

Children's Services Council
HUMAN RESOURCES COMMITTEE MEETING

Thursday, October 22, 2020 – 2:00 p.m.

AGENDA

Reference #

1. Call to Order

2. Minutes of Personnel Committee Meeting of January 30, 2020 1
Recommendation: Staff recommends that the Human Resources Committee approve and recommend Council approval of the Minutes of the January 30, 2020 Personnel Committee n.k.a. Human Resources Committee Meeting as presented.

3. Tuition Reimbursement Policy Review and Discussion 2
Review of and discussion, if needed, of Tuition Reimbursement Policy relating to possible “payback” provision.

4. Resolution #20-032 Authorizing Employee Benefits Renewal 3
Recommendation: Staff recommends that the Human Resources Committee approve and recommend Council approval of the Resolution #20-032 authorizing Group Insurance Plan renewal with CIGNA effective January 1, 2021 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2021 through December 31, 2021, with the portion after September 30, 2021 subject to the Council’s annual budget and TRIM process.

5. Employee Handbook/Human Resources Policies 4
Recommendation: Staff recommends that the Human Resources Committee approve and recommend Council approval of the addition to the Employee Handbook/Human Resources Policies as outlined.

6. Election of Officers 5
Recommendation: Staff recommends that the Committee elect a Chair and Vice-Chair of the Human Resources Committee.

7. Adjournment

Children’s Services Council – Human Resources Committee

PERSONNEL COMMITTEE MEETING

Thursday, January 30, 2020 – 3:00 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 3:00 p.m.

Present (Committee Members): Thomas Weber, Thomas Bean and Vince Goodman

Present (Staff): Shay Tozzi, Leah Shaw, Debra Gotlib and Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of October 24, 2019

1

Recommendation: A motion by Goodman/Weber to approve the Minutes of the October 24, 2019 Personnel Committee Meeting as presented was approved for recommendation to the Council.

3. Performance Review of Chief Executive Officer

2

Recommendation: The Personnel Committee discussed Council members input on the Performance Evaluation of the Chief Executive Officer. A recommendation for approval of merit increase will be presented to the Council at the February Council meeting.

4. Compassionate Leave Policy

3

Recommendation: A motion by Weber/Bean to approve the revised Compassionate Leave Policy, to be effective February 1, 2020 was approved for recommendation to the Council.

5. Adjournment

The meeting was adjourned at 4:00 p.m.

Children’s Services Council – Human Resources Committee

AGENDA ITEM
October 22, 2020

AGENDA ITEM: 3

TITLE: Tuition Reimbursement Policy

SUMMARY:

A number of months ago, a Council member questioned whether our Tuition Reimbursement Policy requires staff to remain employed with CSC for a specific period of time in the event that CSC provides tuition reimbursement. At present , CSC does not require staff who receive tuition reimbursement to commit to future employment with CSC.

CSC has applied the Racial and Ethnic Equity Lens to the Tuition Reimbursement Policy and its usage. Please see the table below outlining staff usage and demographics over the last five years:

Year	2016	2017	2018	2019	2020
Race/Ethnicity	1: Hispanic 2: Black 2: White	2: Hispanic 2: Black 2: White	2: Hispanic 1: Black	1: Hispanic 1: Black	1: Hispanic 2: Black

In researching the Tuition Reimbursement payback provision, we have found that while many may have this policy, it is not enforced. Additionally, there were references to the impact to the organizational culture. Given our organizational size, we understand that we are unable to provide a career path for all positions. With that said, we support the practice of providing tuition reimbursement to staff members who have expressed interest in continuing their formal education. It is CSC’s longstanding philosophy that should an employee separate employment, the employee will continue to be a part of the community effort to support children and families in Palm Beach County.

Based on the reasons outlined above, we do not recommend changing this policy. However, if the Committee wishes to discuss this option, attached please find the current policy with changes to provide for ongoing employment following tuition reimbursement. The draft changes are in italics, entitled “Payback Provisions”.

RECOMMENDATION:

Staff recommends no action be taken and no change be made to the current policy, as written.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

Tuition Reimbursement Policy and Procedure

PURPOSE

To encourage employee professional and personal development by providing financial assistance for completion of educational courses related to the work of CSC.

SCOPE

Reimbursement of registration, tuition, books, and laboratory fees will be covered in accordance with the parameters below.

POLICY REFERENCE

CSC Employee Handbook/Personnel Policies - Section V

Employees requesting reimbursement will be informed of this procedure through the new employee orientation process and upon request. Full-time employees who have completed one (1) year of active service are eligible for this benefit. Additionally, part-time employees who have completed one (1) year of service are eligible to receive a pro-rated benefit based upon the number of hours worked. Employees should be aware that these benefits may be considered taxable income under IRS rules.

ADMINISTRATION/RESPONSIBILITY

The Tuition Reimbursement Committee is responsible for the administration of the Tuition Reimbursement program. Reimbursements will be the lesser of the actual tuition, books, and lab fees or a calendar year maximum of \$5,250 for full-time employees and pro-rated maximum will be determined for part-time employees based on hours worked. Reimbursement will be made for undergraduate courses with a passing grade of "C" and graduate courses with a grade of "B" or higher.

Non-degree and certification programs are subject to approval of the employee's immediate supervisor and are payable through Staff Development funds. The employee must submit a confirmation letter of completion for the course work noted below:

- Non-degree, vocational/technical education courses and programs.
- Professional certification directly related to the employee's position.

The Tuition Reimbursement Committee will be available for consultation on Tuition Reimbursement submissions. The Tuition Reimbursement Committee will consist of the Director of Human Resources and Operations, the Chief Operations Officer (COO), the Chief Financial Officer (CFO), and the Human Resources Technician.

PROCEDURE FOR TUITION REIMBURSEMENT

Prior to Course Enrollment

1. Employees should submit the Application for Tuition Reimbursement form in CSCIS Events/Travel Module. The electronic form will be forwarded to the employee's Supervisor and the Director of Human Resources and Operations for approval. **Electronic Tuition Reimbursement Application forms must be submitted in a timely manner to ensure proper review and approvals can be obtained prior to the beginning of the course.** Except in extenuating circumstances, applications should be submitted prior to the commencement of the course.
2. Tuition Reimbursement Application approvals/declinations will be communicated via automated email. When necessary, the Tuition Reimbursement Committee will review the request and forward to the CEO for final decision.

Steps to Complete the Request

1. **Employees must submit the electronic Tuition Reimbursement Request with the required paperwork within forty-five (45) days of the completion of the class/course.** After completion of the course, the employee will receive an automated email to complete the Tuition Reimbursement Request (Please contact Human Resources if an email has not been received).
2. Employees must save all the required documentation for submittal in a Box Folder marked with their name (Example: Betty Smith Tuition Reimbursement) ensuring that Tuition Reimbursement Committee has appropriate rights to the folder. Documents required for approval are:
 - a. A copy of the document from the appropriate educational institution indicating successful completion of the course(s) for which the employee is seeking reimbursement.
 - b. A receipt from the educational institution indicating the actual costs paid for tuition.
 - c. Any other receipts for books, lab fees etc.
3. Employee will then submit the request for final approval by clicking the Modify button on the existing request, attaching the above documentation and clicking Submit button.
4. The Tuition Reimbursement Committee will:
 - a. Review and approve the documentation received.
 - b. Create a Purchase Order for tuition reimbursement in the amount approved.
 - c. Submit the approved Tuition Reimbursement Request to Accounting for final processing.
5. Reimbursement will be processed by the Accounting Department through the normal payable process and procedure.

PROCEDURAL REQUIREMENTS/RESTRICTIONS

1. In order to be eligible for reimbursement, courses must be taken at an accredited college or university.
2. Reimbursements will be made for registration, tuition, books, and lab fees only. Fees for tools, supplies, travel, meals, lodging, or other education-related costs are not eligible expenses under this procedure.
3. Reimbursements will not exceed the stated maximum.
4. Reimbursements will be made only courses considered job related or related to a promotional or transfer opportunity at CSC.
5. Classes will not be taken during the employee's regularly assigned work hours and the hours spent in class will not be counted as "time worked". Where class hours begin within one (1) hour of the end of the employee's regular workday, the employee may use pre-approved vacation, personal, compensatory, or leave without pay to attend classes upon approval from the supervisor.
6. Leaves of absence will not be allowed for educational pursuits as defined in this policy.

PAYBACK PROVISIONS

1. *If the employee separates employment from the CSC within 12 months of receiving any reimbursement, the employee must pay back 100% of monies received.*
2. *If the employee separates employment with the CSC within 24 months of receiving any reimbursement, the employee must pay back 50%.*

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
Tuition Reimbursement Agreement

CSC has agreed, on the terms set forth in this Agreement, to financially reimburse Employee for tuition for an approved educational program. In exchange for CSC's financial assistance, Employee agrees to reimburse CSC either through work (by remaining employed with CSC for a specific time period as set forth in this Agreement) or by repayment (if Employee leaves before completing the agreed-upon service to CSC as provided in this Agreement).

In consideration of payment of these expenses, you agree to the following:

If you separate employment with CSC after completion of the course and after completing one year (12 consecutive months) of active employment but prior to completing two years (24 consecutive months of active employment), you will refund a prorated share of the educational expenses provided to you. The prorated amount will be based on the total amount of tuition reimbursement provided divided by the percentage of time left in months from one year that you did not continue working. For example, if you receive the maximum of \$5,250 for an educational course and work only nine months after completion of the course, you will refund 25% of the \$5,250 or \$1,312.50 (three months not served divided by 12 months equals 25%).

If any action is brought to enforce any provision of this agreement by CSC you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

This Tuition Reimbursement Agreement creates no contract of employment between you and CSC. You may terminate your employment with CSC at any time with or without cause, and CSC may terminate your employment at any time with or without cause.

By signing this Agreement, you agree that any tuition reimbursement repayment you owe to CSC will be deducted from your final paycheck.

Employee Name: _____

Date: _____

Employee Signature: _____

Supervisor Name: _____

Date: _____

Director of Human Resources and Operations Name: _____

Director of Human Resources and Operations Signature: _____

Date: _____

Children's Services Council – Human Resources Committee

AGENDA ITEM
October 22, 2020

AGENDA ITEM: 4

TITLE: Resolution #20-032 Authorizing CSC Employee Benefits Renewal

SUMMARY:

Group Insurance Renewals

Coverages provided by CSC to its employees are medical coverage, health savings account funding for each employee, dental, life insurance and short and long term disability. Each fall, CSC's insurance broker, the Gehring Group, obtains proposals for renewals of the coverages being provided to CSC staff. The Gehring Group reviews and presents the proposals and the associated costs with maintaining the coverages as currently provided.

The initial proposal with our current provider, CIGNA Insurance Company, was for an overall increase of 12.5% to renew medical coverages. Additional negotiations took place and we were able to secure continuation of coverage with our current provider with a renewal premium increase of 8% for the current medical coverage. Additionally, CIGNA Insurance Company will be providing a "relief credit" by mid-year 2021 of a minimum of 10% of our monthly coverage charge (approximately \$22,000) which brings the actual renewal premium increase to 6.8%. CIGNA Group Dental insurance and voluntary Vision insurance received a Cost of Living Adjustment (COLA) increase of 3% with a 2 year guarantee. Additional group insurance plans (life, short and long term disability) received 0% increase.

RECOMMENDATION:

Staff recommends that the Human Resources Committee approve and recommend Council approval of the Resolution #20-032 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2021 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2021 through December 31, 2021, with the portion after September 30, 2021 subject to the Council's annual budget and TRIM process.

Children's Services Council – Human Resources Committee

AGENDA ITEM October 22, 2020

AGENDA ITEM: 5

TITLE: Employee Handbook/Human Resources Policies

SUMMARY:

Each year, CSC Human Resources reviews and updates the Employee Handbook/Human Resource Policies to ensure policies are in compliance with federal, state, and local laws as well as ensuring the policies reflect practices.

The Employee Handbook/Human Resources Policies did not require any changes during this time period other than to include the following addition effective January 1, 2021:

**SECTION III – EMPLOYMENT
Hiring Practices**

7. Driving by CSC Employees

CSC staff may use their own vehicle to travel for work-related activities during normal work hours and during non-work hours. Additionally, CSC may rent a vehicle for an employee for work-related travel. CSC staff may not, under any circumstance, drive any vehicle for a work-related activity without a valid, unexpired Florida driver's license. CSC staff who drive any vehicle for work-related activities must also carry automobile insurance with the mandatory minimums required by Florida law.

RECOMMENDATION:

Staff recommends that the Human Resources Committee approve and recommend Council approval of the 2021 Employee Handbook/Human Resources Policies addition, as outlined above effective January 1, 2021.

Children's Services Council – Human Resources Committee

AGENDA ITEM
October 22, 2020

AGENDA ITEM: **6**

TITLE: Human Resources Committee Election of Officers

SUMMARY:

At the May 28, 2020 Council Meeting, the Council approved Resolution #20-016 Formalizing the Human Resources Committee and adopting the Human Resources Committee Policy.

The Human Resources Committee shall consist of a minimum of three committee members. Members will include the Chair of the Council and two other nominated Council members. The CEO and other CSC staff are not members of the Committee, but will serve in an advisory capacity. The Committee will meet as needed, to be determined by the Committee.

Following the adoption of the Human Resources Committee Policy, the Council elected Jose Luis Rodriguez, Esq. and Debra Robinson, M.D. as members of the Human Resources Committee. As such, the new Human Resources Committee members are: Thomas Bean, Jose Luis Rodriguez and Debra Robinson, M.D.

Consistent with the new Human Resources Committee Policy, the Human Resources Committee needs to select a Chair and Vice-Chair, both of whom must be CSC Board members, and who will serve in these respective position for two years.

RECOMMENDATION:

Staff recommends that the Committee elect a Chair and Vice-Chair of the Human Resources Committee.