

# Personnel Committee Meeting

## AGENDA

Tuesday, March 25, 2025 - 2:00 pm  
Open to the Public  
1000 College Blvd., Bldg. 26, 2<sup>nd</sup> floor  
Pensacola, FL 32504



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- I. Call to Order
  - II. Approval of Agenda
  - III. Approval of Minutes of the December 5, 2024, Personnel Committee Meeting
  - IV. HR Policy Discussion
    - ECT Team Response During Emergencies/Natural Disasters
    - Sick Leave / PTO
  - V. Recommendation to Board
  - VI. Public Comments\*
  - VII. Adjournment

*\* The Escambia Children's Trust welcomes comments from the public. Those who wish to address the Committee may do so at this time. Those addressing the Committee should complete a Public Comment Form prior to speaking and should state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to three (3) minutes. Thank you.*

# Personnel Committee Meeting

## MINUTES

Tuesday, December 5, 2024, 1:00 pm  
Open to the Public  
1000 College Blvd., Bldg. 26, 2<sup>nd</sup> floor  
Pensacola, FL 32504



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### I. Call to Order

*Meeting called to order at 1:05 pm with Tori Woods, Keith Leonard and Dr. Rex Northup present.*

### II. Approval of Agenda

*Mr. Leonard motioned to approve the Agenda, Dr. Northup seconded, all in favor.*

### III. Approval of Minutes of the April 17, 2024, Personnel Committee Meeting

*Mr. Leonard motioned to approve the Minutes of the April 17, 2024 meeting, Dr. Northup seconded, all in favor.*

### IV. Executive Director Performance Review

*The committee reviewed the Composite Evaluation as presented by Meredith Bush. Dr. Northup motioned to recommend the Board renew Ms. Cannon's contract with a 4% increase in pay, Mr. Leonard seconded, there was no further discussion, and all were in favor.*

### V. Public Comments

*None*

### VI. Adjournment

*With no further business the meeting adjourned at 1:27pm.*

# Escambia Children's Trust Natural Disaster or Other Local Event Response and Paid Leave Policy

## 1. Purpose

The purpose of this policy is to establish guidelines for Escambia Children's Trust staff in the event of a natural disaster or other local event. This policy ensures that staff members can prioritize their health, safety, and well-being during emergencies, while also addressing the operational needs of the organization.

## 2. Scope

This policy applies to all employees of Escambia Children's Trust, including full-time, part-time, and temporary staff. It covers natural disasters or other local events, such as public health emergencies, infrastructure failures, civil disturbances, or any other local emergency situation that disrupts normal business operations or puts employees at risk.

## 3. Definitions

- **Natural Disaster or Other Local Event:** A natural event (e.g., hurricane, tornado, flood, earthquake, wildfire, snow/freeze) or other local event (e.g., public health emergency, civil unrest, infrastructure failure) that significantly disrupts normal business operations and/or the ability of staff to safely perform their duties.
- **Emergency Leave:** Paid or unpaid time off granted to employees due to a natural disaster or other local event, as determined by the organization's leadership.

## 4. Employee Safety and Communication

- **Employee Safety:** The safety of all employees is the organization's highest priority. Employees should take immediate action to ensure their own safety and that of their families in the event of a natural disaster or local event.
- **Emergency Communication:** In the event of a natural disaster or other local event, the organization will maintain regular communication with staff via email, text, and phone calls. Employees will receive updates regarding office closures, operational changes, and safety instructions.
- **Notification of Absences:** Employees are encouraged to promptly notify their supervisor if they are unable to report to work due to the disaster or event, such as evacuation, travel disruptions, personal injury, or damage to their property.

## 5. Paid Leave During Natural Disasters or Other Local Events

- **Eligibility for Paid Leave:** Employees who are unable to perform their job duties due to a natural disaster or local event (e.g., evacuation, temporary facility closure, or infrastructure failure) may qualify for paid leave. Whether paid leave is granted will depend on the nature of the event, whether the employee can work remotely, and other relevant factors.

- **Duration of Paid Leave:** Paid leave may be granted for up to 3 days, or for a longer period if deemed necessary by the organization's leadership, depending on the severity of the disaster or event.
- **Remote Work Option:** Employees who can continue working remotely during the natural disaster or local event may do so, and will continue to be paid based on their normal work schedule. Supervisors and employees should agree on a work plan that suits both parties.
- **Alternative Leave Options:** If an employee exhausts their paid leave or is ineligible for paid leave, other options such as vacation days, personal time off (PTO), or unpaid leave may be used, subject to approval from management.

## 6. Office Closures and Operational Status

- **Temporary Office Closure:** If the organization's offices must close due to a natural disaster or local event, employees will be notified as soon as possible through email, text messages, or phone calls.
- **Remote Work and Business Continuity:** If conditions allow, Escambia Children's Trust will activate a business continuity plan, including remote work arrangements where feasible. Employees will be expected to work remotely or under altered schedules if it is safe to do so.
- **Return to Work:** Once it is safe to resume normal operations, employees will be notified about when they are expected to return to work, whether remotely or in the office. If additional recovery time is needed, employees should consult with their supervisor regarding flexible work arrangements.

## 7. Staff Support During Recovery

- ~~**Employee Assistance Programs (EAP):** Employees affected by a natural disaster or local event are encouraged to take advantage of any available Employee Assistance Programs (EAP) for counseling or support services. The organization may assist in connecting employees with local recovery resources.~~
- **Paid Time for Personal Recovery:** Employees who experience significant hardship due to the disaster or event may request additional paid time off, which will be reviewed on a case-by-case basis. Supervisors will assess requests with empathy and understanding, considering the severity of the situation.

## 8. Non-Retaliation

Escambia Children's Trust is committed to a supportive and compassionate approach toward employees affected by a natural disaster or local event. No employee will face retaliation for needing time off or making alternate work arrangements due to such events. Employees will not be penalized for prioritizing their safety or the safety of their families during these challenging times.

## 9. Policy Review and Updates

This policy will be reviewed on an annual basis or as needed to ensure it reflects current laws, regulations, and organizational needs. The policy will be updated as required, and employees will be informed of any changes or updates.

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### **Acknowledgment**

By signing below, I acknowledge that I have read, understood, and agree to comply with the Escambia Children's Trust Natural Disaster or Other Local Event Response and Paid Leave Policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Escambia Children's Trust Annual Leave Policy

**Purpose:** The purpose of this policy is to outline the accrual of paid time off (PTO) and sick leave for employees of Escambia Children's Trust. Paid time off allows employees to rest, rejuvenate, and maintain a healthy work-life balance. Sick leave provides employees with the necessary time to recover from illness or attend to personal medical needs.

### Annual Leave (Paid Time Off)

1. **Accrual of Paid Time Off (PTO):**
  - Employees will accrue paid time off at the following rates:
    - **First Year of Employment:** 12 hours of PTO per month.
    - **Years 2 to 5 of Employment:** 14 hours of PTO per month.
    - **Years 6 to 10 of Employment:** 16 hours of PTO per month.
2. **Accrual Cap:** Employees may carry over up to **100 hours** of PTO each year. Any unused PTO in excess of 100 hours will be forfeited unless otherwise stated in specific circumstances or applicable law.
3. **Eligibility:** Employees become eligible for PTO accrual upon the completion of their first month of employment.
4. **Use of PTO:** PTO may be used for vacation, personal time, or other reasons as approved by the employee's supervisor. PTO should be requested in advance, except in cases of emergency.
5. **Separation from Employment:** Upon separation from employment, employees will be compensated for unused PTO up to the 100-hour cap, subject to applicable laws and Escambia Children's Trust policies.

### Sick Leave

1. **Accrual of Sick Leave:**
  - Employees will accrue sick leave at a rate of 16 hours per month.
2. **Eligibility:** Employees will begin accruing sick leave after completing one month of employment.
3. **Use of Sick Leave:** Sick leave may be used for illness, injury, medical appointments, or the care of an immediate family member. Employees are required to notify their supervisor in advance whenever possible. A doctor's note may be requested for extended absences.
4. **Sick Leave Carryover:**
  - Employees may carry over up to **400 hours** of sick leave each year.
  - Any sick leave balance exceeding 400 hours at the end of the calendar year will be **forfeited**.
  - Sick leave will **not** be paid out upon separation from employment.
  - **Separation from Employment:** Sick leave is not compensated upon separation from employment, unless otherwise required by law.

**General Provisions:**

- **Approval and Documentation:** All leave requests (PTO or sick leave) must be submitted through the designated timekeeping software. Supervisors will review and approve leave requests based on operational needs.
- **Policy Modifications:** Escambia Children's Trust reserves the right to amend or modify this policy at any time. Any changes will be communicated to employees in a timely manner.

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