



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**EXECUTIVE COMMITTEE MEETING**

Wednesday, March 15, 2023 at 2:00 p.m.  
Concho Valley Council of Governments  
5430 Link Rd, San Angelo, Texas 76904 and via Teleconference

*The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.*

Join By Zoom Teleconference - <https://us06web.zoom.us/j/85417835772>

**\*Meeting ID: 854 1783 5772 \*Passcode: 582479**

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

**Agenda**

**NOTICE:** The Concho Valley Council of Governments may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Executive Committee reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item.

**BUSINESS**

1. Determination of Quorum and Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comment
4. Consent Agenda
  - a. Consider and take appropriate action concerning the minutes from the February 8, 2023 Meeting.
  - b. Consider and take appropriate action concerning the Staff Travel Report January 2023.

**REGULAR AGENDA**

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for January 2023.
6. Presentation of the CVCOG Annual Financial Single Audit for FY 21-22 by Condley and Company, LLP.
7. Consider and take appropriate action concerning adding Brandon Sanders to the bank account due to Nancy Ianuario's retirement.
8. Consider and take appropriate action concerning the Board to appoint a replacement signer on the bank account to replace Judge Stephen Floyd.
9. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition FY 22 - 23 Grant H04, YTD October 1, 2022 through January 31, 2023.
10. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H03 FY 22-23, YTD June 1, 2022 through January 31, 2023.

11. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Funding Grant 829, ARP and CRRSA, YTD June 1, 2021 through January 31, 2023.
12. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for January 2023.
13. Consider and take appropriate action concerning the Extension for ARP and CRRSA Grant Funds.
14. Consider and take appropriate action considering the request for Head Start to spend up to \$70,000 on vehicles.
15. Consider and take appropriate action considering the Budget Adjustment Request for items over 25%.
16. Consider and take appropriate action considering the closure of Blackshear Head Start.
17. Consider and take appropriate action considering the request for Head Start to spend up to \$35,000 on Network Infrastructure for both Day and Rio Vista Head Starts.
18. Consider and take appropriate action concerning the CVRLEA Policies and Rules.
19. Consider and take appropriate action concerning the revision of tuition to County Corrections and Telecommunicator Courses.
20. Consider and take appropriate action concerning the Prioritization of State Homeland Security Program grants.
21. Consider and take appropriate action concerning the proposed revisions for the CVCOG Handbook.

22. INFORMATION ITEMS AND REPORTS

- a. Toni Roberts, Director of AaA, update on Ara Plan process, FY 23 Area Agency on Aging Match dues, and Texas Silver Haired Legislators (TSHL) representatives
- b. Review of the CVCOG Monthly Financials for January 2023
- c. CVCOG Head Start Director's Report
- d. Executive Director's Report

23. ADJOURNMENT

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*The Concho Valley Council of Governments reserves the right to conduct an executive/closed session at any time during the course of this meeting to discuss any matter listed on the agenda posted for this meeting, as needed, pursuant to one or more authorized and applicable exceptions to an open meeting described in Chapter 551 of the Texas Government Code (the Texas Open Meeting Act), including but not limited to the following statutory exceptions: Texas Government Code Sections 551.071 and 551.129 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift or Donation), 551.074 (Personnel Matters), 551.076 and 551.089 (Deliberation Regarding Security Devices or Security Audits), or 551.087 (Deliberation Regarding Economic Development Negotiations).*

*Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 7<sup>th</sup> day of March 2023.*



**John Austin Stokes, Executive Director**



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, February 8, 2023**

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, February 8, 2023 at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

**Jim O'Bryan, Chairman**, Reagan County Judge  
**Brandon Corbin, Vice-Chairman**, Menard County Judge  
**Molly Criner, Secretary**, Irion County Judge  
**Hal Spain**, Coke County Judge  
**Sheree Hardin**, Mason County Judge  
**Frank Tambunga**, Crockett County Judge  
**David Dillard**, Concho County Judge  
**Souli Shanklin**, Edwards County Judge  
**Lane Carter**, Tom Green County Judge  
**Deborah Horwood**, Sterling City Judge  
**Hal Rose**, Kimble County Judge  
**Jody Harris**, Sutton County Judge  
**Frank Trull**, McCulloch County Judge  
**Lucy Gonzales**, COSA Council Member, District 4

Members absent were:

**Bill Dendle**, San Angelo ISD Board Member  
**Charlie Bradley**, Schleicher County Judge

**BUSINESS**

Chairman Judge Jim O'Bryan announced the presence of a quorum and called the meeting to order at 2:01 p.m.

Judge Lane Carter gave the invocation and led the Pledge of Allegiance.

Judge Jim O'Bryan welcomed the new Judge in attendance – Judge Jody Harris, Sutton County

There was no public comment.

**APPROVAL of the Consent Agenda**

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from January 18, 2023. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.
- b. Judge Souli Shanklin made a motion to approve the Staff Travel report from December 2022. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of Checks**

The checks in excess of \$2,000 written for December 2022 were presented by Director of Finance, Nancy Ianuario. Judge Souli Shanklin made a motion to approve the checks as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Budget Comparison for Head Start Nutrition Grant H04**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition FY 22-23 Grant H04, YTD October 1, 2022 through December 31, 2022 for approval. Judge Molly Criner made a motion to approve Budget Comparison Report as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Budget Comparison for Head Start Nutrition Grant H03**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition FY 22-23 Grant H03, YTD June 1, 2022 through December 31, 2022 for approval. Judge Souli Shanklin made a motion to approve Budget Comparison Report as presented. Judge Deborah Horwood seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Budget Comparison for Head Start Funding Grant 829, ARP and CRRSA**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Funding Grant 829, ARP and CRRSA FY 21-22 YTD June 1, 2021 through December 31, 2022 for approval. Judge Molly Criner made a motion to approve Budget Comparison Report as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Head Start Credit Card/Open Account Summary Transactions**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Credit Card/Open Account Summary Transactions for the month of December 2022 for approval. Judge Souli Shanklin made a motion to approve the summary of transactions as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

**REVIEW of the OHS Monitoring Review Report**

Carolina Raymond, Director of Head Start, presented the OHS Monitoring Review report to the Board related to the compliance with 1302.90(c)(1)(ii)(A,G), the incident the report referred to was discussed. There is no action to take, as this is an informational item only.

**APPROVAL of the Head Start Grant Approval Funding**

Carolina Raymond, Director of Head Start, presented the Head Start Grant Approval Funding. Judge Brandon Corbin made a motion to approve the Grant Approval Funding as presented. Judge Deborah Horwood seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Head Start Corrective Action Plan for Deficiency**

Carolina Raymond, Director of Head Start, presented the Head Start Corrective Action Plan for Deficiency regarding the compliance of 1302.90(c)(1)(ii)(A,G). Judge Brandon Corbin made a motion to approve the Corrective Action Plan for Deficiency as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the CVCOG Head Start Sysco Contract**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Sysco Contract. Judge Souli Shanklin made a motion to approve the CVCOG Head Start Sysco Contract as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Executive Director to execute a contract based on the results of a formal solicitation for regional 9-1-1 Uninterruptable Power Supplies**

Mason Wheeler presented the proposal that the Executive Director to execute a contract based on the results of a formal solicitation for regional 9-1-1 Uninterruptable Power Supplies (UPSs), UPS accessories, and installation per the CSEC equipment replacement schedule and allocated SB8 funds – not to exceed

\$300,000. Judge Souli Shanklin made a motion to approve the proposal as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Executive Director to execute a contract based on the results of a formal solicitation for regional 9-1-1 CPE**

Mason Wheeler presented the proposal the Executive Director to execute a contract based on the results of a formal solicitation for regional 9-1-1 CPE front-room, back-room, and installation per the CSEC equipment replacement schedule and allocated SB8 funds – not to exceed \$800,000. Judge Molly Criner made a motion to approve the proposal as presented. Councilwoman Lucy Gonzales seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Kimble County Tower Project**

Nicole Nixon presented the Kimble County Tower Project to spend funds not to exceed \$250,000 based on the results of a formal solicitation. Judge Souli Shanklin made a motion to approve the Kimble County Tower Project as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Mason County Dispatch Console Project**

Nicole Nixon presented the Mason County Dispatch Console Project to spend funds not to exceed \$89,682.95 based on the results of a formal solicitation. Judge Souli Shanklin made a motion to approve the Mason County Dispatch Console Project as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Menard County Repeater Project**

Nicole Nixon presented the Menard County Repeater Project to spend funds not to exceed \$42,272.63 based on the results of a formal solicitation. Judge Souli Shanklin made a motion to approve the Menard County Repeater Project as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the McCulloch County Two Repeater Project**

Nicole Nixon presented the McCulloch County Two Repeater Project to spend funds not to exceed \$98,725.26 based on the results of a formal solicitation. Judge Souli Shanklin made a motion to approve the McCulloch County Two Repeater Project as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the approval and allocation of Solid Waste Projects for the 2nd year of the biennium of FY 2021**

John Austin Stokes, Executive Director, presented the approval and allocation of Solid Waste Projects for the 2nd year of the biennium of FY 2021. Judge Souli Shanklin made a motion to approve the approval and allocation of Solid Waste Projects for the 2nd year of the biennium of FY 2021 as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the CVCOG Fraud Policy**

John Austin Stokes, Executive Director, presented the CVCOG Fraud Policy. Judge Molly Criner made a motion to approve the approval and allocation of Solid Waste Projects for the 2nd year of the biennium of FY 2021 as presented. Judge Molly Criner made a motion to approve the CVCOG Fraud Policy as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

## **INFORMATION ITEMS & REPORTS**

- a. Nancy Ianuario, Assistant Director of Finance, gave the report of the CVCOG Monthly Financials for December 2022. She gave an overview of the balance sheet, schedule of revenue and cash flow.
- b. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers, and state of the Head Start and Early Head Start Centers.
- c. John Stokes Austin, Executive Director, introduced Bobbi Hanson, West Texas Deputy Regional Director, from Senator Ted Cruz's office to the meeting. Mr. Stokes then updated the committee on our continued work on the Broadband project. Mr. Stokes stated that he would be attending TARC after the CVT Board Meeting. He will also be representing the CVCOG at the Washington, D.C. NATO Conference in the middle of March. Finally, Mr. Stokes introduced Brandon Sanders the new Director of Finance for the COG.

## **ADJOURNMENT**

There being no further items to discuss, Judge Jerry Bearden made a motion to adjourn the meeting. Judge Charlie Bradley seconded the motion. Chairman Jim O'Bryan adjourned the meeting at 2:44 p.m.

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Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 15<sup>th</sup> day of March, 2023.

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Judge Jim O'Bryan - Chairman

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Judge Brandon Corbin, Vice-Chairman



**CVCOG**  
Check/Voucher Register  
From 1/1/2023 Through 1/31/2023

Document Number	Document Date	Name	Transaction Description	Document Amount
193286	1/3/2023	BANK & TRUST	Admin: Health Saving Acct for payroll 12/31/2022	5,076.99
193289	1/3/2023	CITY OF BRADY	AaA: Congregate Meals Brady 11-22	2,048.97
193291	1/3/2023	COKE COUNTY	AaA: HDM Meals Coke 11-22	3,405.15
193293	1/3/2023	MASON COUNTY	AaA: Congregate Meals Mason 10-22	4,370.14
	1/3/2023	MASON COUNTY	AaA: HDM Mason 10-22	9,881.76
193294	1/3/2023	NATIONWIDE RETIREMENT SOLUTIONS	ADMIN: NACO & Roth 457B Payroll 12-31-2022	3,865.00
193298	1/11/2023	AFLAC	Acct J5711 December 2022 Premium	8,895.28
193299	1/11/2023	AMERICAN UNITED LIFE INSURANCE COMPANY	G 00620509 Employees Life Premium 12/01/22 to 12/31/22	8,988.76
193300	1/11/2023	AMERITAS LIFE INSURANCE CORP	Acct 010-028641 Dental Premiums 12/01/2022 to 12/31/2022	8,979.44
193302	1/11/2023	BANK & TRUST	Admin: Health Saving Acct for payroll 01/13/2023	4,928.31
193303	1/11/2023	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health Ins 2023 01/01/23 - 02/01/23	176,935.45
193305	1/11/2023	CHRISTOVAL ISD	HS: Early Childhood Teacher Salary for January 2023	2,300.00
193309	1/11/2023	CVCOG TRANSIT DISTRICT	ED-5310 Transportation - Urban 11/01/22 - 11/30/22	26,936.00
193319	1/11/2023	NATIONWIDE RETIREMENT SOLUTIONS	ADMIN: NACO & Roth 457B Payroll 01/13/2023	3,945.00
193324	1/11/2023	Sysco West Texas	HS/EHS: Day food for children	3,560.47
	1/11/2023	Sysco West Texas	HS/EHS: Rio Vista food for children and Kitchen Supplies	3,067.64
	1/11/2023	Sysco West Texas	HS: Blackshear Food for Children	2,288.73
	1/11/2023	Sysco West Texas	HS/EHS: Day Food for children and Kitchen Supplies	2,604.70
193325	1/11/2023	TEXAS ASSOCIATION OF REGIONAL COUNCILS	Admin: TARC Membership Fee 10/22 - 09/23	6,559.95
193326	1/11/2023	TML INTERGOVERNMENTAL RISK POOL	Admin: January 2023 CVCOG Quarterly Insurance	32,571.75
193327	1/11/2023	TXU ENERGY RETAIL COMPANY LLC	HS: Electricity	3,503.01
193337	1/17/2023	CITY OF BRADY	AaA: HDM Meals Brady 11-22	6,320.60
193342	1/17/2023	CVCOG TRANSIT DISTRICT	ED-5310 Transportation - Urban 12/01/22 - 12/31/22	33,908.00
193345	1/17/2023	Desmond Dixon dba Dixon Handyman Service	HS OZ: painted interior walls in classroom & repair ceilin	4,500.00
193351	1/17/2023	HELPING HANDS FOR THE ELDERLY, INC.	AaA: Congregate Meals HH 11-22	3,328.69
	1/17/2023	HELPING HANDS FOR THE ELDERLY, INC.	AaA: HDM Meals HH 11-22	2,522.25
193356	1/17/2023	KIMBLE COUNTY SCBA	AaA: HDM Meals KMOW 11-22	3,902.85
193358	1/17/2023	MASON COUNTY	AaA: Congregate Meals Mason 11-22	4,184.44
	1/17/2023	MASON COUNTY	AaA: HDM Mason 11-22	8,387.04
193359	1/17/2023	MENARD COUNTY	AaA: HDM Meals Menard 11-22	3,433.22
193366	1/17/2023	SCHLEICHER COUNTY ISD	HS: Eldorado- Early Childhood Teacher Program for Jan 2023	2,000.00
193383	1/27/2023	Citibank	January 2023 credit card payment	44,736.18
193384	1/27/2023	CITY OF BRADY	AaA: Congregate Meals Brady 12-22	2,297.33
	1/27/2023	CITY OF BRADY	AaA: HDM Meals Brady 12-22	6,348.65
193385	1/27/2023	CITY OF SAN ANGELO AGING PROGRAM	AaA: Congregate Meals COSA 11-22	17,696.10
193387	1/27/2023	CITY OF SONORA	AaA: HDM Sonora 11-22	9,437.15
193388	1/27/2023	CVCOG TRANSIT DISTRICT	AaA: Urban Trips 12/22	4,470.00
193391	1/27/2023	GALILEE COMMUNITY DEVELOPMENT CORPORATION	AaA: 1316878697 Dec. Res. Repair	4,960.55
	1/27/2023	GALILEE COMMUNITY DEVELOPMENT CORPORATION	AaA: 1334126964 Dec. Res. Repair	5,000.00



**CVCOG**  
 Check/Voucher Register  
 From 1/1/2023 Through 1/31/2023

Document Number	Document Date	Name	Transaction Description	Document Amount
193392	1/27/2023	HELPING HANDS FOR THE ELDERLY, INC.	AaA: Congregate Meals HH 12-22	3,582.65
	1/27/2023	HELPING HANDS FOR THE ELDERLY, INC.	AaA: HDM Meals HH 12-22	3,297.51
193397	1/27/2023	MASON COUNTY	AaA: Congregate Meals Mason 12-22	4,357.76
	1/27/2023	MASON COUNTY	AaA: HDM Mason 12-22	7,584.32
193398	1/27/2023	MENARD COUNTY	AaA: HDM Meals Menard 10-22	3,730.51
193403	1/27/2023	Sysco West Texas	HS/EHS: Day Food for Children and Kitchen Supplies	3,114.35
	1/27/2023	Sysco West Texas	HS/EHS: Rio Vista Food for Children and Kitchen Supplies	3,996.92
Report Total				521,809.57

# Memo

**To:** Executive Committee

**From:** Brandon Sanders – Director of Finance

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 7

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## ITEM 7

Brandon Sanders, Director of Finance, is seeking consideration and approval for adding Brandon Sanders to the bank account due to Nancy Ianuario's retirement.

*Approved at the Executive Committee Meeting on March 15, 2023.*

# Memo

**To:** Executive Committee

**From:** Brandon Sanders – Director of Finance

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 8

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## ITEM 8

Brandon Sanders, Director of Finance, is seeking consideration and approval for the Board to appoint a replacement signer on the bank account to replace Judge Stephen Floyd.

*Approved at the Executive Committee Meeting on March 15, 2023.*

**CVCOG**

Summary Budget Comparison - DIR-Grant H04, Head Start Nutrition 22-23  
From 10/1/2022 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ -		YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		Original	YTD Actual		
H04	Grant H04, CACFP Head Start Nutrition FY 22-23				
004	Revenue				
4203	CACFP Prior Year CFDA 10.558	18,773.45	18,773.45	0.00	100.00%
4221	CACFP Nutrition CFDA 10.558	844,459.92	202,361.43	642,098.49	23.96%
Total 004	Revenue	863,233.37	221,134.88	642,098.49	25.61%
407	Head Start Nutrition				
5110	General Wages	45,177.55	11,720.54	33,457.01	25.94%
5151	Medicare Tax	655.08	147.11	507.97	22.45%
5172	Worker's Comp Insurance	986.79	274.91	711.88	27.85%
5173	SUTA	18.00	7.75	10.25	43.05%
5174	Health Insurance Benefit	19,163.41	4,383.15	14,780.26	22.87%
5175	Dental Insurance Benefit	741.12	159.13	581.99	21.47%
5176	Life Insurance Benefit	357.81	73.55	284.26	20.55%
5177	HSA Insurance Benefit	1,961.00	191.73	1,769.27	9.77%
5181	Retirement	5,024.88	1,365.76	3,659.12	27.17%
5199	Indirect Allocation	4,604.62	1,128.71	3,475.91	24.51%
5291	Contract Services	35,000.00	3,481.50	31,518.50	9.94%
5295	HS Nutrition Service	690,569.66	122,532.84	568,036.82	17.74%
5513	HS Food Serv Sup	58,773.45	29,932.67	28,840.78	50.92%
5753	Dues and fees	200.00	19.36	180.64	9.68%
Total 407	Head Start Nutrition	863,233.37	175,418.71	687,814.66	20.31%
Report Difference		0.00	45,716.17	(45,716.17)	100.00%

**CVCOG**

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23  
From 6/1/2022 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ -		YTD Budget \$ Variance - Original	Percent Total
		Original	YTD Actual		Budget Used - Original
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04				
004	Revenue				
4173	HHS-ACF Head Start 06CH010970-04	6,808,571.00	4,221,703.78	2,586,867.22	62.00%
4411	IK Contributions	1,676,068.00	1,236,979.03	439,088.97	73.80%
Total 004	Revenue	8,484,639.00	5,458,682.81	3,025,956.19	64.34%
400	Head Start CAN NO 9-G064122				
5110	General Wages	2,458,463.38	1,484,241.91	974,221.47	60.37%
5118	General Overtime Hours	75.58	75.58	0.00	100.00%
5119	Holiday Work Time	238.62	238.62	0.00	100.00%
5150	Vacation Time Allocation	28,241.52	17,032.76	11,208.76	60.31%
5151	Medicare Tax	35,423.67	20,712.33	14,711.34	58.47%
5172	Worker's Comp Insurance	14,830.61	9,801.31	5,029.30	66.08%
5173	SUTA	31,444.55	375.58	31,068.97	1.19%
5174	Health Insurance Benefit	522,498.01	368,155.27	154,342.74	70.46%
5175	Dental Insurance Benefit	52,987.00	15,362.27	37,624.73	28.99%
5176	Life Insurance Benefit	19,020.77	10,779.66	8,241.11	56.67%
5177	HSA Insurance Benefit	52,030.80	13,064.69	38,966.11	25.10%
5181	Retirement	292,431.81	174,474.86	117,956.95	59.66%
5199	Indirect Allocation	214,114.68	130,816.15	83,298.53	61.09%
5206	HR Service Center	111,173.00	98,553.83	12,619.17	88.64%
5207	Procurement Service Center	47,800.00	45,263.84	2,536.16	94.69%
5208	Information Technology Service Center	70,258.00	37,395.65	32,862.35	53.22%
5291	Contract Services	65,742.00	26,624.14	39,117.86	40.49%
5293	HS Health & Disab Svc	3,322.00	0.00	3,322.00	0.00%
5294	HS Policy Council	2,000.00	75.16	1,924.84	3.75%
5296	HS Parent Service	4,304.00	182.84	4,121.16	4.24%
5309	Travel-In Region	4,644.00	1,861.96	2,782.04	40.09%
5413	HS Site Rent	126,233.00	110,442.76	15,790.24	87.49%
5433	HS Site Center Utilities	99,273.00	55,259.49	44,013.51	55.66%
5451	Facility Maintenance	30,760.00	17,990.71	12,769.29	58.48%
5453	HS Site Center Bldg Maint	81,622.00	41,878.49	39,743.51	51.30%
5510	Supplies	47,000.00	25,967.72	21,032.28	55.25%
5512	HS Class Room Supplies	52,358.50	30,538.97	21,819.53	58.32%
5514	HS Medical Supplies	6,037.00	265.17	5,771.83	4.39%
5515	HS Disability Supplies	4,489.00	12.54	4,476.46	0.27%
5518	HS Diapers and Wipes	13,000.00	1,919.13	11,080.87	14.76%
5622	Internal Computer/Software	8,191.50	8,191.50	0.00	100.00%
5632	Copier	18,895.00	15,244.77	3,650.23	80.68%
5711	Insurance	9,268.00	6,069.71	3,198.29	65.49%
5721	Printing	10,062.00	0.00	10,062.00	0.00%
5722	Ads & Promotions	3,483.00	0.00	3,483.00	0.00%

**CVCOG**

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23

From 6/1/2022 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ -		YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		Original	YTD Actual		
5753	Dues and fees	3,760.00	2,852.51	907.49	75.86%
5760	HS Site Center Communications	16,269.00	10,193.16	6,075.84	62.65%
5762	Postage/freight	2,126.00	557.15	1,568.85	26.20%
5796	Safety	998.00	717.48	280.52	71.89%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>4,564,869.00</b>	<b>2,783,189.67</b>	<b>1,781,679.33</b>	<b>60.97%</b>
401	Early Head Start CAN NO 9-G064122				
5110	General Wages	1,284,313.86	801,807.30	482,506.56	62.43%
5118	General Overtime Hours	44.92	44.92	0.00	100.00%
5119	Holiday Work Time	41.34	41.34	0.00	100.00%
5150	Vacation Time Allocation	6,161.37	3,782.83	2,378.54	61.39%
5151	Medicare Tax	19,184.66	11,171.40	8,013.26	58.23%
5172	Worker's Comp Insurance	7,543.15	4,764.29	2,778.86	63.16%
5173	SUTA	18,695.24	211.30	18,483.94	1.13%
5174	Health Insurance Benefit	274,006.68	209,047.73	64,958.95	76.29%
5175	Dental Insurance Benefit	28,536.00	8,688.02	19,847.98	30.44%
5176	Life Insurance Benefit	10,387.57	5,842.40	4,545.17	56.24%
5177	HSA Insurance Benefit	28,020.50	9,467.62	18,552.88	33.78%
5181	Retirement	158,374.44	94,266.99	64,107.45	59.52%
5199	Indirect Allocation	112,436.27	70,900.62	41,535.65	63.05%
5206	HR Service Center	29,438.15	29,438.15	0.00	100.00%
5207	Procurement Service Center	13,956.00	13,520.36	435.64	96.87%
5208	Information Technology Service Center	11,170.12	11,170.12	0.00	100.00%
5291	Contract Services	678.00	443.36	234.64	65.39%
5293	HS Health & Disab Svc	678.00	0.00	678.00	0.00%
5294	HS Policy Council	274.00	21.95	252.05	8.01%
5296	HS Parent Service	1,000.00	248.93	751.07	24.89%
5309	Travel-In Region	356.00	166.37	189.63	46.73%
5413	HS Site Rent	36,347.24	35,707.24	640.00	98.23%
5433	HS Site Center Utilities	19,860.25	17,170.07	2,690.18	86.45%
5451	Facility Maintenance	8,981.00	4,685.02	4,295.98	52.16%
5453	HS Site Center Bldg Maint	17,335.00	12,141.42	5,193.58	70.03%
5510	Supplies	16,079.00	10,140.90	5,938.10	63.06%
5512	HS Class Room Supplies	21,626.41	3,233.16	18,393.25	14.95%
5514	HS Medical Supplies	1,763.00	77.41	1,685.59	4.39%
5515	HS Disability Supplies	1,311.00	0.00	1,311.00	0.00%
5518	HS Diapers and Wipes	8,000.00	3,375.92	4,624.08	42.19%
5622	Internal Computer/Software	2,391.83	2,391.83	0.00	100.00%
5632	Copier	4,734.00	3,045.43	1,688.57	64.33%
5711	Insurance	1,486.00	748.24	737.76	50.35%
5721	Printing	938.00	0.00	938.00	0.00%
5722	Ads & Promotions	1,017.00	0.00	1,017.00	0.00%

**CVCOG**

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23  
From 6/1/2022 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ -		YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		Original	YTD Actual		
5753	Dues and fees	1,109.00	504.26	604.74	45.46%
5760	HS Site Center Communications	3,642.00	2,292.96	1,349.04	62.95%
5762	Postage/freight	621.00	0.00	621.00	0.00%
5796	Safety	342.00	233.11	108.89	68.16%
Total 401	Early Head Start CAN NO 9-G064122	2,152,880.00	1,370,792.97	782,087.03	63.67%
402	Head Start T&TA CAN NO 9-G064120				
5308	Head Start T & T A	61,964.00	44,118.77	17,845.23	71.20%
Total 402	Head Start T&TA CAN NO 9-G064120	61,964.00	44,118.77	17,845.23	71.20%
403	Early Head Start T&TA CAN NO 9-G064121				
5308	Head Start T & T A	28,858.00	23,374.02	5,483.98	80.99%
Total 403	Early Head Start T&TA CAN NO 9-G064121	28,858.00	23,374.02	5,483.98	81.00%
409	Head Start InKind				
6791	InKind Other	1,676,068.00	1,236,979.03	439,088.97	73.80%
Total 409	Head Start InKind	1,676,068.00	1,236,979.03	439,088.97	73.80%
Total Expenditures		8,484,639.00	5,458,454.46	3,026,184.54	64.33%
Total Revenue over Expenditures		0.00	228.35	(228.35)	0.00%
Head Start (Project 400, 402)		4,626,833.00	2,827,308.44	1,799,524.56	61.11%
Early Head Start (Project 401, 403)		2,181,738.00	1,394,166.99	787,571.01	63.90%
Total Federal		6,808,571.00	4,221,475.43	2,587,095.57	62.00%
Total Non-Federal, includes Local Funds		1,676,068.00	1,236,979.03	439,088.97	73.80%
Grand Total HHS Head Start Expenditures		8,484,639.00	5,458,454.46	3,026,184.54	64.33%
CVCOG Head Start Admin		313,154.98			
CVCOG Administrative Indirect		201,716.77			
Plus Health Insurance adjustment		82,127.24			
Total Administrative		596,998.99			
Head Start Budget, includes Non-Federal		8,484,639.00			
Administrative Percentage of Approved Budget		7.04%			
Note: Administrative Maximum Percentage is 15%					
Non-Federal Percentage of Total Expenditures		20.00%	22.66%		

**CVCOG**

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding  
From 6/1/2021 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970				
004	Revenue				
4170	HHS-ACF Head Start ARP 06HE001000 C6	676,023.00	366,929.40	309,093.60	54.27%
4172	HHS-ACF Head Start CRRSA 06HE001000 C5	170,048.00	170,048.00	0.00	100.00%
4523	Local Revenue	8,105.34	7,273.50	831.84	89.73%
4711	Sale of Equipment	11,949.79	0.00	11,949.79	0.00%
<b>Total 004</b>	<b>Revenue</b>	<b>866,126.13</b>	<b>544,250.90</b>	<b>321,875.23</b>	<b>62.84%</b>
404	Head Start CRRSA CAN 9-G064122				
5174	Health Insurance Benefit	31,556.97	31,556.97	0.00	100.00%
5199	Indirect Allocation	1,953.36	1,953.36	0.00	100.00%
5512	HS Class Room Supplies	1,393.44	1,393.44	0.00	100.00%
5622	Internal Computer/Software	115,276.43	115,276.43	0.00	100.00%
5734	HS Capital Playground	1,826.87	1,826.87	0.00	100.00%
<b>Total 404</b>	<b>Head Start CRRSA CAN 9-G064122</b>	<b>152,007.07</b>	<b>152,007.07</b>	<b>0.00</b>	<b>100.00%</b>
405	Early Head Start CRRSA CAN 9-G064122				
5174	Health Insurance Benefit	16,989.30	16,989.30	0.00	100.00%
5199	Indirect Allocation	1,051.63	1,051.63	0.00	100.00%
<b>Total 405</b>	<b>Early Head Start CRRSA CAN 9-G064122</b>	<b>18,040.93</b>	<b>18,040.93</b>	<b>0.00</b>	<b>100.00%</b>
406	Early Head Start Conversion ARP CAN 9-G064122				
5453	HS Site Center Bldg Maint	12,317.16	12,317.16	0.00	100.00%
5510	Supplies	1,758.88	1,758.88	0.00	100.00%
5512	HS Class Room Supplies	20,919.00	20,919.00	0.00	100.00%
5622	Internal Computer/Software	2,248.44	2,248.44	0.00	100.00%
5734	HS Capital Playground	15,672.77	15,672.77	0.00	100.00%
<b>Total 406</b>	<b>Early Head Start Conversion ARP CAN 9-G064122</b>	<b>52,916.25</b>	<b>52,916.25</b>	<b>0.00</b>	<b>100.00%</b>
410	Head Start ARP CAN NO 9-G064122				
5110	General Wages	34,213.00	34,213.00	0.00	100.00%
5151	Medicare Tax	496.09	496.09	0.00	100.00%
5172	Worker's Comp Insurance	270.86	270.86	0.00	100.00%
5174	Health Insurance Benefit	94,551.72	79,028.91	15,522.81	83.58%
5177	HSA Insurance Benefit	3,561.96	2,959.18	602.78	83.07%
5181	Retirement	4,095.25	4,095.25	0.00	100.00%
5199	Indirect Allocation	8,216.80	7,473.84	742.96	90.95%
5200	Employee Health and Welfare	1,687.78	1,687.78	0.00	100.00%
5207	Procurement Service Center	472.04	472.04	0.00	100.00%
5308	Head Start T & T A	186.25	186.25	0.00	100.00%
5451	Facility Maintenance	9,976.99	9,976.99	0.00	100.00%



**CVCOG**

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding  
From 6/1/2021 Through 1/31/2023

Account Code	Account Title	YTD Budget \$ -		YTD Budget \$	
		Original	YTD Actual	Variance - Original	Percent Total Budget Used - Original
5453	HS Site Center Bldg Maint	51,406.07	13,257.77	38,148.30	25.79%
5510	Supplies	40,133.52	4,078.46	36,055.06	10.16%
5512	HS Class Room Supplies	59,401.23	1,574.84	57,826.39	2.65%
5514	HS Medical Supplies	1,665.86	1,665.86	0.00	100.00%
5518	HS Diapers and Wipes	2,500.00	0.00	2,500.00	0.00%
5622	Internal Computer/Software	32,494.27	20,193.78	12,300.49	62.14%
5625	Capital-Replace Van	49,470.00	0.00	49,470.00	0.00%
5734	HS Capital Playground	77,575.04	40,026.70	37,548.34	51.59%
5753	Dues and fees	106.97	106.97	0.00	100.00%
Total 410	Head Start ARP CAN NO 9-G064122	472,481.70	221,764.57	250,717.13	46.94%
411	Early Head Start ARP CAN NO 9-G064122				
5110	General Wages	18,787.00	18,787.00	0.00	100.00%
5151	Medicare Tax	272.41	272.41	0.00	100.00%
5172	Worker's Comp Insurance	117.93	117.93	0.00	100.00%
5174	Health Insurance Benefit	46,249.08	38,289.73	7,959.35	82.79%
5177	HSA Insurance Benefit	2,461.51	2,066.80	394.71	83.96%
5181	Retirement	2,248.85	2,248.85	0.00	100.00%
5199	Indirect Allocation	4,175.87	3,793.12	382.75	90.83%
5200	Employee Health and Welfare	79.18	79.18	0.00	100.00%
5207	Procurement Service Center	140.99	140.99	0.00	100.00%
5308	Head Start T & T A	69.75	69.75	0.00	100.00%
5451	Facility Maintenance	2,399.04	2,399.04	0.00	100.00%
5453	HS Site Center Bldg Maint	15,000.00	855.13	14,144.87	5.70%
5510	Supplies	10,116.66	1,092.84	9,023.82	10.80%
5512	HS Class Room Supplies	16,383.74	607.57	15,776.17	3.70%
5514	HS Medical Supplies	479.14	479.14	0.00	100.00%
5622	Internal Computer/Software	5,863.36	168.56	5,694.80	2.87%
5734	HS Capital Playground	25,753.30	20,753.30	5,000.00	80.58%
5753	Dues and fees	27.24	27.24	0.00	100.00%
Total 411	Early Head Start ARP CAN NO 9-G064122	150,625.05	92,248.58	58,376.47	61.24%
997	Non Project				
5200	Employee Health and Welfare	148.16	148.16	0.00	100.00%
5512	HS Class Room Supplies	7,957.18	7,125.34	831.84	89.54%
5625	Capital-Replace Van	11,949.79	0.00	11,949.79	0.00%
Total 997	Non Project	20,055.13	7,273.50	12,781.63	36.27%
Report Difference		0.00	0.00	0.00	0.00%

## Head Start Credit Card/Open Account Transactions Summary (Detail Attached)

Head Start Transactions	January, 2023
Amazon Capital	-
Ben E Keith	-
Citibank P-Card	9,594.55
Dean's Dairy	138.95
First Financial Credit Card	-
Lowes Pay and Save	460.14
Mayfield Paper	-
Sam's Card	-
Sysco Food Services	11,721.63
West Texas Fire Extinguisher	-
	<hr/>
	\$ 21,915.27
	<hr/>

CVCOG  
 Vendor Activity - Head Start Citibank P-Card  
 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970  
 From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453	HS Site Center Bldg Maint	12/13/2022	2313275-344186...	HS/EHS: All Centers for Hipa Safety Face Shields. JL CB	51.74
5453	HS Site Center Bldg Maint	12/13/2022	2313275-344186...	HS/EHS: Rio Vista for HVAC White Vent Cover. JL CB	63.98
					115.72
				Total 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	115.72

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04  
From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433	HS Site Center Utilities	12/13/2022	180104 11-22	HS/EHS: Day for Water Service 11/09/22 - 12/08/22. CBG	441.63
5433	HS Site Center Utilities	12/13/2022	180106 11-22	HS/EHS: Day for Water Service 11/09/22 - 12/08/22. CBG	159.78
5433	HS Site Center Utilities	12/15/2022	180084 11-22	HS: Blackshear for Water Service 11/14/22 - 12/12/22. CBG	214.04
5433	HS Site Center Utilities	12/16/2022	180086 12-22	HS: Blackshear for Water Service 11/16/22 - 12/15/22. CBG	78.48
5453	HS Site Center Bldg Maint	12/13/2022	2313275-3441863	HS/EHS: All Centers for Drip Cap Door Bottom. JL CB	68.94
5453	HS Site Center Bldg Maint	12/14/2022	1624437	HS/EHS: Rio Vista for toilet repair supplies	154.45
5453	HS Site Center Bldg Maint	1/2/2023	079052	EHS: Day for Shark Vacuum. HS CB	259.00
5453	HS Site Center Bldg Maint	1/4/2023	47834	HS/EHS RV: contractor bags, tape, wire brush, duster, wall base~ Facilities CB	402.84
5453	HS Site Center Bldg Maint	1/4/2023	92847195	HS/EHS RV: paint tools/supplies- construction tape, paint kits, drop cloths ~ Facilities CB	196.72
5453	HS Site Center Bldg Maint	1/4/2023	191233	HS/EHS: Rio Vista Security Monitoring for January 2023	75.00
5453	HS Site Center Bldg Maint	1/4/2023	191242	HS/EHS: Day Security Monitoring for January 2023	80.00
5453	HS Site Center Bldg Maint	1/4/2023	191244	HS: Blackshear Security Monitoring for January 2023	80.00
5453	HS Site Center Bldg Maint	1/7/2023	1526837-8792208	HS/EHS Day: E-Z access entry ramp	158.52
5453	HS Site Center Bldg Maint	1/10/2023	00205-2541110	HS/EHS Day, RV: adhesive,corner braces,drill bits,screws	102.25
5510	Supplies	1/2/2023	019659	EHS: Rio Vista for Furniture sliders. HS CB	22.96
5510	Supplies	1/9/2023	2012858-0861034	HS/EHS Day, RV: 48x48 Cork Boards	4,647.50
5515	HS Disability Supplies	1/6/2023	021598	HS Eden: sippy cups	12.54

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04  
From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5753	Dues and fees	1/6/2023	607492256	HS/EHS Day: TX HHSC Child Care Licensing fee HS CB	222.14
5753	Dues and fees	1/6/2023	607496328	HS:BS TX HHSC Child care licensing Fee HS CB	157.72
5753	Dues and fees	1/6/2023	607497642	HS/EHS RV: TX HHSC Child Care Licensing fee HS CB	307.01
5760	HS Site Center Communications	12/17/2022	07710150887017 12-22	HS/EHS: Rio Vista for Internet Service 12/01/22 - 12/31/22.	159.06
5760	HS Site Center Communications	12/25/2022	07710150505015 12-22	HS: Day for Internet Service 12/15/22 - 01/14/23	234.72
5796	Safety	1/3/2023	405SP0000067888	HS RV: Background check on prospective employee Christopher Perez CB HR	3.32
5796	Safety	1/3/2023	UZTX4J2HQ2	HS RV: background check on prospective employee Donna Baliko CB HR	40.58
5796	Safety	1/4/2023	UZTX4J2HNNH	Background check on O.R ~ HR CB	40.58
Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04					8,319.78

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23  
From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295	HS Nutrition Service	1/2/2023	015012	HS/EHS: Rio Vista Food for Children. HS CB	73.16
5295	HS Nutrition Service	1/9/2023	200106-81920382	EHS Day: baby formula~ CBG	164.10
5295	HS Nutrition Service	1/18/2023	028594	Soymilk for Day HS	15.44
5513	HS Food Serv Sup	1/3/2023	065886	HS/EHS BS DAY: foam plates, bowls, spoons & napkins ~ Headstart CB	370.16
5513	HS Food Serv Sup	1/12/2023	1348016-0732217	HS/EHS BS/DAY/RIO: mini fridge ~ CBG	536.19
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	1,159.05
Report Opening/Current Balance					
Report Transaction Totals					9,594.55
Report Current Balances					

CVCOG  
 Vendor Activity - Head Start Deans Dairy Corporate  
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23  
 From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295	HS Nutrition Service	12/28/2022	652242489	HS: Ozona for (8) 1% milk	35.60
5295	HS Nutrition Service	1/12/2023	650639550	HS: Menard for (3) whole milk & (36) 1% milk	103.35
					<hr/>
					138.95
					<hr/>
					138.95
Report Opening/Current Balance					<hr/>
Report Transaction Totals					<hr/>
					138.95
Report Current Balances					<hr/> <hr/>

CVCOG  
 Vendor Activity - Head Start Lowes Pay and Save  
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23  
 From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295	HS Nutrition Service	12/5/2022	221205-113-1-1-74	HS: Eldorado for Lactaid Protein milk	13.47
5295	HS Nutrition Service	12/5/2022	221205-21-1-1-28	HS: Eldorado Food for Children	32.96
5295	HS Nutrition Service	12/6/2022	221206-21-1-1-29	HS: Eldorado for Butter	15.96
5295	HS Nutrition Service	12/8/2022	221208-21-1-1-24	HS: Eldorado for bananas	5.36
5295	HS Nutrition Service	12/12/2022	221212-120-1-1-20	HS: Eldorado for food	30.70
5295	HS Nutrition Service	12/14/2022	221214-21-1-1-32	HS: Eldorado for bananas and carrots	8.54
5295	HS Nutrition Service	12/16/2022	221216-21-1-1-19	HS: Eldorado for apples and oranges	19.62
5295	HS Nutrition Service	1/2/2023	230102-173-2-2-16	HS: Eden Food for children	63.04
5295	HS Nutrition Service	1/2/2023	230102-318-3-3-59	HS/EHS: Menard Food for Children	53.68
5295	HS Nutrition Service	1/3/2023	230103-245-3-3-67	HS: Ozona Food for Children	53.57
5295	HS Nutrition Service	1/4/2023	230104-144-2-2-12	HS: Eden Food for Children	15.18
5295	HS Nutrition Service	1/9/2023	230109-173-2-2-33	HS: Eden Food for Children	52.78
5295	HS Nutrition Service	1/16/2023	2300116-239-2-2-5	HS: Ozona Food for Children	60.58
5295	HS Nutrition Service	1/17/2023	230117-144-2-2-10	HS: Eden Food for Children	22.90
5295	HS Nutrition Service	1/17/2023	230117-144-22-11	HS: Eden for Bananas	3.49
5295	HS Nutrition Service	1/18/2023	230118-147-2-2-11	HS: Eden Food for Children	8.31
					460.14
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	460.14
	Report Opening/Current Balance				
	Report Transaction Totals				460.14
	Report Current Balances				



CVCOG  
Vendor Activity - Head Start Sysco  
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23  
From 1/1/2023 Through 1/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295	HS Nutrition Service	12/13/2022	278481825	HS/EHS: Rio Vista Food for Children and Kitchen Supplies	941.57
5295	HS Nutrition Service	12/15/2022	278483348	HS/EHS: Day Food for Children and Kitchen Supplies	2,990.80
5295	HS Nutrition Service	1/3/2023	278495780	HS/EHS: Rio Vista Food for Children and Kitchen Supplies	3,485.71
5295	HS Nutrition Service	1/3/2023	278495836	HS: Blackshear Food for Children	1,910.52
5295	HS Nutrition Service	1/4/2023	278496459	HS/EHS: Menard Food for Children and Kitchen Supplies	856.03
5295	HS Nutrition Service	1/5/2023	278496848	HS/EHS: Rio Vista refund for Food	(230.25)
5513	HS Food Serv Sup	12/13/2022	278481825	HS/EHS: Rio Vista Food for Children and Kitchen Supplies	857.83
5513	HS Food Serv Sup	12/15/2022	278483348	HS/EHS: Day Food for Children and Kitchen Supplies	123.55
5513	HS Food Serv Sup	1/3/2023	278495780	HS/EHS: Rio Vista Food for Children and Kitchen Supplies	511.21
5513	HS Food Serv Sup	1/4/2023	278496459	HS/EHS: Menard Food for Children and Kitchen Supplies	274.66
					11,721.63
Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23					11,721.63
Report Opening/Current Balance					
Report Transaction Totals					11,721.63
Report Current Balances					

# Memo

**To:** Executive Committee

**From:** Carol Raymond – Director of Head Start

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

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## ITEM 13

Carol Raymond, Director of Head Start, is seeking consideration and approval for Head Start to request a one-year extension of Grant 829, ARP and CRRSA Head Start Funding.

*Approved at the Executive Committee Meeting on March 15, 2023.*

# Memo

**To:** Executive Committee

**From:** Carol Raymond – Director of Head Start

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

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## ITEM 14

Carol Raymond, Director of Head Start, is seeking consideration and approval for Head Start to spend up to \$70,000 on two vehicles using the ARP Funds.

*Approved at the Executive Committee Meeting on March 15, 2023.*



## CONCHO VALLEY

COUNCIL OF GOVERNMENTS

5430 Link Road • San Angelo, TX 76904

A budget adjustment is needed for the current Head Start/ Early Head Start operating budget Grant H03, the below categories that will go over the allowed 25%.

1. Head Start Supplies will go over 116%. This is due to need. Due to vacancies in personnel, there are funds to move to supplies. We would like to update the Head Start Frog Street Curriculum and need to purchase a new network infrastructure.
2. Early Head Start Contractual will go over 79%. This is due to increases in Human Resources, Procurement, and Information Technology.
3. Early Head Start supplies will go over 33.59% due to need.

Due to increased vacancies and staff turnover, many of these fund are being moved from general wages and fringe benefits. Attached is an excel spread sheet that shows all the changes.

CVCOG  
 Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23  
 From 6/1/2022 through 5/31/2023

Account Code	Account Title	Projected Expenses Jun- Jan = 66%	Variance		Original Budget	Allowable Adjustment	Recommended Adjustment	% Change	Updated Projected Balance	
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	66.67%								
400	Head Start CAN NO 9-G064122									
5110	General Wages	2,226,362.87	232,100.52							
5118	General Overtime Hours	75.58	0.00	Personnel						
5119	Holiday Work Time	238.62	0.00		2,458,777.58	614,694.40	(160,000.00)	-6.51%	72,100.51	
5150	Vacation Time Allocation	25,549.14	2,692.38							
5151	Medicare Tax	31,068.50	4,355.18							
5172	Worker's Comp Insurance	14,701.97	128.65							
5173	SUTA	563.37	30,881.18							
5174	Health Insurance Benefit	552,232.91	(29,734.90)							
5175	Dental Insurance Benefit	23,043.41	29,943.60							
5176	Life Insurance Benefit	16,169.49	2,851.28							
5177	HSA Insurance Benefit	19,939.56	32,091.24	Fringe						
5181	Retirement	261,712.29	30,719.52		1,048,908.74	262,227.19	(90,000.00)	-8.58%	13,928.12	
5199	Indirect Allocation	196,224.23	17,890.46		17,890.46	214,114.68	53,528.67	(12,500.00)	-5.84%	5,390.45
5206	HR Service Center	157,686.13	(46,513.13)							
5207	Procurement Service Center	67,895.76	(20,095.76)							
5208	Information Technology Service Center	59,833.04	10,424.96							
5291	Contract Services	43,386.21	22,355.79	Contractual						
5293	HS Health & Disab Svc	0.00	3,322.00		(30,506.14)	298,295.00	74,573.75	35,000.00	11.73%	4,493.86
5510	Supplies	44,108.24	2,891.76							
5512	HS Class Room Supplies	46,973.76	5,384.74							
5514	HS Medical Supplies	662.28	5,374.72							
5515	HS Disability Supplies	18.81	4,470.19							
5518	HS Diapers and Wipes	3,431.99	9,568.02	Supplies						
5622	Internal Computer/Software	12,287.25	(4,095.75)		23,593.68	131,076.00	32,769.00	152,500.00	116.34%	176,093.68
5294	HS Policy Council	112.74	1,887.26							
5296	HS Parent Service	274.26	4,029.74							
5309	Travel-In Region	2,792.94	1,851.06							
5413	HS Site Rent	126,233.00	0.00							
5433	HS Site Center Utilities	90,199.98	9,073.02							
5451	Facility Maintenance	26,986.07	3,773.94							
5453	HS Site Center Bldg Maint	75,633.62	5,988.38							
5632	Copier	22,867.16	(3,972.16)							
5711	Insurance	9,104.57	163.43							
5721	Printing	0.00	10,062.00							
5722	Ads & Promotions	0.00	3,483.00							
5753	Dues and fees	4,278.77	(518.77)							
5760	HS Site Center Communications	17,488.25	(1,219.25)							
5762	Postage/freight	835.73	1,290.28	Other						
5796	Safety	1,081.20	(83.20)		35,808.75	413,697.00	103,424.25	75,000.00	18.13%	110,808.75
Total 400	Head Start CAN NO 9-G064122	4,182,053.62	382,815.38		382,815.38	4,564,869.00	1,141,217.25	0.00	382,815.38	

CVCOG  
 Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23  
 From 6/1/2022 through 5/31/2023

Account Code	Account Title	Projected Expenses Jun- Jan = 66%	Variance		Original Budget	Allowable Adjustment	Recommended Adjustment	% Change	Updated Projected Balance	
401	Early Head Start CAN NO 9-G064122									
5110	General Wages	1,202,710.95	81,602.91							
5118	General Overtime Hours	44.92	0.00	Personnel						
5119	Holiday Work Time	41.34	0.00		81,602.91	1,284,400.12	321,100.03	(40,000.00)	-3.11%	41,602.91
5150	Vacation Time Allocation	5,674.25	487.13							
5151	Medicare Tax	16,757.10	2,427.56							
5172	Worker's Comp Insurance	7,146.44	396.71							
5173	SUTA	316.95	18,378.29							
5174	Health Insurance Benefit	313,571.60	(39,564.92)							
5175	Dental Insurance Benefit	13,032.03	15,503.97							
5176	Life Insurance Benefit	8,763.60	1,623.97							
5177	HSA Insurance Benefit	14,201.43	13,819.07	Fringe						
5181	Retirement	141,400.49	16,973.96		30,045.74	550,909.61	137,727.40	(25,000.00)	-4.54%	5,045.74
5199	Indirect Allocation	106,350.93	6,085.34		6,085.34	112,436.27	28,109.07	(3,500.00)	-3.11%	2,585.34
5206	HR Service Center	47,101.04	(22,312.66)							
5207	Procurement Service Center	20,280.54	(6,324.54)							
5208	Information Technology Service Center	17,872.19	(7,340.57)							
5291	Contract Services	665.04	12.96	Contractual						
5293	HS Health & Disab Svc	0.00	678.00		(35,286.81)	50,632.00	12,658.00	40,000.00	79.00%	4,713.19
5510	Supplies	17,838.72	(1,759.72)							
5512	HS Class Room Supplies	5,036.64	18,495.53							
5514	HS Medical Supplies	193.40	1,569.61							
5515	HS Disability Supplies	0.00	1,311.00							
5518	HS Diapers and Wipes	6,019.08	3,980.92	Supplies						
5622	Internal Computer/Software	3,587.75	(1,195.92)		22,401.42	55,077.00	13,769.25	18,500.00	33.59%	40,901.42
5294	HS Policy Council	32.93	241.08							
5296	HS Parent Service	373.40	626.61							
5309	Travel-In Region	249.56	1,106.45							
5413	HS Site Rent	36,347.24	0.00							
5433	HS Site Center Utilities	28,418.99	(10,176.23)							
5451	Facility Maintenance	7,027.53	1,953.47							
5453	HS Site Center Bldg Maint	22,251.41	(4,916.41)							
5632	Copier	4,568.15	165.86							
5711	Insurance	1,122.36	363.64							
5721	Printing	0.00	2,938.00							
5722	Ads & Promotions	0.00	1,017.00							
5753	Dues and fees	756.39	352.61							
5760	HS Site Center Communications	3,928.31	(286.31)							
5762	Postage/freight	0.00	621.00	Other						
5796	Safety	349.67	(7.67)		(6,000.90)	99,425.00	24,856.25	10,000.00	10.06%	3,999.10
Total 401	Early Head Start CAN NO 9-G064122	2,054,032.30	98,847.70		98,847.70	2,152,880.00	538,220.00	0.00		98,847.70

# Memo

**To:** Executive Committee

**From:** Carol Raymond – Director of Head Start

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

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## ITEM 15

Carol Raymond, Director of Head Start, is seeking consideration and approval for the Budget Adjustment Request for items over 25%.

*Approved at the Executive Committee Meeting on March 15, 2023.*

# Memo

**To:** Executive Committee

**From:** Carol Raymond – Director of Head Start

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

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## ITEM 16

Carol Raymond, Director of Head Start, is seeking consideration and approval for the closure of Blackshear Head Start. All enrollment slots will move to Rio Vista Head Start and Day Head Start.

*Approved at the Executive Committee Meeting on March 15, 2023.*



# Memo

**To:** Executive Committee

**From:** Carol Raymond – Director of Head Start

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

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## ITEM 17

Carol Raymond, Director of Head Start, is seeking consideration and approval for the request for Head Start to spend up to \$35,000 on a New Network Infrastructure for Day and Rio Vista Head Start/ Early Head Start.

*Approved at the Executive Committee Meeting on March 15, 2023.*

# Concho Valley Regional Law Enforcement Academy Policies and Procedures

In accordance with TCOLE Rule 215.7 and 215.9, the Concho Valley Criminal Justice Training Advisory Board has formulated and adopted the following rules and regulations, which shall apply to all students attending the Concho Valley Regional Law Enforcement Academy:

## BPOC

The mission of the Concho Valley Regional Law Enforcement Academy (CVRLEA) is to mold, train, develop, and produce the finest police officers possible for the State of Texas.

The accomplishment of this goal will require that cadets maintain and display the highest order of discipline, intelligence, sound and prudent judgment, and integrity.

**The Concho Valley Regional Law Enforcement Academy is fully accredited by the Texas Commission on Law Enforcement and will enforce all standards set by the Commission.** The following rules and regulations will apply to each cadet for the duration of the Academy. They will provide the foundation for an effective learning environment and the discipline required in law enforcement. Cadets will be familiarized with and held responsible for adherence to these regulations.

### Class Schedule

Academy hours are from 6:30pm to 10:30pm, Monday - Thursday, as a general rule, although classes may be extended to meet mandated training hours, and 8:00am to 5:00pm on the designated Saturdays. Schedule may be adjusted to accommodate the training curriculum.

Classes start promptly at 6:30pm or 8:00am (Saturday Classes). You will need to be in your assigned seat, with class material ready for class.

### Attendance

No absence is permitted unless approved by the Academy Director. Absences for **any reason** other than actual emergencies are not permitted. Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept on each incident, including the cadet's written explanation.

\* Emergencies are defined as unforeseen incidents that cannot be anticipated by the student.

## **Unauthorized Absence**

This is defined as any absence without prior approval of the Academy personnel. If a cadet is unable to report to duty, and prior approval for the absence has not been granted, the cadet must personally notify the Academy supervisory personnel prior to the day of the absence.

Cadets are reminded that all leave, other than prior approvals, are considered unauthorized.

The following schedule is a guideline for handling unauthorized absenteeism, provided however; any unauthorized absence may be grounds for disciplinary action, including termination.

**1<sup>st</sup> Occasion** – Memorandum from cadet and documented counseling session with the Public Safety Director (Academy Director) or Criminal Justice Instructor/Training Specialist.

**2<sup>nd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director).

**3<sup>rd</sup> Occasion** – Termination from the Academy.

## **Late Reporting – Tardiness**

Cadets reporting to class after the scheduled starting time will submit a memorandum to document the reason for tardiness. **Tardiness due to employment related reasons may require the cadet and the cadet's supervisor to provide the academy staff with written (email) acknowledgment and reason for the cadet's tardiness. The following schedule is a guideline for handling tardiness:**

**1<sup>st</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**2<sup>nd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**3<sup>rd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**4<sup>th</sup> Occasion** – Terminated from Academy.

The Criminal Justice Instructor/Training Specialist and/or the Public Safety Director (Academy Director) will exercise discretion in this area depending upon the infraction.

### **Injuries or Illness**

Cadets incurring on or off duty injury or illness are required to notify the Public Safety Director (Academy Director) or a Training Officer, in writing, by the next working day. Failure to notify supervisory personnel of any injury or illness, whether or not a doctor's care is required, is grounds for disciplinary action or termination.

All sick leave in excess of one (1) day requires a doctor's letter of explanation. Upon returning to the Academy, the cadet submits the doctor's explanation and writes a report outlining the reason for the absence.

The Academy shall have the right to require a physician's excuse or statement of any student who is absent due to illness. Absence due to minor illness will not be approved. Approved absence requires make-up work, to be determined by individual instructors.

### **Bereavement Leave**

A cadet may be granted three (3) consecutive days' bereavement, for immediate family only, if approved by the Public Safety Director (Academy Director) in advance.

### **Inclement Weather**

We want to ensure the safety of our cadets. The Criminal Justice Instructor/Training Specialist or the Public Safety Director (Academy Director) will notify the cadets if class will be rescheduled due to inclement weather.

### **Catastrophic Illness**

A severe illness requiring prolonged hospitalization or recovery will be taken into consideration by the Public Safety Director (Academy Director). The ability to catch up with the assigned class instruction is imperative.

### **Military Service**

Military service includes the national guard, state guard, and all branches of service whether part-time or reserve. CVRLEA will make every accommodation for leave in order to make them available for service that arises from emergencies. Some courses during the academy are hands on and cannot be made up by catch-up work done outside the classroom. In this instance, the issue will be made known to the cadet and their commanders. If the emergency leave must take place during such a time the cadet is expected to repeat the portion of the instruction by attending a duplicate or equal training approved by the Training Coordinator.

In the event that emergency deployment exceeds two (2) weeks but less than one (1) month, continuation of the academy for the individual will be the decision of the Public Safety Director.

The decision to allow the individual to continue or not will be evaluated by the type of material missed and the section of time during the academy that the absence takes place. Deployment in a length of more than one (1) month will be cause to remove the individual from the academy class. In the event that the individual is removed from the current academy, that individual will be allowed to enroll in the next academy class at no cost. The cadet must repeat the academy in its entirety.

## **Concho Valley Regional Law Enforcement Academy Academy Rules**

### **Basic Peace Officer Course**

1. Classes start at 6:30pm or 8:00am (Saturday classes). Breaks are provided as needed during class work. Cadets are expected to be in their assigned places at the beginning of each class and again after each instruction break
2. Lunch break for Saturday will normally be from 11:30am to 1:00pm.
3. Attendance at all classes is required. Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of each incident, including the cadet's written explanation.
4. All cadets will be required to take notes. These notes must be typed or plainly written in ink and placed in a permanent notebook. These notebooks will be periodically graded and each cadet will be accountable for the completeness and efficiency of their notes.
5. Cadets are expected to give their fullest cooperation and participation. No talking in class except to the instructor or class as a whole on the subject being discussed.
6. Examinations will be given periodically. Grades will be posted.
7. No cadet may use the phones without the knowledge and/or permission of the training staff. No pagers and/or cellular phones or any device able to link to such a device will be allowed in the classroom or at any off-site training functions.
8. Should medical attention be needed, the cadet will contact a member of the training staff.
9. Since cadets are not peace officers, they will not represent themselves as peace officers.
10. Cadets will refer to the training staff and other guest instructors as Mr. Mrs., or by rank.

11. The use of all tobacco products is prohibited in the building.
12. No food or beverage will be allowed in the classroom unless authorized by the Public Safety Director (Academy Director).
13. Firearms are not permitted in the classroom unless they are required by an instructor. In such cases, the firearms are to be unloaded and no live ammunition is allowed in the classroom.
14. Cadets are required to be neat and clean at all times.
15. The classroom must be kept clean and in an orderly manner at all times.
16. Cadets will not deface name tags, desks, walls, or other Academy property.
17. Cadets will not sit with their feet propped on the desks or chairs.
18. No magazines, newspapers, and other materials, which do not pertain to the classroom instruction, will be brought into the classroom.
19. The heads of the law enforcement agencies providing the cadets for the course, may be informed periodically of the progress of their cadets.
20. All cadets are expected to do their own work. Dishonesty in the pursuit of academic excellence is totally unacceptable. Violations of these rules will result in disciplinary action.
21. No gambling will be permitted on the Academy grounds.
22. No intoxicating liquor will be permitted or consumed on the Academy grounds. An exception to this is for bona fide training purposes only.
23. The success of the course will depend largely upon the attitude, cooperation, and participation of the cadets. The cadets attending the Academy will be expected to behave in the manner expected of adult, professional peace officers while attending and traveling to and from classes. Any behavior, which, in the opinion of the Public Safety Director (Academy Director) and/or the Criminal Justice Instructor/Training Specialist, that is dangerous, detrimental to class welfare and/or effective instruction, or not up to professional standards of a peace officer will be grounds for expulsion from the course.
24. Cadets will be evaluated by means of written examination, performance tests and classroom participation. Written examinations will be graded by use of numerical grades. Participation will be on a "Pass and Fail" basis.

To satisfactorily complete the Basic Peace Officer Course the cadet must:

- A. Achieve an overall average of at least 80% on all written tests. A cadet that falls below an 80% average will be placed on probation until their next test. The cadet will be expected to bring their overall average up to 80% by the next test. If the cadet fails to maintain an overall average of 80% after being placed on probation, then the cadet will be subject to termination from the academy. The cadet cannot be on probation more than three times. The Public Safety Director (Academy Director) and the Criminal Justice Instructor/Training Specialist will have discretion as to placing or removing a cadet on academic probation.
- B. Demonstrate firearms proficiency by achieving a minimum passing score of 75% of the total possible score of the course and type of target being used by the firearm instructor; and qualify with a passing score and show proficiency in handling any firearm (handgun and shotgun). The cadet will receive three attempts to qualify. If the cadet does not qualify after the third attempt, it will be grounds for termination.
- C. Cadets must pass with minimum skills on the driving course designed by the driving instructor. If a cadet does not pass, it will be grounds for termination.**
- D. Cadets must pass all skills portion of Defensive Tactics. The pass/failure will be determined by the Defensive Tactics Instructor and the Training Coordinator. If a cadet does not pass, it will be grounds for termination.**
- E. Cadets will not be passed through the course simply because they are in attendance. Cadets need to master the skills to transition to the next chapter/topic in the BPOC. Once a cadet shows mastery of each topic/chapter, they can be endorsed to take the licensing exam. Assessments should happen on a regular basis to test the mastery of topics/chapters. Failure to meet any of the aforementioned standards will result in termination from the BPOC.**

**\*Skills include, but are not limited to; SFST, Driving Course, Firearms, and Defensive Tactics.**

- 25. Cadets must pass the comprehensive final examination with a grade of 80% or more to graduate from the Academy. There will be three (3) attempts to pass this test. Cadets who fail to achieve an 80% on the final will not graduate from the Academy.

\*The Public Safety Director (Academy Director) and/or the Criminal Justice Instructor/Training Specialist retains the right, in the best interest of the student, to assign a state testing date and/or time.

- 26. The overall grade average will be determined by averaging the grade of the notebook, the final exam, and the average score of the subject exams given during the course. The exception to this rule will be the firearms training and driving.

27. Cadets are encouraged to consult with the Criminal Justice Instructor/Training Specialist or Public Safety Director (Academy Director) concerning any matter which is unclear to him/her about the course or any subject with which he/she may have difficulty. Some situations which seem most difficult can sometimes be cleared up with a few minutes of conversation.
28. Participation in physical training is mandatory.

### **Personal Attire**

Cadets must wear closed toe shoes, long pants and the required class shirt.

### **Grooming**

Unnatural hair colors are forbidden. Hair is to be worn in styles that permit wearing prescribed headgear.

Male cadet's hair will be worn neat and trimmed.

Female cadet's hair is to be in a neat fashion. Make-up is to be conservative.

### **Jewelry**

Rings may be worn but one on each hand is permitted. A wedding set is considered one ring. Visible necklines and other decorative jewelry are prohibited. For female cadets, only one set of stud earrings is acceptable.

### **Personal Conduct**

As a police cadet, you will now come under the public eye. Cadets are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times, whether on or off duty. As such, cadets should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to yourself or the Academy may result in disciplinary action up to and including termination.

### **Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, cadets are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of



individual compliance. Violations of the following section are subject to automatic recommendation for termination from the program.

- A. Any cadet found to have obtained his/her appointment to the Academy by means of willful misrepresentation or false statement concerning a material fact is terminated.
- B. Cadets are required to submit their own work on examinations and assignments, unless otherwise permitted by the staff. Any form of cheating (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- C. Cadets are to be truthful at all times. Any cadet who is found to be untruthful at any time through oral or written communication is subject to immediate termination.
- D. Cadets shall obey all laws of the United States, and the State of Texas. Cadets employed by a law enforcement agency must obey their department's policy and procedures. A cadet found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as termination.
- E. Those acts not specifically stated herein which may bring discredit upon the individual or department they represent are dealt with according to the seriousness of the situation.

### **General Provisions**

- A. It is the responsibility of the CVRLEA to insure that each cadet receives every opportunity to contribute their maximum effort during the program in order to become an effective peace officer. Likewise, it is of utmost importance that the staff maintain optimum channels of communication and instruction with each cadet to enhance their successful entry into the field of law enforcement. Cadets are assigned staff training officers who will assist them during their academy learning experience.
- B. The Academy office phone number is 325-944-9666. Only messages of an emergency nature will be accepted on behalf of cadets, and it is advisable to remind family and friends not to violate this order. Pagers and/or cellular telephones are not permitted in classrooms.
- C. Recording devices are prohibited in cadet classrooms.
- D. Visitors will check in at the office upon arrival. Visitors will not be allowed onto the training grounds unless approved by the Public Safety Director (Academy Director).
- E. Cadets will provide current status of residence, phone numbers, and emergency notification numbers. Academy offices are to be entered only on official business, and with permission. Cadets are encouraged to bring any problems which may affect them during the course of the academy, to the attention of the Criminal Justice

Instructor/Training Specialist or Public Safety Director (Academy Director), who will handle the situation or refer the matter as necessary.

## **Concho Valley Regional Law Enforcement Academy** **Policies and Procedures**

### **Basic Licensing Course – Corrections/Telecommunicator**

In accordance with Texas Commission on Law Enforcement Rule 215.7 and 215.9, the Concho Valley Criminal Justice Training Advisory Board has formulated and adopted the following rules and regulations, which shall apply to all students attending the Concho Valley Regional Law Enforcement Academy:

\*\*Non-contracted training hours with CVRLEA will only be submitted (to TCOLE) if hosted by a governmental agency. All instructors will complete CVRLEA Instructor or Subject Matter Expert Vetting Sheet (Attachment A). \*\*

#### **Class Schedule**

Classes are scheduled quarterly in what is believed to be the best response to the training needs of law enforcement agencies within the Concho Valley Council of Governments. CVRLEA will review all requests for classes and may add to the schedule as is permitted in order to provide any training sought.

The Academy Director and/or the Criminal Justice Instructor/Training Specialist retains the right, in the best interest of the student, to assign a state testing date and/or time.

#### **Attendance**

Any class requires complete attendance during instruction.

#### **Unauthorized Absence**

This is defined as any absence without prior approval of the Instructor and/or the Training Academy personnel. The duration of any class is too short and the make-up of any missed work can be detrimental to any other student, any unauthorized absence is a disqualifier and will remove the student from training.

## **Late Reporting – Tardiness**

Students who report late can disrupt training to the point that the quality of instruction suffers. Incidents of tardiness will be assessed by the instructor and it is solely the instructors' responsibility. The instructor will adhere to standards set forth by TCOLE as the minimum acceptable standard of the CVRLEA and all facets of the lessons must be fully met.

Tardiness due to employment related issues may require the cadet and the cadet's supervisor to provide the academy staff with written (email) acknowledgment and reason for the tardiness.

## **Grades**

### **1. Corrections Course**

**Cadets must pass the skills portion of Defensive Tactics. The pass/failure will be determined by the Defensive Tactics Instructor and the Training Coordinator. If a cadet does not pass, it will be grounds for termination.**

**Cadets must pass the weekly assessments with a grade of 80% or more to remain in the Basic County Corrections Course. Cadets are required to pass the comprehensive final examination with a grade of 80% or more. There will be three (3) attempts to pass this test. Cadets who fail to achieve 80% will be removed from the Course.**

### **2. Telecommunicator Course**

**Cadets must pass the weekly assessments with a grade of 80% or more to remain in the Basic Telecommunicator Course. Cadets are required to pass the comprehensive final examination with a grade of 80% or more. There will be three (3) attempts to pass this test. Cadets who fail to achieve 80% will be removed from the Course.**

**Cadets in the Corrections or the Telecommunicator Courses will not be passed through the courses listed above simply because they are in attendance. Cadets need to master the skills to transition to the next chapter/topic in their respective course. Once the student shows mastery of each topic/chapter, they can be endorsed to take the licensing exam. Assessments should happen on a regular basis to test the mastery of topics/chapters. Failure to meet any of the aforementioned standards will result in termination from the Academy.**

### **3. Inservice Training**

**Students must pass all written evaluations with a minimum of 70% unless standards are set higher as indicated by the curriculum. All skills assessments will be scored as pass or fail by the instructor. TCOLE credit will not be given to those who fail to achieve 70% on final exam.**

### **Injuries or Illness**

Officers incurring any injury during training at the CVRLEA must report the injury to the instructor or academy personnel as soon as practical. Injuries that limit any instruction the point that it limits the student from satisfying any training objective will be cause to remove the student from the class.

### **Bereavement Leave**

Due to the duration of instruction any absence will be a decision of the instructor and the instructor will determine if any time may be missed. Any missed instruction must be made up. The Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist may, at any time, override any instructor's decision.

### **Inclement Weather**

Any inclement weather that effects the quality and completeness of lesson instruction will be cause for the training to be cancelled.

### **Personal Attire**

Officers are to dress business casual. Officers are asked that shirts for men have a collar. Officers are asked not to wear, shorts, T-shirts, flip flops or sandals.

### **Personal Conduct**

As a peace officer, you will now come under the public eye. Officers' are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times, whether on or off duty. As such, officers should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to yourself or agency or CVRLEA Academy may result in disciplinary action up to and including dismissal.

## **Tobacco Products**

The use of all tobacco products is prohibited in the building. Electronic cigarettes and/or Vaping devices are prohibited in the CVCOG building.

## **Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, officers are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of individual compliance. Violations of the following section are subject to automatic recommendation for removal from training and notification to the persons employing agency.

- A. Any officer found to have falsified information to the Academy by means of willful misrepresentation or false statement concerning a material fact will not be allowed to attend training and the officer's agency will be contacted.
- B. Officers are required to submit their own work on examinations and assignments, unless otherwise permitted by the staff. Any form of cheating (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- C. Officers are to be truthful at all times. Any officer who is found to be untruthful at any time through oral or written communication is subject to immediate discipline and removal from training.
- D. Officers shall obey all laws of the United States, and the State of Texas. Officers employed by a law enforcement agency must obey their department's policy and procedures. An officer found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as removal from training.
- E. Those acts not specifically stated herein which may bring discredit upon the individual or department they represent are dealt with according to the seriousness of the situation

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Executive Committee Chair  
Judge Jim O'Bryan  
Date:

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Executive Committee Vice-Chair  
Judge Brandon Corbin  
Date:

# Memo

**To:** Executive Committee

**From:** Nicole Nixon – Public Safety Manager

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 18

---

ITEM 18

Nicole Nixon, Public Safety Manager, is seeking consideration and approval for the CVRLEA Policies and Rules.

*Approved at the Executive Committee Meeting on March 15, 2023.*

## **Criminal Justice Advisory Board Meeting - 2/27/2023**

#7 on the agenda:

Other New Business by the Board – review/vote to approve a decrease in tuition on TCOLE licensing courses; Basic County Corrections & Basic Telecommunicator

When we adopted the tuition fee schedule for CVRLEA, \$9.00 per contact hour was approved. The contact hours for the Basic County Corrections and Basic Telecommunication State Licensing Courses have increased which in turn the tuition rates for these courses have also increased. These rates would only apply to departments who are not currently paying dues to the CVRLEA. We have had departments inquire about these courses, but they decline to attend due to the cost. We feel that if we lower the cost, we may get more departments to send students to our classes. It makes for a better teaching/learning environment when you have more students in the class. We would like to charge a flat fee for these courses. Below is the research we have found:

### **Basic County Corrections Licensing – Course #1120 (124 hours)**

CVRLEA Fee: \$1,116.00

West Central Texas Law Enforcement Academy: \$420.00

Alamo Area Law Enforcement Academy: \$500.00

TEEX: \$275 (On-Line)

**CVRLEA Proposed Rate: \$420.00**

### **Basic Telecommunications – Course #1080 (80 hours)**

CVRLEA Fee: \$720.00

West Central Texas Law Enforcement Academy: \$0

Alamo Area Law Enforcement Academy: \$325

TEEX: \$275 (On-Line)

**CVRLEA Proposed Rate: \$275**

# Memo

**To:** Executive Committee

**From:** Nicole Nixon – Public Safety Manager

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 19

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## ITEM 19

Nicole Nixon, Public Safety Manager, is seeking consideration and approval for the of tuition to County Corrections and Telecommunicator Courses.

*Approved at the Executive Committee Meeting on March 15, 2023.*





**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904

# Memo

To: Executive Committee

From: Nicole Nixon, Public Safety Manager

cc: Hilda Arredondo-Garibay, John Austin Stokes

Date: 3/15/2023

Re: State Homeland Security Program (SHSP) grants

The Emergency Preparedness Advisory Committee voted to prioritize and fund the State Homeland Security Program (SHSP) grants as noted below:

Jurisdiction	Project Title	Amount
1. CVCOG	Regional Planning	\$132,000
2. Tom Green County	Special Ops Group SRT	\$93,918
3. Angelo State University	Texas Residential Hall Cameras	\$23,543
4. Kimble County	Community Emergency Response	\$13,151
5. Menard County	Community Emergency Response	\$15,061

Approved at the Executive Committee Meeting on March 15, 2023.

\_\_\_\_\_  
Chairman – Judge Jim O'Bryan

\_\_\_\_\_  
Vice-Chairman – Judge Brandon Corbin

# 2022-2023 Employee Handbook Changes

1. **Cover Page** – Changed date
2. **Pg. 7 Handbook**
  - a. Added *local* to list of agencies
3. **Pg 8 Compliance**
  - a. Added supervisor and director
  - b. Replaced “the Council” with CVCOG
4. **Pgs. 8-10 Gifts and Gratuities & Conflict of Interest**
  - a. Moved section from Conflict of Interest to align content
  - b. Added about D&A policy
  - c. Added info about gifts for supervisors/managers
  - d. Removed outdated information about Job Training Partnership Act (now irrelevant)
5. **Pg. 10 Classification of Employees**
  - a. Moved to Pay Policy Section
6. **Pg. 10-11 Interns**
  - a. Added “Field Students, VISTA, Contractors, and Temps” to title
  - b. Added “field students” and “field student’s assignments” where applicable
  - c. Added “projects” and “tasks” to further clarify
  - d. Added VISTA information
  - e. Added Contractors and Temp information
7. **Pg 11 Job Posting**
  - a. Moved section to better flow
  - b. Changed verbiage to allow internal transfers and promos without posting
  - c. Added operational exceptions
  - d. Added about Dept Director and current employees’ submission of resume / application
8. **Pg. 12-14 Selection of Employees**
  - a. Moved sections around to better flow
  - b. Added Verification of Identity
  - c. Changed Motor Vehicle Reports to Driving Eligibility and Added information about waiver
  - d. Added about additional searches and those done during employment
  - e. Added Verification of Employment and clarified the process
  - f. Added about nature of the separation “voluntary or involuntary”
  - g. Added information about the BG Policy

- h. Added about Dept Director seeking approval from the ED
- 9. **Pg. 14 Outside Employment / Moonlighting**
  - a. Changed some verbiage
- 10. **Pg. 14-15 Employment of Relatives (Nepotism)**
  - a. Clarified – “Executive” Director
- 11. **Pg. 15 Transfers, Promotions and Demotions**
  - a. Added information about when ED and Department Director approval is needed
  - b. Added online application
- 12. **Pg. 15 Polygraph Examinations**
  - a. Added “in the event of an investigation, or other CVCOG required event”
- 13. **Pg. 16 Orientation**
  - a. Changed “we” to “your supervisor”
- 14. **Pg. 16-17 Performance Management**
  - a. Included “throughout your employment’
  - b. Additional information about meeting with supervisor and disciplinary action
- 15. **Pg. 17 Training and Professional Development**
  - a. Added/change some verbiage for clarification
- 16. **Pg. 17 Education Assistance**
  - a. Added information about completing FASFA
- 17. **Pg. 19 Investigations and Confidential Employee Information**
  - a. Changed to *Employee Investigations*
- 18. **Pg. 19 Problem Solving Procedure**
  - a. Included information regarding speaking to other members of management
  - b. Included information on gossip / rumors
- 19. **Pg. 20-21 Disciplinary Issues and Procedures**
  - a. Changed some wording
  - b. Increased suspension timeframe from 3 to 30 days (due to circumstances that would allow for additional time needed)
  - c. Added HR Review
  - d. Added appeal information
- 20. **Pg. 21 Retaliation**
  - a. Moved section to be behind Whistleblower section
- 21. **Pg. 21 Handguns, Firearms and Weapons**

- a. Changed to Firearms
  - b. Added information about conceal carry
22. **Pg. 22 Abusive, Profane, or Obscene Language**
- a. Changed verbiage to include those directed towards
23. **Pg. 22 Alcohol and Drug Testing**
- a. Removed as same verbiage in the Alcohol and Drug Abuse and Testing Policy section
24. **Pg. 23 Violence in the Workplace**
- a. Changed possession to use of any illegal or illegal weapon
  - b. Changed executive office staff to any member of management
  - c. Moved “Fighting and Altercations” section into this section under individual situations
  - d. Removed “maintain a list” & Included roles or positions
25. **Pg. 24 Conflict of Conscience**
- a. Changed CVCOG to be more specific on who to report to
  - b. Added must still follow policies and procedures
26. **Pg. 24-25 Employee Confidentiality**
- a. Moved and combined with **Duty of Loyalty Section**
  - b. Added line about reference to Privacy Policy
27. **Pg. 25 Gambling**
- a. Made verbiage more succinct
28. **Pg. 26 Smoking and Tobacco Use**
- a. Added verbiage regarding breaks
29. **Pg. 26 Personal Appearance and Dress**
- a. Added Hygiene to section title
  - b. Changed verbiage and Added information about grooming and hygiene
30. **Pg. 28 Client and Guest Relations**
- a. Moved volunteer information to Personal Visits section
31. **Pg. 28 Personal Visits**
- a. Changed title to Visitors and Volunteers
  - b. Removed visitor badge & include ED approval for former employee visits
32. **Pg. 29 Political Activity**
- a. Changed “Council” to CVCOG
33. **Pg. 29-30 Restricting Productivity/Output**

- a. Moved wording around and Added examples
- 34. Pg. 30 Suggestions and Feedback**
  - a. Changed to “CVCOG encourages”
- 35. Pg. 30 Unacceptable Performance**
  - a. Added more examples & disciplinary action
- 36. Pg. 31 Termination of Employment**
  - a. Changed information about reapplying
  - b. Added verbiage about returning equipment, keys, etc.
- 37. Pg. 31 Retirement**
  - a. Added information to refer to TCDRS Benefits section
- 38. Pg. 31 Employment Reference Checks**
  - a. Moved to Selection of Employees section
- 39. Pg. 33-34 Classification of Employees**
  - a. Added “salaried” and “hourly” for clarification
- 40. Pg. 36 Process for Complaints Regarding Pay**
  - a. Changed contact to “Payroll” not “Finance” Department
- 41. Pg. 37 Recording or Work and Non-Work Time**
  - a. Added information about checking emails and working outside regular schedule
  - b. Added information regarding punch employees
- 42. Pg. 37 Bad Weather and UEC Policy**
  - a. Added about UEC when not scheduled
- 43. Pg 39 Benefits**
  - a. Added verbiage on where to locate yearly costs
- 44. Pg. 39 Holidays**
  - a. Added clarification regarding working on holidays
  - b. Added information about holiday pay
  - c. Added clarification about holidays on regular days off
- 45. Pg. 39 Leave**
  - a. Added information about Temporary Income Benefits
  - b. Added directions on when to enter leave time
- 46. Pg. 39-40 Annual Leave**
  - a. Changed title to “Vacation” Leave & changed “annual” to “vacation” in document
  - b. Changed verbiage and Added about Head Start Addendum

**47. Pg. 40 Leave Carryover**

- a. Moved to the Vacation Leave section and removed this as a separate section
- b. Changed wording to clarified carryover timeframes

**48. Pg. 40-41 Sick Leave**

- a. Clarified about Head Start
- b. Changed some wording to clarify

**49. Pg. 42-43 FMLA**

- a. Added "480 hours" to clarify
- b. Changed contact from "Finance" to "Payroll" Department
- c. Added more information regarding extent of FMLA
- d. Clarified National Defense Authorization Act & Military Caregiver Leave

**50. Pg. 43 Bereavement / Emergency Leave**

- a. Removed unnecessary verbiage

**51. Pg. 43 Military Leave**

- a. Changed to "will be required" regarding use of leave

**52. Pg. 44 Leave of Absence**

- a. Added about exhausting FMLA

**53. Pg. 44 Wellness**

- a. Added verbiage about talking with supervisor and Wellness Requests

**54. Pg. 45 TCDRS**

- a. Updated number of participants

**55. Pg. 45 Health Services**

- a. Added notification to clarify

**56. Pg. 49-50 Telecommuting or Remote Work**

- a. Changed title to "Telework"
- b. Changed all "telecommuting" to "telework"
- c. Added information about participation & eligibility
- d. Included information about Teleworker Agreement

**57. Pg. 50-51 Attendance**

- a. Added expected to come to work
- b. Added communication clarification
- c. Added information about excessive absenteeism

**58. Pg. 51 Security**

- a. Added contractors for temp badges

**59. Pg. 54 Key Card / Keys**

- a. Added information about tailgating
- b. Added information about employee getting 1<sup>st</sup> replacement Key Card at no cost

**60. Pg. 55 Use of Company Vehicles**

- a. Added section

**61. Pg. 55-57 Alcohol and Drug Abuse and Testing**

- a. Moved things around to better flow
- b. Add part about information about lawful use
- c. Included information about seeking help & treatment
- d. Added information about reporting
- e. "Observations" examples listed
- f. Added information about records management

**62. Pg. 57 Employee Information Systems**

- a. Changed location of bulletin boards

**63. Pg. 58 Monitoring Employee Activity**

- a. Added statement about IT Policy

**64. Pg. 58 Patents, Copyrights and Intellectual Property**

- a. Moved to another part of Other Workplace Issues section of HB to make it better flow

**65. Pg. 58 Recording Devices in the Workplace**

- a. Added some wording about personal devices
- b. Identified permitted recording devices

**66. Pg. 59 Travel**

- a. Moved wording around to better flow

**67. Pg. 61-63 Harassment, Discrimination, and Bullying**

- a. Moved wording around to better flow and to be consistent

**68. Pg 63 Bullying**

- a. Added verbiage at the beginning to be consistent

**69. Pg. 64 EEO**

- a. Added information about EEO Policy and AA Plan

**70. Pg. 66-67 General Safety**

- a. Added Main Office and address for clarification
- b. Added information about the Wellness Center
- c. Changed to "First Report of Injury" as this is the form we utilize

d. Specified “permitted” heat generating equipment

**71. Pg. 68-69 Fire Safety**

a. Updated information about assembly areas & about fire alarms

**72. Pg. 69 Bomb Threat Procedure**

a. Updated information about assembly areas

**73. Pg. 69 In Case of Robbery**

a. Added verbiage to staying calm, alert & observant

**74. Pg. 71 Parking / Parking Lot Safety**

a. Added information about suspicious persons

**75. Pg. 72 Severe Weather Procedure**

a. Added information about Emergency Shelters

**76. Pg. 73 Added date on when updated**



**EMPLOYEE HANDBOOK**

# **Concho Valley Council of Governments**



~~Approved~~ Revised: December 2021~~1~~2

**San Angelo, Texas**

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## MISSION OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

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Concho Valley Council of Governments (CVCOG) is a voluntary organization of local governments which fosters cooperative efforts toward resolving problems, policies, and plans that are common and regional.

## ABOUT THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

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CVCOG is a voluntary association of local governments (cities, counties, schools and special-purpose districts) established in 1967 under the provisions of Section 391 of *Texas Local Government Code*. CVCOG is an independent political subdivision covering the 14 county Concho Valley region.

- CVCOG's primary purposes are to make plans to guide the future development of the region and to provide joint services which local governments are unable to provide individually.
- CVCOG is funded by grants and contracts from State and Federal governments, as well as by local funds.
- CVCOG conducts major programs in services for the aging and provides public transportation, 9-1-1 emergency communications, criminal justice planning and training, economic development, regional services, 211, and Head Start.
- CVCOG is governed by a General Assembly made up of local elected officials representing each of the local governments, which meet annually; and an Executive Committee chosen from General Assembly representatives, which meets monthly to conduct the on-going business of CVCOG.
- The Executive Committee appoints an Executive Director, who serves as CVCOG's chief administrative officer and is responsible for hiring and supervising all other employees.

## HANDBOOK

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This Handbook will assist you in learning about CVCOG. Specifically, it will help you understand many important points about how we work with our employees, guests and each other.

CVCOG has an obligation to help you get acquainted as quickly as possible with the way we do business. That includes making you familiar with our practices, policies, procedures, and training you properly. Your responsibility includes working in accordance with our policies and procedures

This Handbook has been created to give you direction on how to handle yourself and what is expected of others. The policies and procedures in this handbook are not to be interpreted as a contract for employment. The Executive Director, with the permission of the Executive Committee, has the complete right to **alter, modify, delete, change, add, or interpret** as deemed necessary. You will be notified of any such changes, deletions, additions, modifications, and decisions. All changes are subject to approval from the Executive Director and the Executive Committee. This handbook and its policies will be reviewed annually to ensure Federal and State compliance as well as to ensure all policies in place create clear and concise boundaries that are in line with our commitment to the service of our community. Policies not listed in this handbook (such as Travel, P-Card, and all financial policies) can be found on our CVCOG team website, or you can seek direction from your Supervisor, Director, or Human Resources (HR) at any time.

Please note that the Head Start Program is required by outside **Federal and State** federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as an addendum to this handbook. Concho Valley Transit (CVT) is also required by outside **Federal and State** federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as a separate handbook, "CVCOG Handbook for CVT Employees" that addresses the items listed in the CVCOG Handbook along with CVT's additional requirements. This Handbook, together with the Head Start addendum, and CVCOG Handbook for CVT Employees supersedes all other policies and statements regarding employment policies.

The policies outlined in this Handbook are established by the Executive Committee of CVCOG. These policies completely replace and supersede any and all personnel policies previously adopted individually or as a set of policies by the Executive Committee.

The Executive Director, along with HR, is responsible for the administration of CVCOG'S personnel policies and procedures. The Executive Director will make all final decisions regarding policies and in the event of his absence may delegate authority to appropriate staff to act on his or her behalf in the administration of these policies and procedures.

These personnel policies apply equally to all employees of CVCOG unless a class of employees is specifically exempted by these policies. In cases where Federal or State laws or regulations supersede policy for specific groups of employees, such laws or regulations will control only insofar as necessary for compliance. Please note this is a possibility since the varied parts of CVCOG work from different program regulations and grant requirements.

CVCOG'S Department Directors and Supervisors are willing to answer your questions and give you the help you need in order to learn about CVCOG, its organizational structure, and its policies.

# EMPLOYMENT TERMS, CONDITIONS AND BUSINESS ETHICS

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## COMPLIANCE

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Any violation of the policies and procedures listed in this handbook will subject the employee to disciplinary action up to and including termination of employment. Any CVCOG employee having knowledge of any violations that require reporting are required to promptly report such violation to the appropriate level of management. Each supervisor, manager, director and officer of CVCOG ~~the Council~~ is responsible for policy compliance in their area of responsibility. When a question arises regarding any aspect of the policy, contact HR or the Executive Director.

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## EMPLOYMENT-AT-WILL

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This handbook is not to be interpreted as representing a contract of employment. CVCOG is an employment-at-will employer. This means both you and CVCOG have the freedom to terminate our employment relationship at any time, with or without cause. No representative of management has the authority to make any arrangements or commitments to the contrary, or seek to enter into employment contracts without the express, written approval of the Executive Director.

CVCOG'S employees maintain only the highest ethical standards in the conduct of CVCOG's affairs. The intent of this policy is that each employee conducts CVCOG's business with integrity, and complies with all applicable laws in a manner that excludes considerations of personal advantage or gain.

Further, the Executive Director and the Executive Committee have the right and freedom to alter, modify, change, delete, add to or interpret the guidelines as they deem appropriate.

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## GIFTS AND GRATUITIES

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~~A CVCOG employee may not accept any gift or free service that might tend to influence his or her official actions or impair his or her independence of judgment in performance of duties for CVCOG.~~

~~An officer or CVCOG employee may not: solicit, or accept or agree to accept a financial benefit other than from CVCOG, that might reasonably tend to influence his or her performance of duties for CVCOG or that he or she knows or should know is offered with intent to influence the employee's performance; accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties; accept outside employment or compensation that might reasonably tend to impair independence or judgment in performance duties for CVCOG; make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for CVCOG; or solicit or accept or agree to accept any financial benefit from another person in exchange for having performed duties as a CVCOG employee in favor of that person.~~

Gifts, Favors, and Payments Made by CVCOG: Gifts, favors, and payments may be given to others at CVCOG'S expense, if they meet all of the following criteria:

1. They are consistent with accepted business practices,
2. They are of sufficiently limited value and in a form that cannot be perceived as a bribe or payoff,
3. They are not in violation of applicable law or generally accepted ethical standards; and
4. Public disclosure of the facts will not embarrass CVCOG.

~~Payments, commissions or other compensation to, or for the benefit of, employees (or their family members) not required by written contract are contrary to CVCOG policy.~~



## Gifts, Favors, Entertainment and Payments Received by CVCOG Employees:

- Employees shall not seek or accept, for themselves or others, any gifts, favors, entertainment, or payments without a legitimate business purpose; neither shall they seek or accept personal loans (other than conventional loans at market rates from recognized lending institutions) from any persons or business organizations that do, or seek to do business with, or are a competitor of CVCOG.

### In the application of this policy:

- Employees may accept for themselves and employees of their family's common courtesies usually associated with customary business practices. These include but are not limited to:
  - Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
  - Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
  - Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employee and must be approved by the Executive Director.
  - Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The employee must have prior approval from the Executive Director.
  - Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.
  - The receipt of alcoholic beverages is ~~discouraged~~ allowed, however employees must continue to follow CVCOG's Drug and Alcohol Policy.
- ~~A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers.~~
- Day outings such as golf, fishing, and hunting are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employees and must be approved by the Executive Director. Participation by the employee's family is not acceptable.
- It is never permissible to accept stocks or other forms of marketable securities of any amount.
- A gift of cash or cash equivalent, such as gift cards, should not be accepted in an amount of more than limited value, or in violation of generally accepted ethical standards.
- Employees are not expected to buy gifts for supervisors, managers, and/or directors. If appropriate situations arise, so, Mmanagement directors, managers, and supervisors ~~employees~~ should not accept gifts of more than limited value from those under their supervision. Gifts to management employees are only given on their own free will with the understanding the employee will not receive any form of fiduciary gains.

For the purposes of this handbook, limited value is equal to \$25.00 per occurrence and \$50.00 per calendar year. For further clarification, seek out guidance from your supervisor or HR. *The exception to this policy is employee incentives received via donation and delivered through CVCOG Engagement Committee activities.*

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## CONFLICT OF INTEREST

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Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of CVCOG. As in all other facets of their duty's, employees dealing with clients, suppliers, contractors, competitors or any person doing or seeking to do business with CVCOG, are to act in the best interest of CVCOG. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

- Ownership by the employee, or by the employee’s family, of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of CVCOG.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of CVCOG. Exceptions to this may be approved by the Executive Director.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving CVCOG or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of CVCOG.

~~An officer~~ **Employees** of CVCOG will neither have financial interests in the profits of any contract, service, or other work performed for CVCOG nor derive personal profit directly or in-directly from any contract, purchase, sale or service between CVCOG and any person or company.

~~An officer or employee may not: solicit or accept or agree to accept a financial benefit other than from CVCOG, that might reasonably tend to influence his or her performance of duties for CVCOG or that he or she knows or should know is offered with intent to influence the employee’s performance; accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties; accept outside employment or compensation that might reasonably tend to impair independence or judgment in performance duties for CVCOG; make any personal investment that might reasonably be expected to create a substantial conflict between the employee’s private interest and duties for CVCOG; or solicit or accept or agree to accept any financial benefit from another person in exchange for having performed duties as a CVCOG employee in favor of that person.~~

~~Specifically, with reference to contractual requirements, no employee of CVCOG, member of its governing board, or person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out the Job Training Partnership Act Contract shall participate in any decision relating to this contract which affects his or her personal or pecuniary interest.~~

**Confidential Information:** The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

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### ~~CLASSIFICATION OF EMPLOYEES~~

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~~**Regular Full Time:** An employee who works an average 30-40-hour workweek on a regularly-scheduled basis.~~

~~**Regular Part Time:** An employee who works an average of less than 30 hours a work week, either on a regularly-scheduled basis or on an irregular basis.~~

~~**Temporary:** An employee who is hired for a specific, limited purpose to work on a non-regular basis that is less than 12 months.~~

~~**Seasonal:** An employee who is hired for a specific, limited purpose for less than 6 months and generally beginning around the same time of the calendar year.~~

~~Every position is classified as either exempt or non-exempt and these classifications are explained in the Pay Policy.~~

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### INTERNS, **FIELD STUDENTS, VISTA, CONTRACTORS AND TEMPS**

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**Field Students and Interns** – CVCOG understands the importance of working with local ~~U~~ universities and other entities to provide hands on job experience to those seeking out degrees or jobs in fields related to public service. CVCOG will continue to seek out qualified applicants for **field students & internships** while working in **partnership** with said agencies to ~~help fill vacancies~~ provide experience to potential future applicants. All **field students & interns** interested in ~~to~~ creating an agreement with CVCOG will be required to follow the same process of applying for a regular position allowing CVCOG to follow its hiring process ~~and always bring on the most qualified applicant~~. **Field students & Interns** will also comply with the following guidelines;

- Acknowledgement that any **field student's assignment, project, task, or** internship with CVCOG is purely an educational experience
- A ~~n~~ **field student's assignment, project, task, or** internship will have no exchange of wages unless otherwise arranged
- Any creations, inventions, designs, **projects,** or intellectual material developed **while working as a field student or** during internships are property of CVCOG regardless of whether they were developed by external consultants, employees of CVCOG, **field students,** or interns
- There are no expectations of a job offer once a ~~n~~ **field student's assignment or** internship is completed
- **Field students** and ~~i~~nterns are required to follow all policies and procedures
- The Department Director and or Executive Director have the right to terminate a ~~n~~ **field student's assignment or** internship at any time

**VISTA** – AmeriCorps Volunteers in Service to America (VISTA) staff are those that provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. At times, CVCOG may utilize these VISTAs in order to provide support to our programs.

The VISTA Director will contact the HR department with details such as the date the VISTA will start, location, shift, duration of the assignment, etc. Based on the information provided, HR will do the onboarding and conduct orientation. VISTAs will be issued a badge and may be given a keycard & keys for building access. They are responsible for following the ID Badge and the Key Card/Keys Policies.

The VISTA Director and VISTA Program Manager will be responsible all aspects of the VISTA's employment, during the assignment, which includes training, job responsibilities, time management, and will also monitor performance. If any performance concerns arise, the supervisor/manager or VISTA Director must notify the HR department immediately. Disciplinary actions will be handled by the HR department and AmeriCorps.

**Contractors and Temporary Workers** – CVCOG acknowledges that a portion of its staffing requirements may be met through the use of agency temporary (temp) workers and contractors. The HR department will oversee the management of the selection and hiring processes related to temporary and contract staff.

The Department Director will contact the HR department with a request for a temp worker and will provide details such as the date the worker is needed, job responsibilities, location, shift, duration of the assignment, and recommended salary. HR will contact a staffing agency with a request for a temp worker, provide the specifics of the position, review the candidates, and work with the Department Director to make a selection.

The Department Director will be responsible for signing the temp's timesheets during the assignment and will monitor performance. If any performance concerns arise, the supervisor/manager or Department Director must notify the HR department immediately. Disciplinary actions will be handled by the HR department and the temp agency's representative.

In accordance with Texas Government Code 656.024, as soon as a position becomes available or vacant, CVCOG will publicly list said vacancy on, at minimum, the Texas Workforce Solutions and CVCOG website along with other appropriate platforms, ~~such as Indeed.com.~~ Jobs are posted ~~with the Texas Workforce Commission, in accordance with the requirements of the EEO Policy/Affirmative Action Plan. mandate, along with other external job boards.~~ If appropriate and effective, newspaper advertisements, flyers placed in the community and word of mouth may be utilized as well. Vacancies will be posted for a minimum of 10 (ten) working days, ~~unless filled sooner,~~ and notice provided to ~~current employees.~~

Certain situations may call for the Executive Director, to not publicly or internally post a position, or post for less than 10 (ten) days. The Executive Director will use guided discretion based on operational and program need or the availability of a highly qualified internal candidate. If this situation occurs, CVCOG will continue to adhere to all local, state, and federal EEO requirements. ~~In the event of an internal transfer, promotion, or department restructuring, the Executive Director may choose not to publicly list or internally announce a position if found necessary for department operations.~~

Every effort will be made to ensure that all CVCOG employees are made aware of and have the opportunity to apply for open positions, either before or concurrent with CVCOG's consideration of external candidates for the position. While it is CVCOG ~~practice policy~~ to promote from within whenever possible; certain business conditions could cause a position to be filled without posting internally.

~~Department Directors may request an exception to internal job posting if they have candidates within the same department or division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the joint approval of the Department Director and the Executive Director. The decision to recruit from the outside, at the same time as posting internally, requires approval of HR, Department Director of Finance and Executive Director.~~ Regardless of the source of applicants, CVCOG seeks to locate the **best-qualified** person for the job.

All regular part time and full-time employees with 90 days or more of continuous employment with CVCOG or with approval from the Executive Director and who have satisfactory performance and attendance records are eligible to apply for ~~any CVCOG position. internally posted openings.~~ Operational exceptions may be approved by the Department Director and Executive Director.

Qualified and eligible employees who wish to apply for a posted position must notify their ~~immediate supervisor~~ Department Director. Interested employees will be prompted to submit their resume and CVCOG's online application. These employees may contact HR for guidance in applying for these positions. ~~Jobs are posted with the Texas Workforce Commission, in accordance with the requirements of the Affirmative Action Plan mandate, along with other external job boards.~~

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## SELECTION OF EMPLOYEES

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Our application and screening processes are designed and carried out in a **non-discriminatory** manner in order to maintain compliance with Federal, Local, and State Equal Employment Opportunity (EEO) laws; CVCOG will not discriminate against applicants based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status. It is our goal to employ the best-qualified applicant for the job. Additionally, we seek to promote from within whenever we can find the best-qualified person for the job inside our workforce.

All candidates for employment must fully complete CVCOG's online application. The forms must be completed in detail and electronically signed by the applicant to verify the accuracy and completeness. Incomplete applications will not be accepted. A resume will not be accepted in place of a completed application. If an applicant wishes, the resume may

accompany the completed application form as additional information. ~~Employees wishing to apply for an internal promotion or transfer may submit an updated resume in lieu of the full CVCOG application.~~

In compliance with our funding agency and contractual requirements, it is our policy to conduct background investigations on all new employees. The following types of searches may be conducted during the hiring process:

~~**Rehire Policy**— Employees that have terminated from employment on a permanent basis are not prohibited from applying for any position with CVCOG. Due to TCDRS requirements (see pg. 36 for more details), previous employees, no matter reason for termination, will not be considered for rehire until a full 3 calendar month period has passed. The following items will be taken under consideration before CVCOG rehires an employee;~~

- ~~● Previous resignation was submitted in a timely manner~~
- ~~● Reason for leaving~~
- ~~● Severity of disciplinary issues~~
- ~~● Ability to meet all current hiring requirements~~
- ~~● Previous supervisors suggested rehire status (if available)~~

~~Previous employees have no guarantee of rehire and HR and the Executive Director have final discretion regarding rehiring employees.~~

~~In compliance with our funding agency requirements, it is our policy to conduct background investigations on all new employees. The following types of searches may be conducted:~~

**Verification of Identity** - CVCOG requires all employees to have a valid and current driver license or some form of identifying documentation, used to verify a person's identity.

**Reference Checks** - To ensure that individuals who join CVCOG are well-qualified and have strong potential for success and productivity, CVCOG may verify previous employment references prior to extending a job offer.

**Education Verification** - CVCOG may verify education listed on your job application as CVCOG feels necessary.

**Employment Verification** - CVCOG may seek to verify all prior employment.

**Criminal Records Search** - CVCOG will conduct a criminal records search for information such as misdemeanor or felony convictions, open arrest warrants, or other related illegal activities. CVCOG will obtain a sex offender record and any other criminal record search required by their department. CVCOG employees may not have any felony or misdemeanor convictions within the last 7 years from the time of the employment offer. Felony or misdemeanor convictions outside of the 7-year time frame are up for review by the Department Director and Executive Director. Severity of charges as well as length of time passed since charges were made is taken into consideration. Immediate disqualification may occur if the applicant has charges of physical violence, domestic abuse, child abuse/neglect, or elderly abuse during any time on their search history.

**National and State Data Bases** - Depending on department requirements, CVCOG may submit your information through various national data bases such as the Office of Inspector General (OIG) US Department of Health and Human Services (HHS) Exclusion and the Texas Health and Human Service Commission Exclusion data bases. Immediate disqualification may occur if the applicant is listed on either of these exclusion data bases, in accordance with program requirements.

**Social Security Number Verification** - CVCOG verifies an individual's connection to his or her social security number by participating in a government program called E-Verify. This program determines an employee's eligibility to work in the United States.

**Motor Vehicle Reports Driving Eligibility** - CVCOG verifies if an individual has a valid and current driver's license. If the individual does not have a driver license, they must sign the CVCOG Employment - Driver License Waiver and will not be able to operate a motor vehicle while on duty.

~~Office of Attorney General (OAG) - CVCOG will enter every hired employee's information to the Child Support Division of the OAG data base, in accordance with Federal and State Law. CVCOG will follow all laws and regulations regarding these types of deductions.~~

**Skills/Competencies** - Certain jobs may require an applicant to test for the position, in order to evaluate skills with computers, internet/e-mail, word processing, program-specific hardware, or other specific aptitudes.

Certain employees must be capable of being bonded. This may be a required condition of employment, if the position involves the handling of money or other negotiable instruments.

**The following types of searches may be conducted during employment:**

Any of the aforementioned searches may be conducted during an employee's tenure as based on program and contractual requirements but may also include:

**Office of Attorney General (OAG)** - CVCOG will enter every hired employee's information to the Child Support Division of the OAG data base, in accordance with Federal and State Law. CVCOG will follow all laws and regulations regarding these types of **deductions** **withholdings**

**Verification of Employment** - All requests for information on current or former employees must be referred to the HR Department. Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of a former or current employee's work history and/or salary. Requests must be submitted in **either physical or electronic** written format, with a wet signature, and all responses will only be provided in written format. Regardless of employment status and/or termination reason; the only information to be provided will be dates of employment, last position held, salary or hourly rate, **nature of the separation (voluntary or involuntary)** and rehire status (only if available). Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to additional personnel file information.

**Rehire Policy**- Employees that have terminated from employment on a permanent basis are not prohibited from applying for any position with CVCOG. Due to TCDRS requirements (see pg. 36 for more details), previous employees, no matter the reason for termination, will not be considered for rehire until a full 3 calendar month period has passed. The following items will be taken under consideration before CVCOG rehires an employee;

- Previous resignation was submitted in a timely manner
- Reason for leaving
- Severity of disciplinary issues
- Ability to meet all current hiring requirements
- Previous supervisors suggested rehire status (if available)

Previous employees have no guarantee of rehire. **and** HR and the Department Director will seek the approval from the Executive Director **have final discretion** regarding rehiring employees.

CVCOG reserves the right to add to or take away from the searches listed above in accordance with grant, local, State or Federal, **and contractual** requirements. ~~HR and the~~ The Executive Director **have** **has** final discretion on if an applicant meets CVCOG background requirements. ~~This policy is in effort to meet program requirements for grant funding and spending and CVCOG will always follow EEO Laws.~~ **See the Employee and Volunteer Background Check Policy for more information.**

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## OUTSIDE ACTIVITY

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Employees may not engage in any outside employment, activity, or enterprise determined by the Executive Director to be inconsistent or incompatible for employment with CVCOG or to affect the employee's job performance adversely. CVCOG does not intervene in the private lives of its employees. However, should a conflict with a client, or an employee's activity, be of a nature that could tarnish the image of CVCOG or hurt our business position in the community, the Executive Director reserves the right to enforce proper disciplinary action.

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## OUTSIDE EMPLOYMENT/MOONLIGHTING

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Moonlighting is considered as additional employment. Such extra employment will be allowed if it does not interfere with your duties to CVCOG and is not in competition with CVCOG. Should any outside financial endeavor become damaging to our business position in the community, CVCOG will require corrective action on your part.

~~Written notification will be required prior to or at the start of an employee having outside employment.~~ If a supervisor or director becomes aware feels that an employee's second job has is having an adverse effect on his or her job with CVCOG, a supervisor or director may request the employee to make a choice between employment with CVCOG or with their alternate employer.

All outside employment must be conducted COMPLETELY off of CVCOG premises. CVCOG equipment, supplies, or space may never be used toward outside employment.

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## EMPLOYMENT OF RELATIVES (NEPOTISM)

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Nepotism is the demonstration of favoritism toward a relative. The practice of nepotism in the hiring of personnel or awarding of contracts is forbidden by CVCOG.

No person may be hired who is related within the first (parent or child), second (brother, sister, grandparent or grandchild) or third (great-grandparents, great-grandchildren, parent's brother or sister, or nieces and nephews) degree of affinity (marriage) or consanguinity (blood) to any member of the Executive Committee or to the Executive Director. No person who is related to a member of the Executive Committee or to the Executive Director in one of the prohibited degrees may continue in CVCOG's employ. The exception will be if the employee has been employed continuously by CVCOG for a period of:

**At least 30 days**, if the Executive Director or member is appointed;

**At least 6 months**, if the Executive Director or member is elected at general election (other than the general election for State and county officers); or

**At least 1 year**, if the Executive Director or member is elected at general election for State and county officers.

All other employees may not directly supervise any member of their family. CVCOG strongly advises against hiring family members within the same department. Any applicant related in any way by affinity or consanguinity to a current employee must have Executive Director approval before hiring.

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## TRANSFERS, PROMOTIONS AND DEMOTIONS

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All internal job transfers, promotions and demotions are handled on the same non-discriminatory basis as new hires. CVCOG will not discriminate against applicants or employees based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information or other protected group status. All internal job transfers, promotions and demotions will be subject to a 90-day probationary period. **If an employee is within their 90-day probationary period, their transfer, promotion or demotion will be subject to the Department Director's discretion with the approval of the Executive Director.**

A **transfer** is an assignment to another job of equal pay, status, or benefits. A transfer is not a promotion. Transfers to other positions can be requested by you, ~~a supervisor~~ **the Department Director**, or both. The purpose of a transfer may be: to relocate you in a more suitable position; to achieve better scheduling; to address personal issues; to be able to retain you if you might otherwise have to leave; or to train you in other tasks so that you can ultimately make a more significant contribution to the organization and our clients.

A **promotion** occurs when you move to a new position with more pay or status. Promotions will always put the best-qualified person into a job that demands more skills, knowledge and judgment. There are no scheduled promotions or raises at CVCOG.

Previous performance management discussions and seniority are important considerations for both transfers and promotions. Any employee wishing to be considered for a promotion or transfer must notify their ~~supervisor~~ **Department Director** and submit an updated resume **and online application** to HR.

A **demotion** may occur in your best interest, in the best interest of CVCOG, or both. A demotion is a move to a job with lesser pay or status.

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#### POLYGRAPH EXAMINATIONS

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**In the event of an investigation, or other CVCOG required event,** ~~you~~ you may be asked to submit to a polygraph examination. Any polygraph examination will be limited solely to inquiries related to CVCOG's business affairs. You will not be asked about your personal or private affairs unrelated to CVCOG's business affairs. Any polygraph examinations are conducted in compliance with the "Employee Polygraph Protection Act of 1988."

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#### PHYSICAL EXAMINATIONS

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With the exception of CVT and the Head Start Department, CVCOG does not generally conduct health-related inquiries or medical examinations on job applicants, although there are certain positions in CVCOG which may require agility testing prior to starting work. Any physical examination, including agility testing, is conducted in accordance with the guidelines of the Americans with Disabilities Act and EEO Laws.

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#### LICENSES, CERTIFICATIONS AND REGISTRATIONS

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Some jobs require a license, certification or registration as a condition of being able to legally and ethically perform the job. In these cases, it is your responsibility to provide proper documentation prior to being allowed to perform any duties of the job or work with your supervisor on obtaining certifications in a timely manner. All licenses, certifications and registrations are verified prior to any performance of job duties.

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#### JOB DESCRIPTIONS

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A job description has been prepared for each position, including general duties and responsibilities, minimum qualifications, and reporting and supervisory information.

You will be presented with your specific job description, which will remain available for you to review. You must sign a copy of your job description.

Job descriptions are reviewed periodically for content and accuracy. Job descriptions are updated as needed; revisions and updates to your job description do not necessarily give reason for a pay raise.

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## ORIENTATION

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On your first day, you will be given a general orientation to CVCOG. Safety issues and training will be given to you during this time. During your first few weeks and months ~~we~~ **your supervisor** will work closely with you to help you learn your duties quickly and to provide you with guidance as you need it.

Feel free to ask your immediate supervisor or Department Director for understanding and clarification of any new words, terms, or concepts you do not understand. Questions can also be directed to HR.

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## PERFORMANCE MANAGEMENT

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When you have completed the 90-day introductory period, you will receive a review of your performance. This is to determine early on how you are performing. During this review, we will point out job functions that you are performing satisfactorily. Any areas that may need further development will be discussed and documented for your benefit. At this time, **and anytime throughout your employment**, the employee and CVCOG have the right to terminate employment.

**Your supervisor does have the discretion to meet with you sooner to discuss early interventions for any behaviors and or performance issues that require immediate action. In this case, the disciplinary process may be applied.**

Subsequent performance management will be conducted semi-annually via discussions with your supervisor. This provides semi-annually evaluations on your performance, development, satisfaction of your job requirements, job knowledge, growth plans and needs. These annual performance management sessions will become part of your permanent record of performance and may be taken into consideration for pay increases, promotions, etc.

***See Disciplinary Issues and Procedures section for more information.***

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## TRAINING AND PROFESSIONAL DEVELOPMENT

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CVCOG provides several avenues for you to advance your knowledge. This starts with the new skills you learn to perform the basics of your job functions. **Depending on your position t**There may be opportunities for you to attend job-related programs. Some trainings may be optional and be supplemental to the in house training you receive at COG, however, there are some trainings that may be a requirement for a particular position.

If CVCOG authorizes or requires you to attend any educational or training course conference, or seminar related to your role or department, CVCOG will **provide adjust your schedule to allow for you with** the necessary time off, with pay, and will reimburse you for associated costs, including tuition or registration fees and authorized travel, meals, and lodging. When appropriate, CVCOG may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

*See the Travel Policy for additional information regarding more detailed travel instructions.*

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## EDUCATION ASSISTANCE POLICY

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Concho Valley Council of Governments (CVCOG) strives to be a desired and competitive workplace and to hire the most qualified of applicants. Various factors contribute to an applicant's decision to work for CVCOG, but benefits are high on the list. This Education Assistance Policy would be an additional benefit to working at CVCOG and is established to allow CVCOG to offer, when appropriate and authorized by funding agencies, the opportunity for employees to receive assistance in higher education expenses. CVCOG does not guarantee issuance of assistance. This policy would not only offer an additional benefit, but support CVCOG in succession planning. Employees advancing their education increases their skill and knowledge base, which in turn, benefits their program and CVCOG as a whole.

**Eligibility:** This policy applies to full-time and part-time employees. Temporary and seasonal employees, along with interns, are not eligible for any type of Education Assistance. For the purposes of this policy, program and department will be used synonymously.

**Guidelines:** Education assistance will be specific to each department and or program. CVCOG administers a various number of programs with each program having its own set of requirements and regulations. Some programs may ask employees to show proof of Free Application for Federal Student Aid (FAFSA) application completion to determine if they may qualify for grants or other assistance. In addition to program requirements, CVCOG also includes the following criteria for an employee to be eligible to request education assistance;

- Employee's program and/or funding agency must allow for such expenses.
- Education assistance is contingent on availability of funds within the program budget.
- Employee must have been employed for six months (unless program requirements specify otherwise).
- Employees must be in good standing and not have received any type of disciplinary reprimand in the last six months.
- Degree or certification sought must be relevant to their current position or as a component of a documented department succession plan.
- The employee must complete their department specific form and include a statement stating their purpose and commitment.
- Classes should be scheduled per the availability of the employee, with minimal disturbance to their regular work schedule.
- No more than two hours per week of paid worked time are allowed for coursework.
- For graded courses, employees must maintain a GPA of 2.5 or higher at all times.
- Departments will specify their individual allowances and requirements every fiscal year or upon the implementation of their plan.
- Once coursework is completed, the employee must stay employed with CVCOG for a minimum of three years or will be required to pay back a pro-rated amount of the assistance provided.
  - An exception would be in the event of an involuntary termination.
- The maximum amount of assistance, regardless of department, will be \$3500 unless authorized by the Executive Director.
- Departments will have different individual requirements to meet but may require monies be returned in the event of a failing grade or termination of employment, (whether voluntary or involuntary) prior to designated time.

### **Types of Education Authorized:**

- Required program certifications
- Associate degree programs
- Bachelor degree programs

- Graduate degree programs
- Any other degree or certification required by the program

**Approval:** Department Directors will approve the initial employee request, then submit to the Executive Director for final approval. Education Assistance forms are located on the CVCOG team site or may be requested from your supervisor/director.

**Changes to Education Assistance Policy:** The Executive Director, with approval from the Executive Committee, reserves the right to alter, modify, delete, change, add, or interpret this Education Assistance Policy as needed. Notification of changes will be made to all appropriate employees.

## RULES OF CONDUCT

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~~There are several specific conduct issues you need to know to help you.~~ The purpose of this section is to provide you with the rules, or expectations, that are common to all of us. Hopefully, CVCOG can answer many of your questions about how to conduct business and the behavior required of all employees. Our purpose is to point out what can cause you problems so that inappropriate conduct can be avoided.

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### OPEN DOOR POLICY

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Our "Open Door" Policy states that your supervisor, Department Director, HR and the Executive Director are accessible to discuss issues. Should you have a personal or business need to discuss ~~with us~~, please feel free to do so. CVCOG wants you to enjoy a full, productive and healthy work relationship with us. If CVCOG can assist you, please approach us and give us the opportunity to help you.

CVCOG does request you respect the "chain of command" when needing to discuss matters of concern. However, if you are unable to discuss your concern with your immediate supervisor or Department Director, you may also contact HR. If HR is not available, you may contact the Executive Director. If neither is available and your situation is such that a response is required immediately, you may also contact another **Department** Director.

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### ~~INVESTIGATIONS AND CONFIDENTIAL EMPLOYEE INFORMATION~~ **EMPLOYEE INVESTIGATIONS**

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There are times during the operations of any business, including ours, when investigations for various reasons and purposes are necessary. CVCOG will attempt to keep sensitive information discovered during such necessary investigations confidential; however, this does not equate to total secrecy. Although our efforts and intents are to achieve confidentiality during investigations, CVCOG cannot guarantee total confidentiality.

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### PROBLEM - SOLVING PROCEDURE

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The first step is to review with your immediate supervisor what is of concern to you- **unless there is a concern about talking with your supervisor.** **If there is a concern, another member of management may be sought out.** The supervisor, **or management team member**, will receive your problem/concern and seek to resolve the issue within a reasonable period of time.

If you do not believe you have received a satisfactory solution, you may then speak with **any other member of management or t**he Department Director. At this point you will be asked to submit your issue in writing. This extra step will further ensure the Department Director understands clearly the exact nature of your concern.

The Department Director, **with assistance from HR**, will need a reasonable amount of time to investigate this issue, research options for a solution and get back to you with an answer.

**We ask that you do not speak with anyone, who is not a member of management, regarding the concern as this could be considered as perpetuating gossip or rumors.**

Should you feel you still are not satisfied with a resolution to your problem/concern, you have another avenue of assistance: you may request to discuss it with the Executive Director. As in the prior steps, the Executive Director will need a reasonable amount of time to study, obtain necessary facts and opinions, conduct research and finally provide you with an answer to your inquiry.

It is critical to realize that having had adequate appeals steps, the decision of the Executive Director will be final and there is no other appeal or avenue to take for resolution.

During this entire problem-solving procedure, you are free to consult with HR. This person can assist you in: submitting your problem/concern in writing and articulating the issue clearly; explaining the steps in the procedure and answering questions for you; possibly arranging the meetings with your immediate supervisor, Department Director and the Executive Director; interpreting the resolution; and ensuring all the steps are conducted in a non-discriminatory manner.

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## DISCIPLINARY ISSUES AND PROCEDURES

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There are times when corrective action becomes necessary. In most instances, an attempt will be made to correct the behavior that causes disciplinary action. However, sometimes a behavior or an action will be deemed serious enough to justify immediate termination.

Examples that would call for immediate termination include but are not limited to: theft, drug or alcohol use/abuse, insubordination, misconduct, physical violence, sexual harassment, other forms of harassment, dishonesty, breach of business ethics, incorrect treatment of our employees, certain forms of outside activity, mistreatment of fellow employees, abusive behavior, inappropriate language, lack of productivity, or an inability to meet goals.

Our preferred course of action is coaching and training. For acts not resulting in immediate termination, the employee will be verbally counseled. This will include demonstrating for and discussing with the employee their incorrect action(s) and what changes are expected. The manager will ~~note for the record~~ document the occurrence of the verbal counseling. All verbal counseling documentation will be removed from an employee's personnel file after one year if the employee has corrected the action and no additional disciplinary proceedings occurred.

Should further violations occur, or if the violation is severe enough and verbal counseling is not appropriate, the employee will be given a formal written warning. Again, the behavior, action, practice, policy or principle involved will be pointed out and explained for the employee's benefit.

If further infractions occur, the employee will receive a formal write-up. At this time, the Director and Executive Director will have the option of probation, suspension or termination. The employee may be suspended, with or without pay, for up to 30 days. During this time the employee will be asked to consider if they truly want to work for CVCOG.

Probation can be set for a term of 30, 60, 90 or other situation appropriate ~~amount~~ number of days, and must be approved by both HR and the Executive Director. During the set time, an employee must meet all goals set by their supervisor. Supervisors will closely work with the employee and meet no less than twice a month. At the end of the probation period, the employee will be evaluated and a decision will be made regarding the employee's future with CVCOG.

Suspension can be effective immediately and set for one to ~~three~~ thirty (30) days. Suspensions are for more serious infractions that would be cause for immediate termination, immediate removal from the work place, or an immediate investigation. This will give CVCOG time to make a well-informed decision ~~regarding corrective action and future employment with our organization.~~

After a suspension, CVCOG may deem it necessary to terminate employment based on information acquired through an investigation, or from receiving clarification on the violation. If CVCOG believes the behaviors or actions can be remedied or prevented in the future, an employee may continue employment if the employee indicates the desire to work for CVCOG and follow its policies, practices, and corrective actions. However, if the employee decides they do not

agree with CVCOG'S purpose, practices, policies and beliefs, they will be terminated or given the opportunity to resign. If, following suspension, the employee further violates our policies, practices, and/or beliefs, the employee will be terminated. Should management decide suspension would not accomplish any purpose, they may terminate the employee immediately.

Supervisors and Department Directors are not required to use above mentioned coaching and training method. Nor are they required to place an employee on probation or suspension. CVCOG has the right to terminate an employee when it is the best course of action for CVCOG, its employees and clients. All final decisions require HR review and approval from the Executive Director.

Employees have the option to appeal any disciplinary action they receive. The employee will need to contact the Director of Human Resources and may be asked to complete the Disciplinary Action Appeal Form. Submission of an appeal, verbally or in writing, should occur no later than five (5) business days after receiving the disciplinary action. If the Director of Human Resources upholds the disciplinary action, the employee may then take their appeal to the Executive Director. The Executive Director will make the final decision regarding the disciplinary action.

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### RETALIATION

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~~FLSA (Fair Labor Standards Act) protects employees from retaliation from their employer. CVCOG strives to maintain a work environment free of retaliation. FLSA States that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this ACT, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee.”~~

~~CVCOG employees, supervisors, managers and directors may not punish any employee for making discrimination or harassment claims or for participating in a CVCOG investigation. This policy extends out to any employee making any type of complaint towards or against their supervisor or any CVCOG team member.~~

~~Retaliation are any negative actions that affects one's job. Observable examples include, but are not limited to, termination, demotion, unreasonable reduction in work, unreasonable addition of work, and reduction in salary. More subtle signs of retaliation can include, but are not limited to, sabotaging a coworker, unreasonable demands, making life difficult for another employee, exclusion (includes emails, events, and meetings), forgetting to return messages, or refusing to speak directly to the employee.~~

~~It is clearly the position of CVCOG to not condone, authorize or tolerate retaliation. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation.~~

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### HANDGUNS, FIREARMS AND WEAPONS

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~~No employee is allowed to have handguns and/or firearms on the premises without prior approval and notification to the Executive Director and HR and in accordance with State and Federal Laws. We reserve the right to search persons, personal property, and any area on the premises for handguns and firearms. Violators will face the possibility of prosecution.~~

Employees are only permitted to carry, in a concealed manner, any firearms while on the COG's premises, while conducting company business, or while acting as a company representative at any work-related activities, meetings, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by the state of Texas. This policy is intended to comply with all

applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly.

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### HORSEPLAY

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It is impossible to list all the possible forms of horseplay. Examples of horseplay include: exploding fireworks; throwing things around the work area; tampering with food; pulling a chair out from under a person who is about to sit down or any other behavior that could be perceived as dangerous or cause potential harm to employees and or the facility. Horseplay has been shown to be insulting, dangerous and unsafe.

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### THEFT

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Theft can occur in many different ways. Stealing property of any kind from a coworker, visitor, vendor, client or CVCOG is considered theft. All manner of theft is prohibited and will be dealt with quickly.

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### ABUSIVE, PROFANE, OR OBSCENE LANGUAGE

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This type of language is unacceptable in the workplace. ~~In working with our clients, visitors, and fellow employees, there is never an~~ It is not acceptable, for any reason, to direct this type of for using language towards clients, visitors, or fellow employees of this nature, and it will not be tolerated.

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### ALCOHOL AND DRUG TESTING

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~~CVCOG does not condone the use or abuse of alcohol or drugs. The use, possession, sale or transfer of alcoholic beverages, illegal drugs, other controlled substances, or improper use of prescription drugs, either on Council of Government property or while performing duties of work for CVCOG is not permitted.~~

~~Any employee under the influence of alcoholic beverages, illegal drugs, or other controlled substances, or improperly using prescription drugs, is in violation of CVCOG's Alcohol and Drug Abuse Policy.~~

Any use of:

- ~~• alcoholic beverages~~
- ~~• illegal drugs or other controlled substances~~
- ~~• improper use of prescription drugs~~

~~that either affects work performance; affects the safety of oneself or of others, on or off premises; or negatively impacts CVCOG interests and position in the community (either in fact or to be reasonably expected) is in violation of this policy.~~

~~CVCOG reserves the right to react to what it deems the reasonable possibility of the influence of alcoholic beverages, illegal drugs, other controlled substances, or improper use of prescription drugs.~~

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### VIOLENCE IN THE WORKPLACE

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CVCOG seeks to provide a safe workplace for all of its employees and visitors. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this Workplace Violence Policy.

**Prohibited Conduct:** CVCOG does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

The following list, while not all inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury in another person, or subjects another person to emotional distress;
- Intentionally damaging employer property or property of another employee;
- **Possession Use of an unauthorized any** weapon, **illegal or legal**, while on CVCOG property or while on CVCOG business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

**Reporting Procedure:** Any potentially dangerous situation must be reported **immediately** to a supervisor or HR. Reports can be made anonymously; all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. CVCOG will actively intervene at any indication of a possibly hostile or violent situation.

### Risk Reduction Measures

**Hiring:** CVCOG takes reasonable measures to review candidates' backgrounds and conduct background investigations so as to reduce the risk of hiring individuals with a history of violent behavior.

**Safety:** CVCOG conducts inspections of the premises to evaluate and determine any vulnerability to workplace violence or other hazards. If you become aware of any dangerous situations or areas notify any manager immediately. Any necessary corrective action will be taken to reduce risk.

**Individual Situations:** While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform ~~the executive office staff~~ **any member of management** if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior;
- **Cordial and ethical relationships improve our business, and our feeling towards each other. At no time will fighting, or altercations, or verbal altercations be tolerated.**

**Employees at Risk:** CVCOG will identify ~~and maintain a list of~~ employees, **roles or positions** ~~who~~ **which** have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. ~~Executive m~~ **Management** will design a plan with at-risk employees to prepare for possible emergency situations.

**Enforcement:** Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts is in violation of CVCOG policy. Non-employees engaged in violent acts on the employer's premises may be removed immediately or reported to the proper authorities and fully prosecuted.

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## FIGHTING AND ALTERCATIONS

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~~Cordial and ethical relationships improve our business, and our feeling towards each other. At no time will fighting or altercations be tolerated.~~

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## ARRESTS AND INCARCERATIONS

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CVCOG reserves the right to respond to any employee being arrested and/or incarcerated as it sees fit. Employees are required to report the information and appropriate details to their supervisor regarding any arrest or incarceration as soon as possible following the incident. Depending on the offense and potential negative impact on CVCOG's position in the community, CVCOG reserves the right to apply the disciplinary process up to and including suspension during the incarcerated time period or during an investigation and termination. If a resulting guilty charge or verdict does not meet CVCOG or awarding agency background requirements, CVCOG will immediately process a termination.

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## INSUBORDINATION

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Insubordination includes the following behaviors: willfully disobeying one's supervisor; showing disregard for instructions that are reasonable management directives; actions that could have a negative impact on our productivity and service to our clients; or abusive conduct or language toward a supervisor. Insubordination will not be tolerated.

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## CONFLICT OF CONSCIENCE

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You may have religious or other personal beliefs and convictions that may put you in conflict with our business purposes and policies. If you feel such a condition might exist, you are encouraged to inform ~~CVCOG~~ your supervisor or other member of management in order to ~~of this so we may discuss~~ it with you and seek a resolution if possible. ~~Regardless of your held beliefs, all CVCOG policies must still be followed.~~

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## ~~EMPLOYEE CONFIDENTIALITY~~

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~~CVCOG has valid ethical and business reasons to expect and require confidentiality from our employees. Employees can neither use nor disclose confidential or proprietary information they have obtained as a result of working for CVCOG. This confidentiality applies both during and after employment with CVCOG.~~

~~Current employees may not gather confidential information with the goal of disclosing that information after their employment with CVCOG has terminated. An employee is also prohibited from diverting business opportunities that would otherwise benefit CVCOG. Employees are expected to aggressively continue to pursue business opportunities for CVCOG with both current and potential clients.~~

~~CVCOG will pursue all remedies against any employee (current or former) who violated this confidentiality. In addition, CVCOG will seek remedy from this employee's future employer who caused or allowed such a violation to occur.~~

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## DUTY OF LOYALTY

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CVCOG has valid ethical and business reasons to expect and require duty of loyalty from our employees. Employees' duty of loyalty includes maintaining confidentiality both during and after their employment with CVCOG and always making decisions, acting and behaving in a manner conducive with the values and ethics CVCOG strives to maintain.

~~CVCOG has valid ethical and business reasons to expect and require confidentiality from our employees. Employees can neither use nor disclose confidential or proprietary information they have obtained as a result of working for CVCOG. This confidentiality applies both during and after employment with CVCOG/CVT.~~

Current employees may not gather confidential information with the goal of disclosing that information after their employment with CVCOG has terminated. An employee is also prohibited from diverting business opportunities that would otherwise benefit CVCOG. Employees are expected to aggressively continue to pursue business opportunities for CVCOG with both current and potential clients.

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

CVCOG will pursue all remedies against any employee (current or former) who violated this confidentiality. In addition, CVCOG will seek remedy from this employee's future employer who caused or allowed such a violation to occur.

*See the CVCOG Privacy Policy for additional information regarding confidentiality.*

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### FALSIFICATION OF RECORDS/FACTS

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Falsification includes knowingly not stating the truth; knowingly not stating the truth fully; knowingly providing incorrect information to members of the public, CVCOG staff, board members or stake holders; knowingly entering or submitting incorrect information on time sheets or other CVCOG, local, State or Federal required forms; omission of important details; and deceptive Statements. Such behavior will not be tolerated.

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### FOOD PREPARATION AND STORAGE

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An employee who prepares, eats or stores food on CVCOG property is responsible for cleaning the area immediately after preparation and/or eating. Additionally, any food stored needs to be kept in a sealed container to help protect against pests.

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### GAMBLING

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~~Gambling while at work demonstrates unsound priorities. Gambling can damage friendships and co-worker relations. Gambling distracts one's focus and attention from the priority of serving our clients and producing quality products and services. Gambling while at work, or any activity related to gambling, is forbidden.~~

~~We prohibit most forms of gambling in the workplace, including professional or organized gambling activities. Exceptions to the prohibition include office or department sanctioned pools, raffles, or CVCOG sponsored events in support of a cause.~~

CVCOG prohibits most forms of gambling in the workplace, including professional or organized gambling activities. Where federal, state and local gambling laws allow, the company may allow exceptions to this policy for CVCOG sponsored events supporting a charitable or other fundraising cause. Employees must seek the approval of the Executive Director prior to engaging in any gambling activities. Failure to comply with this policy may result in disciplinary action, up to and including termination.

~~Employees are required to seek approval prior to engaging in any of the accepted gambling activities mentioned above. All inquiries should be directed to the Executive Director for approval.~~

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## SMOKING AND TOBACCO USE

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There will be no smoking or tobacco use in any form (i.e., snuff, dipping, smoking, or vaping) in CVCOG owned vehicles, facilities, in high pedestrian traffic areas such as any of the exterior doors, or while conducting CVCOG business. Smoking and tobacco use is restricted to designated outside areas only.

Employees who require breaks to smoke, vape, etc. should communicate this need with their supervisor. Breaks should be minimal and not interfere with the employee's productivity.

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## PERSONAL APPEARANCE, HYGIENE AND DRESS

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~~Regardless of the specific dress code, each employee shall be neatly and appropriately dressed as specified for their particular job. All dress and appearance will be in good taste and utilize good judgment. No dress or personal appearance will be provocative or in bad taste. Your Department Director, HR, and the Executive Director of CVCOG will be the interpreters of what is defined as provocative attire and what attire is in bad taste.~~

CVCOG strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, CVT requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department Directors may determine and enforce guidelines for workplace-appropriate attire and grooming & hygiene for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Supervisors should communicate any department-specific workplace attire and grooming/hygiene guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming/hygiene standards will be subject to corrective action and may be asked to leave the premises to change clothing or tend to their hygiene. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming/hygiene standards. In compliance with Federal and State Laws, medical accommodations will be provided with appropriate medical documentation.

~~CVCOG believes the personal appearance and dress code of people is a reflection of the professionalism of both CVCOG and the staff. CVCOG has an assortment of different types of work; therefore, dress codes will be determined by the various department needs. Some jobs will need attention to safety issues while others will be in accordance with client relations and interface with the public. Your specific dress code has been developed with your department's needs in mind. Your dress code will be communicated to you by your immediate supervisor and Department Director.~~

Regardless of the specific dress code, each employee shall be neatly and appropriately dressed as specified for their particular job. All dress and appearance will be in good taste and utilize good judgment. No dress or personal appearance will be provocative or in bad taste. Your Department Director, HR, and the Executive Director of CVCOG will be the interpreters of what is defined as provocative attire and what attire is in bad taste.

Without unduly restricting an individual's tastes, the following personal appearance guidelines and dress code should be adhered to at all times:

- Shoes must be appropriate for your role and environment.
- Employees will wear their name tags or have them readily available for safety and identification.
- Mustaches, beards, and other facial hair must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste and present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

- Perfume, cologne, and aftershave lotion should be used moderately as some individuals may be sensitive to strong fragrances.

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## PERSONAL TELEPHONE CALLS AND CELLULAR PHONE USAGE

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It is understood that personal calls are occasionally necessary; however, use of telephones for local personal calls/texting/e-mailing/web surfing or any other smart phone option is permitted only if the number and length of “calls” are kept to a minimum. The Executive Director of CVCOG will be the sole interpreter of “minimum” and violation of phone privileges may result in loss of telephone use for personal reasons.

**Personal cellular phones:** While at work, you are to exercise the same discretion in using personal cellular phones as you do for CVCOG phones. Regardless of the phone used, excessive personal calls/e-mailing/texting/ web surfing or any other smart phone function during the workday interfere with employee productivity and are distracting to your co-workers. CVCOG encourages a reasonable standard of limiting personal calls/e-mailing/texting/ web surfing or any other smart phone function. We ask that you make personal calls/e-mailing/texting/ web surfing or any other smart phone function on non-work time when possible, and that you make sure that your family and friends are aware of this CVCOG policy.

CVCOG is not liable for the loss, damage or theft of personal cellular phones brought into the workplace.

**Personal use of CVCOG-provided cellular phones:** If job or business needs require that you have immediate telephone access, CVCOG may issue a business cell phone to you for work-related communications. To protect you from incurring a tax liability for the personal use of this equipment, business cell phones are to be used **for business reasons only**, otherwise, you must keep a precise log of your personal use of the cell phone and are liable for any taxes related to non-business use of the cell phone. Some departments of CVCOG may elect to reimburse you for any business-related calls made on your personal cell phone.

If you are issued a business cell phone or other equipment by CVCOG, you are expected to guard the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time at our request, you may be asked to produce the phone or other equipment for inspection or return. If you are unable to present the phone or other equipment in good working condition within the specified reasonable time period, you may be required to bear the cost of repair or replacement.

Employees who separate from employment with outstanding debts for equipment loss or other unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

**Business use of personal cell phones:** CVCOG may provide a monthly reimbursement of up to **\$30.00** for any authorized employees who are regularly required to use their own personal cell phone in relationship to business calls. Reimbursements for less than the allowable amount, will be reimbursed only the lower amount. Employees are responsible for ensuring that supervisors have the most current cell phone number.

To receive the cell phone reimbursement, employees are required to: complete the Expense Reimbursement form in its entirety; include a copy of the month’s statement (from the cell phone provider) with the employee’s name & phone number associated; sign the form and have it signed by your immediate supervisor; and must be submitted no later than the last day of the month in which you are seeking reimbursement. Supervisors will not be reminding employees to submit the reimbursement forms and it is the employee’s responsibility to submit all requests within the allotted time to be eligible for reimbursement. *CVCOG may opt out of this or any other reimbursement at any time.*

**Driver safety and cell phone use:** If your job responsibilities include regular or occasional driving, and you have been issued a cell phone for business use, you are expected to refrain from using the cell phone while driving. **Safety comes before all other concerns.** If your job responsibilities include regular driving while making or accepting business calls, provisions (such as hands-free equipment) and/or practices will be implemented to allow you to comply with the policy.

If your job responsibilities do not specifically include driving as an essential function, and you are issued a cell phone for business use, you are expected to abide by the provisions above. **Under no circumstances are you allowed to place yourself or others at risk to fulfill business needs.**

Employees who are charged with traffic violations as a result of cell phone use while driving will be solely responsible for all liabilities that result from this behavior.

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## CLIENT AND GUEST RELATIONS

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Interactions with our clients and guests are of primary importance. Honesty, courtesy, and satisfaction of our clients' expectations are our goals.

~~Volunteers, while having the privilege of not having to sign in, must still be monitored. As such, volunteers who come in for a specific event will need to stay with that event. Should they need to see other staff members, they must be announced and escorted as other guests.~~

Our clients are extremely valuable to us. Whether you are speaking with a person on the telephone or in person, please follow these client relations rules:

- If you know their name, address them by their name
- Identify yourself to them
- Smile as you speak with our clients
- Listen and concentrate on what they need
- Either give them the assistance they need or get the help for them with a minimum of delay
- Always be courteous, polite, and professional

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## ~~PERSONAL VISITS~~ VISITORS AND VOLUNTEERS

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It is understood that occasionally personal visits are necessary; however, such personal visits are permitted only if the number and length of the visits are kept to a minimum. ~~All visitors must check in at the receptionist desk and wear a visitor badge for the entirety of their visit.~~ Visitors must also check out upon departure from the facility. Former employees are permitted, with approval of the Executive Director, and must have an employee escort with them at all times.

Volunteers, while having the privilege of not having to sign in, must still be monitored. As such, volunteers who come in for a specific event, will need to stay with that event. Should they need to see other staff members, they must be announced and escorted as other guests.

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## CHILDREN IN THE WORKPLACE

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If bringing a child to work with the employee is unavoidable, the employee must first contact his or her supervisor as soon as possible to discuss the situation and obtain permission to have the child at CVCOG with the employee while working. Such occasions should be very unusual and very infrequent. Factors that supervisors may consider are: the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Children with an illness should not come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and remain under the direct supervision of the parent at all times.

This policy has been designed to minimize potential liability to CVCOG, risk of harm to children and decreased employee productivity due to distractions and disruptions.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during CVCOG sponsored events.

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### POLITICAL ACTIVITY

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Employees of CVCOG are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. An employee **may not**:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or State officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.

No **Council CVCOG** owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. CVT and the use of "bus wraps" are specifically addressed in the CVCOG Handbook for CVT Employees.

Any **Council CVCOG** employee who is subject to the provisions of the Federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election in which presidential electors were selected). **Council CVCOG** employees are subject to this additional **Federal** Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the Federal government.

An employee's political activity or affiliation, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

CVCOG follows Government Code Chapter 556 Political Activities by Certain Public Entities and Individuals. Violation of this policy could put CVCOG, its funding, and employees at risk and will not be tolerated.

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### RESTRICTING PRODUCTIVITY/OUTPUT

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CVCOG strives to be good stewards of its funding and always maintain high levels of efficiency where productivity and client services are concerned. Employees may not engage in any activity that restricts our productivity, or output of services to our clients, or general work productivity. ~~CVCOG strives to be good stewards of its funding and always maintain high levels of efficiency where productivity and client services are concerned.~~ Examples of activities that could interfere with productivity/output include, but are not limited to, excessive cell phone usage, conversations with co-workers, social media or internet browsing (not related to work), excessive smoke or snack breaks, and napping.

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## SOLICITATION

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Solicitation is prohibited in CVCOG public areas; including client service areas, lounges for clients and sales areas. Additionally, we do not allow solicitation during work time. Generally, we frown on solicitation in the workplace.

CVCOG prohibits the solicitation, distribution and posting of materials on or at CVCOG property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Executive Director and CVCOG sponsored programs related to CVCOG products and services.

Non-employees may not solicit employees or distribute literature of any kind on CVCOG premises at any time.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a CVCOG-sponsored event. The posting of materials or electronic announcements are permitted with approval from Executive Director.

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## SUGGESTIONS AND CLIENT FEEDBACK

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We constantly strive to improve our products and services. We welcome input from our clients that can result in improvement. ~~Also, please give us~~ CVCOG encourages feedback that you think will allow us to improve and increase our services to the Concho Valley.

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## UNACCEPTABLE PERFORMANCE

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It is CVCOG'S belief that when you came to work here you wanted to be a productive member of the CVCOG team. As mentioned in the Policies section of this Handbook, you will receive feedback on your performance periodically. CVCOG will not tolerate unacceptable performance.

Unacceptable performance includes but is not limited to, repeated or similar mistakes, carelessness in performance or decision making, ~~poor performance in general, not meeting minimum job standards & expectations,~~ diminishing morale with a poor attitude, and perpetuating gossip or rumors. ~~Engaging in behaviors that have a negative impact on COG employees, stakeholders, or members of the public is also considered to be unacceptable performance.~~ Violation of this policy will not be tolerated.

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## NON-COMPETE COVENANTS

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Certain individuals may occupy positions of a particularly sensitive nature for the success of CVCOG. These positions will be familiar with sensitive data about our client's business, possess critical information about our operations/plans and be difficult to replace or affect our competitive position. Individuals in these positions may be required to enter into a separate, personal, and non-compete covenant that is not a part of this Handbook and general policies.

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## TERMINATION OF EMPLOYMENT

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There are two primary ways to end the employment relationship:

- Voluntary Termination: you, the employee, terminate the employment relationship by submitting a resignation, an intention to cease work, or behave in a way interpreted to have resigned or quit work.
- Involuntary Termination: the employer terminates the relationship.

As a reminder, employment is by mutual consent. We are an employment-at-will employer. Therefore, an employee is free to resign at any time and the employer is free to terminate an employee at any time, with or without cause.

**Notification of Termination:** Written and advance notice of 2-4 weeks is the preferred resignation method. This allows us time to find a suitable replacement and work out a smooth transition. CVCOG reserves the right to waive your advance notice and take your resignation effective immediately if it is more beneficial to CVCOG or the employee or if CVCOG thinks there is any threat to our security or operations.

**Exit Interview:** You and your supervisor may be asked to complete an exit interview. An exit interview helps CVCOG to obtain information that may be useful in improving employee relations and provide a rehire status that may or may not be used for future employment opportunities with CVCOG. This notification will also allow us to give you information on the pension plan, benefit end dates, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and will help expedite your final check.

**Reduction in Force:** An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work. When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative importance of each position to the organization, (2) the performance record of each employee, (3) qualifications of the employee for remaining positions with the Council CVCOG, and (4) the employee's length of service. Prior to separation, Employees ~~have been laid off~~ may reapply to CVCOG for other CVCOG positions for which they may be qualified; applying does not guarantee an employee will be selected per CVCOG's hiring process.

Upon termination, whether voluntary or involuntary, any CVCOG issued uniforms, keys, devices, equipment, etc. should be returned to your supervisor, Department Director, or someone in HR. Items should be returned at the time of termination but no later than one (1) business day. In accordance with local, state, & federal laws, failure to return any CVCOG issued items could result in deductions from the employee's final paycheck.

See *Annual Vacation Leave and Sick Leave Policies in the Benefits Section of the CVCOG handbook for details regarding leave balances upon termination of employment.*

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## RETIREMENT

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If you plan to retire, please notify HR-~~HR~~ so you can be provided ~~you~~ with information regarding the Texas Counties and Districts Retirement System (TCDRS) as well as general information regarding retirement.

Employees will retire on a voluntary basis, and will not be asked by members of CVCOG to retire at a particular time. Upon retirement, there will be no expectation to return to your previous position or any other position with CVCOG. Once an employee has retired and withdrawn money or has begun to receive monthly payments from TCDRS, said employee is not eligible for rehire for 3 full calendar months. There will be no exceptions.

*For more information, see TCDRS under the Benefits Section.*



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## EMPLOYMENT REFERENCE CHECKS

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~~All requests for information on current or former employees must be referred to the HR Department. Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of a former or current employee's work history and/or salary. Requests must be submitted in either physical or electronic written format, with a wet signature, and all responses will only be provided in written format. Regardless of employment status and/or termination reason; the only information to be provided will be dates of employment, last position held, salary or hourly rate and rehire status (only if available). Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to additional personnel file information.~~

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## ACCESS TO PERSONNEL RECORDS

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All employees of CVCOG are allowed reasonable access to their individual personnel files. Although personnel files are the property of CVCOG, you may see your own file by making an appointment with the HR, during normal working hours.

Since personnel files are the property of CVCOG, you will be allowed to review your own file only while in the presence of your supervisor, manager or HR. Although you have access to review your personnel file, you may not alter, modify, change, delete, remove, and/or mark on, any of the material in your file.

It is to our mutual benefit to see that personnel files are kept current and accurate. You are required to let us know if there are any changes to your official name, address, marital status, telephone number and other contact information, emergency contact information, and any changes regarding your dependents. Keeping your information up to date prevents errors regarding your benefits and tax records, and lets us know how to contact you in case of an emergency.

Lastly, information in your personnel file will only be released by legally required release orders, such as a court order, or by your specific written permission.

## PAY

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### PAY POLICIES

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CVCOG uses a Pay Period in Reserve Policy. Any work performed during the 1<sup>st</sup> thru the 15<sup>th</sup> of the month will be paid on the last day of the month. Work performed from the 16<sup>th</sup> thru the last day of the month will be paid on the 15<sup>th</sup> of the following month. If the 15<sup>th</sup> or last day of the month falls on a Saturday, Sunday or holiday, employees will receive pay checks the business day preceding said day. Direct Deposit is the preferred method for an employee to receive their compensation. For employees receiving a paper check, they are required to deposit or cash said check within 30 days of employee receiving the check. This is in order to maintain compliance with funding agency requirements.

Certain deductions from your pay will automatically and routinely be withheld. These withholdings include FICA (for temporary and seasonal employees who do not qualify for participation in the retirement system), retirement (for all other employees who do qualify for participation in the retirement system), Medicare, deferred compensation, and Federal income tax. Other payments that may be deducted from your pay are United Way, and any legally required garnishments such as child support payments and IRS bankruptcy or student loan garnishments. Elected benefit deductions will occur semi-monthly. Other deductions may be approved by you and CVCOG, if required. *See the Benefits section of the CVCOG Handbook for more information.*

Employees are responsible for submitting all time sheets, missed punch requests, and leave requests through our electronic Time Reporting System (TRS) accurately and in a timely fashion. Failure to do so may result in delayed pay, as well as denial of compensation for leave taken without proper documentation or approval. Employees will have 3 business days after a pay period to electronically submit time sheets. When time sheets are submitted without correct information or missing hours, and they are NOT submitted within the 3-day grace period, there will be one pay period delay on the incorrect hours. You will receive the remainder of your paycheck as scheduled.

Included in the 3-day grace period is approval on all sick, **annual vacation** and bereavement leave. If there is an extenuating circumstance, an employee will be granted a one pay period grace period to have leave requests submitted electronically. If the one pay period grace period has ended, leave will not be paid out and those hours will remain on your balance.

CVCOG'S pay policies do not allow advances on your potential pay.

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### CLASSIFICATION OF EMPLOYEES

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**Regular Full Time:** An employee who works an average 30-40-hour workweek on a regularly-scheduled basis.

**Regular Part Time:** An employee who works an average of less than 30 hours a work week, either on a regularly-scheduled basis or on an irregular basis.

**Temporary:** An employee who is hired for a specific, limited purpose to work on a non-regular basis that is less than 12 months.

**Seasonal:** An employee who is hired for a specific, limited purpose for less than 6 months and generally beginning around the same time of the calendar year.

Every position is classified as either exempt or non-exempt. An **exempt (salaried)** position is usually of a managerial, administrative or professional nature, and is exempt from overtime calculation and payments. A **non-exempt (hourly)** position is usually of a clerical, technical, or service nature, and is eligible for overtime. Overtime pay is explained in the Pay Policy.

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#### NON-EXEMPT EMPLOYEE TIME AND PAY

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According to FLSA regulations, an employee classified as non-exempt **(or paid hourly)** is entitled to overtime pay and is usually of a clerical, technical, or service nature. Overtime shall include all time actually worked for CVCOG in excess of 40 hours in any workweek. Vacation, sick, holiday, or other leave are not hours worked and are not counted when determining overtime.

According to the provisions of the FLSA, overtime hours are paid at one-and one-half times your base pay, or will be recorded as “comp time” (compensatory time). Comp time is time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked. CVCOG will work with supervisors and directors to determine whether to payout the overtime or to classify it as comp time. Overtime hours must be approved **in advance** by your supervisor. Unapproved overtime is not allowed. It is understood and agreed that all employees may be required to work additional time in excess of our normally scheduled hours based on operational or service need.

**Comp Time:** With the exception of emergency or extenuating circumstances, comp time must be used within the pay period earned or the next pay period. The maximum amount of unused comp time an employee shall be allowed to accrue will not exceed 40 hours. Accrued comp time should be used first by employees to cover absences from work for sick or vacation time. Once accrued comp time is exhausted, any remaining absence will be charged to sick leave or vacation, as appropriate. CVCOG shall have the right to require employees to use earned comp time at the convenience of their department or CVCOG.

CVCOG retains the right to “buy back” all or part of an employee’s unused comp time by paying the employee for that time at the employee’s current overtime rate of one and one-half the employee’s regular hourly rate of pay. This “buy back” will be used to return an employee’s comp time accrual below the maximum of 40 hours; whenever CVCOG management deems it in the best interest of CVCOG; or as required by the FLSA, upon termination of the employee.

**Meal Breaks:** You are not allowed to be working during your meal time. Make sure you are away from your work area and not working while eating your meal. Due to the nature of their jobs, some employees do not receive a separate lunch break, such as CVT drivers and Head Start staff who eat with the children. The pay of CVT and Head Start employees makes provision for their meal breaks. Specific information regarding CVT and Head Start pay policies are located in their respective addendum or handbook.

All records for payments of wages are important documents. You will be asked to complete certain paperwork involving your pay: We expect accurate and timely completion of this paperwork to help us maintain payroll records that are required by law. Your help and compliance are appreciated.

CVCOG is an equal pay employer. CVCOG does not discriminate in amounts of pay, or in the application of our pay policies, based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status.

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## EXEMPT EMPLOYEE PAY

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An exempt (or salaried) position is exempt from overtime pay provisions and is usually of a managerial, administrative or professional nature. In accordance with Fair Labor Standards Act regulations, exempt employees who are paid on a salaried basis may not have their pay reduced for variations in the quantity or quality of work performed. CVCOG follows the following regulations when processing payroll.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. These improper pay deductions are specifically prohibited by CVCOG, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action will be taken.

- Jury duty (Please note: documentation will be required)
- Attendance as a witness in a court of law or other legal hearing (Please note: documentation will be required)
- Temporary military leave (Please note: documentation will be required)
- Absences caused by CVCOG
- Absences caused by the operating requirements of CVCOG
- Partial-day amounts other than those specifically discussed below

The few exceptions to the requirement to pay exempt employees on a salaried basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other CVCOG policies and practices:

- Absences of one or more full days, for personal reasons other than sickness or disability, such as leave of absence without pay (partial days must be paid)
- Absences of one or more full days due to sickness or disability
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. However, no payroll deductions can be made for failure to work for these reasons
- Penalties imposed by infractions of safety rules of major significance
- Unpaid disciplinary suspensions of one or more full days in accordance with CVCOG'S disciplinary policies
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances
- Deductions for unpaid taken in accordance with a legitimate absence under the Family and Medical Leave Act

In order to comply with federal, State, local, and awarding agency requirements, CVCOG employees classified as exempt will meet the following requirements:

- Exempt employees are paid using a "daily rate" basis determined by an employee's annual salary
- Exempt employees are required to complete personnel activity reports (time sheets) that document worked hours in order to submit charges to Federal or State awards

These personnel activity reports, as per the Uniform Grant Management Standards, will meet the following standards:

- Reflect an after-the-fact distribution of the actual activity of each employee
- Account for the total activity for which each employee is compensated
- Coincide with each pay period
- Be signed by the employee and the supervisory official having firsthand knowledge of the work performed by the employee
- Budget estimates and other distribution percentages determined before the services are performed to do not qualify as support for charges to Federal or State awards
- Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal or State awards will be supported in the same manner as those claimed as allowable costs under Federal or State awards

Employees must account for a minimum of 8 hours a day or 40 hours per work week total activity. Any available accrued leave must be applied if the 8-hour day or 40-hour week is not met. CVCOG will always follow DOL regulations in determining if an exempt employee's pay needs to be adjusted based on full days or weeks with no worked hours. Applying or exhausting leave balances will occur before deductions are considered for employees who miss full days or weeks.

In times of federally declared natural disasters, federal agencies such as the Federal Emergency Management Agency (FEMA) allow for salaried exempt employees who are performing job duties which are out of the scope of their regular job descriptions to be compensated for time in excess of their normal work hours. CVCOG will allow for these expenses as well, to the extent that agencies such as FEMA reimburses the expenses, and all time will be tracked separate and apart from normal timesheets.

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#### PROCESS FOR COMPLAINTS REGARDING PAY

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If you believe that your pay has been reduced improperly, please contact your supervisor or the **Finance Payroll** Department immediately to request an investigation. You will be asked to specify, in writing, the circumstances of the pay deduction, and whether it has occurred on other occasions. We will review pay records and interview the supervisor or manager, and payroll representatives handling the payroll to determine if the allegation is correct. If the deduction was in fact improper, you will be reimbursed as promptly as possible (but in no case longer than one pay period from the identification of the problem).

The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of CVCOG. If warranted, the responsible person(s) will be held accountable for the error(s), consistent with CVCOG disciplinary policy. The resolution of the situation will be documented (including your confirmation that the situation has been resolved) and kept with your payroll records.

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#### RECORDING OF WORK AND NON-WORK TIME

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You will be shown how to record your work time accurately. CVCOG uses different methods for accurately recording time worked throughout the various programs. Depending on where you work, you may be required to accurately record your actual time worked by one of the following methods: time clock, electronic time sheet on a computer or tablet. In some areas, exempt employees may also be required to record their actual work time.

It is very important that you record your time in and out as shown to you. Your pay is based on the hours you work. We are required by law to maintain accurate records of when you work. Should a mistake occur when using any of our time

recording methods, let your immediate supervisor know about it immediately, and submit the proper electronic documentation.

Time worked and/or not worked must be recorded accurately and legally. Non-exempt employees should not be checking, sending or responding to emails, or performing other work duties outside of their regularly scheduled work week. Circumstances in which an hourly employee must check, send, or respond to work emails, or perform other duties will do so only at the request or approval of their immediate supervisor. In the event an employee needs to take such action, the employee is responsible for recording this time in TRS in 15-minute increments.

Employees who fall under the punch system must clock in and out at the beginning and end of every shift. Lunch breaks also require a punch in and punch out. Punch errors should be non-existent or very limited and will be required to have a valid reason for supervisor approval. Excessive punch errors may result in disciplinary action.

Also, please remember that once you are clocked in you are to be productive. Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

Failure to report time accurately, ~~or~~ knowingly reporting incorrect time worked, or punching in for another employee is a violation of CVCOG's Falsification or Records/Facts Policy; ~~see pg. 20~~ for additional information. Any questions about whether your time is being accurately recorded and reported for pay purposes should be directed immediately to your supervisor, Department Director, ~~or the~~ payroll and finance staff.

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#### INCENTIVE PAY

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When appropriate, and when budgets allow, Department Directors may provide incentive compensation to CVCOG employees based on cost reduction, efficient performance, suggestion awards, safety awards or program improvement plans, per 2CFR Part 200.430. All incentives must be determined then approved by the Executive Director. Employees will receive details prior to the distribution of said incentive compensation and provide written acknowledgment of receipt of incentive requirements.

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#### BAD WEATHER AND UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES POLICY

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In the event of a time of crisis, such as a natural disaster, pandemic, or any other socially disruptive event, the Executive Director has the authority to enact Unexpected or Extraordinary Circumstances (UEC) conditions. During UEC conditions, the Executive Director is authorized to issue UEC leave in accordance with local, state, and federal laws and requirements.

In the event of closures or reduced staff during UEC conditions, all employees should remain available in the event they must report to work and/or work from home. UEC leave will not be given to employees that are not scheduled to work at times when UEC is authorized. During UEC conditions, the following positions are deemed essential core functions:

- Board Executive Leadership
- Executive Director
- Finance (selected employees)
- Human Resources (selected employees)
- Information Technology
- Maintenance/ Facility staff

- Program Directors
- Other staff as required based on operational need

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## BENEFITS

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CVCOG offers a variety of mandated benefits in addition to many elective benefits. CVCOG follows all current Affordable Care Act (ACA) regulations on the benefits CVCOG offers to its employees. ~~The costs of~~ Benefits, the laws and regulations that impact benefits administration and the desirability of specific benefits change from time to time. It is important to remember that all of the following benefits are subject to change, modification, amendment or elimination. **Benefit costs will vary year to year. Specific employer and employee costs can be located in the benefit manual provided to employees every year during open enrollment.**

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## ELIGIBILITY CRITERIA

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Full time CVCOG employees, per ACA regulations, are eligible for medical, dental, vision, MASA, and life insurance coverage on the 1<sup>st</sup> of the month immediately following 60 days of employment. All coverage is optional to the eligible employee, and acceptance or request for coverage has no bearing on future employment status, promotions, pay, or termination decisions.

CVCOG follows ACA requirements on determining classification of employees regarding full time or part time status. Part time employees are not eligible for medical, dental, vision, or life insurance. If in question, CVCOG uses the ACA approved look back method of 12 months to determine if an employee meets full time status requirements which would make the employee eligible for coverage.

CVCOG also offers a Pension and 457 plans that do not require the same 60 day waiting period mentioned above. See *Deferred Compensation section* ~~for details on~~ [pg. 38](#) for more information.

Deductions for benefits will occur on a semi-monthly schedule beginning the first check of the month an employee is eligible. Employees will need to register for benefits with HR prior to the month an employee is eligible. Only benefit deductions that have been selected and approved by the employee will be deducted from their semi-monthly pay checks.

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## HOLIDAYS

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Paid holidays are established by the Executive Committee. The following are normally observed as paid holidays for our employees:

- New Year's Day
- President's Day
- MLK Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day

Labor Day

Veteran's Day

Thanksgiving Day and the Friday following Thanksgiving

~~Christmas Eve, Christmas Day and the day after Christmas~~

Christmas Week (depending on the days of the week Christmas and Christmas Eve fall, the Executive Director will assign 3- 5 holidays to employees. This may include closing COG offices for no more than one week.)

Full time employees will receive 8 hours on an established holiday. Part time employees will receive a set number of hours established for their entire department. These hours are determined by the Department Director and specific to each department based on normally scheduled hours for that day in which the established holiday falls. Each Director will determine these hours prior to the start of the fiscal year and disseminate this information to their employees. If an official holiday falls within your scheduled vacation, you will be granted the holiday and not charged for a day of vacation.

See below for additional information regarding holidays:

- An employee who is absent without approval on the workday immediately preceding or following a holiday will not be paid for the holiday
- Whenever an approved legal holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the Executive Director
- Employees who work on a holiday will only get paid for the number of hours worked unless the time worked does not meet the number of holiday hours they would have received, if not working. (Example: If a full-time employee works 6 hours, they will only be given 2 hours of holiday pay)
- Non-exempt employees get paid time and a half for worked hours on a holiday; employees must have approval from their supervisor to work on a holiday
- Whenever an approved holiday falls on a day in which the employee is normally scheduled be off, the employee will not be paid for the holiday
- Seasonal or Temporary employees will not be paid for the holiday
- Employees on approved FMLA will be paid for the holiday
- Employees on Worker's Compensation Leave will not be paid for the holiday

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## LEAVE

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All time off (other than FMLA leave) taken by CVCOG employees must be submitted electronically for supervisor approval via TRS. Supervisors and Department Directors are responsible for keeping track of time off requests from their employees to ensure proper department coverage. Leave requests can be made up to one year in advance. Employees are responsible for ensuring they have adequate leave accrued to accommodate their requests.

Employees will not be allowed to use leave when they are out for an extended period, and are receiving long-term disability income.

Employees who work 40 hours within the workweek, or more, will not enter leave time & this will be treated similar to flex time. Example: If an employee out on vacation leave for 8 hours on Monday and makes up these 8 hours on Saturday, the employee would not enter 8 hours of vacation leave on that Monday. Actual hours worked will be entered on the days worked.



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## ANNUAL VACATION LEAVE

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You become eligible for to use annual vacation leave when you complete 180 days of service. Annual Vacation leave will not be paid to any employee upon separation during the 180-day waiting period. After completion of the 180-day waiting period, annual vacation leave accrued will be credited to a regular full time employee's annual vacation leave time account on the first available pay period immediately following the 180-day waiting period.

All eligible employees earn annual vacation leave on all regular time (overtime hours are not used to calculate leave) as follows:

<u>Length of Service</u>	<u>Vacation Leave Earned</u>
1- 2 years:	3.847% per hour worked (approx. 10 days per year)
3-9 years:	5.770% per hour worked (approx. 15 days per year)
10 years or longer:	6.920% per hour worked (approx. 18 days per year)

**NOTE:** Part time, Temporary, and Seasonal employees do not accrue annual vacation leave time.

**NOTE:** Due to the nature of their jobs, Head Start employees should refer to their respective Head Start Personnel Policies Addendum for more information regarding annual vacation leave guidelines.

You are encouraged to use your accrued annual vacation leave each year as it is earned. You may take earned annual vacation leave in increments of 15 minutes. A request for leave is not a guarantee of approval and is subject to review by the supervisor, Department Director, HR and Executive Director.

You are encouraged to **schedule your vacations and request annual vacation leave well in advance**. Vacation scheduling must accommodate CVCOG'S work schedules. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a "first come, first served" basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference at the discretion of the Department Director. If the desired leave schedules conflict with CVCOG requirements, CVCOG'S requirements will be given first consideration.

If you submit a request for leave and an event occurs that prevents you from taking your requested leave, notify your supervisor within 48 hours of requested leave date so they may make suitable arrangements in regards to staffing and coverage.

### **Vacation Leave Carryover**

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## LEAVE CARRYOVER

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Unused annual vacation leave can be carried over to the next fiscal year. The maximum allowable accumulation of unused annual vacation leave is the number of hours which you would accumulate in 1 full year at your current accrual rate. Employees with 1-2 3 years of service will have an 80-hour maximum carryover. Employees with 4-3-9 years of service will have a 120-hour maximum carryover. Employees with 10 years or higher will have a 144-hour maximum carry over. Each September 30, any annual vacation leave balance in excess of the maximum is cleared and reduced down to the maximum allowed carryover amount.

Upon departure from the service of CVCOG, unused ~~paid~~ **vacation** leave is forfeited when an employee is ~~in~~ involuntarily terminated. Employees who are laid off for economic reasons, or who supply an adequate two-week notice, will be paid for accrued but unused ~~annual~~ **vacation** leave. The rate of pay will be determined by your salary rate in effect at the time of separation.

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## SICK LEAVE

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You become eligible ~~for~~ **to use** sick leave when you complete 180-days of service. Sick leave will not be paid to any employee upon separation during or before the 180-day waiting period. After completion of the 180-day waiting period, sick leave accrued will be credited to a regular full-time employee's sick leave time account on the first available pay period immediately following the 180-waiting period.

All eligible employees earn sick leave on all regular time (overtime hours are not used to calculate leave) as follows:

4.615% per hour worked (approx. 12 days a year for full time employees)

**NOTE:** Part time, Temporary, and Seasonal employees do not accrue sick leave time.

**NOTE:** Due to the nature of their jobs, Head Start employees ~~should refer to their respective addendum for sick leave guidelines~~ are not eligible for sick leave and should refer to their ~~respective~~ **Head Start Personnel Policies Addendum for more information regarding leave.**

You may use accrued sick leave if you are absent from work due to:

- Personal illness or physical or mental incapacity;
- Medical, dental, or optical examinations or treatments; or
  - Actual travel time to and from qualified appointments
- Medical quarantine resulting from exposure to a contagious disease;
- Illness, examination, treatment or quarantine of a member of your immediate family who requires your personal care and attention. For this purpose, immediate family is defined as:
  - spouse
  - child(ren)
  - parents
  - siblings
  - or anyone who permanently resides in your household

No advance of unearned sick leave benefits will be made for any reason. Sick leave may be carried over from one fiscal year to the next. However, no employee may carry forward more than 480 hours at the end of a fiscal year.

**Notification Requirements:** You must obtain approval from your supervisor and Department Director at least three days in advance for sick leave for non-emergency medical, dental, or optical appointments. For all other use of sick leave, unless emergency conditions exist, you must ~~notify~~ **communicate with** your supervisor and/or Department Director DIRECTLY not less than 30 minutes before you are scheduled to begin work. Some departments, such as Head Start and CVT, may require earlier advance notification. You must also call your supervisor and/or Department Director on each subsequent day you will be out on sick leave unless other arrangements are made. You should speak directly with your supervisor or Department Director whenever possible. Failure to provide the required notice may result in

your being placed on leave without pay (LWOP) status and may be considered a policy violation. You are expected to return to work as soon as the circumstances of your sick leave have been resolved.

**Medical Statement:** Sick leave lasting **three (3)** full days or longer may require you to furnish written verification by a physician of the existence of a medical condition which prevents you from reporting for work, or allows you to return to work. Your failure to provide such verification when requested may be considered a policy violation.

If an employee is out on sick leave, either consecutively or individually, for **three (3)** or more full days within a calendar month, written verification by a physician of the existence of a medical condition which prevents you from reporting for work or allows you to return to work may be required.

**Chronic Conditions/FMLA:** Any employee requiring **two (2)** weeks or longer of sick leave will be required to apply for and use FMLA. If an employee has a chronic condition that requires them to be out for several days of the year, they may be required to provide documentation for absences. Please see HR for more information.

**Exhaustion of Sick Leave:** If you have exhausted your earned sick leave benefits, you ~~may request~~ **will be required to** use accumulated **annual vacation** leave or may request LWOP. No advance of unearned sick leave benefits will be made for any reason. No pay shall be received for accrued and unused sick leave during employment.

**Illness While on Annual Vacation Leave (Vacation):** If illness or physical incapacity occurs during your **annual vacation** leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against **annual vacation** leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence if requested.

**Cancellation Upon Termination:** Accrued and unused sick leave is forfeited upon termination of employment without compensation.

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## FAMILY AND MEDICAL LEAVE ACT

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The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks **(or 480 hours)** of unpaid leave in the event of a serious health condition affecting the employee or the employee's immediate family (defined as a spouse, children, or parents), or for the birth or adoption of a child. CVCOG tracks all FMLA on a rolling year. A rolling year is defined as a 12-month period measured backward from the date the employee takes FMLA leave. The leave may be taken in one consecutive period of time, intermittently, or via reduced schedule, as needed.

All FMLA requests will go to HR immediately. From date of notification, CVCOG has 7 days to provide employee with proper paperwork. The employee then has 15 days from receipt of paperwork to return to HR in order to receive a designation notice to inform the employee if the leave was approved.

Eligible employees must:

- have worked for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months;
- And have worked where at least 50 employees are employed by the employer within 75 miles.

"Key" employees, defined as a "highly compensated employee" may be affected by other stipulations in the Family and Medical Leave Act, which will be addressed as the situations arise.

Unless an emergency situation occurs, you are required to inform CVCOG at least thirty (30) days in advance of your intended leave date. We will need to discuss continuation of your health and/or dental insurance benefits during your absence. CVCOG will continue to pay for the employer portion of your benefits. You will be responsible for the employee portion of insurance premiums while on leave regardless if your FMLA is covered by accrued **annual vacation** or sick leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the **Finance Payroll** Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

As allowed under FMLA, employees are required to use their accumulated sick and **annual vacation** leave concurrently with their FMLA leave. Employees that have exhausted their accrued leave or do not have a sufficient amount of leave accrued to cover approved FMLA time off, will be on LWOP but will still be covered under FMLA regulations.

Upon return to work, CVCOG will attempt to place you in the same or equivalent job you had when your leave began. Medical release documentation will be required, informing CVCOG that you are clear to return to work. If a doctor provides a release of "light duty," CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty." If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality; therefore, each "light duty" request will be determined based on position and department need.

An employee that has exhausted their 12 weeks (or 480 hours) of FMLA, and still has not returned to work, will be placed on a Leave of Absence (LOA). This LOA will not exceed 30 days beyond the exhaustion of FMLA. If the employee is still not able to return to work at the end of their FMLA, and LOA, CVCOG will move forward with a termination. The termination will be effective on the last day of the month after the employee has exhausted FMLA and the Leave of Absence.

In accordance with provisions of the National Defense Authorization Act and its amendments to the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act, FMLA ~~will in no case may be extended more than three (3) months, except for qualifying military duty.~~ for up to 26 workweeks of unpaid leave, during a single 12-month period, for qualifying emergencies arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty in the Armed Forces or for employees who are caregivers for a spouse, son, daughter, parent, or next of kin of who is a seriously injured service member. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. *For example, if an employee uses 10 weeks of FMLA leave for his or her own serious health condition during the single 12-month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave.*

~~After exhausting Any employee who has been absent from work for a consecutive period of 180 days will ordinarily be terminated and their job will be either eliminated or filled by another person.~~

PLEASE CONTACT HR WITH ANY QUESTIONS OR AS SOON AS YOU BELIEVE YOU MAY HAVE FMLA ELIGIBLE LEAVE.

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## BEREAVEMENT/ EMERGENCY LEAVE

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CVCOG will allow all full-time employees up to 40 hours of paid Bereavement or Emergency leave per fiscal year.

~~Bereavement Leave can be taken in increments of 15 minutes for any funeral you wish to attend. However, in no instance can a full time e~~ Employees **may not** take more than three (3) consecutive days of Bereavement per occurrence, unless approved by your Department Director or Executive Director. CVCOG will try to accommodate and approve all

requests, however, there is no guarantee of approval, nor should a request for Bereavement Leave come with the expectation of approval. Bereavement leave in excess of the five days per calendar year will be accommodated by ~~annual~~ vacation leave.

Emergency Leave is STRICTLY for emergency purposes and is only available for use, when all other leave has been depleted. The length of time granted for Emergency Leave must be approved by your Department Director and the Executive Director ~~in advance~~ and will be dependent upon the circumstances. ~~The terms and reason for leave must be documented and filed in your personnel file.~~ Emergency Leave will not be granted as an alternative when an employee ~~has~~ exhausted ~~s~~ all other leave options. The event must be deemed a true emergency, by the Executive Director, who has sole discretion.

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## MILITARY LEAVE

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CVCOG encourages members of the National Guard and military reservists to fulfill their training requirements and obligations upon assignment for duty. CVCOG adheres to the provisions allowing fulfillment of those obligations. ~~(Members of the National Guard and military reservists will be required should feel free to use available annual vacation leave time while training or on duty.)~~

If you are required to be away for military duty, please let us know of your intention to return to work, based on the following:

- If you will be away for 1-30 days, you should return to work on your next regularly scheduled workday;
- If you will be away for 31-180 days, please let us know within 14 days;
- If you will be away for more than 180 days, we require notification of your intent to return to work within 90 days of finishing your service commitment.

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## LEAVE OF ABSENCE

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The Executive Director may grant additional time off without pay to regular full-time employees. This leave is only to be used when no other leave is appropriate, ~~or when~~ an employee does not qualify for FMLA ~~or has exhausted FMLA (See FMLA section for more information).~~ The length of time granted as Leave of Absence must be approved by your Department Director and the Executive Director in advance and will depend on the circumstances.

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## WELLNESS

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In accordance with State law, employers are permitted to allow each employee 30 minutes during normal working hours to exercise three times a week. If you would like to participate, ~~please discuss this with your supervisor. Some programs may require you to submit a and fill out a~~ Wellness Request. Your request ~~to participate~~ must be approved by your supervisor and the Executive Director. The following criteria are to be followed

- You must be in good standing, and not be on probation or suspension
- This privilege can be revoked at any time
- Time MUST be broken up into 3 days, and not all 90 minutes can be used at once
- Participation is dependent upon approval from each ~~e~~Department ~~and e~~Director. Due to operational needs, funding requirements, or staff availability some departments may not be able to allow participation
- Abuse or misuse of this program will be grounds for loss of privilege

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## JURY DUTY

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CVCOG supports you in your civic duty of fulfilling your obligations to our community. If you receive notice of jury duty, you will be allowed time off from work to do so. However, if you should not actually be serving jury duty, you are to report back to work. Please notify your supervisor immediately upon receiving a summons. Exempt and Non-Exempt employees will have their pay continue for the duration of their service and we allow you to keep any pay you may receive for jury duty. You will need to provide your Department Director proof of your jury duty requirement.

Should you be required to serve longer than a week, you need to talk with us about your job duties and work coverage. CVCOG may need to adjust the schedule and duties of the affected department to be sure that our clients are well-served and our workflow continues productively.

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## VOTING RIGHTS

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We all have the opportunity to vote in elections to register our preference for candidates and other issues. Ordinarily, voting polls are open early enough and stay open late enough to allow us to vote. Additionally, early voting with absentee status is also an option. However, if our hours of operation cause a problem with your access to voting, please bring this to CVCOG's attention immediately so that we can work out a solution to the problem.

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## SOCIAL SECURITY

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CVCOG participates in the Texas County and District Retirement System (TCDRS) in lieu of participating in the Social Security System. However, seasonal and temporary employees do not qualify to participate in the TCDRS System. Therefore, those categories of employees participate in Social Security. Your status will be relayed to you at your employee orientation. Also, employees who were hired on or after March 1, 1986 are required by Federal law to be covered by the Medicare tax.

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## TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

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CVCOG is very proud to be a member of the Texas County and District Retirement System (TCDRS). The TCDRS system is a Statewide system created in 1967; it has more than ~~607~~ 830 participating counties and districts.

A requirement of our TCDRS membership is that all eligible employees enroll immediately into the TCDRS Plan at the organization's elected rate. There is no waiting period for TCDRS and deductions begin on the 1<sup>st</sup> pay check. Employees do not have an option to opt out of the TCDRS Plan, as all employees are required to contribute to the TCDRS Plan; a stipulation of CVCOG's membership.

Regular full time and part time employees contribute 7% of their respective compensation. Temporary or seasonal employees do not qualify to participate in TCDRS therefore they participate in Social Security. CVCOG currently matches that amount at a rate of 250%, after vestment. However, it is important to note that one or both of these percentage rates may be changed in the future. Under the TCDRS rules, employees may not contribute more than the established rate.

CVCOG adopted the 10-year vesting with 3 retirement qualifications.

- Age 60 (with vesting) – employee must be 60 years of age and have 10 years of service
- Rule of 80- service years plus age equals or exceeds 80
- At any age- 30 years of service any age

For more information, please contact HR or visit the "Member Benefits Guide" available to all employees at [www.tcdrs.org](http://www.tcdrs.org).

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## DEFERRED COMPENSATION

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In addition to our TCDRS Pension Plan, CVCOG provides an optional 457 plan, also known as a deferred compensation plan for its employees. There is no waiting period for the 457 plans, and full-time employees may elect to begin deductions at the time of their choosing. Employees may elect to have a portion of their salaries deferred (not to exceed limits set by Federal law) and placed in one of several investment accounts offered by the trustee. Voluntary contributions to the plan are withheld from employees' paychecks and deposited with the trustee by CVCOG. Participants direct the investment of funds in their accounts and receive periodic statements from the trustee. For information on enrollment, contact HR.

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## HEALTH SERVICES

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If you become ill at work, or somehow injure yourself while at work, CVCOG must know about it so we can help you. CVCOG will be glad to assist you in getting proper medical attention. Contact your supervisor, Department Director or, if they are unavailable, HR, immediately **and notify them** of any illness or injury that happens at work.

CVCOG may be required by law to maintain a record of your illness/injury on the job. It is important for us to help you and, at the same time, to document the facts involved in your illness or injury. These records will be maintained confidentially in a file separate from your personnel file.

**The Council** **CVCOG** encourages employees to return to work as soon as they are able to do so. An employee returning to work may be required to submit a physician's release to return to work. As determined by the Executive Director, at CVCOG's expense, an employee may be required to submit to examination by an independent physician.

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## WORKERS' COMPENSATION INSURANCE

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Employees of CVCOG are covered by workers' compensation. This insurance provides medical expense and salary continuation coverage to employees who receive a bona fide, on-the-job, work-related injury or illness. It is required that you notify CVCOG immediately upon receiving a work-related injury to ensure you are properly taken care of and that proper procedures are followed.

Coordinating with HR is important because CVCOG'S Worker's Compensation Insurance Company maintains a list of eligible health care providers that must be used by employees in non-emergency situations. They also provide prescription services for any medicine that must be purchased for a work-related injury or illness.

If you should get injured while conducting business for CVCOG, whether on or off premise, immediately notify your supervisor and obtain a 1<sup>st</sup> Report of Injury Form. (If it is an emergency, seek medical treatment immediately.) Once you have filled out the 1<sup>st</sup> Report of Injury, you may choose to go and visit one of the approved physicians. If you feel your injury does not require a physician visit, you are not required, but must return to work. If you go to a physician, they will provide you with information regarding being able to return to work, or having to take time off. Whichever is the case, you must provide documentation to either return to work or be out.

If you must miss work due to a work-related injury, our insurance provider, TML, will be in contact with you and let you know what steps to take next. Worker's Compensation Insurance may provide Temporary Income Benefits (TIBs) to an employee who misses more than **seven-eight** (8) work days due to a work-related injury. In the interim, an employee will

use accumulated sick leave, ~~annual~~ vacation leave or take LWOP; once the employee meets the 8-day threshold and begins TIB, they will not be allowed or required to utilize any accrued leave.

Employees out for 2 weeks or longer due to a Worker's Compensation Injury will be required to apply for and use FMLA. All FMLA requirements must be met during this time, including paying employee's paying their portion of insurance premiums and updating HR every two weeks.

We will need to discuss continuation of your health and/or dental insurance benefits during your absence. You will be responsible for your portion of insurance premiums while on leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the Finance Payroll Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

Before returning to work, employees who have been out due to a work-related injury or illness will be required to provide a full release from their doctor. If a doctor provides a release of "light duty", CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty". If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality required; therefore, each "light duty" request will be determined based on position and department need.

At any time, you can contact the representative from TML or HR for more information.

Department of Insurance, Division of Worker's Compensation - Notice to Employees:

*You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.*

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### CONTINUATION OF GROUP INSURANCE (COBRA)

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The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health and/or dental insurance coverage beyond the date on which it would otherwise end, normally at the termination of employment, at the individuals full expense, under specified conditions. An insurance certificate from CVCOG'S group insurance carrier is issued to every employee at the time of employment, which explains continuation of benefit options under CVCOG'S carrier at the time the employee is hired. Any revisions to group insurance coverage are outlined in subsequent insurance certificates distributed to each employee at the time the coverage revision is effective.

At termination, insurance carriers are notified which causes an automatic trigger to mail out COBRA information. In order to qualify for continued coverage, specific deadlines for application must be met, and full premiums must be paid in a timely manner by the employee and/or the applicable spouse or child.

Each covered employee is responsible for notifying CVCOG of any change in family status such as separation from employment, divorce, birth of a child, or a child becoming eligible or ineligible for dependent coverage. If the change causes the employee or a covered dependent to become ineligible for CVCOG-supplemented group insurance, CVCOG or its designee will provide an Insurance Coverage Continuation Form to be completed by the appropriate person(s).



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## UNEMPLOYMENT INSURANCE

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Employees of the CVCOG are covered under the Texas Unemployment Compensation Insurance Program. This program provides payments for unemployed workers in certain circumstances. Texas Workforce Commission Unemployment Benefits Website will provide more information.

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## POLICIES

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### WORKING HOURS

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The official work week for CVCOG is a seven-day period beginning at 12:01 a.m. on Sunday morning and ending at midnight on the following Saturday. Generally, working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch (12:00p.m. ~~noon~~ to 1:00 p.m.), for a total of 40 hours per workweek. Due to the nature of their job requirements some CVCOG departments have varying work hours and lunch breaks. General working hours may also be affected by various employment positions and special events such as noon and/or evening meetings, training, conferences, holidays, etc.

Each employee is scheduled for definite hours of work, with the exception of temporary and seasonal employees. These will be communicated to you before your scheduled time of work. Adjustments to the general hours of operation may be made by your supervisor and/or the Department Director, in order to better serve member governments or the public.

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### FLEXIBLE WORK SCHEDULE

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In keeping with the modern work setting and, in an effort, to provide an environment most conducive toward productivity while also providing CVCOG employees the flexibility to balance life and work commitments, CVCOG has implemented the option of a “flex” schedule ~~policy~~. The following factors set the parameters for the Flex Schedule Policy.

**Eligibility:**

- Not all positions will be eligible for the flex schedule arrangement. This is not a critique of any particular position or person; rather it is the realization that the business of CVCOG must continue and, as such, some employees and their positions are not suited for a flex schedule arrangement. Your Department Director will notify you of the availability of this option.
- CVCOG's requirement to provide service to our clients supersedes the flex schedule option. As such, the Department Director will determine if the flex schedule option is workable within their department.
- Each schedule is approved on a case-by-case basis and request for a flex schedule does not guarantee approval.
- While it is not required that flexible work schedules be uniformly available to all positions in a department, supervisors are responsible for ensuring the fair and equitable administration to eligible employees.

#### **Requesting a Flexible Work Schedule:**

- If an employee wishes consideration for a flexible work schedule, he/she must submit the request in writing to the supervisor, using the Flexible Work Schedule Request Form. The supervisor will review the request and advise the employee of final determination.
- All original Flexible Work Schedule requests must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.
- Forms are available from the CVCOG team site and from your supervisor/director.

#### **Guidelines:**

- Adequate supervisory contact and/or employee accountability must be maintained.
- No work schedule shall be implemented that results in a full-time employee working less than 40 hours during the work week or does not provide the employee with at least a 30-minute unpaid meal break each day.
- Flexible work schedules must be agreed to in advance by the supervisor and the employee, must be in writing and must remain in effect until the written agreement is amended or terminates.
- During weeks where the employee is scheduled for travel and/or training for one or more days during a pay period, it is recommended that the flexible work schedule be suspended and that participants revert to a traditional eight-hour schedule. However, if the travel or training is for a short duration, the schedule can be altered to change the non-work day for that pay period. Advance notice of the change in work schedule is not required under this situation.
- The flex schedule arrangement DOES NOT supersede, supplant, replace, alter or change any of the other policies currently required by law or policy. For example, you will still be required to submit timesheets, you will still report time accurately, accrue no unauthorized overtime, also FMLA, ADA, FLSA etc. laws must still be adhered to.
- During weeks where there is a CVCOG approved holiday, the flexible schedule will be suspended and the employee will revert to a traditional eight-hour schedule.
- The policy is for a "flex" schedule and NOT a "floating" schedule. In other words, whatever schedule you and your Department Director arrange will be set. The schedule may not be altered by you to adapt to a week-by-week issue. As an example, you are on a Monday thru Thursday, 10-hour schedule but you get sick on Tuesday, the employee is not allowed to arbitrarily switch their schedule and substitute Friday for the Tuesday in an effort to save their sick time, unless prior Department Director approval has been obtained.
- Sick/Vacation/Bereavement Leave taken during a flex schedule work day will be taken at a rate equivalent to the flex schedule work day. As an example, an employee on a Monday thru Thursday, 10-hour schedule gets sick one of those days, that employee has to take 10 hours of sick leave.
- The CVCOG reserves the right to suspend, cancel or amend the ~~Flex-time~~ Flexible Work Schedule Policy at any time. Supervisors have the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the department to operate effectively and efficiently.

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## TELECOMMUTING TELEWORK OR REMOTE WORK

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Telecommuting Teleworking or working remotely is a way for CVCOG to provide an additional flexible work option, when appropriate. This option can be beneficial as a regular arrangement, or in the event of an emergency or crisis. Telecommuting Teleworking and or remote working may be suitable for some employees and roles, but not for others. Telecommuting Teleworking and or remote work is designated at the discretion of the Department Director based on the operational needs and requirements of their specific department.

### Eligibility:

- Employee's participation as a teleworker is entirely voluntary and is available only to eligible employees, at CVCOG's sole discretion
- Not all positions will be eligible to telecommute telework or work remotely. This is not a critique of any particular position or person; rather it is the realization that some positions that require an individual to physically be in their office or designated workspace. Your Department Director can clarify what category your position falls.
- CVCOG's requirement to provide service to our clients supersedes the Telecommuting Telework and Remote Work Policy. As such, the Department Director will determine if Telecommuting teleworking or remote work workable within their department. The Department Director and the employee(s) will then determine details of the arrangement which will be submitted to HR and the Executive Director for final approval.
- Each request is approved on a case-by-case basis and a request to telecommute telework or work remotely does not guarantee approval.
- While it is not required that telecommuting teleworking or working remotely be uniformly available to all positions in a department, supervisors are responsible for ensuring the fair and equitable administration to eligible employees.

### Requesting to Telecommute Telework or Work Remotely:

- If an employee wishes consideration to telecommute telework or work remotely, he/she must submit the request in writing to the supervisor. The supervisor Department Director will review the request and advise the employee of final determination, to complete CVCOG's Teleworker Agreement. Final approval must be obtained by the Executive Director before implementation.
- All original telecommuting teleworking that lasts beyond 2 weeks must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.

### Guidelines:

- Participation in the program may be ended at any time, with or without cause, upon reasonable notice and in writing, to the other party
- Telecommuting Teleworking and remote work options may be for long periods of time or used as a temporary solution to certain issues
- Work hours are not expected to change during the telework/remote work program and employees are still expected to follow all leave policies
- Teleworking is not a substitute for dependent care and will not be available during their set schedule to provide dependent care
- Employees must work with their Department Director and IT to ensure they have all required equipment and supplies
- Employees are responsible for the care of all CVCOG equipment in their possession. Lost, stolen or damaged equipment is the responsibility of the employee
- Employees are responsible for keeping any files, passwords and computer access secure
- Employees are encouraged to only connect through known secure connections and reliable sources.

- Employees are required to utilize the VPN set up by IT
- If an employee is ill, it is highly recommended that the employee utilizes their sick leave and focus on their health. In some situations where immediate attention is required or when dealing with an urgent task, solely determined by the Department Director, employees may be authorized to work from home when they are ill.
- While telecommuting teleworking or working remotely, employees continue to have high performance expectations that include meeting deadlines and performing with a high degree of accuracy
- Employees must remain in contact with their supervisors and be readily available to respond to all forms of communication
- If a telecommuting teleworking or remote work request is approved but the employee's work begins to suffer, or performance issues arise, the director has the authority to rescind approval and require the employee to return to the office
- Employees are still obligated to comply with all of CVCOG's policies, procedures, instructions and the Telework/Remote Work Agreement and, violation of any of these, may result in preclusion from teleworking and any applicable disciplinary action

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## ATTENDANCE

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You are expected to be at work each day and be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work. If you expect to be late for, or absent from work, you must report communicate the expected tardiness or absence DIRECTLY to your supervisor and/or Department Director (as determined by your departmental needs), no later than 30 minutes before the time you are scheduled to begin work, unless emergency conditions exist. Staff may communicate absences/tardiness via phone message, text message, or other method that has been approved by your supervisor. You must receive a response indicating your supervisor, or other member of management, is aware of this absence/tardiness.

Failure to report to work within the required period may result in leave without pay for the absence. Due to the nature of our work, it is vital to have full communication between you and your supervisor.

If an employee begins to show a pattern of excessive absenteeism, regardless if accrued leave or LWOP is used, and regardless if multiple forms of physician/provider documentation are provided, the disproportionate absenteeism and the affect it has on the employee's department will be addressed with the employee.

The Department Director will ultimately determine what is considered excessive. CVCOG will follow all local, state, and federal regulations regarding mandated leaves; however, if there is a chronic medical issue, employees should visit with HR about the FMLA Policy and process located in Benefits section of this handbook.

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## UNEXCUSED ABSENCES FROM WORK

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An **unauthorized absence** is one in which an employee is absent from regular duty without permission of a supervisor. Employees are not paid for unauthorized absences and such absences are not permitted.

If an employee has been absent for three (3) consecutive days **without notification**, CVCOG ordinarily has the right to process a termination of that employee, effective the date of the first absence. Any such termination is considered voluntary and an abandonment of the job.

If an employee fails to return from an approved leave of absence within a period of three (3) consecutive days of the scheduled date of return **without notification**, CVCOG ordinarily has the right to process a termination of that

employee, effective the date the employee was scheduled to return from the leave of absence. Any such termination is considered voluntary and an abandonment of the job.

Please remember that non-compliance with our attendance expectations has a direct impact on other members of our team.

Again, please be advised that if you are absent for three (3) consecutive days without contacting your supervisor, your actions will be interpreted as quitting work without notice, abandoning your job, and your employment may be terminated immediately.

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## EMPLOYEE RELATIONS

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If you have a relationship with a fellow employee, no display of affection, touching, massaging, etc., is allowed on premises. Work performance is not to be affected. This policy also includes e-mails, faxes and other electronic communications of offensive or pornographic materials. Employees must notify their immediate supervisor and/or HR of inter-work relationships. Relationships amongst supervisors and subordinates are highly discouraged.

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## SECURITY

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For your protection and the protection of our clients and visitors, CVCOG has designated security measures. The first and most prominent of these security measures is the issuance of identification badges. These badges identify the individuals who are permitted on premises. Guests, ~~and~~ clients, **volunteers and contractors will** ~~may~~ be issued temporary badges, **and or key, cards when necessary**. See the full ID Badge Policy for more information.

When CVCOG is closed for lunch, or at any other time during regular business hours that the front reception desk is unmanned, the front door will remain locked, for the security of those who remain inside the building.

Your awareness of any unusual or strange action or behavior exhibited by another person is an important part of our security measures.

In order to protect yourself and others, it is necessary to strictly follow all our security procedures. Breaking any of these rules could endanger business, other people and yourself. This is a **personal responsibility** of each employee. Should it become necessary to conduct a search of the premises for any reason, you will be expected to cooperate to the fullest extent with all parts of the search procedure.

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## INTERNET CONDUCT AND USE

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The Internet is provided to employees for the benefit of our organization and our employees; it allows employees to connect to information resources around the world. CVCOG maintains a separate Information Technology Policy & User Guide that contains all relevant computer and internet use guidance. All CVCOG staff should be familiar with the policies and must comply with them.

~~Please see~~ See the complete IT Policy and User Guide, located on our CVCOG Team Site, for further questions, or seek guidance from your supervisor or HR.

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## SOCIAL MEDIA

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CVCOG recognizes the important role social media plays in distributing information to the public, clients, board members, and stakeholders. CVCOG carries out many services for the Concho Valley, and we want you to be proud to share your work with friends, family and the public. The way you do so is at your sole discretion. However, social media has the potential to cause problems by interfering with an employee's productivity, creating a harassing environment, or harming the reputation of CVCOG or its clients. Whenever you mention CVCOG or the work you do on any social media outlet you must adhere to our Confidentiality Policy, but also stay within the following guidelines;

- Anytime you mention CVCOG make sure all comments and opinions are advertised to be your own voice and not to be interpreted as being a representative of CVCOG
- Never speak derogatorily about any fellow employees or CVCOG itself
- Never mention personal information about clients, employees or other agencies CVCOG works with
- Never comment on settled or on-going legal issues
- Refrain from posting any content that can be perceived as harassment based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or other protected group
- Social media activities should not interfere with your duties at work, limit use to breaks or lunch hour (CVCOG reserves the right to monitor its facilities to ensure compliance with this restriction)

**Business Use of Social Media:** CVCOG expects that all employees use good judgment as well as maintain a high level of professionalism, along with following guidelines;

- The Executive Director must approve all CVCOG social media sites before implementation
- Only authorized staff or hired public relations professional will be allowed to create, edit, post or modify to CVCOG social media outlets
- Departments wishing to have content posted on any CVCOG social media outlet should submit their request to HR or the Executive Director following the Social Media Procedures
- Always use proper grammar and correct spelling
- Only use family appropriate photos and refrain from using profane, sexually explicit, harassing or discriminatory images
- Mistakes or incorrect information must be corrected immediately along with an apology for the error

CVCOG reserves the right to restrict, remove, or deny content that is deemed or perceived to be in violation of this policy. CVCOG employees should immediately bring to the attention of management staff any inappropriate content. Failure to abide by these guidelines will not be tolerated.

*See the complete Social Media Procedure, located on our CVCOG Team Site, for further questions, or seek guidance from your supervisor or HR.*

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## CVCOG COMMUNIQUES & MEDIA REPRESENTATIONS

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The following is our guide to information and relationships with the outside media:

- Advertisements for newspapers, radio, television, trade journals, magazines, brochures, trade association bulletins, and so forth: All advertisements must comply with official CVCOG formats and specifications and must only be placed through CVCOG approved advertising agencies. These advertisements must be approved in writing by the Executive Director.
- Requests for in-office photographs, videotape footage, and so forth must be previously approved in writing by the Executive Director.

- Requests for sponsorships from civic, professional community and/or other groups must be approved in writing by the Executive Director.
- In the case of matters dealing directly within the scope of an employee’s program expertise, the Executive Director and Departmental Director allow employees to speak on program events or matters that are informational in nature, with advanced notice. This allowance is for standard and normal interviews dealing with non-contentious or non-divisive program issues. The Executive Director and Departmental Director reserve the right to withdraw this privilege without notice.
- Other than as allowed above, news articles, inquiries, questions, interviews, editorials, research papers and/or other comments about CVCOG, its business and its employees are to be handled solely and personally by the Executive Director. No other person in CVCOG, unless specifically authorized by the Executive Director, is permitted, authorized or allowed to represent CVCOG to the media, newspaper, magazines, radio-television stations or other similar media organizations.
- Requests for endorsements from machinery, equipment, product vendors, and consultants are not allowed.

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### ID BADGE

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- The ID Badge is the property of CVCOG
- CVCOG governs the use of the ID Badge
- The ID Badge is nontransferable, and lending the badge to anyone else for any purpose may result in disciplinary action
- Must be worn at all times when at work
- Must be clearly visible
- Must not be covered in any way by outside stickers, pins or buttons
- Must not be misused, altered or copied
- You may receive one new badge every calendar year, if needed. If you require more than one replacement in a calendar year, you will be monetarily responsible for the replacements
- Stolen cards will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under “lost or damaged”
- Cards replaced due to name changes, job transfers or other similar occurrences will be replaced at no charge
- Upon termination, ID Badges will be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

All employees will have their picture taken and be issued an ID Badge, blue sleeve and given the choice of a lanyard, clip or magnet to secure their badge to their clothing. If an employee has a personal preference for a different method of attaching their ID it will be allowed as long as it does not interfere or cover any portion of the ID Badge, is in good taste, and is approved by both the Executive Director and Department Director.

All volunteers will also be issued a badge. They will be issued a green sleeve and given their choice of attachment method. They follow all other protocol regarding the ID Badge.

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### KEY CARD / KEYS

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Key cards are for security purposes, they grant access to specific facilities for employees. Not every employee will receive a key card and or a key. If you receive a key or key card, you must abide by the following:

- The Key Cards are the property of CVCOG
- The Key Card is nontransferable and lending the Key Card to anyone else for any purpose is not permitted
- The Key Cards use a proximity sensor to the readers located at the doors providing access to the building. They are not magnetic strip cards and will not have to be removed from the sleeve

- Sliding the Key Card across the face of the card reader will disable the lock (indicator light will turn green) and the employee may enter without ever having to remove the card from the sleeve
- After hours, all central office employees will access the building thru the door located on the east side of the building. This door is the designated “Employee Entrance”. If an employee is accessing the building during regular business hours, they may enter thru the front entrance.
- Upon entering and exiting a CVCOG building, it is the responsibility of each central office employee to ensure that the door closes behind them
- Upon entering and exiting, do not allow others to enter with or behind you unless you are aware that they are a current CVCOG/CVT employee. Ask to see their ID badge if you are not certain
- At no time is an unattended door to be “propped open”. Any employee found to have left an unattended door propped open may be subject to disciplinary action. Additionally, if an employee finds an unattended door propped open, it is their responsibility to remove the object and ensure the door closes correctly. The employee should then report the incident to their Departmental Director at the next available opportunity
- An unattended door is defined as a door outside of the clear vision of an employee and the employee not being clearly visible from that door
- If a meeting, class or other event is planned for after hours (~~Ex: HS Policy Council, one-time police class, etc.~~) the sponsoring department will be responsible for signing in all guests, ~~issuing Visitor Badges, and collecting the Badges after the class, meeting, or event is over~~
- Abuse, neglect, employee performance, or other work issues may result in an employee losing the privilege to access the building outside of normal business hours
- Lost, damaged or stolen Key Cards must be immediately reported to either HR or IT so that the individual Key Card may be disabled. Employees may also be required to notify their Department Director according to Departmental requirements
- CVCOG will pay for the replacement of one lost or damaged Key Cards/fob. If the employee loses or damages the new card/fob, it will be replaced at the cost to the employee of \$10.00 ~~Lost or damaged Key Cards will be replaced at the cost to the employee of \$10.00.~~
- Stolen cards will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under “lost or damaged”
- Upon termination, the Key Card must be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

While it is impossible for any policy document consider every situation that may occur, it is essential that every central office employee understand, commit and use common sense in applying these policies. The emphasis must be to never compromise the intent of this policy.

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### USE OF COMPANY VEHICLES

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Any employee that may be required to operate a CVCOG vehicle during their employment must be authorized to do so. The employee is responsible for ensuring the vehicle is in full operational condition before each use. Employees are required to follow all local, state, and federal laws in regards to operating a motor vehicle.

Due to the nature of their job, certain employees may have to be on-call for emergencies that occur after hours. The Department Director may authorize these staff to keep CVCOG vehicles parked at their home outside of normal business hours. Use of the CVCOG vehicle should be for business purposes. Personal use of CVCOG vehicles may be approved by the Department Director or Executive Director should a rare situation arise, that would warrant such usage. Failure to follow these guidelines, may result in this privilege being revoked and the employee may be subject to disciplinary action.



CVCOG employees should be aware that CVCOG vehicles are always in view of the public and should practice good stewardship regarding use of said vehicles.

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## ALCOHOL AND DRUG ABUSE AND TESTING

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~~CVCOG is a drug and alcohol-free workplace. It is clearly the position of CVCOG to not condone, authorize or tolerate alcohol and or drug use during business hours or to engage in any outside illegal drug use.~~ Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. Alcohol abuse or illegal drug use, and their physiological effects, presents a threat to the well-being and security of employees. ~~and could cause extensive damage to CVCOG's reputation and community standing.~~ It could have an adverse effect on an employee's job performance. ~~or that could~~ It could jeopardize the safety of other employees, the public, or CVCOG equipment and it could also cause extensive damage to CVCOG's reputation, ~~and community standing~~ and or effect CVCOG's relations with the public. ~~and will not be tolerated.~~

~~Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, CVCOG equipment, or CVCOG's relations with the public will not be tolerated.~~

CVCOG prohibits the use of non-prescribed drugs or alcohol during work hours as well as the possession, sale or transfer of alcoholic beverages, illegal drugs, other controlled substances, or improper use of prescription drugs either on CVCOG property or while performing duties of work for CVCOG. ~~For all employees, alcohol consumption is strictly prohibited during the workday, including rest periods and meal periods.~~ is not permitted. ~~The Council of Government's strives to keep CVCOG an alcohol and drug free work place. That means~~

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

CVCOG will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other CVCOG policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

If an employee comes to work, and is suspected to be under the influence of drugs or alcohol, or is reported to have used drugs or alcohol during work time, this should be reported to the Department Director, the HR Director or HR Supervisor, or the Executive Director immediately. *It should never be shared with co-workers.*

CVCOG reserves the right to request any employee to submit to testing for alcohol or drug usage based on the employee's condition, actions, comments, observations (i.e., smell of alcohol, slurred speech, abnormal movements or behaviors), on input from others, or an accident occurrence. In addition, CVCOG reserves the right to initiate the following types of drug testing in the future should we feel it necessary:

- pre-employment testing
- random testing

- for cause/reasonable suspicion testing
- safety-related testing
- rehabilitation and follow-up testing
- Department of Transportation mandatory tests

Such **drug and or alcohol testing** requests will be made when, in our belief, there is a *legitimate* reason for needing the test results. The test results will be treated as confidential information and only a limited number of people will know the results. These persons will be on a "need to know" basis only.

**A full and thorough investigation on these charges will be made quickly.** CVCOG **does** reserves the right to inspect the workplace and your work area. This may include desks, lockers, storage areas and packages. (This provision makes allowance for items required by the Criminal Justice Department to conduct legitimate law enforcement training.)

~~and CVCOG will act **swiftly quickly** and decisively **regarding drug or alcohol-related investigations** ~~on charges or suspicion of alcohol or drug use.~~ If necessary, ~~the~~ employee will be disciplined according to the steps outlined in CVCOG's disciplinary procedure. ~~Any employee under the influence of alcoholic beverages, illegal drugs, or other controlled substances, or improperly using prescription drugs, is in violation of CVCOG's Alcohol and Drug Abuse Policy.~~~~

~~Off the job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, CVCOG equipment, or CVCOG's relations with the public will not be tolerated.~~

~~For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods.~~

It is important that you know and understand that compliance with these requests and this action are clearly a **condition of employment** with CVCOG. A refusal to test, refusal to give written permission to test or a "no show" for testing as directed will be interpreted as quitting work on your part, and your resignation will be effective immediately.

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

Head Start and CVT employees need to refer to the Head Start Addendum for additional requirements.

~~It is clearly the position of CVCOG to not condone, authorize or tolerate alcohol during business hours or illegal drug use. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges or suspicion of alcohol or drug use.~~

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## OTHER WORKPLACE ISSUES

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### COMMUNITY INVOLVEMENT

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Employees of CVCOG should be constantly aware that the growth and progress of CVCOG is dependent upon the growth of our community. CVCOG encourages employees to take an active role in support of civic and community projects that make our community a better place in which to live and work.

CVCOG is proud to have its employees involved in such endeavors. If necessary and appropriate, you may be granted time off from your regular work in order to fulfill community involvement commitments.

Please be sure that you have provided written notification to your Department Director, HR and the Executive Director prior to or at the time of undertaking any community involvement activity.

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## EMPLOYEE INFORMATION SYSTEMS

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There are numerous ways we try to communicate and keep our employees informed about activities and information.

CVCOG's bulletin boards located in the employee ~~entrance hallway~~ breakroom contain information important to everyone. (Please note that the bulletin boards are property of CVCOG and information placed on them is subject to our policies and approval.) Notices and other information on the bulletin boards are updated continually, and you will want to check them frequently.

Throughout the year we ~~will~~ may issue newsletters with information for you. Newsletters contain information about employees, CVCOG, and other specific issues. Employee meetings are another way we keep you informed. Employee meetings provide you the opportunity to ask questions or make comments that you may not have addressed previously.

Your supervisor and Department Director are also a continual source of information. You are encouraged to speak with them freely and enlist his or her assistance with getting you information important to your job and employment at CVCOG.

Finally, we occasionally send out e-mails, memos and intercom announcements about new issues, decisions and events. These are valuable, quick sources of help and information.

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## MONITORING EMPLOYEE ACTIVITY

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CVCOG employees should be aware that all employee activity is subject to monitoring and there should be no expectation of privacy. CVCOG reserves the right to monitor communications and activity during the work time and at other periods when your actions may reflect on CVCOG practices, procedures and image.

Working premises include the following areas: regular work areas, break areas, hallways, parking lots, passage ways, work rooms, shops, production areas, warehouses, and CVCOG vehicles or vehicles rented or leased.

Please be advised that CVCOG has the right to search all premises. This includes lockers, desks, storage areas, and CVCOG vehicles (owned, leased or rented). Employees using CVCOG provided equipment and furnishing, such as computers, desks and lockers, may have them searched. If you have provided your own locking device for CVCOG provided equipment, you must provide CVCOG with the combination, password or other means of access so that we can enter the area as needed.

CVCOG may monitor the following activities: fax transmissions, telephone communications, and all Internet and e-mail communications. In addition, we may use cameras and video monitoring to oversee activities at our locations.

You will be informed of the communication devices you have authority to use. Only authorized employees may use any CVCOG communications devices.

The receipt and/or transmission of illegal or pornographic communications are forbidden. Pornographic and any other illicit or illegal activity on the premises is forbidden.

*See CVCOG's IT Policy and User Guide for additional information.*

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### ~~PATENTS, COPYRIGHTS AND INTELLECTUAL PROPERTY~~

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~~CVCOG may occasionally develop certain patents, copyrights and/or intellectual materials which are the property of CVCOG, regardless of whether they were developed by external consultants or internally by compensated employees of CVCOG.~~

~~Additionally, any intellectual property, inventions and electronic property developed or generated while one is in the pay or employ of, or is otherwise reimbursed by CVCOG, is the property of CVCOG.~~

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### RECORDING DEVICES IN THE WORKPLACE

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CVCOG prohibits employee use of **personal** cameras, camera phones, tape recorders, **smart watches** or other recording devices in the workplace as a preventative step we believe necessary to secure employee privacy, trade secrets and other business information. **Recording devices that are permitted include ones owned and operated by CVCOG (i.e., cameras and video recording equipment installed in CVCOG buildings & property).**

It is a violation of our policy for an employee to use **personal** recording devices such as cameras or video recorders without permission of CVCOG. You are also prohibited from arranging for others, including non-employees, to engage in any recording of conversations, phone calls or other activities in our workplace.

Authorization to record an event or proceeding may be granted when a specific business purpose will be served by the use of such a device and when its use will not violate employee privacy. In such a case, all parties to the meeting or conversation that is to be recorded must be informed at its outset that it will be monitored, transcribed, intercepted, or recorded.

You are allowed to bring a recording device that will NOT be used for recording into the workplace, such as a cell phone with a built-in camera. CVCOG may revoke this permission at any time for any reason; at which point you will be given a reasonable opportunity to remove the equipment from the premises.

You should regard this policy as an explicit Statement that CVCOG does not permit the recording of any meetings or discussions without prior authorization, as discussed above. Please contact your Department Director if you have any questions about this policy.

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### RESTRICTED ITEMS

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In order to provide as much protection as possible for our employees and property, certain restricted items will be issued only to those employees whose responsibilities require them.

Examples of restricted items include: security keys, office or room keys, file, desk and cabinet keys, CVCOG-sponsored credit cards, telephone credit cards, and policy and procedures manuals.

All restricted items will be controlled and issued by the proper agent of CVCOG. If you receive restricted items, you may be asked to sign a form indicating that you have received the particular items and understand that they are the property of CVCOG. Duplication of any restricted item (for example, copying a key) is prohibited.

Loss, damage or theft of any restricted item should be reported to the issuing party as soon as the loss, damage or theft is discovered. You may be charged a fee or be asked to replace any lost, damaged or stolen restricted item. Upon leaving employment for any reason, all restricted items must be returned prior to final processing.

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## PATENTS, COPYRIGHTS AND INTELLECTUAL PROPERTY

---

CVCOG may occasionally develop certain patents, copyrights and/or intellectual materials which are the property of CVCOG, regardless of whether they were developed by external consultants or internally by compensated employees of CVCOG.

Additionally, any intellectual property, inventions and electronic property developed or generated while one is in the pay or employ of, or is otherwise reimbursed by CVCOG, is the property of CVCOG.

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## TRAVEL

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On July 25, 2001 the CVCOG Executive Committee elected to follow the State travel policies. The Travel Policies will be provided to you as a separate document not included in this handbook. All CVCOG staff should be familiar with the policy and must comply with it in order to have travel expenses paid or reimbursed.

~~Please seek out See the complete Travel Policy on the CVCOG Team Website. All CVCOG staff should be familiar with the policy and must comply with it in order to have travel expenses paid or reimbursed.~~

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## WHISTLEBLOWERS

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A whistleblower is an employee who reports an issue or activity in the workplace that he/she believes to be illegal, dishonest, or fraudulent. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities include violations of Federal, State or local laws; billing for services not performed or for goods not delivered; and fraudulent financial reporting.

If you feel you have knowledge of an illegal or dishonest or fraudulent issue in our workplace, please contact one of the following: your immediate supervisor, your Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee.

We ask that you be as certain as possible about the allegation. Any employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

All reports of illegal and dishonest activities will promptly be submitted to the Executive Director and/or Executive Committee, who are responsible for investigating and coordinating corrective action.

Whistleblowers are protected in two ways:

- Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal right to defense.
- CVCOG does not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor, Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee immediately. The right of a whistleblower to protection against retaliation does not include immunity for any proven personal wrongdoing.

Employees with any questions regarding this policy should contact the HR, the Director of Finance, or the Executive Director.

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## RETALIATION

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FLSA (Fair Labor Standards Act) protects employees from retaliation from their employer. CVCOG strives to maintain a work environment free of retaliation. FLSA States that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this ACT, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee.”

CVCOG employees, supervisors, managers and directors may not punish any employee for making discrimination or harassment claims or for participating in a CVCOG investigation. This policy extends out to any employee making any type of complaint towards or against their supervisor or any CVCOG team member.

Retaliation are any negative actions that affects one’s job. Observable examples include, but are not limited to, termination, demotion, unreasonable reduction in work, unreasonable addition of work, and reduction in salary. More subtle signs of retaliation can include, but are not limited to, sabotaging a coworker, unreasonable demands, making life difficult for another employee, exclusion (includes emails, events, and meetings), forgetting to return messages, or refusing to speak directly to the employee.

**It is clearly the position of CVCOG to not condone, authorize or tolerate retaliation.** A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation.

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## HARASSMENT, DISCRIMINATION, AND BULLYING

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### HARASSMENT / DISCRIMINATION

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**It is clearly the position of CVCOG to not condone, authorize or tolerate harassment.** CVCOG is committed to maintaining a work environment that is free of harassment and discrimination. ~~In keeping with this commitment, CVCOG will not tolerate harassment~~ of employees by anyone, including supervisors, co-workers, clients, vendors or employees.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status,

veteran status, genetic information, sexual orientation, gender identity, or any other protected group. This policy ~~also~~ includes e-mails, faxes and other electronic communications of offensive/pornographic materials. CVCOG will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Each employee has an obligation to **immediately** report an occurrence of harassment. Your obligation is to let us know about your belief that harassment has occurred. Employees may submit their information to any Director, HR or Executive Director. Submissions may be verbal, but are strongly encouraged to be in written format. Employees may also submit information anonymously, if this makes them more comfortable. An employee is not required to follow the chain of command on any type of harassment allegations. You are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG policy is to investigate all such complaints thoroughly and promptly. ~~An thorough investigation of these charges will be made quickly—and CVCOG will act quickly swiftly and decisively on charges of harassment.~~ To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

~~It is clearly the position of CVCOG to not condone, authorize or tolerate harassment. A thorough investigation of these charges will be made quickly. CVCOG will act quickly and decisively on charges of harassment.—~~

Harassment and Discrimination are protected acts against retaliation. See *CVCOG Retaliation Policy*, ~~pg. 17~~, for more information.

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## SEXUAL HARASSMENT

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~~It is clearly the position of CVCOG to not condone, authorize or tolerate sexual harassment.~~ CVCOG is committed to maintaining a work environment that is free of sexual harassment. ~~In keeping with this commitment, CVCOG will not tolerate sexual harassment~~ of employees by anyone, including supervisors, co-workers, **clients**, vendors or employees of CVCOG.

Sexual harassment is defined as:

Unwelcome sexual conduct that is a term or condition of employment, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment...and unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment even if it leads to no tangible or economic job consequences.

There are two types of sexual harassment. "**Quid pro quo**" sexual harassment occurs when an employee/agent of management makes the "submission to or rejection of such conduct" by them as a "basis for employment decisions affecting" the employee. **This type of authority and action is not given to any supervisor, Department Director, Executive Director or agent of CVCOG.** Examples of quid pro quo sexual harassment are:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;

- submission to or rejection of such conduct by an employee is used as a basis for employment decisions; or
- conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

The second type of sexual harassment is called "**hostile environment.**" Hostile environment occurs when the unwelcome sexual conduct creates an "intimidating, hostile, or offensive working environment." This can be verbal or physical conduct that ridicules or shows hostility or aversion to an individual because of sex or gender that:

- has the purpose of creating an intimidating, hostile or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects employment opportunities.

Sexually harassing conduct includes, but is not limited to:

- slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to sex or gender;
- written, offensive, graphic material/pictures that ridicules or shows hostility or aversion to an individual because of sex or gender.

Each employee has an obligation to **immediately** report an occurrence of sexual harassment. Your obligation is to let CVCOG know about your belief that sexual harassment has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. An **thorough investigation of these charges will be made quickly, and CVCOG will act quickly, swiftly and decisively on charges of sexual harassment.** To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that sexual harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

~~It is clearly the position of CVCOG to not condone, authorize or tolerate sexual harassment. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation.~~

Sexual harassment is protected acts against retaliation. See *CVCOG Retaliation Policy, pg. 17*, for more information.

## BULLYING

**It is clearly the position of CVCOG to not condone, authorize or tolerate bullying.** CVCOG is committed to maintaining a work environment that is free of bullying of employees by anyone, including supervisors, co-workers, clients, vendors or employees of CVCOG.

Per Texas law, bullying is described as the following:

- engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on CVCOG property, CVCOG sponsored activity, in a vehicle operated by CVCOG; that has or will have the effect



of physically harming an employee, damaging an employee's property, or placing an employee in reasonable fear of harm to the employee or of damage to the employee's property

- sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive work environment for the employee
- exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct
- interferes with an employee's daily tasks or substantially disrupts the operation of the organization

Each employee has an obligation to **immediately** report an occurrence of bullying. Your obligation is to let CVCOG know about your belief that bullying has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR, or the Executive Director all reports or observations of bullying behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will result in disciplinary action, up to and including termination.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. **An thorough investigation of these charges will be made quickly-and CVCOG will act quickly swiftly and decisively on charges of bullying.** To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that bullying has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

~~It is clearly the position of CVCOG to not condone, authorize or tolerate bullying. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation with possible disciplinary.~~

Bullying is protected acts against retaliation. ~~Please~~ See CVCOG Retaliation Policy, ~~pg. 17~~, for more information.

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## HIV/AIDS DISCRIMINATION

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CVCOG does not discriminate against any employee or applicant afflicted with the HIV virus or AIDS.

We will make reasonable efforts to accommodate any individual afflicted with the HIV virus or AIDS, while at the same time ensuring the health and safety of our other employees.

CVCOG does not require that any of its employees or applicants be tested for the HIV virus or AIDS. Any individual who suspects exposure to the HIV virus or AIDS is encouraged to submit to voluntary testing. Should an individual receive a positive test result, CVCOG encourages, but does not require, consultation with our designated management representative.

All information regarding any individual afflicted with the HIV virus or AIDS is strictly confidential, and will be disclosed to HR or the Executive Director only. Any improper disclosure regarding any individual afflicted with the HIV virus or AIDS by individual's supervisor, Department Director or other management representative is a violation of CVCOG's Confidentiality Policy.

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## EQUAL EMPLOYMENT OPPORTUNITIES

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CVCOG does not discriminate on the basis of a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status.

Decisions about employment and job opportunities are based on workforce compatibility, principle of business necessity, applicant skill, education, experience, credentials, and training. CVCOG seeks to place the best-qualified person in all Council of Government positions. The Executive Director is responsible for reviewing and authorizes all job postings prior to the posting of the job opening.

CVCOG has an Equal Employment Opportunity (EEO) Policy and Affirmative Action (AA) Plan which ensure that it follows all local, state, and federal laws prohibiting employment discrimination. CVCOG'S EEO Policy and EEO Officer's contact information are posted in conspicuous places in all CVCOG facilities and are also available on CVCOG's Team Website.

The actions of every employee are important to achieving CVCOG's EEO Plan's objectives. Disciplinary action will be taken against any employee found to be deliberately obstructing implementation of the plan or participating in any discriminatory behaviors. Every supervisor is critically important to program success and should be familiar with EEO policies and procedures.

**Reasonable Accommodation** - In order to provide individuals with disabilities equal access to all employment opportunities, CVCOG is committed to comply with ADA requirement and provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. "An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment" ([www.ada.gov](http://www.ada.gov)).

Candidates and employees are considered in relation to the ability to perform the essential elements of the job. We seek to make reasonable accommodations, for applicants and employees as requested, and in compliance with Federal and State laws regarding a barrier-free workplace for all employees and provide a safe, accessible, and comfortable work environment.

If you require a reasonable accommodation, please contact HR to begin the process. Requests can be made orally or in writing and will be reviewed within **two (2)** business days. Employees will be contacted within **ten (10)** business days to retrieve additional information and verify that the accommodation would be effective and not cause due hardship. If a disability is not already known, or clearly visible, CVCOG may request medical information from a certified health professional. During this investigative time, a temporary accommodation may be proposed or granted. A final determination or request for additional information will be made within **fifteen (15)** business days of receiving the initial request. If an accommodation is denied, an employee may appeal to the Executive Director and use the Problem-Solving Procedure ([pg. 15](#)) or any other means dictated by Federal, State or Local laws.

**Religious Discrimination and Accommodation** - CVCOG respects the religious beliefs and practices of all its employees and will make, upon request, an accommodation for such religious observances when a reasonable accommodation is available that does not create an undue hardship.

An employee whose religious beliefs or practices conflicts with his/her job, work schedule, or with CVCOG's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The immediate supervisor, in conjunction with HR, will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on CVCOG's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal to HR and use the Problem-Solving Procedure.

*See the Equal Employment Opportunity (EEO) Policy and Affirmative Action (AA) Plan for more information.*

## SAFETY ANNEX

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### GENERAL SAFETY

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It is the responsibility of each employee to see that that all tasks are conducted in a safe and efficient manner, complying with all local, State and Federal safety and health regulations, program-standards, and with any special safety concerns identified by CVCOG. ~~Although m~~Many safety regulations are consistent throughout each department and program, **everyone is expected to** ~~it is your responsibility~~ identify **and become familiar** ~~familiarize yourself~~ with the safety plan and procedures for your working area.

**As a part of New Hire Orientation, employees will be given information regarding various safety procedures. Some employees may also need to attend a briefing on use of the Wellness Center at the Main Office (5430 Link Road) and sign a waiver before utilizing the Wellness Center.** ~~Although many safety regulations are consistent throughout each department and program, it is your responsibility to identify and familiarize yourself with the safety plan and procedures for your working area.~~

It is also your responsibility to complete **a First Report of Injury (DWC Form-001)** ~~an "Accident and Incident Report"~~ for each safety and health infraction that occurred or that you witnessed. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.

In order to maintain a safe work environment, please take note of the following items:

#### General office safety

##### Workstations

- Designed to reduce excessive bending and stretching
- Good housekeeping is essential
- Never store items under your desk
- Never store items on top of cupboards
- Never leave desk and/or filing cabinet drawers open

##### Chairs and desks

- Good lower back support
- Adjustable - knees and hips are level
- Chairs on castors must have 5 legs
- If your desk is too high, compensate by raising the seat height of your chair

- Never stand on the chair to reach anything, particular if the chair has wheels or is of the swivel kind

### Stacking and storage

- Light objects stored on top and heavy objects in the bottom - also in filing cabinets
- Boxes, files and other heavy articles must not be stacked on top of cabinets, cupboards or window sills
- Keep passages clear and firefighting equipment unobstructed

### Electrical safeguarding

- Cables
  - Loose lying cables can cause
    - A tripping hazard
    - Electrocution
    - People can hook on cables and pull expensive equipment from tables
  - They are untidy
  - It is your responsibility to inform the property director so they can be fixed
- No unauthorized person may tamper with any electrical appliance or distribution board.
- Do not use red plugs in the Main Office unless approved by the Director of IT
- Do not overload sockets. When plugging in multiple cords, use a plug bar with surge protection, or Ask for an additional point to be installed (if possible).
- If a machine or an electric cable becomes warm to the touch, it must be disconnected and reported without delay.
- Cable and extension cords should not be run unprotected beneath carpeting nor should they span walkways without being secured in an encapsulation device.
- Do carry out your own visual inspections of plugs and leads and get them repaired as necessary.
- Look out for:
  - Physical damage to the cable
  - Damage to the plugs
  - Insecure connections to the plug
- Do switch off equipment before unplugging and before cleaning.

### Heat generating equipment

Heat generating equipment, like electrical equipment, can be very safe if used and maintained correctly. However, improper care, storage, or placement of any type of equipment that generates heat can cause a fire, bodily injury, or even death.

#### Types of Permitted Heat Generating Equipment

- Coffee pot
- Cooling fans
- ~~Heaters~~
- ~~Microwave~~
- Mug warmer
- ~~Toaster oven~~
- Other electrical equipment

#### Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels
- Plug into outlet directly
- ~~Only use heaters equipped with tip-over protection;~~
- Turn-off all items when not in use

- Do not leave equipment unattended

### Accident reporting

- Report all injuries on duty to HR on the same day.

### Slips, trips and falls

- Prevent them by remembering the following:
  - Do not allow cabling to create a tripping hazard
  - Clear up spillages quickly
  - Do not block passageways
  - Keep office areas clean
  - Keep stacking and storage areas safe watch out for:
    - Worn or loose carpets
    - Broken stair tread edges
    - Chipped floorboards and tiles
    - Watch where you walk!
    - High heels
    - Pick up objects that fall - pencils etc.

### Office machines - learn how to operate them safely before you use them

- Learn how to operate them safely before you use them
- Loose clothing, jewelry, long flowing hair to be kept out of machines
- Keep hands and fingers clear of paper inlet at the shredder
- Switch the machine off before trying to clear a blockage

### First aid box

- Make sure you know where the box is
- **Ensure the box is well-stocked** If the box is not stocked, report to the Facilities Manager

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## EMERGENCY PROCEDURES

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Employees who are confronted by or who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor or Department Director can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, you should cooperate and follow any instructions given by the armed or dangerous individual.

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## FIRE SAFETY

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Anyone who receives information or observes an emergency situation should immediately call 911.

In **this the Main Office** building, occupants will be notified of emergencies by fire alarm and paging system.

### Occupants will:

- Know at least two exits from the building
- Be familiar with the evacuation routes throughout the whole facility

- To report a fire or emergency, call 911. Give the company name and address. State exactly what is burning, or what is smoking or what smells like a fire to you. **Then notify the front desk at extension 221 and she/he will activate the building notification system**
- When notified to evacuate, **or when the fire alarms sound**, exit the building ~~de-se~~ in a calm and orderly fashion **and remember:**
  - walk, don't run
  - keep conversation level down
  - close all doors behind you
  - assist others in need of assistance

**There are two (2) designated assembly areas (or muster points) located on the far south side and far north side of the building. ~~is Suez Shrine Temple – 2915 Loop 306, San Angelo, TX 76904.~~**

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#### BOMB THREAT PROCEDURE

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To ensure a safe and orderly response in the event of a bomb threat, be familiar with all evacuation procedures. In the event of a bomb threat, the area should be immediately evacuated to **one of** the designated assembly areas. **Designated assembly areas (or muster points) are located on the far south side and far north side of the building ~~Suez Shrine Temple – 2915 Loop 306, San Angelo, TX 76904~~** unless directed otherwise by law enforcement.

#### **If you receive a bomb threat via phone:**

- Record as much information regarding the call and caller as you are able to write down safely.
- Try to notify a co-worker, supervisor, or manager without alerting the caller.
- If you are able to notify a co-worker, supervisor or manager, they should contact 911 and follow all instructions.
- Evacuate as soon as you are safely able to do so.
- Report all information documented during the call to the authorities as soon as possible.
- Follow all law enforcement direction.

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#### IN CASE OF ROBBERY

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Any business that handles money or other valuables is, unfortunately, vulnerable to robbery. In case of robbery, the **first and foremost rule** is to **obey any directions the robber gives you**. If you are approached by a person who intends to rob CVCOG, let them have the money or any item they are requesting! **Do not put yourself in danger by trying to prevent the robbery.**

**Try to remain calm, alert, and observant.** Notice as many things about the person (or persons) as possible so you can tell the police what the person was wearing, the size and build of the person, or anything about the person that seems unique (such as the person's voice or speech pattern, or mannerisms).

To repeat – **cooperate with a robber**. Do not endanger yourself by aggravating the robber or trying to stop the robbery. **Your life is more important to us than any amount of money.**

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#### ACTIVE SHOOTER

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In the unlikely event of an active shooter, all employees should be prepared on how they will respond for different situations. CVCOG advises employees to follow the Department of Homeland Security's recommendations.

## 1. Evacuate

If there is an escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed or locked door)
- Not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## 3. Act against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him or her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

For more information, please visit the [dhs.gov](http://dhs.gov). The above steps have been taken from [dhs.gov](http://dhs.gov) from "Active Shooter: How to Respond".

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## PARKING / PARKING LOT SAFETY

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CVCOG provides reasonable parking for our employees. The handicapped parking places and the first-row parking spaces nearest the front door are all reserved for guests and business visitors. Please do not park in the first row of parking spaces. The remaining rows of parking spaces are for our employees. Please, take advantage of this area to maximize convenience for our guests and business visitors.



For the safety of clients and employees, the parking lot speed limit is 10 MPH. Always look before backing out of a spot, and watch for others who are trying to back out as well.

When suspicious persons are observed loitering around the parking lot or building, employees should contact their supervisor or HR. If suspicious persons are observed near parked vehicles, try to obtain the license number as well as the make and color of the vehicle before contacting a supervisor or HR.

CVCOG assumes no liability or responsibility for damage or theft to your vehicle while it is parked on Council of Government premises.

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## DRIVING SAFETY

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The safety and well-being of our clients is of critical importance to our organization. We each have a responsibility to protect, not only ourselves when on the road, but also to do our part to protect those around us. If you are required to drive on CVCOG business at any time, you are expected to consistently apply and follow all the procedures below:

- Employees are expected to wear seat belts at all times while in a moving vehicle being used for CVCOG business, whether they are the driver or a passenger.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on CVCOG business is strictly prohibited.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is strictly prohibited.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by State or Federal law are also expected to adhere to all policies and regulations associated with the applicable law or regulation.
- Employees must promptly report any accidents to local law enforcement as well as to CVCOG in accordance with established procedures.
- Employees are expected to report any moving or parking violations received while driving on CVCOG business and/or in CVCOG vehicles, personally owned vehicles, and rental vehicles.

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## SEVERE WEATHER PROCEDURE

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### **Tornado Safety**

Thinking and planning ahead can significantly reduce dangers of a tornado. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- Take notice of the environment, building, and rooms where you spend much of your time.
- Identify the best areas to take protective cover during a tornado as well as the possible exits from the building.
- Have a flashlight; a battery powered radio and spare batteries in case the power is off.

- Have a first aid kit available. Know who in your department is certified in First Aid and CPR.

### **Tornado Watch**

Tornado Watch Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

### **Tornado Warning**

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions.

- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.
- Look for approaching storms

Look for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying (particularly if rotating)
- A large, dark, low-lying cloud (particularly rotating)
- Loud roar, similar to a freight train

In the event of a tornado, employees should follow these steps:

**Step 1:** You will hear an announcement that severe weather is approaching and will be instructed to stop whatever you are doing and proceed to the nearest SAFE ZONE.

**Step 2:** Immediately STOP whatever you are doing and quickly get to **THE NEAREST SAFE ZONE**. \* *If you have a client, visitor, or class during that time please make sure those individuals are also escorted to a safe zone.* **SAFE ZONES signs have been posted in various places around the building which have been designated as the safest places for this type of emergency. are innermost rooms, without windows that might include bathrooms, meeting rooms and some interior offices.**

For employees at the Main Office, there are also five (5) **Emergency Shelters** located outside the South Side Employee Entrance. As a part of New Hire Orientation, employees will be scheduled to attend a Safety Briefing on sheltering in place and use of the Emergency Shelters and must sign an acknowledgement form. *In the event of an actual tornado, or when conducting tornado drills, employees may choose which location is best for them but should get to a safe location as quickly as possible.*

**Step 3:** Get down low with your head against the wall and use your arms to protect your head or neck. \* *In a real situation, if you're unable to get out of your office, you can also get under a sturdy desk.*

**Step 4:** Remain in that place until you hear an "ALL CLEAR" announcement. After the "ALL CLEAR" has been given, you may return to your work area & resume your duties.

~~The designated SAFE ZONES are clearly marked by signage throughout the building so please take time to walk through our facility and familiarize yourself with these areas.~~ We would also like to encourage staff to keep a ***whistle and flashlight*** in your desk drawer, within easy reach, in case of this type of situation.

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## INCLEMENT WEATHER PLAN

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CVCOG will follow the same rulings as SAISD regarding delays or cancellation of services. If, SAISD is closed, then CVCOG offices will not be open. If SAISD is delayed, CVCOG services will start at the same time. This information can be obtained through local media and department supervisors will be responsible for notifying their staff of delays or closings. If flooding, wintry condition, etc. occur on a SAISD holiday, the decision to delay or close CVCOG services will be at the discretion of the CVCOG Executive Director.

Rural Head Start Employees will follow the School District in which their site is located. We do want to ensure the safety of CVCOG employees. If you feel it is unsafe to travel to work, or you have questions, please contact your supervisor.

*\*This handbook was originally adopted on October 1, 2008. This version supersedes all previous versions and has been revised on the following dates: October 1, 2008, January 1, 2010, January 16, 2013, September 2, 2015, September 9, 2016, August 15, 2017, September 1, 2018, October 1, 2020, September 15, 2021, **November 9, 2022.***

# Memo

**To:** Executive Committee

**From:** Felicitee Jones – Director of Human Resources

**Date:** 3/15/2023

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 21

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## ITEM 21

Felicitee Jones, Director of Human Resources, is seeking consideration and approval for the proposed revisions for the CVCOG Handbook.

*Approved at the Executive Committee Meeting on March 15, 2023.*

CVCOG  
Balance Sheet  
As of 1/31/2023

	<u>Current Period Balance</u>	
<b>Assets</b>		
First Financial General Bank Acct	1,158,123.56	1112
CNCS Petty Cash	300.00	1197
CitiBank Credit Card	44,736.18	1198
Grant Receivable, CJ VAWA	563.51	1203
State Contract, HSGD	1,458.33	1204
Grant Receivable, 2-1-1	35,169.40	1205
Grant Receivable, 9-1-1	27,890.67	1211
Grant Receivable, AAA	242,536.00	1212
Grant Receivable CNCS VISTA	3,146.76	1213
State Contract, CJ Planning	3,541.81	1214
Grant Receivable, CJ Training	7,182.03	1215
Grant Receivable, RSVP	11,642.17	1216
Grant Receivable, Juvenile Justice Services	2,956.39	1217
Grant Receivable, Foster Grandparent	25,234.19	1219
Grant Receivable, Senior Companion	13,907.68	1220
Grant Receivable, ADRC	14,717.78	1221
Grant Receivable, Homeland Security SHSP	8,893.91	1232
Grant Receivable, CACFP Head Start	58,273.71	1243
Grant Receivable, Head Start HHS	275,956.66	1249
Economic Development District	11,538.23	1290
CV Transit District AR	409,252.09	1329
Accounts Receivable-General	100.22	1391
Prpd Worker's Comp	21,326.85	1591
Prpd Health Insurance	175,331.59	1592
Prepaid General Expenses	474.06	1593
Prepaid COBRA-Health Services	10.32	1594
Prepaid Vision Insurance	3.94	1596
Prepaid AFLAC	117.41	1598
First Financial 911 Investment	103,123.66	1614
CVCOG Investment Account	261,858.61	1618
Leasehold Improvements	85,951.58	1730
Facility Improvements	170,941.59	1732
Other Assets - Project Equipment	<u>1,241,306.87</u>	1811
<b>Total Assets</b>	<u><b>4,417,567.76</b></u>	
<b>Liabilities</b>		
AP	287,841.34	2111
AP Clearing	29,239.71	2112
AP First Financial Credit Card	(528.38)	2114
AP CitiBank Credit Card	80,251.28	2117
Payroll Payable - Administration	287,727.05	2151
Federal Withholding Tax	22,717.33	2311
Medicare Payable	10,169.26	2321
SUTA Payable	335.90	2323
Employee Wellness Benefits Payable	40,144.22	2412
Health Savings Account	9,952.29	2413

CVCOG  
Balance Sheet  
As of 1/31/2023

Current Period Balance

Liabilities continued

MASA Payable	1,176.00	2417
Life Insurance Payable	12.41	2418
Employer Pension Plan Payable	112,918.22	2422
Employee Contr to Pension Plan	72,917.58	2423
Deferred Income Plan Withheld	7,660.00	2431
State Comptroller Unclaimed	0.46	2434
United Way Payable	4,000.68	2441
Child Support Payable	1,862.71	2442
Other Payroll Garnishments	198.28	2444
Accrued Vacation Leave	179,324.13	2521
Inter-Fund Payable CVTD	676,290.18	2600
Unearned Revenue General Fund	47.45	2911
Unearned Revenue- 911 Program	416,392.81	2917
Unearned Revenue-VISTA	117,772.67	2918
Unearned Revenue-Head Start	12,781.63	2919
Unearned Revenue - Regional Law Academy Tuition	2,337.50	2926
Unearned Revenue-Solid Waste	<u>134,315.80</u>	2938
<b>Total Liabilities</b>	<u><b>2,507,858.51</b></u>	

Fund Balance

General Unrestricted Fund Balance	475,065.30	3000
Long Term Debt - Annual Leave	(179,324.13)	3105
Long Term Debt - Inter-Fund CVTD	(676,290.18)	3107
Investment - Capital Assets	1,498,200.04	3110
Restricted - USDA Note Available	23,850.00	3202
Restrict - Faith in Action 501c3	35,286.51	3204
Restricted - CV Medical Reserve Corp	3,765.02	3205
Assigned - Area Agency on Aging	3,696.26	3401
Assigned - SCP Visiting Program	9,867.64	3402
Assigned - Caregiver	2,213.65	3403
Assigned - Housing Finance	94,001.34	3404
Assigned - Homeland Security	23,235.05	3405
Assigned - CJ Planning	110,053.74	3406
Assigned - CJ Law Enf Academy	187,620.09	3407
Assigned - 211 Information Referral	42,300.72	3408
Assigned - CEDAF	<u>35,449.54</u>	3409
<b>Total Fund Balance</b>	<u><b>1,688,990.59</b></u>	

Excess Revnue over Expenditures FY 22 - 23 220,718.66

**Total Liabilities and Fund Balance** **4,417,567.76**

**CVCOG**  
**Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures**  
**From 10/1/2022 Through 1/31/2023**

	<u>Current Period Actual</u>	
<b>Revenue</b>		
CNCS Senior Companion CFDA 94.016	44,963.27	4164
CNCS Foster Grandparent CFDA 94.011	98,720.07	4165
CNCS RSVP CFDA 94.002	11,642.17	4167
HHS-ACF Head Start ARP 06HE001000 C6	154,465.00	4170
HHS-ACF Head Start 06CH010970-04	1,977,124.11	4173
VISTA CNCS FY 22-23 CFDA 94.013	15,555.90	4174
AAA - Title IIIB CFDA 93.044	8,352.00	4201
CACFP Prior Year CFDA 10.558	18,773.45	4203
AAA - Title IIIC1 CFDA 93.045	3,023.00	4205
Off Gov-CJ Juvenile Justice Service CFDA 16.523	12,297.97	4206
AAA - Title IIIC-2 CFDA 93.045	14,159.00	4207
AAA - Title IIIE CFDA 93.052	7,447.00	4215
AAA - Title VII EAP CFDA 93.041	352.00	4216
AAA - Title VI OM CFDA 93.042	2,778.00	4218
AAA - NSIP CFDA 93.053	14,582.00	4219
CACFP Nutrition CFDA 10.558	202,361.43	4221
Off Gov-Violence Against Women Act CFDA 16.588	1,414.20	4222
211 TANF OPS FED CFDA 93.558	203.35	4231
211 Food Stamps CFDA 10.561	9,959.11	4233
211 Child Health Ins CFDA 93.767	1,569.93	4245
211 Child Care CFDA 93.575	5,954.09	4258
211 CHIPS OPS Fed CFDA 93.778	10,374.81	4265
ADRC Housing Navigator Sept to Dec CFDA 93.791	6,508.41	4274
ADRC Local Contact Agency Sept to Dec CFDA 93.791	128.52	4275
ARP Title III-B	87,663.00	4276
ARP Title III C1	91,149.00	4277
ARP Title III C2	86,436.00	4278
ADRC MIPPA CFDA 93.071	252.36	4279
ARP Title III E	21,520.00	4290
ARP Title VI OM CFDA 93.042	4,350.00	4291
Off Gov-Homeland Security SHSP CFDA 97.067	39,005.08	4294
AAA State General	20,000.00	4301
TCEQ Solid Waste State	25,199.99	4302
Off Gov - CJ Academy State	29,805.32	4307
AAA - State OMB ALF	2,491.00	4308
TxHHS-RSVP State	48,542.48	4309
Off Gov - HSGD Contract State	5,216.68	4311
TxHHS - 211 State Funds	16,162.14	4312
Grant Z02, NG911 Project SB8	111,560.24	4314
Off Gov, CJ Planning Services	13,546.45	4315
CSEC 911 ER Communications State	429,798.24	4316
ADRC State General Revenue	15,542.18	4325
ADRC State Promoting Independence	2,106.12	4331
TXHHS-FGP State	5,316.48	4335
TXHHS-SCP State	6,791.48	4336
AAA - State General ARP	57,578.00	4341
IK Contributions	632,094.95	4411
Senior Center Program Income-Tracking Only	46,412.58	4416
CVCOG Membership Dues	15,553.80	4511
CJ Membership Dues	59,000.00	4513
Program Income	21,644.00	4522
Local Revenue	33,545.04	4523

**CVCOG**  
**Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures**  
**From 10/1/2022 Through 1/31/2023**

	<u>Current Period Actual</u>	
Interest Income General	2,870.46	4731
Credit Card Cash Rewards Redemption	1,550.00	4737
Economic Development District Pass-Thru	168,044.20	4760
Concho Valley Transit District Pass-Thru	1,389,161.95	4761
Prior Year Cost Pool Contribution	121,289.00	4762
Vacation Accrual Allocation	122,235.32	4911
Indirect Cost Allocations	233,986.84	4912
Information Technology Services	98,871.05	4913
Human Resources Allocation	130,914.92	4914
Procurement Dept Allocation	<u>122,576.01</u>	4915
<b>Total Revenue</b>	<u><b>6,942,491.15</b></u>	
<b>Expenditures</b>		
General Wages	2,326,317.17	5110
General Overtime Hours	2,476.88	5118
Holiday Work Time	182.80	5119
Vacation Time Allocation	122,235.32	5150
Medicare Tax	40,010.41	5151
Worker's Comp Insurance	32,844.05	5172
SUTA	1,181.59	5173
Health Insurance Benefit	641,164.37	5174
Dental Insurance Benefit	23,870.24	5175
Life Insurance Benefit	19,502.84	5176
HSA Insurance Benefit	25,986.23	5177
Retirement	330,805.08	5181
Indirect Allocation	234,007.05	5199
Stipend - FGP Volunteers	59,992.16	5201
Stipend - SCP Volunteers	25,152.81	5202
Recognition	4,757.56	5205
HR Service Center	130,914.92	5206
Procurement Service Center	122,576.01	5207
Information Technology Service Center	98,871.05	5208
Driver Wages	473,363.26	5210
Dispatch/Customer Service Wages	25,505.15	5217
Driver Overtime Hours	29,769.41	5218
Dispatch/Customer Service Overtime Wages	4,505.47	5219
Counseling Services	8,675.00	5251
Contract Services	200,101.93	5291
HS Policy Council	97.11	5294
HS Nutrition Service	122,532.84	5295
AAA Congregate Meals	114,112.12	5301
AAA Home Delivered Meals	104,451.26	5302
Head Start T & T A	15,166.89	5308
Travel-In Region	7,734.69	5309
Travel-Out of Region	6,516.95	5310
Meals	3,371.37	5312
Travel-Volunteer	15,767.83	5313
Executive Director Allowance	442.86	5314
Fuel	219.26	5351
Lubricant	12.00	5352
Vehicle Maintenance	140.96	5361
Tires	41.20	5363
Non-Vehicle Maintenance	434.00	5366



**CVCOG**  
**Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures**  
**From 10/1/2022 Through 1/31/2023**

	<u>Current Period Actual</u>	
Other Facility Rent	3,440.00	5412
HS Site Rent	6,200.00	5413
Utilities	21,100.34	5431
HS Site Center Utilities	36,057.83	5433
Facility Maintenance	143,304.19	5451
HS Site Center Bldg Maint	25,722.31	5453
Supplies	33,573.82	5510
HS Class Room Supplies	8,294.07	5512
HS Food Serv Sup	29,932.67	5513
HS Medical Supplies	2,145.00	5514
HS Disability Supplies	12.54	5515
Supplies - Bus/Service Vehicles	601.10	5516
HS Diapers and Wipes	2,985.40	5518
Parts Supply	650.52	5520
Internal Project Equipment	674.93	5621
Internal Computer/Software	3,239.23	5622
County Project Equipment	11,454.18	5627
Tools	1,066.91	5629
Copier	7,819.32	5632
Copier Lease	4,688.16	5633
Copier Paper	1,275.00	5634
Insurance	11,482.34	5711
Cell Phones	225.00	5713
Internet	478.25	5714
Printing	255.36	5721
Ads & Promotions	90.28	5722
Training	808.33	5751
Dues and fees	25,140.90	5753
Vehicle Registration	59.25	5754
HS Site Center Communications	5,041.68	5760
Communications	3,955.29	5761
Postage/freight	1,983.37	5762
911 PSAP Services	441.66	5766
911 Equipment Maintenance	334.66	5767
911 PSAP Training	493.00	5768
911 PUB ED	4,069.60	5771
911 Network Reliability	1,881.00	5774
911 Network	59,793.06	5775
911 PSAP Network	123,879.34	5777
911 Geographic Information Systems	1,394.00	5780
911 Core Functions	111,560.24	5781
911 Info Sec	159.10	5783
Other	54.34	5791
Coffee Expense	647.92	5792
Physicals	60.00	5793
General Assembly Costs	4,603.38	5794
Safety	1,150.39	5796
Multi-Modal Supplies	1,015.13	5810
Multi-Modal Internet	3,638.76	5814
Multi-Modal Utilities	2,720.54	5831
Multi-Modal Building Maintenance	567.80	5851
Multi-Modal Communications	1,087.54	5861
Shop Christoval Rd Utilities	558.41	5876

**CVCOG**  
**Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures**  
**From 10/1/2022 Through 1/31/2023**

	<u>Current Period Actual</u>	
InKind Travel	20,625.00	6310
InKind Other	<u>611,469.95</u>	6791
Total Expenditures	<u>6,721,772.49</u>	
Excess Revenue over Expenditures	<u><u>220,718.66</u></u>	

CVCOG  
Expenditure Journal - All Grant Exp Recap YTD  
From 10/1/2022 Through 1/31/2023

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total
010	CVTD Pass-thru ICB Program	7,365.29	181.39	7,546.68
018	Pass-Thru CVTD Medicaid	31,704.07	0.00	31,704.07
025	Grant 025, VISTA 22VS247722	23,618.25	137.11	23,755.36
027	Grant 027, VISTA 23VS252124	2,694.02	0.00	2,694.02
040	Pass-Thru CV Economic Development Dist	59,426.69	1,786.82	61,213.51
043	CVEDD Pass-Thru Revolving Loan	627.69	0.00	627.69
092	Procurement	120,256.72	2,319.26	122,575.98
093	Human Resources	129,120.85	1,794.07	130,914.92
094	Information Technology	88,415.86	10,455.19	98,871.05
095	Engagement Committee Funds	(134.87)	4,777.54	4,642.67
097	Non-Project Expenses	(167.28)	6,566.42	6,399.14
098	Vacation Program Costs	100,405.71	103.50	100,509.21
099	INDIRECT COSTS	222,609.44	24,483.32	247,092.76
825	Pass Thru CVTD Rural CARES	233,256.31	2,235.39	235,491.70
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	146,861.86	7,603.14	154,465.00
A01	HHSC-OAAA Grant A01, Area Agency on Aging FY 21-22	(6,994.76)	7,203.09	208.33
A02	HHSC-OAAA Grant A02, Area Agency on Aging FY 22-23	288,495.15	234,165.27	522,660.42
C01	OOG State Grant C01, CJ Academy FY 21-23 1480417	50,199.87	7,723.54	57,923.41
C04	OOG Contract C04, CJD Planning FY 22-23	13,127.35	134.16	13,261.51
D02	Grant D02, HHSC ADRC FY 22-23 HHS000270200007	23,702.01	835.58	24,537.59
F03	Grant F03, CNCS Foster Grandparent 22-23 Y1 22FGTX003	100,784.84	3,093.23	103,878.07
F04	Grant F04, FGP HHSC State HHS000871100029 Year 3	5,316.48	0.00	5,316.48
G02	Grant G02, CNCS RSVP FY 22-23 20SRWTX024 Y3	7,303.73	4,338.44	11,642.17
G03	Grant G03, RSVP HHSC State HHS0008711000009 Year 3	48,542.48	0.00	48,542.48
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	2,438,603.79	145,420.04	2,584,023.83
H04	Grant H04, CACFP Head Start Nutrition FY 22-23	19,654.28	155,764.43	175,418.71
I01	Pass Thru Grant I01, CVEDD TXDOT	0.00	2.00	2.00
I02	Grant I02, CVEDD Pass-Thru TXDOT Rural	0.00	5,513.00	5,513.00
I03	Grant I03, CVEDD Pass-Thru TXDOT Urban	0.00	100,688.00	100,688.00
J02	OOG Grant J02, Juvenile Justice Service FY 22-23 1484323	3,622.97	8,675.00	12,297.97
K01	CVTD Pass-Thru Head Start Maintenance FY 22-23	4,708.91	0.00	4,708.91
L01	CVTD Pass-Thru Link Road Facility	(1,517.50)	3,416.27	1,898.77
L02	CVTD Pass-Thru Link Road Facility FY 22-23	36,223.50	18,537.74	54,761.24
M03	Pass-thru Grant M03, Mobility Management Urban FY 22-23	17,215.29	0.00	17,215.29
M04	Pass-thru Grant M04, Mobility Management Rural FY 22-23	17,247.86	0.00	17,247.86
P02	CVTD Pass-Thru, RPTCP FY 22-23	7,853.63	27.12	7,880.75
Q01	Grant Q01, CEDAF FY 22-23	428.03	0.00	428.03
R01	Pass-thru Grant R01, CVTD Rural FY 21-22	0.00	3,955.99	3,955.99
R03	Pass-thru CVTD Grant R03 Rural FY 22-23	188,561.07	3,103.55	191,664.62
S03	Grant S03, CNCS Senior Companion 22-23 Y1 22SCGTX003	47,938.59	1,298.68	49,237.27
S04	Grant S04, SCP HHSC State HHS000871100039 Year 3	6,791.48	0.00	6,791.48
T02	Grant T02, TIRN 211 Information & Referral FY 22-23	41,638.43	2,585.00	44,223.43
U01	Pass-thru Grant U01, CVTD Urban FY 21-22	0.00	5,312.33	5,312.33
U02	Grant U02, CVTD Pass-Thru	558.13	26.32	584.45
U03	Pass-thru Grant U03, CVTD Urban FY 22-23	801,798.86	7,390.43	809,189.29
V02	OOG Grant V02, Violence Against Women Act 3973003	3,720.59	0.00	3,720.59
W01	Grant W01, TCEQ State Solid Waste FY 21-23	12,737.18	12,462.81	25,199.99
X04	OOG State Contract X04, HSGD FY 22-23	2,093.35	877.56	2,970.91
X05	OOG Grant X05, Homeland Security (HSGP) FY 22-23 2952908	36,927.92	2,077.16	39,005.08
Z02	Grant Z02, NG911 Project SB8	0.00	111,560.24	111,560.24
Z03	Grant Z03, 911 CSEC State FY23 Funding, 2nd Biennium	236,024.48	193,773.76	429,798.24
Report Total		<u>5,619,368.60</u>	<u>1,102,403.89</u>	<u>6,721,772.49</u>



**Concho Valley Council of Governments Cash Flow**

FY 22-23	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG Balance	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			Total Balance
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance		Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	
Beginning Balance:	\$ 638,852			\$ 559,508				\$ 257,453					\$ 678,239			\$ 19,205			\$ 511,460			
October	1,311,609	(1,540,522)	409,940	-	1,098	(100,783)	459,822	1,550	550	-	259,554	1,129,315	387,282	(462,883)	602,638	6,239	(6,527)	18,918	142,658	(13,014)	641,103	2,391,975
November	1,729,481	(1,701,221)	438,200	-	1,039	(146,355)	314,507	-	681	-	260,234	1,012,941	720,765	(628,066)	695,337	6,448	(6,772)	18,594	3,085	(153,223)	490,966	2,217,838
December	1,577,879	(1,395,790)	620,289	-	801	(136,962)	178,346	-	797	-	261,031	1,059,666	390,613	(665,982)	419,968	3,840	(3,076)	19,358	16,511	(43,143)	464,334	1,963,327
January	2,041,899	(1,421,878)	1,240,310	-	464	(75,687)	103,124	-	827	-	261,859	1,605,292	1,151,281	(666,264)	904,985	2,630	(2,875)	19,114	47,003	(86,097)	425,240	2,954,631
February	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Interest Rate at 2.685700% as of 10/03/22  
Interest Rate at 3.190500% as of 11/01/22  
Interest Rate at 3.606300% as of 12/01/22  
Interest Rate at 3.606300% as of 12/31/22

Interest Rate at 2.685700% as of 10/03/22  
Interest Rate at 3.190500% as of 11/01/22  
Interest Rate at 3.606300% as of 12/01/22  
Interest Rate at 3.606300% as of 12/31/22

Account opened to segregate Greyhound Funds  
\$18,808.03 belongs to CVTD deposited to maintain account

FY 21-22	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG Balance	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			Total Balance
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance		Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	
Beginning Balance:	\$ 1,125,860			\$ 254				\$ 217,955					\$ 627,043			\$ 9,391			\$ 255,421			
October	1,831,397	(2,351,835)	605,422	497,988	11	(65,252)	433,001	34,731	7	-	252,692	1,291,116	295,515	(129,602)	792,956	4,507	(3,752)	10,146	40,434	(92,963)	202,893	2,297,110
November	1,223,321	(1,441,853)	386,890	-	12	(124,881)	308,132	-	9	-	252,701	947,723	341,246	(619,654)	514,549	3,888	(3,587)	10,447	60,561	(40,302)	223,152	1,695,871
December	1,400,883	(1,580,398)	207,375	-	9	(80,228)	227,914	-	9	-	252,710	687,999	844,674	(488,407)	870,816	5,646	(4,603)	11,491	84,060	(65,000)	242,212	1,812,518
January	2,094,100	(1,477,340)	824,135	-	7	(213,753)	14,167	-	12	-	252,722	1,091,024	930,683	(768,227)	1,033,273	5,043	(4,510)	12,024	17,567	(80,318)	179,461	2,315,782
February	1,369,212	(1,558,245)	635,102	265,904	12	(21,042)	259,042	-	24	-	252,746	1,146,890	279,483	(602,194)	710,562	4,784	(4,847)	11,961	3,959	(12,095)	171,325	2,040,737
March	1,426,261	(1,464,307)	597,056	-	57	(90,417)	168,682	3,025	63	-	255,834	1,021,572	578,397	(502,085)	786,873	6,629	(5,231)	13,359	199,768	(41,566)	329,528	2,151,331
April	1,722,799	(1,712,298)	607,556	313,881	97	-	482,660	-	85	-	255,919	1,346,135	278,721	(437,195)	628,399	7,273	(7,110)	13,522	156,069	(107,117)	378,480	2,366,537
May	1,779,201	(1,636,003)	750,754	-	236	(144,620)	338,276	-	146	-	256,065	1,345,095	786,189	(472,045)	942,544	7,448	(6,310)	14,660	112,528	(22,677)	468,330	2,770,629
June	1,200,924	(1,316,649)	635,029	-	173	(172,103)	166,345	-	178	-	256,243	1,057,617	253,386	(431,870)	764,060	7,240	(6,221)	15,679	7,802	(11,644)	464,489	2,301,845
July	1,446,069	(1,670,275)	410,823	136,179	151	(104,000)	198,675	-	279	-	256,522	866,020	660,096	(573,616)	850,541	9,206	(8,194)	16,692	18,445	(9,026)	473,908	2,207,160
August	1,539,412	(1,408,299)	541,936	-	80	(179,916)	18,839	-	423	-	256,944	817,720	641,176	(528,168)	963,548	10,044	(6,646)	20,089	43,051	(8,108)	508,851	2,310,208
September	1,891,171	(1,794,254)	638,852	559,035	138	(18,504)	559,508	-	509	-	257,453	1,455,814	243,033	(528,342)	678,239	6,967	(7,851)	19,205	13,851	(11,242)	511,460	2,664,718

Interest Rate at 0.034500% as of 10/01/21  
Interest Rate at 0.043400% as of 11/01/21  
Interest Rate at 0.041200% as of 12/01/21  
Interest Rate at 0.055300% as of 1/03/22  
Interest Rate at 0.122800% as of 2/01/22  
Interest Rate at 0.2911% as of 3/01/22  
Interest Rate at 0.3925% as of 4/01/22  
Interest Rate at 0.6917% as of 5/02/22  
Interest Rate at 0.8468% as of 6/01/2022  
Interest Rate at 1.282100% as of 7/01/2022  
Interest Rate at 1.939500% as of 8/01/2022  
Interest Rate at 2.260200% as of 9/01/2022

Interest Rate at 0.034500% as of 10/01/21  
Interest Rate at 0.043400% as of 11/01/21  
Interest Rate at 0.041200% as of 12/01/21  
Interest Rate at 0.055300% as of 1/03/22  
Interest Rate at 0.122800% as of 2/01/22  
Interest Rate at 0.2911% as of 3/01/22  
Interest Rate at 0.3925% as of 4/01/22  
Interest Rate at 0.6917% as of 5/02/22  
Interest Rate at 0.8468% as of 6/01/2022  
Interest Rate at 1.282100% as of 7/01/2022  
Interest Rate at 1.939500% as of 8/01/2022  
Interest Rate at 2.260200% as of 9/01/2022

Account opened to segregate Greyhound Funds  
\$15,681.07 belongs to CVTD deposited to maintain account

In compliance with PFIA 2256.023 and CVCOG Investment Policy section XI

signature on hard copy  
CVCOG Executive Director/Investment Officer

signature on hard copy  
CVCOG Director of Finance

signed 2/13/2023  
Date

	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			CVTD - CD (000's)			Total
Beginning Balance:	\$ 852,791			\$ 78,321				\$ 57,863				Balance	\$ 442,847			\$ 7,936			\$ 154,893			\$ 550,000			Balance
FY 20-21	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance
October	1,550,872	(1,885,639)	518,024	378,789	23	(21,625)	435,509	59,701	7	-	117,571	1,071,104	412,720	(246,639)	608,928	-	-	7,936	22,452	(50,021)	127,324	-	-	550,000	2,365,292
November	1,659,369	(1,228,094)	949,299	-	27	(111,134)	324,401	-	8	-	117,579	1,391,280	355,744	(579,201)	385,470	-	-	7,936	36,132	(65,612)	97,845	-	-	550,000	2,432,531
December	1,194,051	(1,452,857)	690,493	-	12	(202,777)	121,637	-	6	(37,349)	80,237	892,367	596,392	(647,429)	334,433	-	-	7,936	2,864	(48,894)	51,815	-	-	550,000	1,836,552
January	1,643,830	(1,484,818)	849,505	210,830	11	-	332,477	-	5	-	80,242	1,262,224	1,385,224	(628,973)	1,090,684	-	-	7,936	220,188	(163,086)	108,918	-	-	550,000	3,019,762
February	1,148,521	(959,963)	1,038,063	-	18	(104,431)	228,063	4,850	5	-	85,097	1,351,223	109,922	(506,821)	693,786	-	-	7,936	107,496	(29,764)	186,649	-	-	550,000	2,789,594
March	1,333,497	(1,519,529)	852,031	-	5	(94,991)	133,078	-	3	-	85,100	1,070,208	820,390	(506,461)	1,007,714	-	-	7,936	113,869	(130,000)	170,518	-	550,000	-	2,256,376
April	1,437,841	(1,577,915)	711,957	-	3	-	133,081	-	2	-	85,102	930,139	546,601	(411,645)	1,142,670	-	-	7,936	74,332	(100,282)	144,568	-	-	-	2,225,314
May	1,573,197	(1,190,608)	1,094,546	-	2	-	133,083	-	1	-	85,103	1,312,732	482,059	(685,677)	939,053	-	-	7,936	34,310	(41,137)	137,741	-	-	-	2,397,462
June	1,266,906	(1,569,129)	792,323	-	1	-	133,084	-	1	-	85,104	1,010,511	597,653	(238,484)	1,298,221	3,408	(2,228)	9,116	101,576	(39,645)	199,673	-	-	-	2,517,521
July	1,968,484	(1,885,819)	874,988	-	3	-	133,087	-	2	-	85,106	1,093,180	436,381	(591,857)	1,142,746	4,022	(4,463)	8,675	58,901	(34,567)	224,006	-	-	-	2,468,608
August	1,085,360	(1,221,427)	738,921	-	5	-	133,092	-	3	-	85,109	957,121	382,412	(473,866)	1,051,292	4,301	(2,547)	10,429	157,213	(25,980)	355,240	-	-	-	2,374,082
September	1,851,412	(1,464,472)	1,125,860	-	3	(132,841)	254	132,841	6	-	217,955	1,344,070	337,817	(762,066)	627,043	3,805	(4,843)	9,391	5,788	(105,606)	255,421	-	-	-	2,235,925

Interest Rate at 0.088000% as of 09/30/20  
Interest Rate at 0.092700% as of 10/01/20  
Interest Rate at 0.085900% as of 11/02/20  
Interest Rate at 0.079500% as of 12/01/20  
Interest Rate at 0.073100% as of 01/04/21  
Interest Rate at 0.072000% as of 02/01/21  
Interest Rate at 0.036600% as of 03/01/21  
Interest Rate at 0.028100% as of 04/01/21  
Interest Rate at 0.017900% as of 05/03/21  
Interest Rate at 0.012800% as of 06/01/21  
Interest Rate at 0.024700% as of 07/01/21  
Interest Rate at 0.043400% as of 08/02/21  
Interest Rate at 0.048700% as of 09/01/21

Interest Rate at 0.088000% as of 09/30/20  
Interest Rate at 0.092700% as of 10/01/20  
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Interest Rate at 0.024700% as of 07/01/21  
Interest Rate at 0.043400% as of 08/02/21  
Interest Rate at 0.048700% as of 09/01/21

Account opened to segregate Greyhound Funds  
\$7,935.77 belongs to CVTD deposited to maintain account

CD setup March 6, 2020  
Interest Rate is 1%, term is 1 Year  
Maturity date March 5, 2021  
CD funds applied to Note Payable  
Account Closed

	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			CVTD - CD (000's)			Total
Beginning Balance:	\$ 512,440			\$ 52,098				\$ 54,172				Balance	\$ 866,843			\$ 10,080			\$ 159,908			\$ -			Balance
FY 19-20	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance
October	2,034,109	(2,092,445)	454,104	490,901	687	(94,545)	449,140	-	77	-	54,249	957,493	266,167	(480,776)	652,233	7,028	(6,252)	10,856	153,239	(44,332)	268,815	-	-	-	1,889,397
November	1,825,827	(1,578,866)	701,066	-	463	(125,834)	323,769	-	67	-	54,316	1,079,151	248,049	(424,344)	475,939	4,746	(5,655)	9,947	8,192	(44,269)	232,738	-	-	-	1,797,774
December	1,160,586	(1,377,824)	483,828	-	279	(132,828)	191,221	-	59	-	54,376	729,424	752,241	(381,046)	847,134	8,299	(6,397)	11,849	39,835	(13,852)	258,721	-	-	-	1,847,128
January	1,622,248	(1,330,300)	775,776	-	115	(126,621)	64,715	3,250	69	-	57,695	898,185	1,157,462	(437,528)	1,567,068	5,664	(8,183)	9,330	12,823	(65,500)	206,044	-	-	-	2,680,628
February	1,484,162	(1,656,997)	602,941	344,808	324	(114,591)	295,255	-	58	-	57,753	955,949	399,105	(527,493)	1,438,680	7,575	(8,032)	8,873	51,024	(112,061)	145,008	-	-	-	2,548,510
March	1,212,074	(1,232,261)	582,754	-	201	(139,967)	155,489	-	63	-	57,816	796,060	364,412	(1,148,213)	654,879	4,586	(5,164)	8,295	36,760	(30,270)	151,498	550,000	-	550,000	2,160,732
April	2,029,840	(2,211,983)	400,611	719,031	179	-	874,700	-	19	-	57,835	1,333,145	365,247	(420,910)	599,216	-	(360)	7,936	64,302	(10,524)	205,275	-	-	550,000	2,695,572
May	1,547,259	(1,202,357)	745,513	-	87	(127,314)	747,473	-	6	-	57,841	1,550,827	292,843	(412,858)	479,201	-	-	7,936	1,760	(21,146)	185,889	-	-	550,000	2,773,853
June	997,548	(1,162,320)	580,741	-	60	(134,801)	612,732	-	5	-	57,846	1,251,320	700,808	(387,286)	792,723	-	-	7,936	4,023	(21,774)	168,138	-	-	550,000	2,770,116
July	1,552,898	(1,464,054)	669,585	-	65	(155,137)	457,660	-	7	-	57,853	1,185,099	454,161	(779,524)	467,360	-	-	7,936	36,926	(32,658)	172,406	-	-	550,000	2,382,801
August	1,362,160	(1,299,161)	732,584	-	33	(168,059)	289,634	-	5	-	57,859	1,080,077	409,455	(381,205)	495,609	-	-	7,936	29,720	(15,102)	187,024	-	-	550,000	2,320,646
September	2,781,918	(2,661,712)	852,791	-	15	(211,328)	78,321	-	4	-	57,863	988,975	447,076	(499,838)	442,847	-	-	7,936	67,868	(100,000)	154,893	-	-	550,000	2,144,650

Interest Rate at 1.671700% as of 10/01/19  
Interest Rate at 1.459600% as of 11/01/19  
Interest Rate at 1.341300% as of 12/30/19  
Interest Rate at 1.339200% as of 01/02/2020  
Interest Rate at 1.324000% as of 02/03/2020  
Interest Rate at 1.333900% as of 03/02/2020  
Interest Rate at 0.396100% as of 04/01/2020  
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CD setup March 6, 2020  
Interest Rate is 1%, term is 1 Year



March 2023

## Director's Report



The Head Start office requires our program to report enrollment statistics to determine if programs have achieved and maintained enrollment levels. Enrollment data will be collected every month. This information will be combined enrollment for Head Start and Early Head Start and the Pregnant Mom's Program. – *Ofelia Baron*

### Enrollment – December

	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411	407	99%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

### Disability – December

	Current	Actual Enrollment
HS # of Children with IEP	20	407
Percentage this month	5%	
EHS Children with IFSP	14	120 (Children Only)
Percentage this month	12%	
<b>Total # of children with IEP/IFSP</b>	<b>34</b>	<b>527</b>
Program wide % this month	6%	

### HEAD START STAFF

Administrative Office  
5430 Link Road  
Phone (325)944-9666

**Carolina Raymond**  
Director

**Stephanie Hernandez**  
Assistant Director / Early Head Start  
Education Manager

**Cheryl Mayberry**  
Education & Disability Manager

**Ofelia Barron**  
ERSEA & Facility Manager

**Mary Husted**  
Compliance & Nutrition Specialist

**Stacy Walker**  
Family & Community, Parent  
Engagement Manager

**Melissa Miranda**  
Health & Mental Health Manager



CONCHO VALLEY COUNCIL OF GOVERNMENTS

# HEAD START



## HEAD START & EARLY HEAD START

**HEAD START (HS)** promotes school readiness of children under 5 from low-income families through education, health, social and other services.

**Early Head Start (EHS)** provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



**To complete an online please contact the following sites below:**

School	Director	Family Service Workers	Hours Operation	Phone
Blackshear Head Start	Antionette Day	Maria Vasquez Maida Rojas	7:45 am - 4:00 pm	325-658-7442
Christoval Head Start	Ammie Banks	Ammie Banks	7:45 am - 3:30 pm	325-896-7281
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa Nelda Garza Lori Palacios	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas	7:45 am - 4:00 pm	325-659-3670





CONCHO VALLEY COUNCIL OF GOVERNMENTS

# HEAD START



## Program News

- Self-Assessment process is running well we are looking at presenting goals for review in April.
- All schools will have Spring Break this month.
- Health Advisory Committee meet and we will be updating COVID policies and changing requirements on TB testing.
- Field Day Event will be coming up on April 19<sup>th</sup>.
- We will begin school wide registration in April at every center.



This is Debra DeHoyos from Ozona one of our Head Start Parents. We want to recognize her achievement of pursuing and achieving her High School Diploma yesterday and completing her Family Partnership Goals.

Way to go Debra!!



CONCHO VALLEY COUNCIL OF GOVERNMENTS

# HEAD START



## March 2023

We are

Hiring

CVCOG  
Head Start  
Early Head Start  
is now offering a  
SIGN ON BONUS  
of up to \$1,000\*

\*Terms and conditions apply

Apply Online

[www.cvcog.org](http://www.cvcog.org)

or

Call 325-944-9666  
and ask for  
Human Resources

*We need Stars like You!!*

### Job Positions Available

- ✓ Early Head Start Teacher @ Day
- ✓ Teacher Assistant @ Eden, Ozona, Christoval, & Day HS
- ✓ Family Service Worker @ Rio Vista
- ✓ Substitutes @ San Angelo, Menard, Eldorado & Ozona

CVCOG Head Start/Early Head  
Start  
325-944-9666  
5430 Link Rd. San Angelo, TX  
76903

