

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
April 9, 2020  
10:00 am

Per Governor's Executive Order N-25-20  
Meeting to be held via Tele-Conference  
(213) 204-2374 - Conference ID: 532 558 927#

[Join Microsoft Teams Meeting](#)

Members of the public may join the tele-conference or listen to the call from the CAPK office at  
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Curtis Floyd  
Janea Benton

Fred Plane  
Yolanda Ochoa

Nila Hogan  
Guadalupe Perez

3. Approval of Agenda

4. Public Forum

*The public may address the Committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

5. New Business

- a. COVID-19 On-Site Employee Incentive Policy – Tracy Webster, Chief Financial Officer – **Action Item (p. 3-5)**
- b. COVID-19 Temporary Suspension of Vacation Cap – Tracy Webster, Chief Financial Officer – **Action Item (p. 6-7)**
- c. COVID-19 Program Update – Jeremy Tobias, Chief Executive Officer – **Action Item (Verbal Report)**

6. Committee Member Comments

7. Closed Session

8. Closed Session Report

9. Next Scheduled Meeting

Executive Committee Meeting  
Thursday, April 23, 2020  
10:00 am  
5005 Business Park North  
Bakersfield, CA 93309

Executive Committee Agenda

April 9, 2020

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**10. Adjournment**

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North in Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm April 6, 2020 by Paula Daoutis, Administrative Coordinator.*



## MEMORANDUM

**To:** Board of Directors  
**From:** Tracy Webster, Chief Finance Officer *Tracy Webster*  
**Date:** April 9, 2020  
**Subject:** *Agenda Item 5a:* COVID-19 On-Site Employee Incentive Policy – **ACTION ITEM**

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In response to the Governor's order to shelter in place, most employees of CAPK have been offered telecommute schedules or administrative time. However, some staff have functions that rely on being physically present to perform their duties during the COVID-19 pandemic.

The attached COVID-19 On-Site Employee Incentive Policy allows for Incentive Pay to be earned by essential staff who are required to be on site 50% or more of their workday. It also allows for the additional accrual of comp time during this period. Each of these benefits end when the shelter in place restrictions have been lifted.

Recommendation:

Staff recommends the approval of the COVID-19 On-Site Employee Incentive Policy

Attachment: COVID-19 On-Site Employee Incentive Policy



*Helping People... Changing Lives.*

## ADMINISTRATIVE POLICY AND PROCEDURE

<b>TITLE:</b>	COVID-19 On-Site Employee Incentive Policy
<b>APPROVED:</b>	
<b>APPLIES TO:</b>	Community Action Partnership of Kern Employees

### **POLICY:**

In response to the shelter in place orders placed on the State of California by Governor Gavin Newsom, some employees of CAPK have been deemed as essential and are required to interact with the public regularly. This policy allows for temporary incentive pay and the accrual of comp time for employees who are present on work sites during the COVID-19 crisis.

### **AFFECTED DEPARTMENTS:**

This policy may be applied to all eligible CAPK employees who are required to be physically present at work during the shelter in place order placed ordered by California Governor Gavin Newsom in response to the COVID-19 pandemic.

### **DEFINITION:**

*Incentive Pay* – Incentive Pay is additional pay in the amount of \$50 per bi-weekly pay period intended to offset the costs of employee sanitation and acquisition of protection measures. Incentive Pay commences during the week of March 23<sup>rd</sup> and ends when the shelter in place restrictions have been lifted.

*Comp Time* – Comp time is time off without cash value accrued at a rate of 4 hours per bi-weekly pay period during the COVID-19 crisis for employees who are required to be on site to perform their duties. Special Comp Time may not be utilized until the restrictions related to the pandemic have been lifted.

### **GUIDELINES:**

As determined by Division Directors, employees who work on site 50% or more of their time as a requirement of their duties during the COVID-19 pandemic, will be eligible to receive Incentive Pay in the amount of \$100 per month starting March 23, 2020, and ending on the day the shelter

in place restrictions for the State of California have been lifted. This Incentive Pay will be distributed in \$50 increments per pay period for eligible employees.

As determined by Division Directors, employees who work on site 50% or more of their workday as a requirement of their duties during the COVID-19 pandemic, will accrue 4 hours of comp time per bi-weekly pay period. The accrual of comp time will cease following the lifting of restrictions from the State of California. The comp time becomes available for use following the lifting of the shelter in place restrictions. Employees must use the accrued comp time within a three (3) month period following the lifting of restrictions.



# MEMORANDUM

**To:** Board of Directors  
**From:** Tracy Webster, Chief Finance Officer *Tracy Webster*  
**Date:** April 9, 2020  
**Subject:** *Agenda Item 5b:* COVID-19 Temporary Suspension of Vacation Cap Policy – **ACTION ITEM**

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CAPK's Employee Manual places maximums on employee vacation accruals as follows:

Length of Continuous Service	Accrual Rate	Maximum Accrual
0-36 months	3.08 hours/per pay period (10 days/year)	160 hours (20 days)
37-96 months	4.62 hours/per pay period (15 days/year)	240 hours (30 days)
97-180 months	6.15 hours/per pay period (20 days/year)	320 hours (40 days)
181-240 months	6.46 hours/per pay period (21 days/year)	336 hours (42 days)
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours (44 days)

During the COVID-19 pandemic, several CAPK employees will not be able to use their vacation time because they are either on administrative leave or they are classified as essential workers who must be on site to complete required business services. Accordingly, please find the attached COVID-19 Temporary Suspension of Vacation Cap Policy which provides a temporary remedy to this issue.

Recommendation:

Staff recommends the approval of the COVID-19 Temporary Suspension of Vacation Cap Policy.

Attachment: COVID-19 Temporary Suspension of Vacation Cap Policy



## ADMINISTRATIVE POLICY AND PROCEDURE

<b>TITLE:</b>	COVID-19 Temporary Suspension of Vacation Cap Policy
<b>APPROVED:</b>	
<b>APPLIES TO:</b>	Community Action Partnership of Kern Employees

**POLICY:**

In response to the shelter in place orders placed on the State of California by Governor Gavin Newsom, employees of CAPK may be unable to utilize their vacation time as many employees are either on administrative leave or in essential positions during the crisis. This implementation of the COVID-19 Temporary Suspension of Vacation Cap Policy allows for the vacation cap limit to be suspended until restrictions have been lifted.

**AFFECTED DEPARTMENTS:**

This policy may be applied to all eligible CAPK employees who have reached their vacation limit starting March 16, 2020, when schools were closed in San Joaquin County and March 18, 2020, when schools were closed in Kern County.

**GUIDELINES:**

The vacation cap limits as described in the CAPK Employee Manual will be suspended during the shelter in place period described by the Governor of the State of California. Employees will be permitted to retain and continue to accrue vacation time beyond the prescribed caps during the COVID-19 crisis.

The limitations described in the CAPK Employee Manual will renew following the lifting of the shelter in place restrictions. Employees will be required to use the excess time within a three (3) month period following the lifting of restrictions. Human Resources and Payroll will communicate with employees and managers who have excess time so that arrangements can be made to accommodate time off within a three (3) month period following the end of the restrictions.