



EXECUTIVE COMMITTEE MEETING

Wednesday, September 10, 2025 at 1:45 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/84716900149>

*Meeting ID: 847 1690 0149 *Passcode: 419211

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 August 13, 2025 Meeting.
 - b. Consider and take appropriate action concerning the Staff Travel Report August 2025.

REGULAR AGENDA

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for July 2025.
6. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H07 FY 24-25, YTD June 1, 2024 through July 31, 2025.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through July 31, 2025.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through July 31, 2025.

9. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for July 2025.
10. Consider and take appropriate action concerning the CVCOG Employee Handbook revisions.
11. Consider and take appropriate to accept a grant from TVC in the amount of \$215,000 from Veteran Transportation Services.
12. Consider and take appropriate action to purchase 3 - service vehicles for COG pending award from the San Angelo Health Foundation, with an amount not to exceed \$150,000.
13. Consider and take appropriate action concerning the CVTD/EDD MOU for 5310 Services.
14. Consider and take appropriate action to accept 5310 funds from TxDOT in the amount of \$634,422 for FY 25/26.
15. Consider and take appropriate action to pursue legal action on the defaulted revolving loan.
16. Consider and take appropriate action concerning the FY 25-26 General Assembly.
17. Consider and take appropriate action concerning the appointment of a nominating committee for the General Assembly and Executive Officers for FY 25-26.
18. Information Items and Reports
 - a. Review of the CVCOG Monthly Financials for July 2025 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Amber Williams, Finance Manager
 - b. CVCOG Report – John Austin Stokes, Executive Director
19. Closed Session
20. Consider and take appropriate action concerning personnel matters.
21. Consideration of any other business.
22. Adjournment

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, 4th day of September 2025.



John Austin Stokes, Executive Director



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 13, 2025

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, August 13, 2025 at 1:45 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

Hal Rose, Chairman, Kimble County Judge
Frank Tambunga, Vice-Chairman, Crockett County Judge
Sheree Hardin, Secretary, Mason County Judge
Charlie Bradley, Schleicher County Judge
Lane Carter, Tom Green County Judge
Brandon Corbin, Menard County Judge
Molly Criner, Irion County Judge
Bill Dendle, San Angelo ISD Board Member
David Dillard, Concho County Judge
Jody Harris, Sutton County Judge
Souli Shanklin, Edwards County Judge
Hal Spain, Coke County Judge
Frank Trull, McCulloch County Judge

Members absent were:

Belinda Counts, Sterling County Judge
Jim O'Bryan, Reagan County Judge

Guests present were:

Cheryl deCordova, District Director for Senator Charles Perry
Bobbi Hanson, Regional Director for Senator Ted Cruz
Kathy Keene, Regional Director for Representative August Pfluger

BUSINESS

Chairman Judge Hal Rose announced the presence of a quorum and called the meeting to order at 1:49 p.m.

Judge Charlie Bradley gave the invocation and led the Pledge of Allegiance.

APPROVAL of the Consent Agenda

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from July 9, 2025. Judge Frank Tambunga 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 June 2025. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Michael Meek, Director of Finance, presented the checks in excess of \$2,000 written for May 2025. Judge Hal Spain made a motion to approve the checks as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Grant H07

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Grant H07 FY 24-25, YTD June 1, 2024 through June 30, 2025 for approval. Judge Hal Spain made a motion to approve the Budget Comparison Report as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Nutrition Grant H08

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through June 30, 2025 for approval. Judge Charlie Bradley made a motion to approve the Budget Comparison Report as presented. Judge Souli Shanklin 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 June 2025 for approval. Judge Charlie Bradley made a motion to approve the summary of transactions as presented. Board Member Bill Dendle seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the execution of a formal lease agreement between the San Angelo Independent School District and the CVCOG Head Start Program for the use of facilities of the Day and San Jacinto sites

Carolina Raymond, Director of Head Start, presented the Head Start Policies and Procedures for approval. Prior to the vote taking place, Board Member Bill Dendle recused himself from this vote due to the potential conflict of interest since the vote directly affects San Angelo ISD. Judge Brandon Corbin made a motion to approve the lease agreement as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Head Start Emergency Response Plans for Ozona & San Jacinto

Carolina Raymond, Director of Head Start, presented the Head Start Emergency Response Plans for Ozona & San Jacinto for approval. Judge Charlie Bradley made a motion to approve the emergency response plans as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the CVCOG Head Start/Early Head Start Policy Council By-Laws

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start/Early Head Start Policy Council By-Laws for approval. Judge Brandon Corbin made a motion to approve the policy council by-laws as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Head Start Parent Handbook

Carolina Raymond, Director of Head Start, presented the Head Start Parent Handbook for approval. Judge Hal Spain made a motion to approve the handbook as presented. Board Member Bill Dendle seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request to award a contract to Equature for replacement recording hardware, software, and 5 years of licensing and support, based on quote 339814550319.v3 and HGAC Contract EC07-23, not to exceed \$640,000

Mason Wheeler, Director of Public Safety, presented the request to award a contract to Equature for replacement recording hardware, software, and 5 years of licensing and support, based on quote 339814550319.v3 and HGAC Contract EC07-23, not to exceed \$640,000 for approval. Judge

Frank Tambunga made a motion to approve the request as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the FY 2026/2027 Regional Solid Waste Grant contract between TCEQ and Concho Valley Council of Governments

Erin Hernandez, Assistant Executive Director, presented the FY 2026/2027 Regional Solid Waste Grant contract between TCEQ and Concho Valley Council of Governments for approval. Judge Molly Criner made a motion to approve the contract as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the appointment of a new Solid Waste Advisory Council member, Mayor Oscar Martinez, City of Eldorado

Erin Hernandez, Assistant Executive Director, presented the appointment of a new Solid Waste Advisory Council member, Mayor Oscar Martinez, City of Eldorado for approval. Judge Molly Criner made a motion to approve the appointment as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the CVCOG FY 25-26 Proposed Annual Budgets

Michael Meek, Director of Finance, presented the CVCOG FY 25-26 Proposed Annual Budgets (a. State Salary Comparability Schedule for FY 25-26, b. Employee Salary Schedule & Fringe Benefits for FY 25-26, c. Administrative Budgets for FY 25-26, and d. Executive Director's Salary) for approval. Judge David Dillard made a motion to approve the proposed annual budgets as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the CVCOG Investment Policy, Strategies and Broker/Dealer List

Michael Meek, Director of Finance, presented the CVCOG Investment Policy, Strategies and Broker/Dealer List for approval. Judge Souli Shanklin made a motion to approve the broker/dealer list as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

FOLLOW UP AND ADMINISTRATIVE ITEMS

Judge Hal Rose, Chairman, informed the committee that he, Judge Carter, and Judge Corbin had recently conducted a performance management evaluation of John Austin Stokes, and it was concluded that Mr. Stokes is meeting and exceeding the committee's expectations. While a few areas for improvement were noted, as with any well-rounded evaluation, the overall review was very positive. Appreciation was expressed for Mr. Stokes and his team's work.

INFORMATION ITEMS & REPORTS

- a. Toni Roberts, Director of AaA, included the Texas Silver Haired Legislation (TSHL) Silver Bulletin – Third Quarter 2025 Issue in the packet. There is no action to take, as this is an informational item only.
- b. Michael Meek, Director of Finance, gave the report of the CVCOG Monthly Financials for June 2025. He gave an overview of the balance sheet, schedule of revenue and cash flow.
- c. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers for the Head Start and Early Head Start Centers for the month of June 2025.
- d. John Austin Stokes, Executive Director, gave a brief overview of items that the COG is working on. Key updates followed on federal programs, particularly issues with AmeriCorps funding due to budget uncertainty. A continuing resolution may restore funding temporarily, pending federal decisions. On the regional development front, leaders highlighted progress in the space sector, including participation in the West Texas Legislative Summit and interest from vendors in a space feasibility study. The team's strong procurement support was

commended. A major point of discussion was the proposed transmission lines through local counties. Many voiced frustrations over the lack of local control, stating that despite public input, infrastructure often proceeds as planned. Economic considerations and potential tax benefits were weighed against concerns over land use and community impact. The session concluded with a suggestion to increase public education efforts through anonymous articles to inform local residents, though some expressed skepticism about public receptiveness.

ADJOURNMENT

There being no further business to discuss, Judge David Dillard made a motion to adjourn the meeting. Judge Souli Shanklin seconded the motion. Judge Hal Rose adjourned the meeting at 2:32 p.m.

Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 10th day of September 2025.

Judge Hal Rose, Chairman

Judge Frank Tambunga, Vice-Chairman

Concho Valley Council of Governments
Travel Report
For the month of July 2025

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Travel Cost	Travel Advances
Michael Meek (MRM)	ADMIN	TCDRS Annual Conference	Austin, TX	07/16/25-07/18/25	1,210.23	467.33
Jeffrey Lopez (JEL)	PUB	2025 ESRI User Conference	San Diego, CA	07/13/25-07/19/25	2,978.55	559.00
Audrey Aguirre (AUA)	CVT	Semiannual Transit Operators Business Meeting	Austin, TX	07/08/25-07/09/25	326.46	120.00
Jeff York (JY)	CVT	Semiannual Transit Operators Business Meeting	Austin, TX	07/08/25-07/09/25	484.46	120.00
Mattye Davenport (MED) CANCELLED	PUB	SCIP Workshop and 2025 THIRA/SPR Development Workshop	Florence, TX and Austin, TX	07/07/25-07/10/25	898.06	-
Blanca Cardona (BLC)	CVT	ADA Compliance Training Course	Corpus Christi, TX	07/10/25-07/12/25	733.02	170.00
					\$ 6,630.78	\$ 1,436.33

CVCOG
Check/Voucher Register
From 7/1/2025 Through 7/31/2025

Docum... Number	Document Date	Name	Transaction Description	Document Amount
197362	7/1/2025	American Program Bureau Inc	Head Start - deposit for speaker for in-service training on	7,000.00
197368	7/1/2025	Conscious Discipline Holdings LLC	Conscious Discipline CD Now subscriptions for 84 staff membe	6,636.00
197369	7/1/2025	CTWP	HS copier lease and usage 05/20/25 to 06/19/25 5/60	2,161.15
197379	7/1/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 6/30/2025	3,917.50
197381	7/1/2025	TML INTERGOVERNMENTAL RISK POOL	06012025 Auto liability, errors & omissions, general liabili	14,510.14
197383	7/1/2025	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 04/14/	5,249.18
197393	7/8/2025	CITY OF BRADY	HDM Meals Brady 04-25	2,494.80
197394	7/8/2025	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 04-25	4,006.34
197403	7/8/2025	LAKESHORE LEARNING MATERIALS	San Jacinto HS purchase of 10 tricycles and 6 step stools	3,879.80
197409	7/8/2025	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - June 2025 Janitorial Srvcs	12,250.00
197410	7/8/2025	SNIDER TECHNOLOGY SERVICES, LLC	Monthly cloud services, Microsoft 365 Business Basic, Micros	2,759.50
197413	7/8/2025	VGI TECHNOLOGY, INC	Day EHS service and materials to install intercom and door l	3,866.04
197415	7/15/2025	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 07/01/25-07/31/25	8,547.05
197421	7/15/2025	CITY OF SONORA	HDM Sonora 04-25	3,492.48
197422	7/15/2025	CITY OF SONORA	HDM Sonora 05-25	2,001.92
197423	7/15/2025	CLEVEREX SYSTEMS, INC.	Head Start purchase of GoEngage program software training fo	3,858.00
197430	7/15/2025	Luis Hernandez	Prep and paint classrooms and kitchen area, prep and paint d	9,475.00
197431	7/15/2025	KAPLAN EARLY LEARNING COMPANY	Rio Vista HS purchase of children's furniture, appliances, p	7,138.91
197439	7/15/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B for payroll 7/15/2025	3,917.50
197440	7/15/2025	True Tex Plumbing LLC	San Jacinto HS/EHS service to replace 20 cold side supply st	3,522.94
197442	7/22/2025	ABILA, INC (Community Brands Holdco, LLC)	Microix hosting, MIP Cloud: Executive View User(s)-subscript	2,523.50
197443	7/22/2025	American Program Bureau Inc	Head Start - balance (2nd payment) for speaker for in-servic	7,000.00
197444	7/22/2025	AT&T -5001	911 91514006536056 Monitoring Srvc for 07/01/25-07/31/25	2,070.00
197449	7/22/2025	CVCOG TRANSIT DISTRICT	June 2025 5310 Urban Trips 06/01/25-06/30/25	27,596.00
	7/22/2025	CVCOG TRANSIT DISTRICT	AAA Urban Trips for June 2025	2,540.00
197456	7/22/2025	OFFICE FURNITURE DISCOUNTERS	San Jacinto HS/EHS purchase of desk w/ file cabinet, file cr	4,978.00
197462	7/22/2025	TML INTERGOVERNMENTAL RISK POOL	July 2025 CVCOG Quarterly Insurance	34,799.00
197463	7/22/2025	VGI TECHNOLOGY, INC	San Jacinto HS/EHS service to configure, remove, and transpo	2,340.00
	7/22/2025	VGI TECHNOLOGY, INC	San Jacinto HS/EHS service and materials to install security	23,100.00
197465	7/22/2025	XTRA CLEAN CARPET CARE	San Jacinto HS/EHS purchase and installation of carpet for 9	4,984.56
197466	7/30/2025	AFLAC	J5711 Employees Premium 07/01/2025-07/31/2025	10,413.14
197467	7/30/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 07/01/25-07/31/25	9,045.88
197476	7/30/2025	LAKESHORE LEARNING MATERIALS	Ozona HS purchase of tricycles, books, arts & crafts supplie	2,207.90
	7/30/2025	LAKESHORE LEARNING MATERIALS	San Jacinto HS purchase of 9 mobile locking media cabinets	9,396.45
197479	7/30/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 7/31/2025	3,917.50
197487	7/30/2025	TML INTERGOVERNMENTAL RISK POOL	07012025 Auto liability, errors & omissions, general liabili	14,510.14
197488	7/30/2025	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 05/14/	5,502.32
Report Total				<u>277,608.64</u>

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07	HHS-ACF Grant H07, Head Start FY 24-25				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	7,524,451.30	(380,625.70)	95.18%
4411000	IK Contributions	1,853,365.00	1,725,337.22	(128,027.78)	93.09%
4523000	Local Revenue	9,201.11	7,889.39	(1,311.72)	85.74%
Total 004	Revenue	9,767,643.11	9,257,677.91	(509,965.20)	94.78%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,438,497.00	2,438,496.48	0.52	99.99%
5119000	Holiday Work Time	1,437.02	1,435.10	1.92	99.86%
5150000	Vacation Time Allocation	28,500.70	28,499.78	0.92	99.99%
5151000	Medicare Tax	34,018.36	34,016.98	1.38	99.99%
5172000	Workers Comp Insurance	34,647.02	34,646.64	0.38	99.99%
5173000	SUTA	9,195.85	9,195.12	0.73	99.99%
5174000	Health Insurance Benefit	749,788.82	749,788.67	0.15	99.99%
5175000	Dental Insurance Benefit	25,472.54	25,470.52	2.02	99.99%
5176000	Life Insurance Benefit	17,777.55	17,776.79	0.76	99.99%
5177000	HSA Insurance Benefit	5,861.92	5,861.21	0.71	99.98%
5181000	Retirement	268,402.22	268,398.02	4.20	99.99%
5199000	Indirect Allocation	260,182.00	260,181.63	0.37	99.99%
5200000	Employee Health and Welfare	1.29	0.00	1.29	0.00%
5206000	HR Service Center	152,108.04	152,107.67	0.37	99.99%
5207000	Procurement Service Center	55,966.43	55,965.85	0.58	99.99%
5208000	Information Technology Service Center	125,024.16	125,024.05	0.11	99.99%
5291000	Contract Services	39,151.00	35,875.27	3,275.73	91.63%
5293000	HS Health & Disab Svc	133.18	132.66	0.52	99.60%
5294000	HS Policy Council	0.69	0.00	0.69	0.00%
5295000	HS Nutrition Service	0.40	0.00	0.40	0.00%
5296000	HS Parent Service	4,981.43	4,980.72	0.71	99.98%
5309000	Travel-In Region	632.68	632.18	0.50	99.92%
5310000	Travel-Out of Region	0.32	0.00	0.32	0.00%
5351000	Fuel	1,100.75	1,040.11	60.64	94.49%
5361000	Vehicle Maintenance	571.75	539.21	32.54	94.30%
5413000	HS Site Rent	80,349.15	80,348.83	0.32	99.99%
5433000	HS Site Center Utilities	96,570.59	96,569.97	0.62	99.99%
5451000	Facility Allocation	65,904.98	50,722.79	15,182.19	76.96%
5453000	HS Site Center Bldg Maint	123,451.90	112,236.67	11,215.23	90.91%
5506000	Janitorial and Facility Supplies	4,424.61	0.00	4,424.61	0.00%
5509000	HS Delegate Supplies	1,549.58	0.00	1,549.58	0.00%
5510000	Supplies	33,871.32	33,653.40	217.92	99.35%
5512000	HS Class Room Supplies	107,436.89	95,842.04	11,594.85	89.20%
5514000	HS Medical Supplies	3,001.42	3,001.09	0.33	99.98%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5515000	HS Disability Supplies	651.56	650.79	0.77	99.88%
5518000	HS Diapers and Wipes	11,191.06	7,372.12	3,818.94	65.87%
5622000	Internal Computer/Software	99,773.64	99,769.88	3.76	99.99%
5632000	Copier	29,183.03	29,182.04	0.99	99.99%
5711000	Insurance	7,817.60	5,360.18	2,457.42	68.56%
5721000	Printing	1,530.70	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	621.33	1,292.28	32.46%
5734000	HS Capital Playground	521,620.00	236,098.06	285,521.94	45.26%
5753000	Dues and fees	2,449.36	2,379.64	69.72	97.15%
5760000	HS Site Center Communications	20,611.54	20,509.42	102.12	99.50%
5762000	Postage/freight	1,148.71	559.35	589.36	48.69%
5791000	Other	2,336.89	0.00	2,336.89	0.00%
5796000	Safety	1,606.63	1,229.68	376.95	76.53%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(5,126,171.94)	345,675.95	93.68%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,326,585.89	1,326,585.41	0.48	99.99%
5119000	Holiday Work Time	541.11	540.82	0.29	99.94%
5150000	Vacation Time Allocation	5,733.79	5,733.05	0.74	99.98%
5151000	Medicare Tax	18,376.17	18,375.41	0.76	99.99%
5172000	Workers Comp Insurance	16,942.87	16,942.33	0.54	99.99%
5173000	SUTA	4,810.74	4,810.02	0.72	99.98%
5174000	Health Insurance Benefit	400,822.69	400,822.35	0.34	99.99%
5175000	Dental Insurance Benefit	14,126.18	14,125.61	0.57	99.99%
5176000	Life Insurance Benefit	10,049.00	10,048.90	0.10	99.99%
5177000	HSA Insurance Benefit	3,263.35	3,262.57	0.78	99.97%
5181000	Retirement	145,984.22	145,983.52	0.70	99.99%
5199000	Indirect Allocation	140,201.00	140,200.53	0.47	99.99%
5200000	Employee Health and Welfare	0.58	0.00	0.58	0.00%
5206000	HR Service Center	23,004.44	23,004.05	0.39	99.99%
5207000	Procurement Service Center	9,485.01	9,484.21	0.80	99.99%
5208000	Information Technology Service Center	23,123.96	23,123.67	0.29	99.99%
5291000	Contract Services	10,703.85	8,429.09	2,274.76	78.74%
5293000	HS Health & Disab Svc	46.85	46.85	0.00	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5294000	HS Policy Council	11.01	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	545.27	646.98	45.73%
5309000	Travel-In Region	88.03	14.34	73.69	16.28%
5310000	Travel-Out of Region	41.52	0.00	41.52	0.00%
5351000	Fuel	57.34	49.81	7.53	86.86%
5413000	HS Site Rent	31,111.09	27,530.17	3,580.92	88.48%
5433000	HS Site Center Utilities	29,350.96	20,294.06	9,056.90	69.14%
5451000	Facility Allocation	8,451.55	7,297.79	1,153.76	86.34%
5453000	HS Site Center Bldg Maint	31,600.55	27,003.62	4,596.93	85.45%
5506000	Janitorial and Facility Supplies	52.80	0.00	52.80	0.00%
5510000	Supplies	11,544.01	9,709.78	1,834.23	84.11%
5512000	HS Class Room Supplies	25,080.52	22,516.83	2,563.69	89.77%
5514000	HS Medical Supplies	680.91	679.52	1.39	99.79%
5515000	HS Disability Supplies	247.20	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	3,343.51	96.97	97.18%
5622000	Internal Computer/Software	17,290.24	17,282.10	8.14	99.95%
5632000	Copier	6,825.28	5,200.10	1,625.18	76.18%
5711000	Insurance	634.20	633.97	0.23	99.96%
5721000	Printing	677.53	677.23	0.30	99.95%
5722000	Ads & Promotions	5.64	4.70	0.94	83.33%
5753000	Dues and fees	763.17	217.81	545.36	28.54%
5760000	HS Site Center Communications	5,249.33	3,533.26	1,716.07	67.30%
5762000	Postage/freight	664.42	0.00	664.42	0.00%
5796000	Safety	1,041.39	236.60	804.79	22.71%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(2,298,370.56)	31,574.79	98.64%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	56,561.70	262.30	99.53%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(56,561.70)	262.30	99.54%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	25,825.18	3,032.82	89.49%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(25,825.18)	3,032.82	89.49%
407	Head Start Nutrition				
5295000	HS Nutrition Service	200.00	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	0.00	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	79.84	99.55%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	1,725,337.22	128,027.78	93.09%
Total 409	Head Start InKind	(1,853,365.00)	(1,725,337.22)	128,027.78	93.09%
997	Non Project				
5200000	Employee Health and Welfare	4,099.20	2,878.35	1,220.85	70.21%
5510000	Supplies	251.92	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.34	2.66	86.70%
Total 997	Non Project	(9,201.11)	(7,889.39)	1,311.72	85.74%
<hr/>					
Total					
Expenditures		-9,767,643.11	-9,257,677.91		

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
	Head Start (Project 400, 402)	(5,528,671.89)	(5,182,733.64)		93.74%
	Early Head Start (Project 401, 403)	(2,358,803.35)	(2,324,195.74)		98.53%
	CACFP (Project 407)	(17,601.76)	(17,521.92)		99.55%
	Total Federal	(7,905,077.00)	(7,524,451.30)		95.19%
	Total Non-Federal, includes any Local Funds	(1,862,566.11)	(1,733,226.61)		93.06%
	Grand Total Head Start	(9,767,643.11)	(9,257,677.91)		94.78%
	Non-Federal Percentage of Total Expenditures	18.72%	match of 20%		
	Head Start Admin Expenditures	723,508.21			
	Administrative Indirect	400,382.16			
	Total Administrative Costs	1,123,890.37			
	Administrative Percentage of Approved Budget	12.14%	max of 15%		

CVCOG

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	452,249.98	452,249.98	(316,923.62)	58.79%
Total 004	Revenue	769,173.60	452,249.98	452,249.98	(316,923.62)	58.80%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	46,084.23	46,084.23	43,030.39	51.71%
5151000	Medicare Tax	1,292.00	589.20	589.20	702.80	45.60%
5172000	Workers Comp Insurance	3,433.00	2,322.88	2,322.88	1,110.12	67.66%
5173000	SUTA	301.00	299.08	299.08	1.92	99.36%
5174000	Health Insurance Benefit	35,428.00	12,830.88	12,830.88	22,597.12	36.21%
5175000	Dental Insurance Benefit	1,462.00	449.61	449.61	1,012.39	30.75%
5176000	Life Insurance Benefit	706.00	224.80	224.80	481.20	31.84%
5177000	HSA Insurance Benefit	3,868.00	79.14	79.14	3,788.86	2.04%
5181000	Retirement	9,912.00	5,069.31	5,069.31	4,842.69	51.14%
5199000	Indirect Allocation	5,025.00	4,892.41	4,892.41	132.59	97.36%
5291000	Contract Services	35,000.00	150.00	150.00	34,850.00	0.42%
5295000	HS Nutrition Service	482,431.98	301,645.56	301,645.56	180,786.42	62.52%
5513000	HS Food Serv Sup	101,000.00	77,035.80	77,035.80	23,964.20	76.27%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(451,672.90)	(451,672.90)	317,500.70	58.72%
Report Difference		0.00	577.08	577.08	577.08	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used -
H09	HHS Grant H09, Head Start FY 25-26				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	1,233,063.64	(6,180,393.36)	16.63%
4411000	IK Contributions	1,853,365.00	0.00	(1,853,365.00)	0.00%
4523000	Local Revenue	250.00	225.89	(24.11)	90.35%
Total 004	Revenue	9,267,072.00	1,233,289.53	(8,033,782.47)	13.31%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,516,898.80	406,082.33	2,110,816.47	16.13%
5119000	Holiday Work Time	270.00	266.40	3.60	98.66%
5150000	Vacation Time Allocation	13,597.30	4,793.24	8,804.06	35.25%
5151000	Medicare Tax	55,165.07	5,671.38	49,493.69	10.28%
5172000	Workers Comp Insurance	126,141.50	5,956.22	120,185.28	4.72%
5173000	SUTA	6,175.16	100.37	6,074.79	1.62%
5174000	Health Insurance Benefit	471,360.34	122,788.28	348,572.06	26.04%
5175000	Dental Insurance Benefit	17,096.56	4,212.54	12,884.02	24.63%
5176000	Life Insurance Benefit	11,527.12	2,959.41	8,567.71	25.67%
5177000	HSA Insurance Benefit	19,591.30	441.44	19,149.86	2.25%
5181000	Retirement	418,493.62	44,698.29	373,795.33	10.68%
5199000	Indirect Allocation	287,630.68	43,053.90	244,576.78	14.96%
5200000	Employee Health and Welfare	7,423.51	0.00	7,423.51	0.00%
5206000	HR Service Center	136,624.44	26,573.94	110,050.50	19.45%
5207000	Procurement Service Center	54,483.20	18,747.88	35,735.32	34.41%
5208000	Information Technology Service Center	77,351.79	15,226.63	62,125.16	19.68%
5291000	Contract Services	45,000.00	19,943.04	25,056.96	44.31%
5293000	HS Health & Disab Svc	200.00	0.00	200.00	0.00%
5294000	HS Policy Council	2,121.72	0.00	2,121.72	0.00%
5295000	HS Nutrition Service	15,952.77	0.00	15,952.77	0.00%
5296000	HS Parent Service	4,500.00	4,173.67	326.33	92.74%
5309000	Travel-In Region	5,055.35	0.00	5,055.35	0.00%
5351000	Fuel	1,000.00	110.47	889.53	11.04%
5361000	Vehicle Maintenance	550.00	0.00	550.00	0.00%
5413000	HS Site Rent	107,878.80	2,927.02	104,951.78	2.71%
5433000	HS Site Center Utilities	81,892.51	10,136.68	71,755.83	12.37%
5451000	Facility Allocation	57,149.90	8,014.65	49,135.25	14.02%
5453000	HS Site Center Bldg Maint	131,876.94	56,730.26	75,146.68	43.01%
5510000	Supplies	51,304.98	11,626.32	39,678.66	22.66%
5512000	HS Class Room Supplies	140,197.72	15,593.85	124,603.87	11.12%
5514000	HS Medical Supplies	3,370.23	1,398.63	1,971.60	41.49%
5515000	HS Disability Supplies	3,370.23	0.00	3,370.23	0.00%
5518000	HS Diapers and Wipes	7,250.00	0.00	7,250.00	0.00%
5622000	Internal Computer/Software	41,641.24	44.25	41,596.99	0.10%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26

From 6/1/2025 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used -
5632000	Copier	31,664.61	4,397.09	27,267.52	13.88%
5711000	Insurance	9,476.79	1,727.47	7,749.32	18.22%
5721000	Printing	3,791.51	0.00	3,791.51	0.00%
5722000	Ads & Promotions	2,106.40	0.00	2,106.40	0.00%
5753000	Dues and fees	2,171.06	303.31	1,867.75	13.97%
5760000	HS Site Center Communications	21,798.04	3,137.01	18,661.03	14.39%
5762000	Postage/freight	1,263.84	164.69	1,099.15	13.03%
5796000	Safety	1,828.97	120.47	1,708.50	6.58%
Total 400	Head Start CAN NO 9-G064122	(4,994,244.00)	(842,121.13)	4,152,122.87	16.86%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,291,918.18	211,463.93	1,080,454.25	16.36%
5150000	Vacation Time Allocation	7,095.46	885.27	6,210.19	12.47%
5151000	Medicare Tax	28,786.70	2,949.11	25,837.59	10.24%
5172000	Workers Comp Insurance	65,824.21	2,611.60	63,212.61	3.96%
5173000	SUTA	3,222.37	36.69	3,185.68	1.13%
5174000	Health Insurance Benefit	245,969.19	61,026.93	184,942.26	24.81%
5175000	Dental Insurance Benefit	8,921.47	2,208.85	6,712.62	24.75%
5176000	Life Insurance Benefit	6,015.18	1,565.07	4,450.11	26.01%
5177000	HSA Insurance Benefit	10,223.30	269.36	9,953.94	2.63%
5181000	Retirement	218,381.84	23,261.06	195,120.78	10.65%
5199000	Indirect Allocation	148,393.71	22,051.87	126,341.84	14.86%
5200000	Employee Health and Welfare	5,212.01	0.00	5,212.01	0.00%
5206000	HR Service Center	49,784.56	2,344.76	47,439.80	4.70%
5207000	Procurement Service Center	10,180.80	1,654.23	8,526.57	16.24%
5208000	Information Technology Service Center	28,186.21	1,343.53	26,842.68	4.76%
5291000	Contract Services	49,400.00	2,539.37	46,860.63	5.14%
5293000	HS Health & Disab Svc	50.00	0.00	50.00	0.00%
5294000	HS Policy Council	6.68	0.00	6.68	0.00%
5295000	HS Nutrition Service	47.23	0.00	47.23	0.00%
5296000	HS Parent Service	550.00	548.86	1.14	99.79%
5309000	Travel-In Region	894.65	0.00	894.65	0.00%
5351000	Fuel	100.00	51.32	48.68	51.32%
5413000	HS Site Rent	1,388.79	172.98	1,215.81	12.45%
5433000	HS Site Center Utilities	27,798.08	1,783.37	26,014.71	6.41%
5451000	Facility Allocation	10,679.10	707.17	9,971.93	6.62%
5453000	HS Site Center Bldg Maint	44,287.95	6,180.56	38,107.39	13.95%
5510000	Supplies	18,695.02	1,953.66	16,741.36	10.45%
5512000	HS Class Room Supplies	24,052.28	636.48	23,415.80	2.64%
5514000	HS Medical Supplies	629.77	181.49	448.28	28.81%
5515000	HS Disability Supplies	629.77	0.00	629.77	0.00%
5518000	HS Diapers and Wipes	3,500.00	0.00	3,500.00	0.00%
5622000	Internal Computer/Software	6,327.68	2,973.35	3,354.33	46.98%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26

From 6/1/2025 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used -
5632000	Copier	6,600.39	443.83	6,156.56	6.72%
5711000	Insurance	1,811.49	83.06	1,728.43	4.58%
5721000	Printing	2,038.49	0.00	2,038.49	0.00%
5722000	Ads & Promotions	393.60	0.00	393.60	0.00%
5753000	Dues and fees	604.19	16.24	587.95	2.68%
5760000	HS Site Center Communications	3,931.36	420.34	3,511.02	10.69%
5762000	Postage/freight	236.16	0.00	236.16	0.00%
5796000	Safety	763.13	43.41	719.72	5.68%
Total 401	Early Head Start CAN NO 9-G064122	(2,333,531.00)	(352,407.75)	1,981,123.25	15.10%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	33,940.77	22,883.23	59.72%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(33,940.77)	22,883.23	59.73%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	4,593.99	24,264.01	15.91%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(4,593.99)	24,264.01	15.92%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	0.00	1,853,365.00	0.00%
Total 409	Head Start InKind	(1,853,365.00)	0.00	1,853,365.00	0.00%
997	Non Project				
5510000	Supplies	250.00	225.89	24.11	90.35%
Total 997	Non Project	(250.00)	(225.89)	24.11	90.00%
Total Expenditures		-9,267,072.00	-1,233,289.53		

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 7/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used -
	Head Start (Project 400, 402)	(5,051,068.00)	(876,061.90)	17.34%	
	Early Head Start (Project 401, 403)	(2,362,389.00)	(357,001.74)	15.11%	
	CACFP (Project 407)			#DIV/0!	
	Total Federal	(7,413,457.00)	(1,233,063.64)	16.63%	
	Total Non-Federal, includes any Local Funds	(1,853,615.00)	(225.89)	0.01%	
	Grand Total Head Start	(9,267,072.00)	(1,233,289.53)	13.31%	
	Non-Federal Percentage of Total Expenditures	0.02%	match of 20%		
	Head Start Admin Expenditures	121,438.20			
	Administrative Indirect	65,105.77			
	Total Administrative Costs	186,543.97			
	Administrative Percentage of Approved Budget	15.13%	max of 15%		

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

Head Start Transactions	July, 2025
Citibank P-Card	19,420.84
Dean's Dairy	
First Financial Credit Card	
Lowes Pay and Save	65.78
Sysco Food Services	6,045.67
LakeShore Learning	17,728.42
West Texas Fire Extinguisher	2,684.47
	<u>\$ 45,945.18</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5433000	HS Site Center Utilities	6/12/2025	221727-180104 05-25	Day HS/EHS water utility service from 05/07/25 to 06/09/25 (acct# 221727-180104) CBG	150.04
5433000	HS Site Center Utilities	6/12/2025	221727-180106 05-25	Day HS/EHS water utility service from 05/07/25 to 06/09/25 (acct# 221727-180106) CBG	137.24
5433000	HS Site Center Utilities	6/16/2025	516468002052	Rio Vista HS/EHS temporary dumpster service (dump & return charges, prorated rental, and current invoice) CBG	520.58
5433000	HS Site Center Utilities	7/3/2025	221727-179684 06-25	Rio Vista HS/EHS water utility service from 05/29/25 to 06/27/25 (acct# 221727-179684) CBG	41.81
					<hr/>
					849.67
					<hr/>
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					849.67

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5295000	HS Nutrition Service	7/28/2025	068322	Day EHS and San Jacinto HS/EHS purchase of Dreft, sippy & trainer cups, spoons, and soy milk CB HS	17.63
5513000	HS Food Serv Sup	6/30/2025	C8545	San Jacinto HS/EHS service to change light switches in cafeteria from key type to toggle type CBG2	419.12
5513000	HS Food Serv Sup	7/14/2025	WN25930601	Ozona HS purchase of 54 48 cu. ft. commercial upright freezer CBG	2,544.00
5513000	HS Food Serv Sup	7/15/2025	1337	San Jacinto HS/EHS service to install GFCI's with stainless steel switch plates, reinstall 2 receptacles to be flush w/ wall, replace receptacle end on warmer & move from behind stove, & replace oven cord	602.77
5513000	HS Food Serv Sup	7/23/2025	1345	San Jacinto HS/EHS service to relocate receptacle in kitchen to be above conduit run	150.00
5513000	HS Food Serv Sup	7/28/2025	068322	Day EHS and San Jacinto HS/EHS purchase of Dreft, sippy & trainer cups, spoons, and soy milk CB HS	77.10
5513000	HS Food Serv Sup	7/29/2025	01286	San Jacinto HS/EHS purchase of cement blocks for ice machine CB FAC	29.32
5513000	HS Food Serv Sup	7/29/2025	6180656-8542648	Menard EHS purchase of toddler utensils (4 6 pc. forks & spoons) and reusable sippy cup set of 20 CBG2	35.79
5513000	HS Food Serv Sup	7/29/2025	9235554-6899432	Eldorado HS purchase of condiment squeeze bottles and floor scrub brush CBG2	37.98
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	3,913.71

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

<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>
5296000	HS Parent Service	6/1/2025	1318	Head Start purchase of Annual Ready4K Core Program and Workshop licenses from 08/01/25-07/31/26 and custom messages and surveys for 531 families CBG	4,136.69
5308000	Head Start T & T A	6/5/2025	AL 06052025	Head Start purchase of online training course - Positive Guidance and Discipline CB HS2	12.00
5308000	Head Start T & T A	7/15/2025	020869	Head Start purchase of creamer for in-service training CB HS	106.66
5308000	Head Start T & T A	7/17/2025	035203	Head Start purchase of thermal pockets for in-service training CB HS2	152.37
5308000	Head Start T & T A	7/17/2025	1716270-2498654	Head Start purchase of supplies/decorations for in-service training CBG2	59.89
5308000	Head Start T & T A	7/18/2025	2954338-5593027	Head Start purchase of trophies for in-service training CBG2	25.94
5308000	Head Start T & T A	7/21/2025	10459372	Head Start purchase of breakfast for in-service training CB HS	439.65
5308000	Head Start T & T A	7/23/2025	051079	Head Start purchase of snacks for staff pre-service training CB HS	452.00
5351000	Fuel	7/7/2025	072520	Head Start purchase of fuel for program vehicle CB HS	36.33
5433000	HS Site Center Utilities	6/12/2025	221727-180104 05-25	Day HS/EHS water utility service from 05/07/25 to 06/09/25 (acct# 221727-180104) CBG	54.02
5433000	HS Site Center Utilities	6/12/2025	221727-180106 05-25	Day HS/EHS water utility service from 05/07/25 to 06/09/25 (acct# 221727-180106) CBG	49.40
5433000	HS Site Center Utilities	6/30/2025	0691-001372774	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 07/01/25 to 07/31/25 CBG	583.30
5433000	HS Site Center Utilities	6/30/2025	0691-001373128	Day HS/EHS trash service for acct# 3-0691-2405694 from 07/01/25 to 07/31/25 CBG	947.94

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5433000	HS Site Center Utilities	7/3/2025	221727-179684 06-25	Rio Vista HS/EHS water utility service from 05/29/25 to 06/27/25 (acct# 221727-179684) CBG	376.27
5433000	HS Site Center Utilities	7/17/2025	05-0560-02 06-25	Eden HS water, garbage, and sewer service from 06/15/25 to 07/15/25 CBG	234.83
5453000	HS Site Center Bldg Maint	7/1/2025	10314444997	San Jacinto HS/EHS purchase of janitorial cleaning carts (2) CBG2	317.44
5453000	HS Site Center Bldg Maint	7/1/2025	48083	San Jacinto HS/EHS purchase of supplies to repair wall, connect washer/dryer, and install message boards CB FAC	174.70
5453000	HS Site Center Bldg Maint	7/1/2025	oyoylzpfy97c	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I203969) and Rio Vista (Invoice I203967) Head Start sites from 07/01/25 to 07/31/25 CBG	155.00
5453000	HS Site Center Bldg Maint	7/3/2025	74441	San Jacinto HS/EHS purchase of maintenance supplies (wall plate, caulk, fittings, adhesive, & plunger) CB FAC	50.70
5453000	HS Site Center Bldg Maint	7/15/2025	73699	San Jacinto HS/EHS purchase of doorstops for classrooms and installation supplies CB FAC	243.28
5453000	HS Site Center Bldg Maint	7/17/2025	060691	San Jacinto HS purchase of keys CB HS2	143.75
5453000	HS Site Center Bldg Maint	7/18/2025	1342	San Jacinto HS service to replace 3 prong dryer cord with 4 prong cord and repair 2 outlet receptacles	321.04
5453000	HS Site Center Bldg Maint	7/24/2025	99474	San Jacinto HS/EHS purchase of wall repair supplies, insect spray, and softener salt CB FAC	99.52
5453000	HS Site Center Bldg Maint	7/30/2025	17122	Day HS purchase of ceiling fan for room 2 CB FAC	74.97
5453000	HS Site Center Bldg Maint	7/30/2025	17130	San Jacinto HS/EHS purchase of supplies for remodel CB FAC	198.37

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

<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>
5510000	Supplies	7/1/2025	4760006-9776223	Head Start purchase of supplies (travel stickers) for in-service training CBG2	32.40
5510000	Supplies	7/1/2025	8615598-5054637	Head Start purchase of supplies (decorations and pretend passports) for in-service training CBG2	151.79
5510000	Supplies	7/1/2025	9637856-4418607	Head Start purchase of supplies (travel stickers) for in-service training CBG2	41.70
5510000	Supplies	7/3/2025	7568802-3971416	San Jacinto HS/EHS purchase of wall mount sign holders (72) CBG2	227.97
5510000	Supplies	7/14/2025	051012	Head Start purchase of clickers with laser pointers for meetings and trainings CB HS	65.92
5510000	Supplies	7/16/2025	75470	Eden HS purchase of medium boxes (50) and packing tape (6 rolls) CBG	133.98
5510000	Supplies	7/17/2025	93337	Day HS and San Jacinto HS purchase of sand to weight down sharing library mailboxes CB FAC	49.44
5510000	Supplies	7/18/2025	045148	Head Start purchase of adhesive dot rollers (18) CB HS	151.92
5510000	Supplies	7/28/2025	068322	Day EHS and San Jacinto HS/EHS purchase of Dreft, sippy & trainer cups, spoons, and soy milk CB HS	50.91
5510000	Supplies	7/30/2025	9718467-9876213	Day HS/EHS purchase of bulletin board display case CBG2	389.99
5512000	HS Class Room Supplies	7/9/2025	4904607-9481022	Head Start purchase of clear adhesive liner & San Jacinto HS purchase of rug & fireplace decoration CBG2	490.89
5512000	HS Class Room Supplies	7/9/2025	7105712-3167428	Head Start purchase of folders for center classrooms (10 boxes of 50) CBG2	294.90
5512000	HS Class Room Supplies	7/17/2025	8711824-1714613	Head Start purchase of folders for all classrooms (10 boxes of 50) CBG2	439.90
5512000	HS Class Room Supplies	7/29/2025	5513271-1842618	Day HS/EHS purchase of laminating film (6 2-packs) CBG2	366.24

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5622000	Internal Computer/Software	7/16/2025	649280ec9fe1e2...	Head Start purchase of program software communication from 07/01/25 to 07/31/25 CB HS2	50.00
5753000	Dues and fees	7/15/2025	91002900277800	Eden HS annual post office box fee - Box #117 CBG	90.00
5753000	Dues and fees	7/29/2025	529CL00688933B8	Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	64.67
5753000	Dues and fees	7/29/2025	529CL00688936C4	Ozona HS - TX HHSC Child Care Licensing Fee CB HS	56.49
5753000	Dues and fees	7/30/2025	529CL00688A73F8	Eldorado HS - TX HHSC Child Care Licensing Fee CB HS2	56.49
5760000	HS Site Center Communications	6/8/2025	0708195 06-25	Head Start rural phone/internet service from 06/08/25 to 07/07/25 CBG	448.84
5760000	HS Site Center Communications	7/11/2025	07710150890010 07-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 06/25/25 to 07/24/25 CBG	264.10
5760000	HS Site Center Communications	7/12/2025	33667-96 07-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 07/12/25 to 08/12/25 CBG2	195.00
5760000	HS Site Center Communications	7/17/2025	07710150887017 07-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 07/01/25 to 07/31/25 CBG	163.83
5760000	HS Site Center Communications	7/25/2025	07710150503019 07-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 07/15/25 to 08/14/25 CBG	389.60
5760000	HS Site Center Communications	7/25/2025	07710150505015 07-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 07/15/25 to 08/14/25 CBG	426.50
5796000	Safety	7/9/2025	UZTX65KN98	Daycare licensing (fingerprinting) for prospective Head Start employee A.M. (San Jacinto HS/EHS) CB HR	39.31
5796000	Safety	7/9/2025	UZTX65QRJG	Daycare licensing (fingerprinting) for prospective Head Start employee J.M. (San Jacinto HS) CB HR	39.31

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

<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>
5796000	Safety	7/25/2025	UZTX66Q47F	Daycare licensing (fingerprinting) for prospective Head Start employee C.A. (San Jacinto EHS) CB HR	39.31
Total H09 - HHS Grant H09, Head Start FY 25-26					14,657.46
Report Opening/Current Balance					
Report Transaction Totals					19,420.84
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5512000	HS Class Room Supplies	6/29/2025	91103419	San Jacinto HS purchase of learning toys, arts & crafts supplies, sensory items, and classroom supplies for rm 37	1,068.47
5512000	HS Class Room Supplies	6/29/2025	91103420	San Jacinto HS purchase of learning toys, arts & crafts supplies, sensory items, and classroom supplies for rm 34	1,358.18
5512000	HS Class Room Supplies	6/29/2025	91103421	San Jacinto HS purchase of learning toys, arts & crafts supplies, storage items, and classroom supplies for rm 38	1,139.28
5512000	HS Class Room Supplies	6/29/2025	91103422	San Jacinto HS purchase of learning toys, arts & crafts supplies, sensory items, and classroom supplies for rm 30	950.68
5512000	HS Class Room Supplies	7/8/2025	91151354	San Jacinto HS purchase of magnetic learning game for rm 37	28.49
5512000	HS Class Room Supplies	7/11/2025	91172867	San Jacinto HS purchase of magnetic tape for rm 35	31.98
5512000	HS Class Room Supplies	7/14/2025	91192622	San Jacinto HS purchase of jumbo crayon classroom box for rm 33	71.99
5512000	HS Class Room Supplies	7/16/2025	91212253	Day EHS purchase of classroom calming kit for rm 21	56.99
5512000	HS Class Room Supplies	7/23/2025	91281619	San Jacinto HS purchase of doll clothing for rm 37	37.99
5512000	HS Class Room Supplies	7/23/2025	91281621	San Jacinto HS purchase of write and wipe markers for rm 33	33.24
5512000	HS Class Room Supplies	7/23/2025	91281622	San Jacinto HS purchase of write and wipe markers for rm 34	33.24
5512000	HS Class Room Supplies	7/23/2025	91281623	San Jacinto HS purchase of write and wipe markers for rm 30	33.24
5512000	HS Class Room Supplies	7/29/2025	91355298	Day HS purchase of magnetic color maze for rm 4	28.49
5512000	HS Class Room Supplies	7/29/2025	91355299	Day HS purchase of magnetic color maze for rm 12	28.49
					<hr/> 4,900.75 <hr/>

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	4,900.75

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

<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>
5512000	HS Class Room Supplies	7/23/2025	91281620	Ozona HS purchase of books, learning toys and materials, and classroom supplies	388.95
5512000	HS Class Room Supplies	7/24/2025	91297554	Eldorado HS purchase of soft building blocks for rm 1	39.99
5512000	HS Class Room Supplies	7/25/2025	91310071	Ozona HS purchase of tricycles, books, arts & crafts supplies, learning toys and materials, and classroom supplies	2,207.90
5512000	HS Class Room Supplies	7/25/2025	91310072	San Jacinto HS purchase of 9 mobile locking media cabinets	9,396.45
5512000	HS Class Room Supplies	7/25/2025	91310073	Eldorado HS purchase of tricycle, arts & crafts supplies, and learning toys and materials for rm 1	737.39
5512000	HS Class Room Supplies	7/26/2025	91323967	Ozona HS purchase of sensory tubes	56.99
				Total H09 - HHS Grant H09, Head Start FY 25-26	12,827.67
Report Opening/Current Balance					
Report Transaction Totals					17,728.42
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5295000	HS Nutrition Service	6/18/2025	250618-420-1-1-47	Menard HS/EHS purchase of nutrition items	46.56
5295000	HS Nutrition Service	6/25/2025	250625-420-1-1-42	Menard HS/EHS purchase of nutrition items	12.83
5513000	HS Food Serv Sup	6/18/2025	250618-420-1-1-47	Menard HS/EHS purchase of nutrition items	6.39
					<hr/>
					65.78
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				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	65.78
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Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					65.78
					<hr/>
Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5295000	HS Nutrition Service	7/5/2025	378146607	Day HS/EHS credit - Customer Incentive Program	(19.43)
5295000	HS Nutrition Service	7/5/2025	378146614	Eldorado HS credit - Customer Incentive Program	(4.09)
5295000	HS Nutrition Service	7/5/2025	378146615	Menard HS/EHS credit - Customer Incentive Program	(9.82)
5295000	HS Nutrition Service	7/5/2025	378146616	Eden HS credit - Customer Incentive Program	(2.89)
5295000	HS Nutrition Service	7/12/2025	378150250	Day HS/EHS credit - Customer Incentive Program	(89.68)
5295000	HS Nutrition Service	7/12/2025	378150251	Rio Vista HS/EHS credit - Customer Incentive Program	(16.02)
5295000	HS Nutrition Service	7/19/2025	378154194	Rio Vista HS/EHS credit - Customer Incentive Program	(85.25)
5295000	HS Nutrition Service	7/29/2025	378159649	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,126.95
5295000	HS Nutrition Service	7/31/2025	378160811	Eldorado HS purchase of nutrition items for children and kitchen supplies	838.13
5295000	HS Nutrition Service	7/31/2025	378160814	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,185.29
5513000	HS Food Serv Sup	7/29/2025	378159649	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	361.16
5513000	HS Food Serv Sup	7/31/2025	378160811	Eldorado HS purchase of nutrition items for children and kitchen supplies	120.18
5513000	HS Food Serv Sup	7/31/2025	378160814	Day HS/EHS purchase of nutrition items for children and kitchen supplies	641.14
					<hr/>
					6,045.67
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Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					6,045.67
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CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
Report Opening/Current Balance					
Report Transaction Totals					<u>6,045.67</u>
Report Current Balances					<u><u> </u></u>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 7/1/2025 Through 7/31/2025

<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>
5513000	HS Food Serv Sup	7/29/2025	321303	Day HS/EHS purchase of mop handle, disinfectants & wipes, oven cleaner, dish detergent, paper & reusable towels, trash can liners, hand soap, and toilet tissue	344.27
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					344.27
					<hr/>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	344.27

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	7/17/2025	320663	San Jacinto HS/EHS annual fire extinguisher inspection, 2 Amerex 5lb fire extinguishers, and installation	400.47
5453000	HS Site Center Bldg Maint	7/21/2025	320861	Ozona HS annual fire extinguisher inspection	25.50
5510000	Supplies	7/1/2025	319724	San Jacinto HS/EHS purchase of 4 paper towel dispensers and paper towels	309.16
5510000	Supplies	7/29/2025	321303	Day HS/EHS purchase of mop handle, disinfectants & wipes, oven cleaner, dish detergent, paper & reusable towels, trash can liners, hand soap, and toilet tissue	714.29
5510000	Supplies	7/30/2025	321351	San Jacinto HS/EHS purchase of paper towels (3) and trash can liners (3)	134.25
5512000	HS Class Room Supplies	7/28/2025	321193	Day HS/EHS purchase of 40 boxes nitrile gloves and 4 cases toilet tissue	508.08
5512000	HS Class Room Supplies	7/29/2025	321303	Day HS/EHS purchase of mop handle, disinfectants & wipes, oven cleaner, dish detergent, paper & reusable towels, trash can liners, hand soap, and toilet tissue	114.20
5512000	HS Class Room Supplies	7/30/2025	321351	San Jacinto HS/EHS purchase of paper towels (3) and trash can liners (3)	134.25
				Total H09 - HHS Grant H09, Head Start FY 25-26	2,340.20
Report Opening/Current Balance					
Report Transaction Totals					2,684.47

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H09 - HHS Grant H09, Head Start FY 25-26
From 7/1/2025 Through 7/31/2025

<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>
Report Current Balances					<u><u> </u></u>

2025-2026 Employee Handbook Changes

1. **Cover Page** – Changed date
2. **Pg. 3 Vacation** - changed to “Personal” Leave
 - a. Changed to clarify that can use this for reasons other than sick
 - b. Personal Leave was updated throughout the handbook
3. **Pg. 5 About the Concho Valley COG**
 - a. Added ***aging and disability*** to list of agencies
4. **Pg 6 Handbook**
 - a. Added ***a separate handbook, “CVCOG Employee Handbook for Head Start”***
5. **Pgs. 8 Conflict of Interest**
 - a. Added additional verbiage to clarify
6. **Pg. 9 Interns, Field Students, VISTA, Contractors, and Temps**
 - a. Removed VISTA (no longer program of CVCOG)
 - b. Added clarification about Procurement’s role with contractors
7. **Pg. 10-11 Selection of Employees**
 - a. Removed ***sexual orientation, gender identity***
 - b. Criminal Records Search – removed or misdemeanor and added wording to allow more flexibility in hiring
 - c. Added ***Aptitudes***
8. **Pg 12 Outside Activity**
 - a. Added wording regarding making of content
9. **Pg 12 Outside Employment / Moonlighting**
 - a. Clarified how outside work should not interfere with CVCOG job
10. **Pg. 13 Employment of Relatives (Nepotism)**
 - a. Added ***And Domestic Partners***
 - b. Added clarification about employee relationships and work
11. **Pg. 14 Polygraph Examinations**
 - a. Moved under **Rules of Conduct** to better flow
12. **Pg. 15 Performance Management** - changed to Performance “Reviews”
 - a. Changed reviews to “at least annually” instead of semi-annually
 - b. Moved the wording about ***Disciplinary Action*** for better clarification
13. **Pg. 15 Education Assistance**
 - a. Removed (only for Head Start)
14. **Pg. 18 Open Door Policy**
 - a. Defined “Chain of Command”
15. **Pg. 19-22 Disciplinary Issues and Procedures**

- a. Changed wording to better define the steps in the disciplinary action

16. Pg. 22 Horseplay

- a. Expanded and reworded for clarification

17. Pg. 24-25 Falsification of Records / Facts – changed section to “Fraud”

- a. Added information about Fraud Policy
- b. Moved Falsification under this section

18. Pg. 25-26 Whistleblowers

- a. Moved here to go along with Fraud

19. Pg. 25 Retaliation

- a. Moved here to go along with Fraud & Whistleblowers sections

20. Pg. 27 Smoking and Tobacco Use

- a. Added “within 25 feet” and “or windows” for clarification

21. Pg. 27 Personal Appearance, Hygiene, and Dress

- a. Added wording to allow “smart casual” dress & exceptions
- b. Added clothing that is not allowed

22. Pg. 28 Personal Telephone Calls and Cellular Phone Usage

- a. Added “Department Director, HR, or Executive Director of CVCOG will have the discretion” and “of defining” to clarify
- b. Moved Personal use of CVCOG provided cellular phones to better flow
- c. Added line to tie back to the IT Policy

23. Pg. 29 Client and Guest Relations

- a. Moved some wording and eliminated some unnecessary verbiage

24. Pg. 29-30 Visitors and Volunteers

- a. Added wording about visitor sign-in
- b. Added how to address angry visitors
- c. Added visitor grievance procedure

25. Pg. 30 Children in the workplace

- a. Added guidance on using chain of command when issues

26. Pg. 31-32 Politics in the workplace

- a. Section added to address politics in the workplace

27. Pg 33 Termination of Employment

- a. Furlough section added due to recent funding changes

28. Pg. 36 Non-exempt Employee Time and Pay

- a. Removed Comp Time as don’t utilize (use flex time)
- b. Moved section about using 8 hours/day, 40-hr workweek from Exempt to Non-exempt

29. Pg. 39 Holidays

- a. Added Indigenous People’s Day (Columbus Day)

30. Pg. 40-41 Vacation Leave

- a. Changed to “Personal” leave to be consistent across programs (for reporting)
- b. Accrual changed on all 3 levels to be set hours per pay period (4, 5, or 6 hrs./pay period)

31. Pg. 42 Sick Leave

- a. Changed from 180-day wait period to NO wait period
- b. Accrual changed to set hours (4) per pay period

32. Pg. 44 FMLA

- a. Added verbiage about other employment when on FMLA

33. Pg. 45 Wellness

- a. Changed form name

34. Pg. 45 Jury Duty

- a. Changed title to Jury Duty / “Court Appearance”
- b. Clarified use of leave for court appearances

35. Pg. 50-51 Telework or Remote Work

- a. Added “computer access secure”
- b. Added “known secure networks and a Virtual Private Network” to clarify
- c. Added “Please consult the IT Department for any questions.”

36. Pg. 51 Unexcused Absences from Work

- a. Changed verbiage to emphasize consequences for no-call, no-shows
- b. Removed timeframe to be able to act more swiftly

37. Pg. 52 Internet Conduct and Use

- a. Moved to another section to better flow

38. Pg. 53-54 Social Media

- a. Added “previous or current” to clarify
- b. Removed “sexual orientation, gender identity”
- c. Remove “hour” and added “break” as some take less time for lunch
- d. Added information to contact IT Department for cloud-based services
- e. Added section about not creating, promoting, or distributing inappropriate content
- f. Added verbiage about NLRA

39. Pg. 54 CVCOG Communiques and Media Representations

- a. Removed line about requests (addressed later)
- b. Roved unnecessary wording “solely and personally”

40. Pg. 55 Key Card / Keys

- a. Added “Key Fobs / Pin Codes” in title and in section to address new technology
- b. Clarified about staff entry into the Main Office

41. Pg. 57 Alcohol And Drug Abuse and Testing

- a. Removed different types of testing not utilized for staff outside of CVT

42. Pg. 58 Employee Information Systems

- a. Added section about announcement approval

43. Pg. 58 Solicitation

- a. Moved to Selection of Employees section

44. Pg. 59 Information Technology Equipment

- a. New section added for informational purposes

45. Pg. 59-60 Internet Conduct and use

- a. Made more succinct

46. Pg. 60 Monitoring Employee Activity

- a. Elaborated on monitoring on IT-related items

47. Pg. 60-61 Recording Devices in the Workplace

- a. Changed language to assist with IT compliance for CVCOG regarding how and when recording may occur in the workplace.

48. Pg. 62 Request to Record Meetings or Proceedings

- a. Added section to assist with IT compliance for CVCOG

49. Pg. 62 Generative Artificial Intelligence

- a. Added section to assist with IT compliance for CVCOG

50. Pg. 64 Harassment / Discrimination

- a. Removed “sexual orientation, gender identity”

51. Pg. 67-68 Equal Employment Opportunities

- a. Removed “sexual orientation, gender identity”
- b. Added wording regarding “Pregnancy & Lactation” accommodations

52. Pg. 69 General Safety

- a. Added information about the Safety Committee’s role
- b. Added wording about moderating fragrances in workspace

53. Pg 74-75 Severe Weather Procedure

- a. Removed announcement as likely would not have time
- b. Removed “Step” wording for tornadoes
- c. Added to when to get up, removing verbiage about “ALL CLEAR:

54. Pg 75 Inclement Weather Policy

- a. Removed information about rural head start sites

55. Pg. 75 Added date on when updated

Concho Valley Council of Governments



Revised: **September 2025**~~March 2023~~

San Angelo, Texas

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MISSION OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

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

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 **aging and disability** 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

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~~ **by** 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, 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 Employee Handbook for Head Start"**. ~~an addendum to this handbook.~~ Concho Valley Transit (CVT) is also required by outside 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 Handbook, 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

COMPLIANCE

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~~ **who has** 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 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.

EMPLOYMENT-AT-WILL

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.

GIFTS AND GRATUITIES

A CVCOG employee may not: solicit, 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.

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 allowed; however, employees must continue to follow CVCOG's Drug and Alcohol Policy.
- 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 situations arise, directors, managers, and supervisors 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.*

CONFLICT OF INTEREST

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, employees dealing with clients, ~~suppliers~~, suppliers, contractors, competitors or any person doing or seeking to do business with CVCOG, are to act in the best interest of CVCOG.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. 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:~~ The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Ownership by the employee, or by the employee's family, of 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.

Employees of CVCOG will neither have financial interest 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.

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.

INTERNS, FIELD STUDENTS, ~~VISTA~~, CONTRACTORS AND TEMPS

Field Students and Interns – CVCOG understands the importance of working with local 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 partnerships with said agencies to provide experience to potential future applicants. All field students & interns interested in 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. 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 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 field student's assignment or internship is completed
- Field students and interns are required to follow all policies and procedures.
- The Department Director and/or Executive Director have the right to terminate a 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~~ using agency temporary (temp) workers and contractors. ~~The Procurement department will ensure all necessary paperwork is in place for temporary and contract staff while 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.

JOB POSTING

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. Jobs are posted in accordance with the requirements of the EEO Policy/Affirmative Action Plan. 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, with notice provided to current employees.

Certain situations may ~~call for~~ **require** 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.

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 to promote from within whenever possible, certain business conditions could cause a position to be filled without posting internally.

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. 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 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

SELECTION OF EMPLOYEES

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.

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:

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 also obtain a sex offender record and any other criminal record search(es) required by their department.

Unless otherwise specified in a department's specific program requirements, 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. Regardless of the timeframe, the severity of charges/convictions, the nature of the position, as well as length of time passed ~~since charges were made~~ is taken into consideration. Immediate disqualification may occur if the applicant has charges/conviction 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 databases 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 databases. Immediate disqualification may occur if the applicant is listed on either of these exclusion databases, 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.

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.

Skills/Competencies/Aptitudes - 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 database, in accordance with Federal and State Law. CVCOG will follow all laws and regulations regarding these types of 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. HR and the Department Director will seek the approval from the Executive Director 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. The Executive Director has final discretion on if an applicant meets CVCOG background requirements. *See the Employee and Volunteer Background Check Policy for more information.*

OUTSIDE ACTIVITY

CVCOG does not intervene in the private lives of its employees but does expect employees may not to engage in any outside employment, activity, or enterprise that adversely affects the employee's job performance or is determined by the Executive Director to be inconsistent or incompatible for employment with CVCOG. ~~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.~~

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.

OUTSIDE EMPLOYMENT/MOONLIGHTING

Moonlighting is considered as additional employment. Such extra employment will be allowed if it does not interfere with your duties at 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.

Employees with outside employment are expected to work their assigned CVCOG work schedule. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If a supervisor or director becomes aware that an employee's second job 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 CVCOG premises. CVCOG equipment, supplies, or space may never be used toward outside employment.

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS (NEPOTISM)

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.~~

CVCOG is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives or domestic partners.

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 employment. 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.~~

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CVCOG, will hire relatives or domestic partners of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative or domestic partner. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

"Family member" is defined as one of the following: spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter). A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Executive Director.

TRANSFERS, PROMOTIONS AND DEMOTIONS

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, 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 the 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.

~~POLYGRAPH EXAMINATIONS~~ MOVED TO AFTER EMPLOYEE INVESTIGATIONS

~~In the event of an investigation, or other CVCOG required event, 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."~~

PHYSICAL EXAMINATIONS

~~With the exception of~~ Except for CVT and the Head Start Departments, 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 (ADA) and EEO Laws.

LICENSES, CERTIFICATIONS AND REGISTRATIONS

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.

JOB DESCRIPTIONS

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.

ORIENTATION

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 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.

PERFORMANCE ~~MANAGEMENT~~ REVIEWS

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

Subsequent performance ~~reviews~~ ~~management~~ will be conducted at ~~least annually~~ ~~semi-annually~~ via discussions with your supervisor. This provides ~~semi-annually-evaluations~~ ~~feedback~~ on your performance, development, satisfaction of your job requirements, job knowledge, growth plans and needs. These ~~annual~~ performance ~~management~~ ~~review~~ 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.~~

TRAINING AND PROFESSIONAL DEVELOPMENT

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, 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 adjust your schedule to allow for 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.

~~EDUCATION ASSISTANCE POLICY~~ (REMOVE – ONLY HEAD START)

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 (per semester) 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

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 regarding 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.

OPEN DOOR POLICY

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, 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. "Chain of command" is the formal line of authority that outlines who reports to whom within an organization. For CVCOG, employees can seek assistance from their first-line supervisor, then Department director, HR, and then the Executive Director. 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.

EMPLOYEE INVESTIGATIONS

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.

POLYGRAPH EXAMINATIONS

In the event of an investigation, or other CVCOG required event, 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."

PROBLEM - SOLVING PROCEDURE

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 the 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.

DISCIPLINARY ISSUES AND PROCEDURES

~~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 document the occurrence of the verbal counseling.~~

~~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 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.~~

~~Suspensions are for more serious infractions that would be cause for immediate termination, immediate removal from the workplace, or an immediate investigation. Suspension can be effective immediately and be set for one to thirty (30) days. 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 the above mentioned coaching and training methods. 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 against 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 will forward upholds the Executive Director information regarding the disciplinary action and the appeal, the employee may then take their appeal to the Executive Director. The Executive Director will make the final decision regarding the disciplinary action.~~

CVCOG's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of CVCOG's progressive discipline policy and procedures. CVCOG reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

If requested, the employee will be provided with copies of all progressive discipline documentation. The employee will be asked to sign copies of their documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. If the employee does not agree to sign, this will be documented on the form and two (2) witnesses will sign acknowledging that they were present and aware of the refusal.

Copies of any disciplinary action will be permanently placed in the employee's official personnel file.

Counseling and verbal warning

Our preferred course of action is coaching and training. This creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct, or attendance issue.

The supervisor will discuss with the employee the nature of the problem or the violation of company policies and procedures. Expectations and steps the employee must take to improve his or her performance or resolve the problem will be clearly described.

The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Written warning

A written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

Someone within the program's management will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Consequences for the employee of his or her continued failure to meet performance or conduct expectations will be clearly spelled out.

The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Final written warning and / or suspension

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute for or use an accrued paid personal or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

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.

Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, CVCOG will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, CVCOG reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the Program Director.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

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. The Director of Human Resources will forward the Executive Director information regarding the disciplinary action and the appeal. The Executive Director will make the final decision regarding the disciplinary action and appeal.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Some examples that would call for immediate termination include but are not limited to: theft, substance abuse, intoxication, 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, lack of productivity, or an inability to meet goals.

FIREARMS

Employees are only permitted to carry firearms in a concealed manner while on the COG's premises, while conducting company business, or while acting as a company representative at any work-related activity, meeting, or function. 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 should be interpreted and enforced accordingly.

HORSEPLAY

~~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.~~

Horseplay is rough or boisterous play or pranks that occur at the workplace. Horseplay can be activities such as joking that includes physical contact, playing around, racing, grabbing, foolish vehicle operation, social pressure to participate in unsafe acts, harassment and unauthorized contests. Playing jokes can lead to serious injuries and sometimes be deadly.

When practical jokes are common in the workplace, it's hard to pay attention to your job because you're always on the lookout for the next joke. Even if a practical joke isn't dangerous, it can result in humiliation, embarrassment, anger, hurt feelings, distrust and even a desire for revenge. If someone else gets hurt because of your horseplay or joke, you may be liable for damages, and you could risk losing your job.

Employees should not engage or participate in any type of unsafe behavior or acts and should follow instructions and obey the safety rules designed for your protection. If you see someone behaving in an unprofessional or unsafe way at work, report it to a supervisor.

THEFT

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.

ABUSIVE, PROFANE, OR OBSCENE LANGUAGE

This type of language is unacceptable in the workplace. It is not acceptable, for any reason, to direct this type language towards clients, visitors, or fellow employees, and it will not be tolerated.

VIOLENCE IN THE WORKPLACE

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 the 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.
- Use of 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 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 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 feelings towards each other. At no time will fighting or altercations, physical or verbal, be tolerated.

Employees at Risk: CVCOG will identify employees, roles, or positions 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. 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.

ARRESTS AND INCARCERATIONS

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.

INSUBORDINATION

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.

CONFLICT OF CONSCIENCE

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 your supervisor or other member of management in order to seek a resolution if possible. Regardless of your held beliefs, all CVCOG policies must still be followed.

DUTY OF LOYALTY

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 to the values and ethics CVCOG strives to maintain. 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.

~~FALSIFICATION OF RECORDS/FACTS~~ FRAUD

Fraud is defined as: A false representation of a matter of fact, whether by word or by conduct, by false or misleading allegations, or by concealment, intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right. The terms of defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act,
- Misappropriation or theft of funds, securities, supplies, or other assets,
- Impropriety in handling or reporting of money or financial transactions,
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to CVCOG. Exception: Gifts which are less than \$50.00 in value that can be used/enjoyed by all employees, i.e., cookies at Christmas.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment, and/or
- Any similar or related irregularity
- Falsification of documentation (*see below*)

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.

Any type of fraud will not be tolerated. An employee who discovers or suspects fraudulent activity shall contact their Department Director, Executive Director, or CVCOG Board Chair immediately.

For more information, see CVCOG's Fraud Policy

WHISTLEBLOWERS

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.

RETALIATION

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.

FALSIFICATION OF RECORDS/FACTS

~~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.~~

FOOD PREPARATION AND STORAGE

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.

GAMBLING

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.

SMOKING AND TOBACCO USE

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 **within 25 feet** of any exterior doors, **or windows**, 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.

PERSONAL APPEARANCE, HYGIENE, AND DRESS

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.

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 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:

- As a standard, employees are expected to wear "smart casual" dress. Exceptions to this would be on Fridays, when traveling, attending business-related events or activities, or during designated engagement events, in which employees are allowed to wear casual attire.
- Clothing such as midriff baring tops, "muscle" shirts, sweatpants, workout leggings, tights as pants, shorts of any kind, short skirts (anything above the knee), short dresses (anything above the knee), jeans with holes and low-slung pants are never allowed.
- 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.

Your Department Director, supervisor, HR, and/or the Executive Director will be the interpreters of what is defined as provocative attire and what attire is in bad taste.

PERSONAL TELEPHONE CALLS AND CELLULAR PHONE USAGE

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 Department Director, HR, or Executive Director of CVCOG will have the discretion to be the sole interpreter of defining “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 for 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.*

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. CVCOG cellphones are considered to be information technology equipment. *See CVCOG Information Technology Equipment policy for more information.*

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.

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.

CLIENT AND GUEST RELATIONS

Interactions with our clients and guests are of primary importance. Honesty, courtesy, and satisfaction of our clients' expectations are our goals. As a representative of CVCOG, we expect staff to **always be courteous, polite, and professional.**

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~~

VISITORS AND VOLUNTEERS

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 with the receptionist or front desk, must wear a visitor's badge, and must be escorted by an employee. This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

~~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 **and adhere to the guidelines outlined for visitors**. 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.

~~Visitors and volunteers are expected to behave in a manner that is courteous and respectful to others, including CVCOG staff. We have zero tolerance for abusive language, verbal harassment, threats, and / or violence. Failure to comply may result in removal from our facility and prosecution from law enforcement.~~

Employees are encouraged to use de-escalation methods if a visitor(s) behavior becomes upset and / or angry; however, some instances require help from others to handle the situation. If this occurs, they should contact their immediate supervisor, program director, or another member of CVCOG management to assist with that situation.

If a visitor or volunteer disapproves of any service provided or assignment given by CVCOG employee, they may issue a formal grievance. Ideally, this request should be in written format (i.e. letter, email, etc.) but may also be addressed verbally with a member of the program's leadership. In the event a resolution cannot be reached, the Executive Director or Assistant Executive Director will be involved.

CHILDREN IN THE WORKPLACE

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 **and only for a brief period of time**. 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 always be accompanied and remain under the direct supervision of the parent.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during CVCOG sponsored events. but is ~~This policy has been~~ designed to minimize potential liability to CVCOG, risk of harm to children, and decrease 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.~~

Employees may utilize their chain of command if they find that the child, or children, is affecting their service delivery or interfering with their productivity.

POLITICAL ACTIVITY

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 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 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). 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.

POLITICS IN THE WORKPLACE

Regardless of individuals' political party or beliefs, sometimes tensions may arise related to political decisions and / or elections. Employees need to remember that the workplace is a place where everyone should feel safe, welcomed, respected and included.

CVCOG respects employees' rights to engage in political speech and activities outside of work, such discussions at work can detract from productivity and workplace harmony. While we do not want to limit healthy dialogue about social issues, we do have a vested interest in reducing disruptions and maintaining a culture of respect. Employees are encouraged to approach these conversations from a place of curiosity and accept that they may not find common ground.

Regardless of one's views and feelings related to politics, employees should follow these general guidelines:

- Employees may not wear political paraphernalia (logos, buttons, t-shirts, hats, etc.) to work.
- Employees may not wear work-related paraphernalia to political rallies or functions that may imply the CVCOG's support for that candidate and/or party.
- Employer-sponsored social media accounts will not be used to post political viewpoints or opinions. Any such misuse may be subject to disciplinary action.
- Any political discussion, unrelated to National Labor Relations Act (NLRA)-protected matters that causes an employee to feel discriminated against, retaliated against or bullied is strictly prohibited and may be subject to disciplinary action.
- Employees should never intimidate, harass, or otherwise pressure a co-worker to support one particular candidate or party over another.

RESTRICTING PRODUCTIVITY/OUTPUT

CVCOG strives to be good stewards of its funding and always maintains high levels of efficiency where productivity and client services are concerned. Employees may not engage in any activity that restricts the output of services to our clients or general work productivity. 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.

SOLICITATION

~~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.~~

SUGGESTIONS AND CLIENT FEEDBACK

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

UNACCEPTABLE PERFORMANCE

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.

NON-COMPETE COVENANTS

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.

TERMINATION OF EMPLOYMENT

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 CVCOG, and (4) the employee's length of service. Prior to separation, employees may apply for other CVCOG positions for which they may be qualified; applying does not guarantee an employee will be selected per CVCOG's hiring process.

Furlough: Another option, when there is a lack of program funding, is that an employee may be placed on a furlough. Furloughs are intended to be temporary, with a known or unknown end date, but individuals would remain an employee for the duration of the furlough. Though meant to be temporary, if funds do not become available, a furlough could turn into a permanent job elimination. As with reductions in force, when furloughs are necessary, decisions 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 CVCOG, and (4) the employee's length of service. Employees placed on a furlough may apply for other CVCOG positions for which they may be qualified but 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 ~~Vacation~~ **Personal** Leave and Sick Leave Policies in the Benefits Section of the CVCOG handbook for details regarding leave balances upon termination of employment.

RETIREMENT

If you plan to retire, please notify HR so you can be provided 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.

ACCESS TO PERSONNEL RECORDS

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, 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

PAY POLICIES

CVCOG uses a Pay Period in Reserve Policy. Any work performed from the 1st through the 15th of the month will be paid on the last day of the month. Work performed from the 16th through the last day of the month will be paid on the 15th of the following month. If the 15th or last day of the month falls on a Saturday, Sunday or holiday, employees will receive pay checks on 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~~ ensures we 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, ~~vacation~~ **personal**, 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.

CLASSIFICATION OF EMPLOYEES

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.

NON-EXEMPT EMPLOYEE TIME AND PAY

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~~ **Personal**, 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 mealtimes. 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 and 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.

Non-exempt employees must account for a minimum of 8 hours a day or 40 hours per work week's 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.

EXEMPT EMPLOYEE PAY

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 work week 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.

PROCESS FOR COMPLAINTS REGARDING PAY

If you believe that your pay has been reduced improperly, please contact your supervisor or the 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.

RECORDING OF WORK AND NON-WORK TIME

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 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's 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, knowingly reporting incorrect time worked, or punching in for another employee is a violation of CVCOG's Falsification or Records/Facts Policy. 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 payroll/finance staff.

INCENTIVE PAY

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.

BAD WEATHER AND UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES POLICY

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

BENEFITS

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. 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.

ELIGIBILITY CRITERIA

Full time CVCOG employees, according to ACA regulations, are eligible for medical, dental, vision, MASA, and life insurance coverage on the 1st 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 the Deferred Compensation section 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.

HOLIDAYS

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
- Indigenous People's Day (Columbus Day)

Veteran's Day

Thanksgiving Day and the Friday following Thanksgiving

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 are 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~~ **personal**, you will be granted the holiday and not charged for a day of ~~vacation~~ **personal leave**.

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 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

LEAVE

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 is out on ~~vacation~~ **personal** leave for 8 hours on Monday and makes up for these 8 hours on Saturday, the employee would not enter 8 hours of ~~vacation~~ **personal** leave on that Monday. Actual hours worked will be entered on the days worked.*

~~VACATION~~ **PERSONAL LEAVE**

You become eligible to use ~~vacation~~ **personal** leave when you complete 180 days of service. ~~Vacation~~ **Personal** leave will not be paid to any employee upon separation during the 180-day waiting period. After completion of the 180-day

waiting period, ~~vacation~~ **personal** leave accrued will be credited to a regular full-time employee's ~~vacation~~ **personal** leave time account on the first available pay period immediately following the 180-day waiting period.

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

All eligible employees will earn a set hours for each pay period, based on years of service, and is not based on hours worked.

Length of Service	Vacation Personal Leave Earned
1- 2 years:	3.847% per hour worked (approx. 10-12 days per year) (4 hours / pay period)
3-9 years:	5.770% per hour worked (approx. 15 days per year) (5 hours / pay period)
10 years or longer:	6.920% per hour worked (approx. 18 days per year) (6) hours / pay period)

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

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

You are encouraged to use your accrued ~~vacation~~ **personal** leave each year as it is earned. You may take earned ~~vacation~~ **personal** 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 ~~vacation~~ **personal** leave and request ~~vacation~~ **personal** leave well in advance.** ~~Vacation~~ **Personal** leave scheduling must accommodate CVCOG'S work schedules. If there is a conflict in ~~vacation~~ **personal** leave 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~~ **personal** 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 regard to staffing and coverage.

~~Vacation~~ **Personal Leave Carryover:** Unused ~~vacation~~ **personal** leave can be carried over to the next fiscal year. The maximum allowable accumulation of unused ~~vacation~~ **personal** leave is the number of hours which you would accumulate in 1 full year at your current accrual rate. Employees with 1-2 years of service will have an 80-hour maximum carryover. Employees with 3-9 years of service will have a 120-hour maximum carryover. Employees with 10 years or higher will have a 144-hour maximum carryover. Each September 30, any ~~vacation~~ **personal** 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 ~~vacation~~ **personal** leave is forfeited when an employee is 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 ~~vacation~~ **personal** leave. The rate of pay will be determined by your salary rate in effect at the time of separation.

SICK LEAVE

~~You become eligible to use sick leave when you complete 180 days of service. Sick leave will not be paid to any employee upon separation. 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.~~ Employees may begin to use sick leave as it is accrued.

All-eligible eEmployees who are eligible will earn four (4) hours of sick leave for each pay period (approx. 12 days a year for full-time employees). ~~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 are not eligible for sick leave and should refer to the 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 health 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 uses of sick leave, unless emergency conditions exist, you must 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~~ contact 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 will be required to use accumulated ~~vacation~~ **personal** 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 ~~Vacation~~ **Personal Leave:** If illness or physical incapacity occurs during your ~~vacation~~ **personal** leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against ~~vacation~~ **personal** 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.

FAMILY AND MEDICAL LEAVE ACT

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 a reduced schedule, as needed.

All FMLA requests will go to HR immediately. From the date of notification, CVCOG has 7 days to provide employees 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 the 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 of if your FMLA is covered by accrued ~~vacation~~ **personal** or sick leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the 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 ~~vacation~~ **personal** 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.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the employees' reason for FMLA leave does not preclude the outside employment.

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 may be extended 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.*

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

BEREAVEMENT/ EMERGENCY LEAVE

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

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 ~~vacation~~ personal 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 and will be dependent upon the circumstances. Emergency Leave will not be granted as an alternative when an employee has exhausted all other leave options. The event must be deemed a true emergency, by the Executive Director, who has sole discretion.

MILITARY LEAVE

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 to use available ~~vacation~~ personal 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.

LEAVE OF ABSENCE

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, an employee does not qualify for FMLA, or FMLA has been exhausted (*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.

WELLNESS

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 ~~w~~Wellness **Schedule** Request **Form**. 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 Department 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

JURY DUTY / **COURT APPEARANCE**

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 with 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.

Court appearances, include responding to subpoenas to testify, serving as a witness, or attending hearings for personal legal matters will be allowed but employees will need to use personal leave, or Leave Without Pay, to do so. Jury Duty Leave cannot be used for these purposes.

VOTING RIGHTS

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.

SOCIAL SECURITY

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 TCERS 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.

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

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 ~~830~~ 890 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 1st paycheck. 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 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.

DEFERRED COMPENSATION

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.

HEALTH SERVICES

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.

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.

WORKERS' COMPENSATION INSURANCE

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 1st Report of Injury Form. (If it is an emergency, seek medical treatment immediately.) Once you have filled out the 1st 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 eight (8) work days due to a work-related injury. In the interim, an employee will use accumulated sick leave, ~~vacation~~ **personal** 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 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.

CONTINUATION OF GROUP INSURANCE (COBRA)

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 individual's 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).

UNEMPLOYMENT INSURANCE

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.

POLICIES

WORKING HOURS

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. 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.

FLEXIBLE WORK SCHEDULE

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. 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 when 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 time sheets, 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 through 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~~ **Personal** /Bereavement Leave taken during a flex schedule workday will be taken at a rate equivalent to the flex schedule workday. As an example, an employee on a Monday through Thursday, 10-hour schedule gets sick one of those days, that employee must take 10 hours of sick leave.

- The CVCOG reserves the right to suspend, cancel or amend the 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.

TELEWORK OR REMOTE WORK

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. Teleworking or remote work may be suitable for some employees and roles, but not for others. Teleworking or remote work is designated at the discretion of the Department Director based on the operational needs and requirements of their specific department.

Eligibility:

- Employees' 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 telework or work remotely. This is not a critique of any particular position or person; rather it is the realization that some positions 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 Telework and Remote Work Policy. As such, the Department Director will determine if teleworking or remote work is 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 telework or work remotely does not guarantee approval.
- While it is not required that teleworking or working remotely be uniformly available to all positions in a department, supervisors are responsible for ensuring fair and equitable administration to eligible employees.

Requesting to Telework or Work Remotely:

- If an employee wishes consideration to telework or work remotely, he/she must submit the request in writing to the supervisor. The Department Director will review the request and advise the employee to complete CVCOG's Teleworker Agreement. Final approval must be obtained by the Executive Director before implementation.
- All original 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.
- 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 **known secure networks and a Virtual Private Network (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 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 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 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.

Please consult the IT Department for any questions.

ATTENDANCE

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 communicate the expected tardiness or absence 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 of accrued leave or LWOP is used, and regardless of if multiple forms of physician/provider documentation are provided, the disproportionate absenteeism and the effect 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.

UNEXCUSED ABSENCES FROM WORK

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.

It is unacceptable for an employee to not call or not show up for work. If absent and has not notified 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.~~

EMPLOYEE RELATIONS

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.

SECURITY

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, clients, volunteers, and contractors 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.

~~INTERNET CONDUCT AND USE~~

~~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.~~

~~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.~~

SOCIAL MEDIA

CVCOG recognizes the important role social media plays in distributing information to the public, clients, board members, and stakeholders. CVCOG ~~carries out~~ provides 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 ~~previous or current~~ clients, employees or other agencies CVCOG works with
- Never comment on settled or ongoing 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~~ break (CVCOG reserves the right to monitor its facilities to ensure compliance with this restriction)

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

- ~~The Executive Director must approve all CVCOG social media.~~ The IT Department should be consulted before implementation of any cloud-based services to ensure compliance with Texas Government Code, Section 2054.059
- Only authorized staff or hired public relations professionals 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

Employees must not engage in the creation, promotion, or distribution of content that involves nudity, sexually explicit material, or anything that has the potential to compromise the agency's public image, interfere with agency operations, or diminish the public's trust in CVCOG. This applies regardless of whether the content is created on personal time or using personal equipment, particularly when:

- The employee holds a public-facing or trust-sensitive role, including positions working with young people, older adults, or vulnerable populations.
- The content includes references to CVCOG employment, use of uniforms, CVCOG-issued equipment, logos, vehicles, or facilities.
- The employee is identified or identifiable as a representative of CVCOG.

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.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

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

CVCOG COMMUNIQUEES & MEDIA REPRESENTATIONS

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 Department 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.

ID BADGE

- 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.

KEY CARD / KEY FOBS / PIN CODES / KEYS

Key cards, key fobs, pin codes, and keys are for security purposes; they grant access to specific facilities for employees. Not every employee will receive a key card and/or key fob(s), pin code(s), and / or keys. If you receive a key card, key fobs, pin codes, and keys and / or key(s), you must abide by the following:

- The Key Cards, key fobs, pin codes, and keys are the property of CVCOG
- The Key Cards, key fobs, pin codes, and keys is nontransferable and lending the Key Card to anyone else for any purpose is not permitted
- PIN codes can be used at the Main training entrance, Transit Main office, and Transit Annex buildings where number pad access points are available.

~~The~~ Key Cards

- ~~The Key Cards~~ use a proximity sensor 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 need to access the building through the door located on the east side of the building. This door is the designated "Employee Entrance".~~ If an employee is accessing the CVCOG Main Office building during regular business hours, they need to enter through one of the employee entrances and are expected to avoid using front entrance.
- Upon entering and exiting any 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 ~~is~~ 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 ~~is~~ not ~~being~~ clearly visible from that door
- If a meeting, class, or other event is planned for after hours (HS Policy Council, one-time police class, etc.) the sponsoring department will be responsible for all guests
- 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, key fob, or key(s) 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 card / key fob. If the employee loses or damages the new card/fob, it will be replaced at the cost of \$10.00 to the employee
- Stolen cards / key fobs 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 to consider every situation that may occur, it is essential that every central office employee understands, commit and use common sense in applying these policies. The emphasis must be to never compromise the intent of this policy.

USE OF COMPANY VEHICLES

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 regard 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.

ALCOHOL AND DRUG ABUSE AND TESTING

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, present a threat to the well-being and security of employees, and can have an adverse effect on an employee's job performance. It could jeopardize the safety of other employees, the public, or CVCOG equipment and it could also cause extensive damage to CVCOG's reputation, community standing and or affect CVCOG's relations with the public.

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.

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 with 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 will be made quickly. CVCOG does reserve 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.)

CVCOG will act swiftly and decisively regarding drug or alcohol-related investigations. If necessary, the employee will be disciplined according to the steps outlined in CVCOG's disciplinary procedure.

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.

OTHER WORKPLACE ISSUES

COMMUNITY INVOLVEMENT

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.

EMPLOYEE INFORMATION SYSTEMS

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 breakroom contain important information 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.

Employees may submit to HR any notices of general interest, such as recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; or expressions of gratitude or sympathy. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated. The company reserves the right to refuse permission to post or to take down any announcement.

~~Throughout the year we 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.

SOLICITATION

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. To protect our employees and visitors, solicitation is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on working time, unless it is in connection with a CVCOG-sponsored event

~~Solicitation is prohibited in CVCOG public areas; including client service areas and lounges for clients and sales areas. Additionally, we do not allow solicitation during work time. Generally, we frown on solicitation in the workplace and CVCOG prohibits the solicitation, distribution and posting of materials on or at CVCOG property (including public areas; including client service areas and lounges) by any employee or non-employee, except as may be permitted by~~

this policy. Solicitation It 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. 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.

INFORMATION TECHNOLOGY EQUIPMENT

As the user of Concho Valley Council of Governments (CVCOG) IT (Information Technology) equipment identified below, the CVCOG IT equipment user signing this statement acknowledges the responsibility to be careful with its use and keep it always secure, guarding against loss or theft. CVCOG IT equipment remains the property of CVCOG and must be returned to CVCOG upon request or upon termination of employment.

CVCOG IT equipment must not be altered or changed, including addition, modification, or removal of software applications, data, hardware components, or any peripheral components included only authorized Administration may authorize or make such additions or changes.

The CVCOG IT equipment user must report damaged, lost or stolen CVCOG IT equipment to the Program Director as soon as possible, but no later than the next business day.

If CVCOG IT equipment is stolen, the employee/user must initiate a police report before the equipment can be replaced. The user that chooses not to initiate a police report will be responsible for reimbursing CVCOG for all costs before a replacement can be purchased.

If equipment is neglectfully handled or damaged, or the CVCOG IT equipment is lost, CVCOG may determine that the user is responsible for paying the comparable equipment replacement cost, not to exceed the original cost of the equipment, plus any applicable service fees or charges related to actual replacement or the activation of replacement equipment.

At termination of employment or at CVCOG request, CVCOG IT equipment must be returned to CVCOG in good working order or else be considered lost or damaged, therefore the user may be held responsible for paying the comparable equipment replacement cost, including any applicable service fees or charges related to actual replacement or the activation of replacement equipment.

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.

INTERNET CONDUCT AND USE

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.

CVCOG reserves the right to monitor all activities conducted over its communication and technology infrastructure. This includes, but is not limited to, fax transmissions, telephone communications, internet usage, email, chat communications, and any other activity transmitted, received, or accessed via the organization's wired, wireless, or cloud-based computer networks. All network activity is subject to monitoring, logging, and audit to ensure compliance with applicable laws, policies, and security requirements. Monitoring may take place with or without prior notice.

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

MONITORING EMPLOYEE ACTIVITY

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 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, passageways, 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.~~

We also reserve the right to monitor all activities conducted over its communication and technology infrastructure. This includes, but is not limited to, fax transmissions, telephone communications, internet usage, email, chat communications, and any other activity transmitted, received, or accessed via the organization's wired, wireless, or cloud-based computer networks. All network activity is subject to monitoring, logging, and audit to ensure compliance with applicable laws, policies, and security requirements. Monitoring may take place with or without prior notice.

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.

RECORDING DEVICES IN THE WORKPLACE

~~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.~~

As a political subdivision of the State of Texas, CVCOG is committed to upholding employee privacy, maintaining operational integrity, complying with records retention requirements, and ensuring the appropriate handling of information that may be subject to public disclosure under the Texas Public Information Act (TPIA), Texas Government Code Chapter 552.

This policy serves as a formal notice that CVCOG does not authorize or permit recording of meetings, discussions, or workplace activity without proper clearance. All requests for exception or clarification should be directed to the employee's Department Director.

CVCOG prohibits the unauthorized use of personal recording devices, including but not limited to cameras, camera phones, audio recorders, smart watches, and video-capable devices within CVCOG-owned or CVCOG controlled property, without explicit written authorization. Access must be removed from the premises if CVCOG withdraws permission.

Employees are permitted to bring personal devices with built-in recording capabilities (e.g., smartphones, smartwatches) into the workplace; however, to protect employee confidentiality, proprietary business practices, and sensitive information (including audio, video, photographic, and digital recordings) these devices may not be used for any form of recording without written approval and are subject to revocation of use privileges at any time for any reason deemed necessary by CVCOG management.

Recording equipment owned and operated by CVCOG (e.g., building surveillance cameras, meeting room recording systems) is deployed for official business purposes, including but not limited to:

- Public safety
- Facilities monitoring
- Official recordkeeping in accordance with the Texas State Library and Archives Commission (TSLAC) records retention schedules

These devices are operated in accordance with state and federal law, including retention and disclosure obligations under the Texas Local Government Records Act (Chapter 201-205, Local Government Code).

REQUEST TO RECORD MEETINGS OR PROCEEDINGS

Employees may request permission to record a meeting, conversation, or other work-related activity when: A legitimate business purpose is served, and the recording does not infringe on employee privacy or legal confidentiality obligations.

When such authorization is granted, all participants must be notified at the outset that the discussion or event is being recorded, monitored, or transcribed.

Please note that any recordings, whether made intentionally or inadvertently, may be subject to disclosure under the Texas Public Information Act if they pertain to CVCOG business. Accordingly, unauthorized recordings may inadvertently create public records that the agency is obligated to retain, review, and produce upon request.

Employees may be held personally accountable for violations of records management rules or failure to protect confidential or sensitive data.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

With the increasing popularity of generative AI tools such as OpenAI's ChatGPT, it has become necessary to outline the proper use of such tools while working at CVCOG. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers and the company from harm.

See IT Policy for more information.

RESTRICTED ITEMS

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.

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.

TRAVEL

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 to have travel expenses paid or reimbursed.

See the complete Travel Policy on the CVCOG Team Website.

WHISTLEBLOWERS

~~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.~~

RETALIATION

~~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.~~

HARASSMENT, DISCRIMINATION, AND BULLYING

HARASSMENT / DISCRIMINATION

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 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 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 to stop.

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 of 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 the 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 investigation **into** ~~of~~ these charges will be made quickly, and CVCOG will act 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.

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

SEXUAL HARASSMENT

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 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 of 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 the 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 investigation **into** ~~of~~ these charges will be made quickly, and CVCOG will act 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.

Sexual harassment is protected acts against retaliation. *See CVCOG Retaliation Policy 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 of 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 the 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 investigation **into** ~~of~~ these charges will be made quickly, and CVCOG will act 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.

Bullying is protected acts against retaliation. *See CVCOG Retaliation Policy, for more information.*

HIV/AIDS DISCRIMINATION

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.

EQUAL EMPLOYMENT OPPORTUNITIES

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 an Affirmative Action (AA) Plan which ensures 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 requirements 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).

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 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.

Pregnancy and Lactation - The Pregnant Workers Fairness Act (PWFA) requires a covered employer to provide a "reasonable accommodation" to a qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."

For up to one year following the birth of a child, CVCOG will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. Such time should run concurrently with existing mealtimes and break times, and if that is not possible, the time will be unpaid. CVCOG will also ensure the employee has adequate space to express milk when needed.

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

SAFETY ANNEX

GENERAL SAFETY

The CVCOG Safety Committee plays a key role in promoting a safe and healthy work environment. Its main function is to bring together management and employee representatives to facilitate employee involvement through the following areas: Identifying hazards, improving and/or developing safety practices and policies, promoting safety awareness and training, and ensuring compliance with safety regulations.

It is, however, 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. Many safety regulations are consistent throughout each department and program; everyone is expected to identify and become familiar 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.

It is also your responsibility to complete a First Report of Injury (DWC Form-001) 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
- If using fragrance products in your personal workspace (i.e. plug-in air fresheners, reed diffusers, aerosol room sprays, etc.), please do so in moderation and consider those around you

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, particularly 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 windowsills
- 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 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
- Mug warmer
- Other electrical equipment

Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels
- Plug into the outlet directly
- 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
- If the box is not stocked, report to the Facilities Manager

EMERGENCY PROCEDURES

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.

FIRE SAFETY

Anyone who receives information or observes an emergency situation should immediately call 911.

In 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 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 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.

BOMB THREAT PROCEDURE

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 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 directions.

IN CASE OF ROBBERY

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.**

ACTIVE SHOOTER

In the unlikely event of an active shooter, all employees should be prepared on how they will respond to 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](https://www.dhs.gov). The above steps have been taken from [dhs.gov](https://www.dhs.gov) from "Active Shooter: How to Respond".

PARKING / PARKING LOT SAFETY

CVCOG provides reasonable parking for our employees. The handicapped parking places and the first-row parking spaces nearest the front door **of the Main Office** 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.

DRIVING SAFETY

The safety and well-being of our clients is of critical importance to our organization. We each have a responsibility to protect, not only when **we are** 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~~ **your immediate supervisor**, 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.

SEVERE WEATHER PROCEDURE

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 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 **it is safe to get up** ~~you hear an "ALL CLEAR" announcement. After the "ALL CLEAR" has been given, you may return to your work area & resume your duties.~~

We encourage staff to keep a **whistle and flashlight** in your desk drawer, within easy reach, in case of this type of situation.

INCLEMENT WEATHER PLAN

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 conditions, 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, March 15, 2023, September 2025.*

Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 10

ITEM 10

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval concerning the CVCOG Employee Handbook revisions.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 11

ITEM 11

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to accept a grant from TVC in the amount of \$215,000 from Veteran Transportation Services.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

ITEM 12

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to purchase 3 - service vehicles for COG pending award from the San Angelo Health Foundation, with an amount not to exceed \$150,000.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

ITEM 13

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the CVTD/EDD MOU for 5310 Services.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

ITEM 14

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to accept 5310 funds from TxDOT in the amount of \$634,422 for FY 25/26.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

ITEM 15

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to pursue legal action on the defaulted revolving loan.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

ITEM 16

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the FY 25-26 General Assembly.

Approved at the Executive Committee Meeting on September 10, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

ITEM 17

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the appointment of a nominating committee for the General Assembly and Executive Officers for FY 25-26.

Approved at the Executive Committee Meeting on September 10, 2025.

CVCOG
Balance Sheet
As of 7/31/2025

	Current Period	
	Balance	
Assets		
First Financial General Bank Acct	974,772.03	1112000
CitiBank Credit Card	177.16	1198000
First Financial Credit Card	576.40	1199000
Grant Receivable, CJ VAWA	1,029.78	1203000
State Contract, HSGD	1,458.35	1204000
Grant Receivable, 2-1-1	32,828.29	1205000
Grant Receivable, 9-1-1	53,246.94	1211000
Grant Receivable, AAA	145,981.00	1212000
State Contract, CJ Planning	3,541.80	1214000
Grant Receivable, CJ Training	480.00	1215000
Grant Receivable, RSVP	11,961.24	1216000
Grant Receivable, Juvenile Justice Services	3,853.67	1217000
Grant Receivable, Foster Grandparent	9,176.78	1219000
Grant Receivable, Senior Companion	4,710.51	1220000
Grant Receivable, ADRC	18,146.55	1221000
Grant Receivable, Homeland Security SHSP	10,468.16	1232000
Grant Receivable, Head Start HHS	374,611.23	1249000
Economic Development District	32,265.10	1290000
CV Transit District AR	390,144.78	1329000
Accounts Receivable-General	9,361.97	1391000
Prpd Health Insurance	4,967.99	1592000
Prepaid Life Insurance	169.59	1595000
Prepaid Vision Insurance	1.84	1596000
Prepaid Dental Insurance	48.46	1597000
Prepaid AFLAC	193.38	1598000
First Financial 911 Investment	350,249.82	1614000
CVCOG Investment Account	342,216.55	1618000
Leasehold Improvements	85,951.58	1730000
Facility Improvements	170,941.59	1732000
Other Assets - Project Equipment	1,889,313.27	1811000
Total Assets	4,922,845.81	
Liabilities		
AP	207,823.84	2111000
AP First Financial Credit Card	9,603.14	2114000
AP CitiBank Credit Card	38,512.24	2117000
Payroll Payable - Administration	322,240.89	2151000
Federal Withholding Tax	24,335.11	2311000
Medicare Payable	11,253.45	2321000
SUTA Payable	163.85	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	1,598.60	2413000
MASA Payable	16.00	2417000
Employer Pension Plan Payable	127,588.84	2422000
Employee Contr to Pension Plan	81,192.89	2423000
Deferred Income Plan Withheld	3,725.00	2431000
Workers Comp Ins Payable	119,989.58	2432000
State Comptroller Unclaimed	160.14	2434000
United Way Payable	173.44	2441000
Child Support Payable	1,881.00	2442000
Accrued Vacation Leave	195,316.94	2521000
Inter-Fund Payable CVTD	591,706.85	2600000
Unearned Revenue General Fund	56,233.84	2911000
Unearned Revenue- 911 Program	231,985.41	2917000
Unearned Revenue-VISTA	2,500.00	2918000
Unearned Revenue-Head Start	18,669.16	2919000
Unearned Revenue- Area on Aging	20,299.93	2924000

CVCOG
Balance Sheet
As of 7/31/2025

	Current Period	
	Balance	
Liabilities continued ...		
Unearned Revenue - Regional Law Academy Tuition	15,000.00	2926000
Unearned Revenue- RSVP	165.17	2929000
Unearned Revenue-Solid Waste	25,036.73	2938000
Total Liabilities	2,147,316.26	
Fund Balance		
General Unrestricted Fund Balance	598,545.28	3000000
Long Term Debt - Annual Leave	(195,316.94)	3105000
Long Term Debt - Inter-Fund CVTD	(591,706.85)	3107000
Investment - Capital Assets	2,146,206.44	3110000
Restricted - USDA Note Available	23,850.00	3202000
Restrict - Regional Assistance Corp 501c3	35,286.51	3204000
Restricted - CV Medical Reserve Corp	3,765.02	3205000
Assigned - Area Agency on Aging	3,736.70	3401000
Assigned - SCP Visiting Program	8,331.81	3402000
Assigned - Caregiver	2,213.65	3403000
Assigned - Housing Finance	94,327.36	3404000
Assigned - Homeland Security	28,091.82	3405000
Assigned - CJ Planning	124,843.56	3406000
Assigned - CJ Law Enf Academy	235,578.90	3407000
Assigned - 211 Information Referral	34,638.48	3408000
Assigned - CEDAF	35,449.54	3409000
Total Fund Balance	2,587,841.28	
Excess Revenue	187,688.27	
Total Liabilites and Fund Balance	4,922,845.81	

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 7/31/2025

	Current Period	
	Actual	
Revenue		
CNCS Senior Companion CFDA 94.016	204,849.43	4164000
CNCS Foster Grandparent CFDA 94.011	329,435.61	4165000
CNCS RSVP CFDA 94.002	77,345.93	4167000
HHS-ACF Head Start CFDA 93.600	6,380,656.33	4173000
AAA - Title IIIB CFDA 93.044	253,520.00	4201000
AAA - Title IIIC1 CFDA 93.045	191,284.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	24,119.64	4206000
AAA - Title IIIC-2 CFDA 93.045	181,698.00	4207000
AAA - Title IIIE CFDA 93.052	54,341.00	4215000
AAA - Title VII EAP CFDA 93.041	1,806.00	4216000
AAA - Title VII OM CFDA 93.042	14,094.00	4218000
AAA - NSIP CFDA 93.053	51,151.00	4219000
CACFP Nutrition CFDA 10.558	452,249.98	4221000
Off Gov-Violence Against Women Act CFDA 16.588	8,611.59	4222000
PY - Title IIIB CFDA 93.044	65,814.00	4227000
211 TANF OPS FED CFDA 93.558	93,447.81	4231000
211 FD RIDER 28 HB1	13,181.97	4231100
PY - Title IIIC1 CFDA 93.045	10,613.00	4232000
PY - Title IIIC2 CFDA 93.045	8,391.00	4235000
PY - Title IIID CFDA 93.043	3,890.00	4237000
PY - Title IIIE CFDA 93.052	38,794.00	4239000
211 Child Care CFDA 93.575	2,496.40	4258000
AAA Title D Disaster Flex CFDA 93.043	14,934.00	4260000
Tx Dept Rural Affairs, CEDAF State	7,622.00	4264000
CF - HICAP Basic CFDA 93.324	55,700.00	4267000
ADRC Housing Navigator Sept to Dec CFDA 93.791	12,400.76	4274000
ADRC Local Contact Agency Sept to Dec CFDA 93.791	4,384.00	4275000
ADRC MIPPA CFDA 93.071	16,998.31	4279000
Off Gov-Homeland Security SHSP CFDA 97.067	96,807.86	4294000
AAA-MIPPA CY CFDA 93.071	30,902.00	4296000
PY AAA - MIPPA CFDA 93.071	101.00	4297000
ADRC Housing Navigator Jan to Aug CFDA 93.791	26,675.25	4298000
ADRC Local Contact Agency Jan to Aug CFDA 93.791	8,150.89	4299000
AAA State General	61,780.00	4301000
TCEQ Solid Waste State	105,681.33	4302000
AAA - State Title III E Match	15,000.00	4306000
Off Gov - CJ Academy State	55,823.72	4307000
CJ Academy Supplemental	20,100.00	4307100
AAA - State OMB ALF	10,943.00	4308000
TxHHS-RSVP State	48,542.48	4309000
Off Gov - HSGD Contract State	14,583.50	4311000
TxHHS - 211 State Funds	92,167.14	4312000
211 SGR RIDER 28	13,001.32	4312100
AAA - SGR HDM Rate Increase	2,329.00	4313000
Grant Z02, NG911 Project SB8	222,412.32	4314000
Off Gov, CJ Planning Services	35,418.00	4315000
CSEC 911 ER Communications State	1,253,070.23	4316000
AAA Housing Bond	10,557.00	4319000
ADRC State General Revenue	70,959.76	4325000
Grant X07, OOG CV Communications Upgrade 4467201	106,831.71	4327000
ADRC State Promoting Independence	12,916.40	4331000
ADRC State Respite	10,284.99	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
IK Contributions	1,581,879.40	4411000
Senior Center Program Income-Tracking Only	77,763.70	4416000
Senior Center Local Revenue-Tracking Only	270,340.58	4417000
CVCOG Membership Dues	2,853.66	4511000
Area Agency on Aging Membership Dues	27,717.62	4512000
CJ Membership Dues	67,500.00	4513000
Program Income	(2,616.00)	4522000
Local Revenue	116,159.20	4523000
Interest Income General	22,923.80	4731000
Credit Card Cash Rewards Redemption	17,144.40	4737000
Economic Development District Pass-Thru	747,255.82	4760000
Concho Valley Transit District Pass-Thru	3,986,871.12	4761000
Prior Year Cost Pool Contribution	154,290.82	4762000
Vacation Accrual Allocation	335,784.42	4911000
Indirect Cost Allocations	749,747.13	4912000
Information Technology Services	353,978.57	4913000
Human Resources Allocation	280,265.03	4914000
Procurement Dept Allocation	300,442.98	4915000
Property Management Allocation	364,528.48	4916000
Total Revenue	20,365,807.35	
Expenditures		
General Wages	6,208,814.02	5110000
General Overtime Hours	2,075.04	5118000
Holiday Work Time	754.46	5119000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 7/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
Vacation Time Allocation	335,784.44	5150000
Medicare Tax	109,947.92	5151000
Workers Comp Insurance	232,710.55	5172000
SUTA	17,881.91	5173000
Health Insurance Benefit	1,811,611.60	5174000
Dental Insurance Benefit	64,782.69	5175000
Life Insurance Benefit	53,402.34	5176000
HSA Insurance Benefit	6,809.70	5177000
Retirement	860,427.01	5181000
Indirect Allocation	749,747.08	5199000
Employee Health and Welfare	828.75	5200000
Stipend - FGP Volunteers	159,824.00	5201000
Stipend - SCP Volunteers	81,965.00	5202000
Uniforms	3,303.72	5203000
Recognition	116,792.61	5205000
HR Service Center	279,514.06	5206000
Procurement Service Center	297,255.33	5207000
Information Technology Service Center	350,892.08	5208000
Driver Wages	1,387,520.31	5210000
Dispatch/Customer Service Wages	102,091.34	5217000
Driver Overtime Hours	115,841.65	5218000
Dispatch/Customer Service Overtime Wages	2,319.35	5219000
Driver Double Time	3,267.31	5222000
Audit & Legal	44,718.10	5231000
Counseling Services	15,508.85	5251000
Contract Services	1,079,895.81	5291000
HS Health & Disab Svc	179.51	5293000
HS Nutrition Service	301,765.72	5295000
HS Parent Service	9,319.92	5296000
AAA Congregate Meals	290,609.41	5301000
AAA Home Delivered Meals	433,524.23	5302000
Head Start T & T A	87,186.22	5308000
Travel-In Region	21,619.54	5309000
Travel-Out of Region	54,404.34	5310000
Meals	7,945.77	5312000
Travel-Volunteer	47,286.75	5313000
Fuel	5,161.87	5351000
Lubricant	270.08	5352000
Vehicle Maintenance	1,720.38	5361000
Tires	20.00	5363000
Non-Vehicle Maintenance	1,970.24	5366000
Other Facility Rent	1,000.00	5412000
HS Site Rent	104,779.00	5413000
Utilities	32,201.78	5431000
HS Site Center Utilities	93,251.08	5433000
Link Road Building Maintenance	24,990.42	5448000
Facility Allocation	370,649.99	5451000
HS Site Center Bldg Maint	151,708.77	5453000
Supplies	110,361.38	5510000
HS Class Room Supplies	96,480.03	5512000
HS Food Serv Sup	77,035.80	5513000
HS Medical Supplies	3,580.85	5514000
HS Disability Supplies	578.49	5515000
Supplies - Bus/Service Vehicles	2,669.44	5516000
HS Diapers and Wipes	8,901.62	5518000
Parts Supply	3,321.14	5520000
Project Equipment	239.00	5621000
Internal Computer/Software	151,138.86	5622000
County Project Equipment	149,729.70	5627000
Tools	1,791.64	5629000
Copier	23,187.30	5632000
Copier Lease	14,601.87	5633000
Copier Paper	2,840.00	5634000
Insurance	156,118.84	5711000
Communications - Bus	500.00	5712000
Cell Phones	4,216.54	5713000
Printing	2,029.30	5721000
Ads & Promotions	626.03	5722000
Publications	1,244.20	5723000
HS Capital Playground	236,098.06	5734000
Training	5,465.50	5751000
Dues and fees	57,482.82	5753000
Vehicle Registration	499.94	5754000
HS Site Center Communications	19,369.90	5760000
Communications	14,865.90	5761000
Postage/freight	11,566.83	5762000
911 PSAP Services	2,112.57	5766000
911 Equipment Maintenance	174,140.47	5767000
911 PSAP Training	14,977.02	5768000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 7/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
911 PUB ED	2,016.85	5771000
911 PSAP Room Prep	5,000.00	5773000
911 Network Reliability	41,910.05	5774000
911 Network	122,814.74	5775000
911 PSAP Network	175,193.00	5777000
911 Text-to-911	24,090.00	5779000
911 Geographic Information Systems	23,370.47	5780000
911 Core Functions	222,412.32	5781000
Other	658.42	5791000
Coffee Expense	2,724.19	5792000
Physicals	150.00	5793000
General Assembly Costs	3,473.54	5794000
Safety	11,102.96	5796000
Volunteer Recruiting	1,356.88	5797000
Multi-Modal Supplies	2,508.43	5810000
Multi-Modal Building Insurance	18,022.04	5811000
Multi-Modal Internet	8,586.98	5814000
Multi-Modal Utilities	12,608.40	5831000
Multi-Modal Building Maintenance	1,242.25	5851000
Multi-Modal Communications	165.00	5861000
Shop Christoval Rd Supplies	19.48	5870000
Shop Christoval Rd Utilities	2,023.93	5876000
Link Road Amortization	29,166.66	5901000
InKind Travel	178,570.23	6310000
InKind Other	1,403,309.17	6791000
Total Expenditures	20,178,119.08	
Excess Revenue over Expenditures	187,688.27	

Concho Valley Council of Governments Cash Flow

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 Square Credit Card			First Financial CVEDD (000's)			Total
Beginning Balance: \$ 1,013,689				\$ 118,626				\$ 314,720					\$ 642,184			\$ 33,245			1,204			\$ 536,605			
FY 24-25	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	2,095,728	(2,020,375)	1,089,042	359,171	1,035	-	478,831	-	1,114	-	315,833	1,883,707	683,070	(412,635)	912,619	2,845	(1,448)	34,641	597	-	1,801	14,155	(10,717)	540,043	3,372,811
November	1,595,941	(1,838,990)	845,994	-	1,026	(294,607)	185,250	-	1,052	-	316,886	1,348,129	290,393	(515,444)	687,567	1,833	(2,469)	34,006	515	-	2,316	3,175	(68,041)	475,177	2,547,195
December	1,486,913	(1,665,930)	666,977	-	389	(116,704)	68,935	11,281	1,024	-	329,191	1,065,103	669,413	(603,742)	753,238	2,375	(1,348)	35,033	2,276	-	4,592	23,650	(38,418)	460,408	2,318,374
January	1,755,972	(1,234,882)	1,188,067	-	234	-	69,169	1,275	1,116	-	331,582	1,588,817	1,043,802	(611,858)	1,185,182	1,190	(2,011)	34,212	186	-	4,778	3,775	(88,549)	375,634	3,188,624
February	2,021,970	(2,547,755)	662,282	557,176	1,147	-	627,492	-	934	-	332,516	1,622,289	787,823	(602,462)	1,370,543	2,697	(1,141)	35,768	661	-	5,439	103,288	(8,619)	470,303	3,504,342
March	1,402,905	(1,366,598)	698,589	-	1,688	(94,553)	534,628	-	970	-	333,486	1,566,702	839,256	(518,894)	1,690,905	2,260	(2,013)	36,015	300	-	5,739	24,162	(109,487)	384,978	3,684,340
April	2,064,501	(1,570,914)	1,192,176	-	1,476	(82,528)	453,576	-	1,003	-	334,489	1,980,240	641,730	(1,015,585)	1,317,050	2,171	(1,865)	36,321	1,684	-	7,423	200,406	(116,358)	469,025	3,810,060
May	1,407,320	(1,768,950)	830,546	86,114	1,613	-	541,302	-	1,075	-	335,564	1,707,412	483,531	(653,538)	1,147,043	2,043	(1,859)	36,505	1,450	-	8,873	113,172	(129,695)	452,503	3,352,336
June	1,923,573	(1,488,312)	1,265,807	-	1,403	(104,027)	438,678	4,588	996	-	341,148	2,045,633	352,852	(491,873)	1,008,023	824	(1,537)	35,793	1,068	-	9,941	47,767	(132,646)	367,624	3,467,013
July	1,516,800	(1,699,725)	1,082,882	-	1,220	(89,649)	350,250	-	1,069	-	342,217	1,775,348	437,366	(472,696)	972,693	1,713	(432)	37,074	669	-	10,610	108,175	(74,820)	400,979	3,196,703
August			1,082,882				350,250				342,217	1,775,348			972,693			37,074			10,610			400,979	3,196,703
September			1,082,882				350,250				342,217	1,775,348			972,693			37,074			10,610			400,979	3,196,703
				Interest Rate at 4.177300% as of 10/01/2024				Interest Rate at 4.177300% as of 10/01/2024								Account opened to segregate Flix Funds									
				Interest Rate at 3.934300% as of 11/01/2024				Interest Rate at 3.934300% as of 11/01/2024								\$21,997.39 belongs to CVTD									
				Interest Rate at 3.855400% as of 12/02/2024				Interest Rate at 3.855400% as of 12/02/2024																	
				Interest Rate at 3.744300% as of 01/02/2025				Interest Rate at 3.744300% as of 01/02/2025																	
				Interest Rate at 3.670800% as of 02/03/2025				Interest Rate at 3.670800% as of 02/03/2025																	
				Interest Rate at 3.672900% as of 03/03/2025				Interest Rate at 3.672900% as of 03/03/2025																	
				Interest Rate at 3.659700% as of 04/01/2025				Interest Rate at 3.659700% as of 04/01/2025																	
				Interest Rate at 3.665000% as of 05/01/2025				Interest Rate at 3.665000% as of 05/01/2025																	
				Interest Rate at 3.704300% as of 06/02/2025				Interest Rate at 3.704300% as of 06/02/2025																	
				Interest Rate at 3.688200% as of 07/01/2025				Interest Rate at 3.688200% as of 07/01/2025																	

	First Financial			First Financial				First Financial				First Financial			First Financial			First Financial			First Financial						
	CVCOG General Fund (000's)			9-1-1 Trust Account (000's)				General Investment Savings				CVCOG	CVTD (000's)			CVTD-ICB (000's)			Square Credit Card			CVEDD (000's)			Total		
Beginning Balance:	\$	973,339		\$		676		\$		283,993			\$	1,666,792		\$	27,165		-		\$	538,422					
FY 23-24	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	2,757,004	(2,562,497)	1,167,846	436,720	449	-	437,845	-	1,087	-	285,080	1,890,771	199,943	(980,629)	886,106	2,280	(1,950)	27,496	-	-	-	19,149	(8,900)	548,670	3,353,043		
November	1,817,090	(2,219,059)	765,877	-	1,406	(153,867)	285,383	-	1,095	-	286,175	1,337,435	367,786	(506,797)	747,096	2,163	(1,718)	27,940	-	-	-	6,357	(5,566)	549,461	2,661,931		
December	1,401,334	(1,406,172)	761,040	-	952	(70,918)	215,417	9,590	1,149	-	296,914	1,273,371	416,649	(595,492)	568,253	3,022	-	30,962	-	-	-	2,254	(54,468)	497,247	2,369,833		
January	1,741,775	(1,452,332)	1,050,483	-	673	(66,645)	149,444	-	1,158	-	298,073	1,497,999	504,152	(494,515)	577,889	3,745	(4,314)	30,394	-	-	-	51,768	(74,401)	474,614	2,580,897		
February	1,680,391	(1,366,438)	1,364,436	-	398	(76,741)	73,101	-	1,082	-	299,155	1,736,692	1,000,783	(652,433)	926,240	795	(2,841)	28,349	-	-	-	67,286	(67,121)	474,779	3,166,060		
March	1,423,127	(2,029,865)	757,697	371,206	1,120	-	445,427	-	1,160	-	300,315	1,503,439	889,887	(445,650)	1,370,477	3,244	(518)	31,074	20	(20)	-	68,989	(57,726)	486,043	3,391,034		
April	1,807,497	(1,740,774)	824,420	-	1,514	(78,394)	368,547	-	1,127	-	301,442	1,494,409	579,540	(510,578)	1,439,440	3,115	(2,667)	31,522	120	(20)	100	87,033	(46,854)	526,222	3,491,693		
May	1,540,682	(1,582,153)	782,949	125,972	1,804	-	496,323	-	1,244	-	302,686	1,581,958	290,255	(645,528)	1,084,167	3,055	(2,712)	31,865	-	-	100	15,398	(40,274)	501,346	3,199,437		
June	1,275,113	(1,509,549)	548,513	-	1,605	(83,568)	414,360	7,404	1,079	-	311,169	1,274,041	2,116,911	(1,938,550)	1,262,528	3,822	(2,485)	33,202	158	0	258	56,402	(5,625)	552,123	3,122,152		
July	2,112,398	(1,734,998)	925,914	-	1,391	(108,248)	307,503	-	1,208	-	312,376	1,545,793	485,268	(426,305)	1,321,490	4,038	(3,061)	34,179	289	-	547	3,975	(8,875)	547,223	3,449,231		
August	2,349,558	(3,032,076)	243,396	-	1,108	(82,602)	226,009	-	1,282	-	313,659	783,063	318,643	(497,955)	1,142,178	2,825	(3,208)	33,795	318	-	865	2,070	(7,627)	541,666	2,501,567		
September	2,151,434	(1,381,140)	1,013,689	-	530	(107,912)	118,626	-	1,061	-	314,720	1,447,035	269,580	(769,574)	642,184	1,978	(2,528)	33,245	339	-	1,204	3,775	(8,836)	536,605	2,660,273		
				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23								Account opened to segregate Greyhound Funds											
				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23								\$21,972.39 belongs to CVTD											
				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23																			
				Interest Rate at 4.604700% as of 01/02/24				Interest Rate at 4.604700% as of 01/02/24																			
				Interest Rate at 4.582400% as of 02/01/24				Interest Rate at 4.582400% as of 02/01/24																			
				Interest Rate at 4.579500% as of 03/01/24				Interest Rate at 4.579500% as of 03/01/24																			
				Interest Rate at 4.577700% as of 04/01/24				Interest Rate at 4.577700% as of 04/01/24																			
				Interest Rate at 4.576600% as of 05/01/24				Interest Rate at 4.576600% as of 05/01/24																			
				Interest Rate at 4.585600% as of 06/03/24				Interest Rate at 4.585600% as of 06/03/24																			
				Interest Rate at 4.582400% as of 07/01/24				Interest Rate at 4.582400% as of 07/01/24																			
				Interest Rate at 4.553000% as of 08/01/24				Interest Rate at 4.553000% as of 08/01/24																			
				Interest Rate at 4.421700% as of 9/03/24				Interest Rate at 4.421700% as of 9/03/24																			

Signed by: _____

John Austin Stokes

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CVCOG Executive Director/Investment Officer

Michael Meek

CVCOG Director of Finance

8/6/2025

Date _____

08.04.2025

Date _____

SIGN HERE

Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 09/10/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 20

ITEM 20

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval concerning personnel matters.

Approved at the Executive Committee Meeting on September 10, 2025.