III. NEW BUSINESS

A. Revisions to Employee Handbook – Migdalia reviewed the recommended changes.

1. **Section 202 – Hours of Operation**
2. **Section 218 – Probationary Period**
3. **Section 222 – Performance Evaluation**
4. **Section 223 – Employee Screening (Non-Drug)** – Patti questioned whether we should add verbiage regarding local law. Migdalia will research this further.
5. **Section 300 – Holidays** – After discussion, the Committee recommended no additional holidays and no holiday pay for part-time personnel. All changes recommended will be removed.
6. **Section 301 – Annual Leave/Paid Time Off** – The effective date will be changed from July 1, 2010 to the date of Board approval of the Employee Handbook.
7. **Section 302 – Personal Leave**
8. **Section 303 – Medical Leave**
9. **Section 304 – Jury Duty**
10. **Section 314 – Staff Development**
11. **Section 404 – Employment Termination and Lay Off**
12. **Section 503 – Personal Appearance** – A correction should be made to delete “not” from the last paragraph, last sentence.
13. **Section 504 – Casual Days**
14. **Section 505 – Use of Mail System, Phone, E-Mail and Internet**
15. **Section 506 – Smoking**
16. **Section 507 – Meal Periods**
17. **Section 510 – Visitors/Children in the Workplace)**

18. **Section 512 – Cell Phone Usage**
19. **Section 513 – Workplace Violence Protection**
20. **Section 514 – Safety/Accident Reporting**
21. **Section 521 – Incorporated in Section 514**
22. **Section 522 – Incorporated in Section 222**
23. **Section 532 – Personal Business**

Motion was made by Charlene Oakowsky, seconded by Patti Pelletier to accept the recommended changes as presented, to include the additional changes to Sections 300, 301 and 503.

Upon being put to a vote, the motion carried unanimously.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Jacqueline Crighton
Chair

JC/lt



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

EMPLOYEE PERSONNEL HANDBOOK

Early Learning Coalition of
Indian River, Martin & Okeechobee Counties
10 SE Central Parkway, Suite 400
Stuart, Florida 34994

Approved by the Coalition Board: 6/28/07

Board Approved Revisions: 2/28/08; 5/22/08; 6/26/08, 12/4/08, 3/26/09, 10/22/09, 1/28/10

Personnel Handbook

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WELCOME

Dear Employee:

I am pleased that you have chosen the Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc. as your employer.

Our mission is to provide the highest quality opportunities for all children, birth to age five, to develop all aspects of child development through child centered active learning environments and parental support programs. Your services as a member of our organization are important to continue this mission. Every employee is essential to accomplishing this mission. Your contribution to this mission can be a very satisfying personal and career experience.

The Early Learning Coalition was formed on June 14, 1999, when Governor Jeb Bush signed the School Readiness bill into law. Twenty-two civic and community leaders comprise the Early Learning Coalition Board. These individuals volunteer their time and expertise to approve programs to assist families in giving their young children the beginnings of a solid foundation during their early years. House Bill 1A, the Voluntary Prekindergarten Program, went into effect on January 2, 2005. Both programs help to give young children the necessary tools for a successful kindergarten year. These services, for eligible children birth to age five, are available for mental and physical health, parenting programs and educational preschool programs. Also the Coalition works to enhance the quality preschool programs and provides school readiness services on a full-day, full-year basis in order to enable parents to work and become financially self-sufficient.

This handbook provides you with information about your employment, personnel practices, benefits and individual employee responsibilities with the Coalition. Please read through it carefully prior to signing the "Employee Acknowledgement Form."

As an employee, your performance, enthusiasm and suggestions play an important role in the achievement of a better working place, in a rewarding career in the service provider world, and in the improvement of services for children and families of Indian River, Martin and Okeechobee Counties.

Wishing you success,

Jacki Jackson

Jacki Jackson
Executive Director

THE EMPLOYMENT RELATIONSHIP

The employment relationship between you, the employee, and the Coalition is one of mutual choice. *You chose to work here and the Coalition chose to hire you. During your employment here, you and the Coalition both retain this right of choice. You remain free to choose to end the employment relationship whenever you so desire.*

While the Coalition would hope that all employees would like to stay, the Coalition has no legal right to make you stay. *By the same token, the Coalition also has the right to end the employment relationship whenever it so desires. This is what is known as an employment-at-will* relationship and it provides the freedom to make employment decisions as you or the Coalition see fit. Please sign below that you understand the at-will terms of your employment as it is explained in your handbook, page 6.

Employee's Name: _____
(Please Print)

Employee's Signature: _____

Date: _____

cc: Personnel File

Please tear here and give to Employer.

Please tear here and give to Employer.

Please tear here and give to Employer.

Employee Acknowledgement

An employee handbook contains important information about my employment, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I agree there is no specified length of employment, unless I have a separate contract in writing signed by the Executive Director setting forth a different length of employment. Accordingly, either I or the Coalition can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to the Coalition policy of employment-at-will. Revisions may supersede, modify, or eliminate existing policies. Only the Coalition Board and the Executive Director has the ability to approve any revisions to the information, benefits and policies in this handbook.

I agree that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name: _____
(Please Print)

Employee's Signature: _____

Date: _____

cc: Personnel File

Please tear here and give to Employer.

SECTION 2 – EMPLOYMENT

200 Equal Employment Opportunity

The Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc. is an Equal Employment Opportunity Employer. Employment decisions are made on merit, qualifications, and abilities. Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Concerns regarding discrimination should immediately be reported to your immediate Supervisor first and then to the Executive Director, if warranted.

Employees may raise concerns and make reports about any type of discrimination without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

201 Orientation

New employees will receive an orientation by their immediate supervisor during their first week of employment and will complete the Employee Orientation Checklist (see Attachments) within the first 30 days of employment. During the orientation period each new employee will receive information regarding organizational structure and relationships, a job description, duties and responsibilities, personnel policies, compensation, benefit plans, and other areas relating to general and specific job functions.

202 Hours of Operation

The Coalition's office is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. Generally, employees work an eight (8) hour day with a half (1/2) hour unpaid lunch break during the middle of the day. **Lunch period cannot be used for late arrival or early departure from work unless authorized by the Executive Director.** Staff with similar duties staggers their lunch times to ensure the offices are open and functioning effectively at all times.

203 Employment Classifications

Employment classifications are made so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc. and the employee.

Each employee is designated as either NONEXEMPT (hourly) or EXEMPT (salary) from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Coalition.

203 Employment Classifications Continued

Full-Time Employees – A full-time employee is one who has successfully completed the initial employment period, and is regularly scheduled to work 40 hours per work week. A full-time employee is entitled to employee benefits.

Part-Time Employee – A part-time employee is one who has successfully completed the initial employment period, and is regularly scheduled to work less than 40 hours per week. Effective 11/1/09, a part-time employee is entitled to jury duty benefits.

Temporary Employee – A temporary employee is one who is employed for an indefinite period of time on a conditional basis, and can work either full-time or part-time. A temporary employee is not entitled to employee benefits.

204 Salary and Benefits

Employee's salary for position and duties was described to and accepted at the time of employee's acceptance of employment, and is set down in writing in employee's personnel file. Employee's entitlement to Coalition's benefits is determined by particular terms and conditions and those terms and conditions will be provided to employee upon request.

205 Duties

Employee's job responsibilities and duties were explained at the time of application for employment. A description of these responsibilities and duties is placed in the employee's personnel file, in addition to any responsibilities or duties of any job to which an employee may be transferred or promoted. These responsibilities and duties may from time to time be modified or expanded within the reasonable industry scope of responsibilities and duties for the job for which an employee was hired or a job to an employee may be transferred or promoted.

206 Personnel Files

Every employee will have a personnel file maintained in the Human Resource Office. These files include job descriptions, resumes, training records, performance appraisals documentation, salary increases, and other employment records.

207 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Coalition of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, tax exemptions, bank account information and other such status reports should be accurate and current at all times. The failure of an employee to notify the Coalition of personnel data changes does not result in liability for the Coalition.

208 Disability Accommodation

The Americans with Disabilities Act (ADA) ensures equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation may be available to all disabled employees, where their disability is protected by the Americans with Disabilities Act (ADA).

209 Employee Relations

The Coalition believes the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe the Coalition amply demonstrates its commitment to employees by responding effectively to employee concerns.

It is also the responsibility of each employee to improve his or her job performance and skills so as to enable the Coalition to offer quality service to the public and its customers and to provide opportunities for advancement.

210 Hiring of Relatives

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, such as a wife, husband, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent and grandchild. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

211 Immigration Law Compliance

United States Immigration laws require each new employee, as a condition of employment; complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. There are also rules for re-hires and these I-9s are not retained or are considered invalid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal. We do not discriminate on the basis of citizenship or National origin.

212 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Coalition wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Supervisor for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to management of the Coalition as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Coalition does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Coalition.

213 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Coalition. All employees will be judged by the same performance standards and will be subject to the Coalition's scheduling demands, regardless of any existing outside work requirements.

If the Coalition determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Coalition as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Coalition.

213 Outside Employment Continued

Employees wishing to engage in outside employment must assure that such other employment does not (1) interfere with their ability and availability to perform their Coalition job duties, (2) does not constitute a real or apparent conflict of interest and (3) require the use of corporate space, personnel, time, equipment or supplies. It is the responsibility of each employee to assure that outside activities do not constitute a conflict of interest, create a poor public image or impugn the reputation of the Coalition.

214 Non-Disclosure

The protection of confidential business information is vital to the interests and the success of the Coalition. Such confidential information includes, but is not limited to, the following examples:

* client lists

*client records

*database client information

Employees are prohibited from revealing confidential information in client records to unauthorized persons. The release of such information must be approved by the Executive Director prior to the release of any confidential information by any employee

Employees who improperly use or disclose confidential client information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

215 Job Descriptions

All applicants and employees will receive a job description. Job descriptions shall include a job title, salary range, salary/hourly pay status, minimum qualifications, special skill requirements, supervisor, major functions, duties, a qualification section, responsibilities and special working conditions, including ADA accommodations. Each interviewed applicant will sign the job description to acknowledge receiving and reading it before the interview. Each employee will receive a copy of his/her job description.

The Coalition maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Identified managers will prepare job descriptions for new positions created in their department. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your Manager if you have any questions or concerns about your job description.

216 Job Posting

The Coalition provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Notices of all job openings will be posted.

Vacant positions are posted immediately through inter-office memorandum for five (5) working days to allow employees every chance for advancement. If a promotion from within our organization is not likely, positions are publicly advertised for a minimum of three (3) days. Announcements include job title, salary range, minimum qualifications, major functions and closing date. Statements describing the Coalition as an equal opportunity employer and a drug-free workplace appear in all advertisements.

To be eligible to apply for a posted job, employees must have performed competently for at least 100 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs.

To apply for a posted position, employees should submit a letter to the Executive Director listing job-related skills and accomplishments. It should also describe how their current experience with the Coalition and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

217 Employment Applications

All applicants for employment are required to complete an official employment application, and submit a resume and a list of three (3) references. Employment applications are available upon request.

The Early Learning Coalition relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

218 Probationary Period

All employees, regardless of classifications or status, are hired on a ninety (90) calendar day basis. This period is designed to allow the employee to get a feel for our organization and the type of work he/she will be doing. Likewise, it gives the Coalition a chance to evaluate the individual as an employee and a team member. The Coalition realizes that beginning any new job can be difficult for any number of reasons. For example, some people are simply not cut out for this type of work and quickly realize working here is just not for them. Because situations can arise that indicate the employment relationship is not going to work long before the expiration of the ninety (90) day probationary period, the Coalition cannot guarantee a full ninety (90) days of employment. The first ninety (90) days of service, promotion, demotion or reassignment are considered a probationary period for all employees. **On the recommendation of the supervisor a**

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probationary period may be extended for an additional (90) days to allow for further evaluation.

219 Promotions

All promotional opportunities will be posted to give Coalition staff the option of applying for the promotion.

Employees who are promoted are eligible for a pay increase to the minimum salary for the new position, or up to 5% (based on the employee's last performance evaluation) of the employee's current salary, whichever is greater. Employees who are promoted must complete a 90-day probationary period. Employees retain their original anniversary date.

220 Demotions

A demotion may result from the reclassification of a position, disciplinary action, and a reduction in workforce (RIF), at an employee's request, or for other reasons. An employee can initiate a demotion by written request. A demotion moves an employee from his/her current position to a lower, vacant position. When an employee is demoted, his/her pay will be adjusted to the lower pay range applicable to the new position. The employee must successfully complete a ninety (90) day probationary period at the lower position.

221 Transfers/Reassignments

Employees may be transferred between departments, or reassigned to another position based on a supervisor's recommendation and the Executive Director's approval. Transferred or reassigned employees retain their original anniversary date and current salary.

222 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations will be scheduled, at least annually, with distribution of evaluations on November 15th of each respective year and due on December 15th of each respective year for all employees.

Pay raises and cost of living increases may be awarded at the discretion of the Executive Director, with recommendations from supervisors, to recognize superior employee performance. This annual pay increase is based on performance and within guidelines approved by the Board through the budget process. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the current performance evaluation and at least one year of employment with the Coalition.

All employees are expected to participate in a continuous improvement model by promoting goals and strategies that consistently add to the effectiveness of the organization. Employees will set annual goals **during their evaluation process. in keeping with the continuous improvement model and the goals of the Board. (relocated to this section from #522)**

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223 Employee Screening [Non-Drug Screening]

It is the policy of the Coalition to conduct a level 2 background screening prior to the start date on all newly hired employees and volunteers, regardless of position held within the organization. The level 2 background re-screening will occur at least 30 days prior to the expiration date or sooner if deemed necessary.

SECTION 3 – EMPLOYEE BENEFITS

300 Holidays

The Coalition will grant holiday time off to all eligible employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King's Day (third Monday in January)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veteran's Day (November 11)
- * Thanksgiving
- * Thanksgiving Friday
- * Christmas Eve Day
- * Christmas (December 25)
- * New Year's Eve Day
- * Floating Holiday

The Coalition will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Full-time employees are eligible for paid Holidays and must work the day before and the day after the holiday in order to be paid for the holiday, unless they have a scheduled PTO day before and/or after the holiday. An employee who does not have scheduled PTO and calls out due to illness will require a physician's note in order to be paid for the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, such as vacation or sick leave, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Each employee will designate the date of his/her floating holiday for that year at the beginning of the fiscal year. Once designated, the employee can change the holiday by submitting a written request that is approved by his/her supervisor. New employees are eligible to receive a floating holiday only if they have completed their probationary period and are full-time employees. Only employees can designate floating holidays.

301 Annual Leave/Paid-Time-Off (PTO) Benefits

PTO for non-exempt (hourly) and exempt (salary) personnel will be earned on a bi-weekly basis. **Full-time employees hired prior to December ?, 2010 are grandfathered under the previous PTO plan and** All full-time employees will earn 6.15 hours per pay period (bi-weekly) up to 160 hours per year. Effective 7/1/08, Directors will earn PTO as follows: 1-3 years = 25 days, 4-9 years = 30 days, and 10+ years = 35 days.

Full-time employees hired after December ?, 2010 will earn PTO based on length of service as follows:

<u>0 months to the completion of 6 months</u>	<u>= 0 hours</u>
<u>7 months to the completion of 12 months</u>	<u>= 1.54 hours per pay period</u>
<u>13 months to the completion of 24 months</u>	<u>= 3.08 hours per pay period</u>
<u>25 months to the completion of 36 months</u>	<u>= 4.62 hours per pay period</u>
<u>37 months and forward</u>	<u>= 6.15 hours per pay period</u>

~~Employees are encouraged to exercise the use of PTO each fiscal year.~~ **Each employee shall be expected to take at least one week of continuous leave during each fiscal year. With the exception of newly hired employees within the first 2 years of employment.**

PTO must be used in one (1) hour increments and will be not approved for less than one (1) hour.

PTO may be earned and carried over from one fiscal year (**July 1 – June 30th**) to the next, not to exceed 120 hours. **Any unused PTO in excess of 120 hours will be forfeited.** ~~From the last pay period end date of the fiscal year.~~

Funding permitting and pending Board approval, an eligible employee may cash out at 100 percent of value up to 40 PTO hours. An eligible employee is one who begins the fiscal year with 120 PTO hours and ends the fiscal year with an excess of 120 hours. The 120 hours may be accumulated over a number of years. Payment shall be based on the number of hours that exceed 120 up to 40 hours beginning with the 2008/2009 fiscal year; and paid the first pay period the following fiscal year.

Employees must receive authorization from their immediate supervisor prior to the day, on which PTO begins, except in emergency situations. A minimum of ~~two~~ **one (2 1)** weeks advance notice is ~~recommended~~ **is required except for emergencies.**

All employees will be required to complete a Request for PTO form prior to use of annual leave.

Supervisors are required to maintain a record of employee requests for use of PTO. PTO requests may be denied if other employee(s) have received prior approval for leave.

In the event employees cannot report to work due to unexpected illness or medical situations, the employee is required to contact his/her immediate supervisor and speak directly with him/her. In

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the event the supervisor is not available, the next management personnel in the chain of command must be contacted. It is considered unacceptable for any employee to leave a message with co-workers, voice-mail, etc. When at all possible, employees must contact their immediate supervisor personally. **If the employee remains away from the office on unscheduled PTO in excess of three (3) working days, it will be necessary for the employee to furnish a certificate of illness by the attending physician upon return to work stating that they were unable to work and that they are being released for full duty. A physician statement from a family member's doctor is also appropriate. An employee will not be allowed to return to work without a certificate of illness. If after five (5) days a certificate of illness is not received, the Coalition will assume the employee has resigned.**

A Medical Release Statement is to be submitted to the Human Resource Director for review before the employee returns to work in the following situations:

a. In all cases of work-related injury when the employee has been unable to work after the time of the injury;

b. When returning from medical or maternity leave of absence.

As a joint protection to the employee and the Coalition, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments to the Human Resource Director. A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

Upon resignation, death, or retirement, employees may be paid in one lump sum for accrued vacation leave as of the last day of employment.

~~New employees will accrue vacation leave from the first day of employment, but they cannot take vacation leave and be compensated for it until after their probationary period has been completed.~~

302 Personal Leave

The Coalition provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations **for a period not to exceed 20 consecutive business days**. Full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed the probationary period. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Customary requests will center on an employee's need to be absent from work and all other accrued PTO are exhausted. Granting leave without pay is strictly at the Executive Director's discretion. Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Medical insurance premiums will be paid on behalf of the employee for the time the employee is on personal leave up to 30 days. No PTO or holiday benefits will accrue during the approved personal leave period.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Coalition cannot guarantee reinstatement in all cases.

If an employee fails to report to work on the business day following the expiration of the approved leave period, the Coalition will assume the employee has resigned. At the time of the approved personal leave, if the employee's job performance is satisfactory, the employee may re-apply for an available position.

303 Medical Leave

The Coalition provides medical leaves of absence, to a total of 8 workweeks during any 12-month period, without pay, to ~~eligible~~ employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include in-patient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Also, an ~~eligible~~ employee shall be entitled to a total of 8 workweeks of leave, **without pay**, during any 12-month period for one or more of the following:

- (A) The birth of a son or daughter of the employee and in order to care for such son or daughter.
- (B) The placement of son or daughter with the employee for adoption or foster care.
- (C) To care for ~~the~~ spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.

Expiration of entitlement:

The entitlement to leave under subparagraphs (A) and (B) of paragraph (1) for a birth or placement of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement.

~~Full-time employees are eligible to request medical leave. Eligible~~ Employees may request medical leave only after having completed the probationary period. Exceptions to the probationary period will be considered to accommodate disabilities. Employees will be required to first use any accrued PTO leave time before taking unpaid medical leave.

~~Eligible~~ Employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Coalition. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable health insurance plans, the Coalition will continue to provide health insurance benefits for the full period of the approved medical leave **for benefit eligible employees.**

Benefit accruals, such as PTO leave and holiday benefits, will continue during the approved medical leave period up to 30 days **for benefit eligible employees.**

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Coalition with at least two weeks advance notice of the date the employee intends to return to work.

If an employee fails to return to work on the agreed upon return date, the Coalition will assume the employee has resigned.

304 Jury Duty

The Coalition encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to 2 weeks of paid jury duty leave over any 1 year period. **Employees will be required to provide proof of attendance for payroll purposes.**

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Full-time and part-time employees qualify for paid jury duty leave.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Coalition will continue to provide health insurance benefits for a maximum period of thirty calendar days after the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by the Coalition according to the applicable plans.

Benefit accruals such as PTO leave or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

305 Witness Duty

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Coalition, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Coalition. Employees are free to use any available paid leave benefit (such as PTO leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

306 Bereavement Leave

Upon request and approval, employees who wish to take time off due to the death of an immediate family member, as defined in the section "Hiring of Relatives (Section 210)," should notify the Coalition immediately.

Up to five days of paid bereavement leave will be provided to eligible full-time employees due to the death of a spouse, child, mother, father or stillbirth requiring funeral arrangements. Up to 3 days of paid bereavement leave will be provided to eligible full-time employees for other immediate family members as defined in section "Hiring of Relatives (Section 210)."

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

307 Military Leave

It is the policy of the Coalition to comply with all applicable statutes that require reservists and National Guard personnel to be given leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. Employees required to report for temporary annual active duty in military service shall receive the difference between their military and civilian pay for a period of up to two weeks in any calendar year.

Employees are responsible to contact their supervisors and the Finance Department so that work coverage and pay arrangements can be made as far in advance as possible. Employees may elect PTO time in lieu of military leave.

308 Compensatory Leave

The Coalition does not grant compensatory leave.

309 Workers' Compensation Insurance

Florida Law requires Employers to provide workers' compensation insurance at no cost to employees. Workers' compensation covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

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Neither the Coalition nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Coalition.

310 Health Insurance

The Coalition's health insurance plan provides employees and their dependents access to medical insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Coalition and the insurance carrier. Eligible employees become covered upon the first day of the month following 3 full months of employment. Family members of employees can take advantage of the insurance; however the premiums will be deducted from the employee's earnings. The Coalition will pay the premium cost for employees as determined by the Board of Directors and recommended in the annual budget. Cost for eligible dependents will be paid by employees. The Coalition will not incur any costs from the fact that an employee elects to have family members covered by health insurance plan provided to the Coalition.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

311 Life and Dental Insurance

The Coalition will offer on a voluntary basis Life and dental insurance to all eligible employees by independent carriers.

312 Retirement Plan

The Coalition has established a retirement plan and contributes 5% with up to a 2% match for eligible employees after the first (1st) year of employment. Employees will vest 20% per year and be fully vested in five (5) years. Employees hired prior to June 30, 2007 are grandfathered under the previous vesting plan.

1st year = 20%
2nd year = 40%

3rd year = 60%
4th year = 80%

5th year = 100%

Employees may contribute to the retirement plan from the first day of employment. Vesting schedule noted above is only applicable to employer contributions and not the employee's contribution.

313 Benefits Continuation

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Coalition's health plan, if any, when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

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Under COBRA, the employee or beneficiary pays the full cost of coverage at the Coalition's group rates plus an administration fee. The Coalition provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under any Coalition's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 Staff Development

The Early Learning Coalition recognizes that the skills and knowledge of its employees are critical to the success of the organization. The staff development program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Coalition.

Funding permitting, financial assistance is available to employees who wish to further their education and/or improve their skills in their present position, the total not to exceed ~~\$150.00~~ \$400.00 per fiscal year. Reimbursement for classes and books shall be made for grades of a C or better; there will be no reimbursement for grades below a C.

Approval of a tuition request is not automatic, especially in the cases of newly hired employees, or in the cases where employees are in a probationary status. Managers will use proper discretion in making recommendations to the Executive Director. Classes/courses must relate to the employee's current job duties or align with necessary job functions or reasonably attainable jobs within the Coalition. **Individuals wishing to participate in this program should send a written request to the Executive Director. This request should include the courses to be taken and a justification as to why these courses will enhance their workplace skills. Approval will be at the Executive Director's discretion and must be received prior to attending the course.**

Reimbursement will be made once the individual submits documentation of the grade received and the costs for tuition and books.

Non-reimbursable costs include: laboratory fees, service fees, admission tests, activity fees, out of state resident fees/courses, membership fees, recertification fees, licensure fees, late registration fees, course audit fees, cancellation fees, car rental, hotel accommodations and meals.

SECTION 4 – TIMEKEEPING AND PAYROLL

400 Salary Administration

The salary administration program at the Coalition was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Coalition is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Coalition periodically reviews its salary administration program

and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisor. The Executive Director is also available to answer specific questions about the salary administration program.

401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt and exempt employee. Federal and state laws require the Coalition to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately track the number of hours worked each day. Overtime work must always be approved 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 of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and sign the time record. After approval, the time sheets are submitted for payroll processing.

402 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be given the opportunity to volunteer for overtime work assignments, or may be asked to work overtime. All overtime work must receive prior authorization. Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions.

403 Paydays

Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees are paid on a biweekly basis, every two weeks, by paycheck or direct deposit, on the Friday following the end of a pay period. A pay period is comprised of fourteen (14) calendar days beginning on Sunday and ending on Saturday. If a payday falls on a holiday, employees will be notified in writing as to an alternate payday for that pay period.

Employees must submit a completed and signed timesheet for each pay period by 9:00 AM the Monday following the end of a two-week pay period, unless this schedule is temporarily modified by the Finance Director.

Approved leave forms must accompany the completed timesheet before employees can be compensated for leave time.

404 Employment Termination and Lay Off

Termination:

Since employment with the Coalition is based on mutual consent, both the employee and the Coalition have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- **Abandonment of Position: Unauthorized absence from work for a period of two (2) consecutive days may be considered a resignation.**

Resignation - An employee who wishes to leave Coalition employment in good standing shall submit a written resignation to their supervisor giving at least two (2) weeks notice before the date of termination. The employee who has resigned must be at work for the two-week period and must work on the last day of employment, unless determined otherwise by the Executive Director.

Discharge - An employee may be involuntarily terminated from employment by the Executive Director. Employees who are terminated will be paid according to the established benefit policy.

The Coalition will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or return of Coalition-owned property, including office keys. Human Resources and employee must sign a checklist indicating what equipment/property was returned and received. Suggestions, complaints, and questions can also be voiced.

Lay Off:

Any involuntary separation initiated by the organization, other than discharge, shall be considered a lay-off. An employee may be laid off when it becomes necessary by reason of shortage of funds, termination of the position, changes in the duties or organization or for related reasons which are outside of the employee's control which do not reflect discredit upon the service of the employee. The Executive Director will notify the employee of the layoff, the day of the layoff will be paid as a full day of work and the employee will receive severance pay equal to 2-weeks of pay. The duties performed by an employee laid off may be reassigned to other employees already working who hold positions in appropriate classes.

405 Pay Deductions

The law requires the Coalition make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Coalition also must deduct

Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Coalition matches the amount of Social Security taxes paid by each employee.

The Coalition offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize, in writing, deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Fiscal Manager can assist in having your questions answered.

SECTION 5 – EMPLOYEE CONDUCT

500 Employee Conduct and Work Rules

Because employment with the Coalition is at the mutual consent of the Coalition and the employee, and either party may terminate that relationship at any time with or without cause and with or without advance notice, employment may be terminated by the Coalition for reasons other than those listed here.

To ensure orderly operations and provide the best possible work environment, the Coalition expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

501 Grievance Procedure

All employees shall have the right to file a grievance as to any action taken with regard to decisions impacting them as they relate to the application and interpretation of the ELCIRMO personnel policies and procedures and/or other established office procedures. A complaint involving the Executive Director is to be filed with the Board Chairperson using the same timeframes listed below.

- 1) A Coalition employee may file a complaint/grievance (including complaints of discrimination or sexual harassment) within 20 calendar days of an occurrence, in writing with his/her supervisor or Human Resources Director. The written complaint/grievance must contain the date of the occurrence and details about the alleged incident. Details not contained in the original written complaint/grievance that surface after the complaint/grievance is filed will be considered untimely and will not be processed.
- 2) The supervisor and the Director of Human Resources will investigate the complaint/grievance (except complaints of alleged discrimination on the basis of race, religion, national origin, sex, disability or age which are referred directly to the Equal Employment Opportunity Officer Director of Human Resources) and attempt to resolve the complaint/grievance. The supervisor will issue a written ruling to the aggrieved employee within 5 working days of receipt of complaint.
- 3) If the employee is not satisfied that his/her complaint/grievance was handled and resolved fairly, or the supervisor is unable to resolve the complaint, the complaint/grievance is escalated to the Director of Human Resources within 5 working days of the supervisor's written ruling. If the Director of Human Resources is unable to resolve the complaint within 5 working days, the Director of Human Resources will elevate the complaint/grievance to the Executive Director. The Executive Director will review the ruling and conduct further investigations, as appropriate. The Executive Director's disposition of the complaint/grievance will be issued within 5 working days of having received the complaint.
- 4) The employee may appeal the Executive Director's decision to the Coalition's Personnel Committee within 15 calendar days of the employee's receipt of the Executive Director's decision, by filing a request for hearing before the committee. Any appeal not filed in a timely manner will not be processed.
- 5) The Personnel Committee will conduct a hearing to determine a fair and equitable solution and will issue their findings in writing to the employee. The employee may be present at the hearing and may choose to present witnesses on his/her behalf. The decision of the Personnel Committee is final, except in the case of a discrimination or sexual harassment complaint. An employee may elevate his/her complaint to the state and federal levels and Board will supply the names and addresses of where to file the complaint, as well as timeframes and documentation required, to the employee.
- 6) An employee who fails to comply with the timeliness requirements for filing appeals as contained in these procedures will be deemed to have accepted the ruling or decision at the given level as satisfactory and acceptable, and to have waived the right to further appeal.

A complaint by an employee of alleged discrimination on the basis of race, religion, national origin, sex, disability, or age shall be processed in the following manner:

- 1) Within 20 calendar days of the occurrence of an alleged incident of discrimination by an employee of the Coalition against another employee, the employee may file a written complaint with the Director of Human Resources, setting forth the date of the alleged incident and details about the alleged incident. Other details not filed within this time period shall be deemed untimely and shall not be process.
- 2) The Director of Human Resources will investigate the complaint and issue a written ruling within 20 calendar days of receipt of the complaint.
- 3) The employee may appeal the ruling to the Executive Director within 10 calendar days following receipt by the employee of the ruling. Any appeal not filed in a timely manner shall not be processed.
- 4) The Executive Director or his/her designee shall review the ruling and conduct such further investigations as may be appropriate. The Executive Director's disposition of the complaint shall be issued within 20 calendar days.
- 5) The employee may appeal the Executive Director's decision to the Coalitions Personnel Committee within 15 calendar days of the receipt by the employee of the Executive Director's decision, by filing a request for hearing before the committee. Any appeal not filed in a timely manner shall not be processed.
- 6) The committee hearing shall be governed by the provisions of Chapter 120, Florida Statues, and applicable Coalition rules. The decision of the committee shall be considered final agency action for purposes of judicial review.
- 7) An employee who fails to comply with the timeliness requirements for filing appeals as contained herein shall be deemed to have accepted the ruling or decision at that given level as satisfactory and acceptable, and to have waived the right to appeal further.

502 Attendance and Punctuality

To maintain a safe and productive work environment, the Coalition expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Coalition. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Absence without approved leave is cause for disciplinary action. If an employee is absent for two (2) consecutive workdays without authorization, the employee will be considered to have abandoned his/her position and thus resigned.

If an employee must be absent for reasons beyond control, unless the absence is during a Coalition approved leave of absence, each employee is expected to give reasonable notice to their manager or the Executive Director. Failure to provide reasonable notice will result in an unexcused absence. Falsifying the reason for absence when notifying their manager or Executive Director may result in immediate discharge. Excessive absenteeism or tardiness will result in disciplinary action and may result in termination.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

503 Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Coalition presents to the community, customers and visitors.

During business hours or when representing the Coalition, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position, ~~and accepted standards following the approved dress code policy.~~ This is particularly true if your job involves dealing with customers or visitors in person. **The following dress attire will not be permissible; low cut clothing that exhibits cleavage and heels greater than 3 inches.**

Employees should be sensitive to fragrance and chemical sensitivities of co-workers and refrain from wearing fragrances or using chemicals that may affect the work environment of co-workers, i.e., perfumes, body sprays, cologne, lotions, heavily fragranced hair products, or other type chemicals etc., as others may be affected by the odor.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees will be required to use PTO for any work time missed because of failure to comply with this policy.

504 Casual Days

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designated casual days. Fridays are considered casual days when field and house staff who are NOT attending functions out of the office may wear casual attire.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire. Casual days may allow you to enjoy a special occasion, better tolerate excessive heat conditions, or more comfortably organize your work area.

It is the responsibility of each Manager to assure compliance and conformity with this policy. **The following attire will not be permissible: low cut clothing that exhibits cleavage, heels greater than 3 inches, shorts, T-shirts with advertising slogans, athletic clothing such as jogging/warm-up suits, baseball hats, novelty items and similar items of casual attire.** Any employee not adhering to the dress code may be sent home to change into appropriate clothing. **Employees will be required to use PTO for any work time missed because of failure to comply with this policy.**

505 Use of Mail System, Phone, E-Mail and Internet

Postage, envelopes and postage meters are property of the Coalition and for official use only. The use of Coalition paid postage for personal correspondence is not permitted. Abuse of this policy may result in dismissal from employment.

To ensure telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the

caller, and hang up only after the caller has done so. **Additional telephone usage can be found in the Information Technology Security and Appropriate Use Policies.**

E-mail is for official use only. Messages may be monitored by the Executive Director. All e-mails transmitted or received are public record and retained. Abuse of e-mail may result in dismissal from employment. **Additional email policies can be found in the Information Technology Security and Appropriate Use Policies.**

The Internet is for official use only and **personal use is prohibited**. Use of the internet may be monitored by the Coalition. ~~Personal use of the Internet is prohibited unless given prior permission from your immediate supervisor.~~ All Internet data composed, transmitted or received is the property of the Coalition and is subject to disclosure laws. Abuse of the Internet usage may result in dismissal from employment.

506 Smoking

In keeping with the Coalition's intent to provide a safe and healthful environment, smoking is prohibited throughout the workplace. Smoking is prohibited within 50 feet of the entrances to the Coalition's office. This policy applies equally to all employees, ~~customers, and visitors.~~

507 Meal Periods

All ~~full-time~~ employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Employees are not to do any work during their designated lunch period.

508 Use of Equipment and Supplies

Equipment that is essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment and supplies are to be used for Coalition business and not for personal use.

Notify the supervisor if any equipment appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. Employees are to report low supplies to the Finance Assistant for future supply orders.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Employees who leave employment without returning equipment or satisfying equipment losses will be considered to have left employment on unsatisfactory terms and may be subject to legal action to recover costs or may have costs deducted from a final paycheck.

509 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt the organization's ability to conduct business. In extreme cases, these circumstances may require the closing of a work facility. The office may be officially closed by the Executive Director, a designee in charge of the office or the Board Chair.

In cases where an emergency closing is not authorized or when the emergency has passed, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave such as unused PTO benefits.

510 Visitors/Children in the Workplace

The Early Learning Coalition of Indian River, Martin & Okeechobee Counties is a diverse environment of offices where many different activities are performed. Visitors to the workplace are generally welcome, and in some settings even encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety, and to maintain productivity and regulatory compliance

Visitors

To provide for the safety and security of employees and the facilities at the Coalition, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Coalition office at the main entrance. Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Coalition's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Children

In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis, as children in the workplace create an atmosphere that may not be conducive to achievement of the unit's specific goals and objectives. Special occasions that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the department (example: Take your Child to Work Day). The employee's schedule for that day should take the child's presence into consideration to eliminate potential hazards.

Despite the range of childcare options, staff members may occasionally, in unforeseen situations, need to bring children to their workplace until other arrangements can be made, thus allowing staff members to meet workplace demands. However, when children are introduced to environments which are not designed to cater to them, issues of safety, supervision, productivity and legal liability arise.

- **Requests should be made (preferably in advance) to your respective supervisor, except in the case of a short visit(less than one (1) hour).**
- **Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to**

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bring the child into an office not to exceed one (1) hour (following or before a physician's appointment, for example). The parent employee must supervise the child(ren) on such visits. It is not appropriate for children of any age to be in the workplace on a regular basis, such as after school each school day, on regularly scheduled school holidays, or during the summer.

The ELC recognizes that occasionally situations may arise that leave an employee with no acceptable alternative but to bring his or her child(ren) to work. In the event of an emergency, or if there are no other alternatives, parent employees may have children present in the workplace until other arrangements can be secured not to exceed two (2) hours. Should no other arrangements for care be possible then the parent employee is to utilize PTO or unpaid leave.

- **Staff members should be sensitive to the needs of colleagues when bringing children into the ELC.**
- **Provision for sick children should normally be made within the context of various forms of leave available to staff, which include: PTO, and unpaid leave provisions. Sick children should not be brought to the workplace.**

511 Workplace Monitoring

Workplace monitoring may be conducted by the Coalition to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the Coalition. As such, computer usage and files may be monitored or accessed.

Because the Coalition is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

512 Cell Phone Usage

The Coalition may provide cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is intended for business-related calls only and personal calls are not permitted. Cell phone invoices may be regularly monitored.

As a Coalition representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Personal cell phones are to be placed on vibrate mode during regular business hours **and their use should be limited to emergencies during business hours; however, nothing prohibits the use during your scheduled lunch break. Employees should provide family members with the Coalitions main number as well as their direct lines for emergency purposes.** For emergency or short conversations, the office hard-line phone system may be used.

513 Workplace Violence Prevention

Employees are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited ~~from~~ on the premises of the Coalition. **Any such possession of a firearm must be in accordance with applicable Federal, State, and County laws and ordinances.**

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. If you feel your safety is threatened call 911. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Coalition will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Coalition may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Coalition encourages employees to bring their disputes or differences with other employees to the attention of their Manager before the situation escalates into potential violence. The Coalition is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

514 Safety/Accident Reporting

Each employee is expected to obey safety rules, comply with any workplace safety program, and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

All accidents that result in injury, regardless of how insignificant the injury may appear, must be reported immediately by the employee, even minor ones, to their supervisors. Accidents involving any injury are to be documented in writing by the supervisor. The supervisor is responsible for completing a Notice of Injury Report and any other reports required by OSHA or state and local authorities. (Relocated from #521). Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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Employees are requested not to lift or push objects too heavy for them and to ask for assistance when lifting or moving large/heavy objects. Employees are responsible for notifying their supervisor if any health or medical condition limits their ability to do any core job duty. (Relocated from #521)

515 Business Ethics and Conduct

The successful business operation and reputation of the Coalition is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Coalition is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Coalition and its clients to act in a way that will merit the continued trust and confidence of the public.

The Coalition will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Coalition employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

516 Drug-Free Workplace

The Coalition complies with the federal grant assurances toward alcohol and drug abuses that provide a safe and healthy workplace for all employees.

While on the job premises or Coalition business, employees are strictly prohibited from the use, possession, sale, transfer, or offer for sale, or purchase intoxicants of any kind. The illegal use of any drug, narcotic, or controlled substance is also strictly prohibited.

Employees must not report for duty or be on Coalition property while under the influence of or have in their possession while on Coalition property, any:

- Intoxicating liquor
- Marijuana or illegally obtained drugs
- Narcotic, or other illegal substance

All employees will submit to a random drug screening. Costs for the screening will be paid by the Coalition. However, nothing in this policy precludes the appropriate use of legally prescribed medications that do not affect the ability to work safely.

The company recognizes drug dependency as an illness and a major health problem. The company also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to talk to their Supervisor/Manager or the Executive Director. All discussions will be kept strictly confidential.

Employees who appear to be in an impaired condition on the job may be asked by the Executive Director to submit to a test by a bonafide company or agency to determine whether they are under the influence of alcohol or illegal drugs. A refusal to take a drug screen will result in disciplinary action, up to and including termination.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. Any sale of illegal drugs during the work day or on the employer's premises will be treated as gross misconduct punishable by immediate discharge for the first offense. Any employee who is arrested for selling drugs while off duty will be discharged if convicted of a criminal offense. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

517 Sexual and Other Unlawful Harassment

The Coalition is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

518 Return of Property

Employees are responsible for all Coalition property, office key(s), materials, or written information issued to them or in their possession or control. Employees must return all Coalition property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Coalition may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Coalition may also take all action deemed appropriate to recover or protect its property.

519 Security Inspections

The Coalition wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Coalition prohibits the possession, transfer, sale, or use of such materials on its premises. The Coalition requires the cooperation of all employees in administering this policy.

Desks and other storage devices may be provided for the convenience of employees but remains the sole property of the Coalition. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Coalition at any time, either with or without prior notice.

520 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Coalition may not solicit or distribute literature in the workplace at any time for any purpose.

The Coalition recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time (working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

Affirmative Action statement

Approved by the Coalition Board: 6/28/07

Board Approved Revisions: 2/28/08; 5/22/08; 6/26/08, 12/4/08, 3/26/09, 10/22/09, 1/28/10

Employee Announcements
Internal Memoranda
Job Openings
Organization Announcements
Workers' Compensation Insurance information

~~521~~ Safety/Accident Reporting (Incorporated in #514 above)

~~Employees are responsible for reporting unsafe conditions to their immediate supervisor. Supervisors are responsible for correcting any hazardous conditions. Employees are to immediately report accidents, even minor ones, to their supervisors. Accidents involving any injury are to be documented in writing. The supervisor is responsible for completing a Notice of Injury Report and any other reports required by OSHA or state and local authorities.~~

~~Employees are requested not to lift or push objects too heavy for them and to ask for assistance when lifting or moving large/heavy objects. Employees are responsible for notifying their supervisor if any health or medical condition limits their ability to do any core job duty.~~

~~522~~ Continuous Improvement (Incorporated into #222)

~~All employees are expected to participate in a continuous improvement model by promoting goals and strategies that consistently add to the effectiveness of the organization. Employees will set annual goals in keeping with the continuous improvement model and the goals of the Board.~~

5223 Progressive Discipline

Although employment with the Coalition is based on mutual consent and both the employee and the Coalition have the right to terminate employment at will, with or without cause or advance notice, the Coalition may use progressive discipline at its discretion, if management feels it would be productive.

The purpose of this policy is to state the Coalition's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Coalition's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps: verbal warning, written warning, suspension with or without pay, or discharge of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a second time for the same offense may be followed by a written warning; a third time for the same offense may lead to a suspension; and a fourth time for the same offense may then lead to discharge of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

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The Coalition recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, discharge of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Coalition.

Upon determining that disciplinary action beyond formal verbal or written warning must be taken, the supervisor shall immediately confer with the Executive Director, and the following process will be followed:

- A. Disciplinary action must be supported by a complete and accurate review. Should the disciplined employee appeal, the accuracy and thoroughness of the review are essential to enable the Grievance Committee to sustain the request for disciplinary action. The immediate supervisor will obtain pertinent facts by assembling the relevant documents, which should include statements by the employee or other persons having knowledge of the incident or performance shortcoming. Every effort must be made to verify information obtained. This will be obtained in a timely manner, whether or not the supervisor determines the complaint to be valid or require disciplinary action.
- B. The Executive Director and the employee's supervisor will review policies and rules, as well as the personnel file and past performance of the employee in order to determine the specific complaints, if any, which should be made against the employee.
- C. If and when the specific complaints have been determined, they and a supporting summary of the background facts and recommended action shall be entered on the disciplinary action report. This report is to be prepared by the supervisor and reviewed by the Executive Director to ensure internal consistency and uniform application of Board policies and procedures.
- D. The Executive Director and the immediate supervisor will meet with the employee to review the disciplinary action report. When necessary, the Executive Director will offer an explanation of the procedure. If the employee, for any reason, refuses to sign the report, the Executive Director will write, "Employee refused to sign." The Executive Director and the immediate supervisor will then sign and date the report. The employee may add a written response, which must be signed and dated.
- E. Following discussion of the disciplinary action report with the employee, the Executive Director shall recommend action (demotion, suspension, dismissal, or no disciplinary action) and inform the employee of his/her recommendation in writing. The employee may add a written comment of the recommended disciplinary action, which must be signed and dated.
- F. The Executive Director may allow an employee to submit a written letter of resignation in lieu of disciplinary action. No action may be taken on the resignation for at least twenty-four (24) hours, during which time the employee may withdraw it. After twenty-four (24) hours, the letter of resignation shall be processed.
- G. The recommendation made by the Executive Director will go into effect immediately, if no letter of resignation is received.

- H. The employee will have the option of presenting his/her case to the Grievance Committee for review. The Grievance Committee will hear the case, make a recommendation and present the recommendation to the Board for action.

All suspensions shall be without pay until the final resolution of any appeal is approved by the Board, which may, upon review of the entire action, award pay for time under suspension.

5234 Workplace Etiquette

The Coalition strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Coalition encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Executive Director if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- * Return copy machine and printer settings to their default settings after changing them.
- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- * Do not talk about work-related issues in common areas where others can hear.
- * Try to minimize unscheduled interruptions of other employees while they are working.
- * Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- * Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- * Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- * Refrain from using inappropriate language (swearing) that others may overhear.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.

5245 Political Activities

Employees are prohibited from taking active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for which compensation is received from the Coalition.

Employees may not use their official office or positions to secure support for a political candidate or issue in a public election, or use any promise of reward to encourage or coerce others to support

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a candidate or issue. Employees are permitted to express their personal opinions on political subjects and candidates and to take an active part in political campaigns outside of working hours. Campaigning cannot be brought into the office.

5256 Customer Relations

Employees represent the Coalition. Employees are expected to assist all customers in a pleasant and courteous manner and to offer assistance without being asked. The rule is to give attention and act immediately. Employees are expected to return phone calls and e-mails within 24 hours, if possible. Customers are defined as clients, office visitors, partners, contractors and vendors.

5267 Computer/Telephone/Fax Usage

All employees sign a User Agreement when assigned a computer. Computers, software and communications systems are provided by the Coalition and are intended for work-related activities. Use for non-work related functions is prohibited. Any charges incurred by the Coalition for personal usage will be recovered from the employee.

Information is to be kept confidential. Employees will receive a user name and password when they are hired. Passwords must not be shared.

All software must be appropriately acquired and used according to licensing agreements. Users are prohibited from circumventing access controls outside of authorized privileges. Users cannot delete or modify information or programs, nor introduce malicious software.

Personal phone calls should be limited. When on a business call, speak courteously and professionally. Paging should be used for business only. The use of long distance telephone services must be limited to official business. Unauthorized use of telephones may result in disciplinary action. All computer and telephone equipment remains property of the Coalition.

The use of the fax machine must be limited to official business. However, an employee may request to use the fax machine for non-business purposes. Permission must be given by the Executive Director before using the fax machine for non-business purposes.

Abuse of the computer/telephone/fax usage policy may result in progressive discipline and eventual dismissal from employment.

5278 Personal Vehicle Usage and Mileage Reimbursement

Employees who are required to use their personal vehicle for business will be reimbursed at the approved state mileage rate. Reimbursement will not be made for driving to and from work. Employees must accurately report all miles traveled and the purpose of each trip on the Log for In County Travel (see Attachments). Requests for mileage reimbursement must be submitted on a monthly basis, but no later than the 15th of the following month.

Employees must carry liability insurance. Copies of appropriate insurance must be provided at the time of employment and annually as insurance renewal occurs, for the personnel file. If this insurance is cancelled or not renewed for any reason, the employee must immediately notify the Human Resource Director.

Employees must have a current, valid Florida driver's license. A copy of the license must be provided upon employment and an updated copy submitted upon renewal. If an employee's

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driver's license is suspended or revoked, the employee must immediately notify the Human Resource Director.

Traffic violations, parking violations, speeding tickets and the required insurance are solely the responsibility of the employee.

Employees must immediately report auto accidents that occur while on business to their supervisors and the worker's compensation carrier. The supervisor is required to write an accident report and the Human Resource Director will report the accident to the worker's compensation carrier.

5289 Out of Town Travel

Employees may be required to attend meetings, seminars or conferences outside of the Treasure Coast area. Out-of-town travel *must be requested in advance* via the Request for Leave Form (see Attachments). The employee must complete the form and submit it to his/her supervisor for approval. The Executive Director gives final approval before securing any registration/reservation for traveling. Employees whose travel plans have been approved are to coordinate with their Supervisor and the Finance Assistant for necessary travel arrangements. When the employee completes the travel, he/she completes a Travel Voucher within 30 days (see Attachments), recording all known expenses and attaching receipts as required by the Coalition's travel policy. The employee submits the completed Travel Voucher with a copy of meeting agendas to the Finance Department for payment.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles rented by the Coalition may not be used for personal use without prior approval.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

52930 Media Statements

Only the Executive Director may answer inquiries from the media. All media calls are to be referred to the Executive Director.

5301 Sunshine Law

The Coalition Board functions in the "sunshine." Employees must be familiar with Florida's Sunshine Law and adhere to its principles when conducting Board business and conferring with Board members.

5312 Whistleblower Policy: Reporting Suspected Violations of Law and Policy

The Early Learning Coalition of Indian River, Martin and Okeechobee Counties requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Coalition, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

a. Reporting Responsibility

It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

b. No Retaliation

No director, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Coalition prior to seeking resolution outside the Coalition.

c. Reporting Violations

The Coalition's open door policy suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Designee or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following the Coalition's open door policy, individuals should contact the Executive Director. When this reporting policy is inappropriate for a particular situation, the Coalition Board Chair can be contacted directly. The contact information for the Board Chair is distributed to all staff and also posted on the Coalition website.

d. Compliance Officer

The Executive Director acts as the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations at his/her discretion and shall advise the Finance Committee. The Executive Director has direct access to the Finance Committee of the Board of Directors and is required to report to the Finance Committee at least annually on compliance activity.

e. Accounting and Auditing Matters

The Finance Committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Coalition Finance Director shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

f. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

g. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

h. Handling of Reported Violations.

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

i. Handling of Documentation

It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.

532 Personal Business

Conducting personal business while on official duty will not be authorized. If it is necessary for the employee to make telephone calls or meet with persons not related to Coalition business, the discussions must be held during meal period. Exceptions will be allowed only in case of emergency.



**Early Learning Coalition
of Indian River, Martin & Okeechobee Counties, Inc.
Comparison of Number of Children Served by County**

<i>School Readiness</i>			
	October-09	October-10	Difference
Indian River	795	966	171
Martin	796	1146	350
Okeechobee	409	490	81
Totals	2000	2602	602

<i>VPK</i>			
	October-09	October-10	Difference
Indian River	887	887	0
Martin	932	981	49
Okeechobee	287	300	13
Totals	2106	2168	62

Wait-list by Age by County
As of 11/19/10

	Indian River	Martin	Okeechobee
Infant	67	19	26
Toddler	117	23	39
2 year olds	153	16	50
3 year olds	157	19	51
4 year olds	36 Non-VPK	3 Non-VPK	12 Non-VPK
5 year olds	0	0	0
Total	530	80	178

Disclaimer: "These numbers may not be an accurate representation of the need in the community".