

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

October 23, 2025

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

**SELACO WDB
10900 E 183rd Street, Suite 350
Cerritos, CA 90703**

**October 23, 2025
Thursday
3:00 PM – 5:00 PM**

Members of the public wishing to address the board must complete and return a public comment speaker card prior to the start of the meeting. Please contact Carol Reyes-Davis at carol.reyes@selaco.com

AGENDA

| | | |
|--|----------------|--------|
| CALL TO ORDER | LeGaspi | |
| PLEDGE OF ALLEGIANCE | LeGaspi | |
| ROLL CALL | Wehage | |
| 2025 – 2026 | | Page 1 |
| PUBLIC COMMENTS | Villarreal | |
| CHAIR'S COMMENTS | LeGaspi | |
| EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT | Coronel/Michel | |
| CONSENT CALENDAR | LeGaspi | |
| 1A. Approval of Minutes September 25, 2025 | | 3 |
| 1B. Approval of Fiscal Report 07/01/25 – 09/30/25 | | 8 |
| 1C. Approval of Program Report for 07/01/25 – 09/30/25 | | 21 |
| ACTION ITEM (S): | | |
| 2. Procedures for Terminated Employee's Retirement Account Balances | Diep/Davis | 44 |
| 3. Approval for SELACO WDB Personnel Policies and Procedures | Davis | 47 |

**Executive Committee and FULL WDB Board of Directors' Meeting
October 23, 2025**

- 2 -

| | | |
|---|-----------|-----|
| 321 – Family Care and Medical Leaves of Absence | | 48 |
| 323 – Paid and Unpaid Leaves of Absence | | 58 |
| 4. HR Policy Update: Employee Handbook | Davis | 63 |
| 5. Board Resolution for California Department of Education PY 2026 -2027 | Michel | 107 |
| 6. Approval to Award Contract for IT Support Services | Michel | 110 |
| ONE STOP OPERATOR REPORT | Baquerizo | |
| Presentation / Information / Recommendations | | |
| ACTION ITEM (S): NONE | | |
| INFORMATION ITEM (S): | | |
| INFORMATION ITEM (S): | | |
| 1. Ethics Training AB1234 | Davis | 111 |
| 2. Status of Lease | Michel | 112 |
| INTERESTING CORRESPONDENCE None | | |
| BOARD MEMBER COMMENTS | LeGaspi | |
| POLICY BOARD ITEMS/REQUESTS | LeGaspi | |
| AGENDA REQUESTS FOR NEXT MEETING | LeGaspi | |
| CHAIR’S CLOSE | LeGaspi | |
| ADJOURNMENT OF OPEN SESSION | LeGaspi | |

Policy Board Meeting: December 16, 2025

Next Full WDB Meeting: January 22, 2026

*Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Requests should be received at least 72 hours prior to the meeting.
Please call (562) 402-9336 to request accommodations.*

Materials related to an item on this agenda submitted to the SELACO WDB after distribution of the agenda packet are available for public inspection in the SELACO WDB office at 10900 E. 183rd Street, Suite 350, Cerritos, CA 90703 during normal business hours.



**SELACO WDB Board of Directors
Attendance Roster – PY 25/26**

| Board Member | 7/24/25 | 9/25/25 | 10/23/25 | 1/22/26 | 3/26/26 | 5/28/26 |
|---|----------------|----------------|-----------------|----------------|----------------|----------------|
| 1. Beech, Jennifer Business Representative City of Bellflower | X | X | | | | |
| 2. Burrell, Ashley Rehabilitation Organization | AE | X | | | | |
| 3. Chan, Connie Public Employment Service | X | X | | | | |
| 4. Cueva, Sergio Business Representative City of Hawaiian Gardens | X | X | | | | |
| 5. Gomez, Belle Education Entity | X | X | | | | |
| 6. Kucera, Kevin Labor Organization | AE | AE | | | | |
| 7. LeGaspi, Richard Chair Business Representative City of Norwalk | X | X | | | | |
| 8. McGehee, Shannon Business Representative City of Paramount | A | A | | | | |
| 9. Nam, Leila Business Representative City of Artesia | AE | AE | | | | |
| 10. Parada, Erika Business Representative City of Lakewood | AE | AE | | | | |

| Board Member | 7/24/25 | 9/25/25 | 10/23/25 | 1/22/26 | 3/26/26 | 5/28/26 |
|---|----------------|----------------|-----------------|----------------|----------------|----------------|
| 11. Perez, Genoveva Business Representative City of Paramount | X | X | | | | |
| 12. Polley, Tracy Business Representative City of Norwalk | X | X | | | | |
| 13. Quirino, Demeven Business Representative City of Cerritos | X | AE | | | | |
| 14. Rochin, Blanca Education Entity | X | X | | | | |
| 15. Ryder, Tim Business Representative City of Hawaiian Gardens | AE | AE | | | | |
| 16. Segura, Michael Business Representative City of Lakewood | AE | X | | | | |
| 17. Taylor, Joseph Labor Organization | X | X | | | | |
| 18. Uva, Carrie Business Representative City of Downey | X | X | | | | |
| 19. Uttecht, Greg Business Representative City of Artesia | A | AE | | | | |
| 20. Vasquez, Salvador Labor Organization | | AE | | | | |
| 21. Villarreal, Rudy Secretary/Treasurer Labor Organization | AE | X | | | | |
| 22. Wehage, Larry Vice Chair Business Representative City of Bellflower | X | X | | | | |
| 23. VACANT Labor Organization | | | | | | |
| 24. VACANT Labor Organization | | | | | | |
| 25. VACANT Economic Development | | | | | | |
| 26. VACANT Business Representative City of Cerritos | | | | | | |
| 27. VACANT Business Representative City of Downey | | | | | | |

X = PRESENT A = ABSENT AE = ABSENCE EXCUSED SP = SPECIAL MEETING ~ = NOMEETING

XV = PRESENT VIRTUAL



Executive Committee and FULL WDB Board of Directors' Board Meeting MINUTES

September 25, 2025

3:00 PM

SELACO WDB

CALL TO ORDER

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Richard LeGaspi at 3:02 p.m.

PLEDGE OF ALLEGIANCE

Tracy Polley led the Pledge of Allegiance.

ROLL CALL

WDB BOARD OF DIRECTORS PRESENT

| | |
|------------------|------------------|
| Beech, Jennifer | Burrell, Ashley |
| Chan, Connie | Cueva, Sergio |
| Gomez, Belle | LeGaspi, Richard |
| Perez, Genoveva | Polley, Tracy |
| Rochin, Blanca | Segura, Michael |
| Taylor, Joseph | Uva, Carrie |
| Villarreal, Rudy | Wehage, Larry |

WDB BOARD OF DIRECTORS ABSENT

McGehee, Shannon

WDB BOARD OF DIRECTORS EXCUSED

| | |
|-------------------|------------------|
| Kucera, Kevin | Nam, Leila |
| Parada, Erika | Quirino, Demeven |
| Ryder, Tim | Uttecht, Greg |
| Vasquez, Salvador | |

SELACO WDB STAFF PRESENT

| | |
|--------------------------|---------------------|
| Castro, Yolanda | Alvarez, Meredith |
| Cardenas, David | Cardona, Jefferson |
| Coronel, Corina | Davis, Carol |
| Ferranti-Lansdown, Tammy | Gutierrez, Jeanette |
| Mercado, Ana | Michel, Sandra |

MEMBERS OF THE PUBLIC PRESENT

Baquerizo, David – One Stop Operator
 Joseph, Jack – Policy Board Administrator
 Marquez, Cindy – Farmers Insurance Agent/Member of Bellflower Noon Lions Club

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

Chairman LeGaspi shared with the board that he attended the annual Meeting of the Minds. He informed the board that SELACO WDB is very well respected. The big topic of discussion at the conference was the push for AI.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT**Critical Dates**

- October 1 the Director of the California Workforce Development Board, Kiana Periera will be touring the workforce boards throughout California.
- SELACO WDB will be coordinating the visits for SELACO WDB, SouthBay, Verdugo, and Foothill WDB's
- The visit will be an opportunity to highlight who we are and how well we collaborate with key stakeholders in the region.
- Goal is to highlight projects we leverage with.

Remaining Board Meetings for 2025

- The last meeting for the 2025 calendar year will be October 23.
- The board will be dark in November and December and will reconvene in January.

Meeting of the Minds in Monterey (September 2-4, 2025)

- Special Thank You to Richard LeGaspi and Rudy Villarreal for taking time from their busy schedules to join the team and engage with other workforce leaders.
- Staff presented on our work around AI, which will lead us to the final step in our process – refining our action and start implementing key initiatives that support businesses and job seekers.

SPAC Committee

- It is back to the table for one or two more meetings to help fine tune next steps in AI plan implementation.

Disability Access, Equity and Inclusion (DAEI) Grant

- August 26th the Program Operations Team had a kickoff meeting.

Chair of California Workforce Association (CWA)

- SELACO WDB Executive Director will take on the role of the new CWA Chair effective July 1, 2025.

Funding beyond October 1, 2025

- Current Federal fiscal year ends 9/30/25.
- To continue funding, Congress needs to pass 12 appropriations bills by 9/30/25.
- The alternative is to pass a temporary spending measure known as Continuing Resolution (CR).
- The House Republican introduced a bill to continue funding through 11/21/25 which passed. Workforce boards do not like the proposed bill because it will have a devastating impact on the ability of workforce boards to serve their communities.
- Democratic leaders introduced their vision of a CR to fund the government to 10/31/25

- but require concessions on health care issues among other provisions. The action moves to the Senate to find a reasonable compromise between the Republicans proposed CR and what the Democrats have proposed.
- Anticipation of a Government shutdown and what that means for SELACO WDB:
 - DOL has received our funding allocations for 2025-26.
 - There is anticipation for delays with releasing funding because:
 - Hard to predict what the current Administration will do if the Senate does not pass the CR.
 - If the Government shuts down, who is left at DOL to distribute the funds?
 - This is NOT SELACO WDB's first rodeo at facing a government shutdown:
 - 1995-1996 we experienced and survived a 21-day shutdown.
 - 2018 the Government shut down for 35 days. SELACO WDB was preparing for lay-offs but fortunately, the Government re-opened.
 - Currently downloading as much funding as possible from the State and will be assessing how long we can operate without having to consider employee layoffs.
 - By October, we can provide a clear picture of anticipated actions in the event the Government has shut down.

CONSENT CALENDAR

A motion was made by Larry Wehage to approve the consent calendar as presented, seconded by Blanca Rochin. With no further discussion, motion carries to approve.

1A. Approval of Minutes: July 24, 2025

1B. Approval of Fiscal Report: 07/01/24 – 08/31/25

1C. Approval of Program Report: 07/01/24 – 08/31/25 (Receive and File)

ACTION ITEM(S)

2. Adoption of State ETPL Policy and Delegation of ETPL Functions to SouthBay WIB

A motion was made by Connie Chan to approve the following:

1. Eliminate the outdated SELACO WDB ETPL policy.
2. Adopt the State of California ETPL Policy No. WDD 21-03 in its entirety.
3. As part of the adoption of State Policy No. 21-03, identify the delegation of ETPL functions to the SBWIB under contract, per Board approval and under state authorization.

Seconded by Jennifer Beech. With no further discussion, motion carries to approve.

3. Proposed ETP Stipend for Business Engagement Specialist (BES)

A motion was made by Tracy Polley to approve the proposed stipend structure for SELACO WDB Business Engagement Specialists as outlined, effective October 1, 2025, seconded by Rudy Villarrel. With no further discussion, motion carries to approve.

4. Approval to Enter into a Sublease Agreement with Dreamcatcher Resource Center – Norwalk Facility

A motion was made by Connie Chan to:

- Enter into a sublease agreement with Dreamcatcher Community Resource Center, retroactive to September 1, 2025
- Authorize the Executive Director to extend the lease annually, contingent upon successful collaboration and achievement of program objectives

Seconded by Michael Segura. With no further discussion, motion carries to approve.

5. Approval for SELACO WDB Personnel Policies and Procedures

A motion was made by Joseph Taylor to review and approve amended policy as presented, seconded by Genoveva Perez. With no further discussion, motion carries to approve.

ONE STOP OPERATOR REPORT

David Baquerizo, SELACO WDB One Stop Operator, reviewed the One Stop Operator Report with Board. The report can be found on page 65 of the agenda packet.

INFORMATION ITEM (S)

1. Ethics Training AB1234

Page 70 of the agenda provides an updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for a direct link to the online course or for any questions.

2. Los Angeles County Economic Summary

Page 71 of the agenda provides labor market information from EDD on the Los Angeles Economic Summary for the second quarter.

3. SELACO WDB Economic Summary

Page 73 of the agenda provides labor market information from EDD on the SELACO WDB Economic Summary for the second quarter.

4. Employment Development Department 2025 California Jobs Market Report

On page 74 of the agenda, you will find a 2025 California Jobs Market Report provided by EDD. A SELACO WDB Employee success story can be found on page 88.

INTERESTING CORRESPONDENCE

None

BOARD MEMBER COMMENTS

None.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

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

SELACO WDB

Statement of Activities (by Fund)

From 7/1/2025 through 9/30/2025

| | Employment Training Panel Grant | LA County Grants | Pre-School Grant | WIOA Adult&DW & Special Projects | WIOA Youth Grant | Rapid Response / Lay-Off Aversion Grants | Other Grants | Non-WIOA Training Expenditures | Total |
|---|---------------------------------------|---------------------|---------------------|--|---------------------|--|-----------------|--------------------------------------|-----------|
| Revenues / (Deferred Revenues) | 53,655 | 85,848 | 1,223,668 | 470,252 | 345,334 | 16,587 | 126,752 | 0 | 2,322,096 |
| Accounts Receivable | 0 | 1,693 | 0 | 111,390 | 17,680 | 0 | 63,997 | 0 | 194,761 |
| Total Revenues | 53,655 | 87,541 | 1,223,668 | 581,642 | 363,014 | 16,587 | 190,749 | 0 | 2,516,857 |
| Expenditures | 2,596 | 6,398 | 71,025 | 43,740 | 29,055 | 1,567 | 11,274 | 0 | 165,654 |
| Administration Services | 0 | 78,031 | 1,107,999 | 5,761 | 30,336 | 0 | 8,619 | 0 | 1,230,747 |
| Contracted Program Costs | 0 | 0 | 0 | 8,724 | 1,329 | 0 | 4,157 | 0 | 14,211 |
| Support Services | (204) | 0 | 0 | 45,462 | 10,000 | 0 | 13,105 | 0 | 68,363 |
| Vendor Training | 0 | 3,113 | 0 | 23,443 | 21,648 | 0 | 7,926 | 0 | 56,130 |
| Work Exp/Skillz Menu/Supplies | 0 | 0 | 0 | 147,578 | 110,084 | 0 | 0 | 0 | 257,662 |
| WIOA Core/Basic Career Services | 0 | 0 | 0 | 130,076 | 0 | 0 | 0 | 0 | 130,076 |
| WIOA Intensive/Individualized Career Svcs | 0 | 0 | 0 | 25,325 | 1,385 | 0 | 0 | 0 | 26,710 |
| WIOA Follow-Up Career Services | 0 | 0 | 0 | 68,407 | 47,063 | 0 | 0 | 0 | 115,470 |
| WIOA Business Services | 27,833 | 0 | 0 | 0 | 108,913 | 15,021 | 100,077 | 0 | 251,843 |
| Other Program Costs | 30,225 | 87,541 | 1,179,024 | 498,516 | 359,814 | 16,587 | 145,158 | 0 | 2,316,866 |
| Cash Expenditures | - | - | - | 83,126 | 3,200 | - | 45,591 | 0 | 131,917 |
| Accrued Expenditures | 30,225 | 87,541 | 1,179,024 | 581,642 | 363,014 | 16,587 | 190,749 | 0 | 2,448,782 |
| Total Expenditures | 23,430 | 0 | 44,644 | 0 | 0 | 0 | 0 | 0 | 68,074 |
| Net Income (Loss) | | | | | | | | | |

SELACO WDB
Statement of Functional Expenditures
 From 7/1/2025 through 9/30/2025

| | Administrative Services | Contracted Program Cost | Support Services | Vendor Training | Work Exp / Skills Menu Program | WIOA Core / Basic Career Services | WIOA Intensive / Individualized Career Services | WIOA Follow-Up Career Services | WIOA Business Services | Other Program Costs | Total |
|--------------------|-------------------------|-------------------------|------------------|-----------------|--------------------------------|-----------------------------------|---|--------------------------------|------------------------|---------------------|-----------|
| | | | | | | | | | | | |
| Expenditures | | | | | | | | | | | |
| Personnel | 114,440 | 0 | 0 | 0 | 0 | 201,582 | 100,299 | 21,642 | 83,836 | 189,204.73 | 711,005 |
| Non-Personnel | 51,214 | 0 | 0 | 0 | 0 | 56,080 | 29,776 | 5,068 | 31,634 | 62,638 | 236,411 |
| Training | 0 | 1,230,747 | 0 | 200,280 | 56,130 | 0 | 0 | 0 | 0 | 0 | 1,487,157 |
| Support Services | 0 | 0 | 14,211 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,211 |
| Total Expenditures | 165,654 | 1,230,747 | 14,211 | 200,280 | 56,130 | 257,662 | 130,076 | 26,710 | 115,470 | 251,843 | 2,448,782 |

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2025 Through 9/30/2025
(In Whole Numbers)

| | | Total |
|--------------------------------|-------|---------|
| Expenditures | | |
| Personnel | | |
| Salaries & Wages | 50100 | 83,089 |
| Social Security Tax | 50200 | 7,134 |
| Medicare Tax | 50210 | 1,668 |
| Workers Comp - Staff | 50220 | 648 |
| Employee Benefits | 50300 | 16,715 |
| Employer 403(B) Contributions | 50403 | 5,187 |
| Total Personnel | | 114,440 |
| Non-Personnel | | |
| Mileage | 51100 | 5 |
| Conferences/Staff Development | 51200 | 1,563 |
| Meeting Expenses | 51230 | 927 |
| Rent | 52100 | 10,925 |
| Telephone | 52200 | 445 |
| Office Equipment | 52330 | 4,102 |
| Leased Equipment | 52350 | 1,325 |
| Repair & Maintenance | 52360 | 129 |
| Outreach/Recruitment | 53300 | 442 |
| Office Supplies | 53400 | 2,329 |
| Subscriptions/Dues/Memberships | 53600 | 4,738 |
| Insurance | 53900 | 3,105 |
| Professional Services | 54100 | 21,083 |
| Legal | 54300 | 95 |
| Total Non-Personnel | | 51,214 |
| Total Expenditures | | 165,654 |

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2025 Through 9/30/2025
 (In Whole Numbers)

| | | Total |
|----------------------------|-------|-----------|
| Expenditures | | |
| Training | | |
| Cost Reimbursement Billing | 60300 | 1,185,923 |
| Other Contracted Services | 60400 | 17,609 |
| Day Care Rent | 66000 | 27,214 |
| Total Training | | 1,230,747 |
| Total Expenditures | | 1,230,747 |

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2025 Through 9/30/2025
 (In Whole Numbers)

| | | Total |
|--------------------------------|-------|--------|
| Expenditures | | |
| Support Services | | |
| Direct Support Payment | 65200 | 9,379 |
| Supportive Services - Training | 65201 | 4,832 |
| Total Support Services | | 14,211 |
| Total Expenditures | | 14,211 |

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2025 Through 9/30/2025
(In Whole Numbers)

| | | Total |
|--------------------------------|-------|---------|
| Expenditures | | |
| Training | | |
| Vendor Training | 60100 | 200,484 |
| Incumber Worker Training | 60101 | 0 |
| Vendor Training - ETP | 60200 | (204) |
| Non-WIOA Training Expenditures | | 0 |
| Total Expenditures | | 200,280 |

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2025 Through 9/30/2025
 (In Whole Numbers)

| | | Total |
|--------------------------------|-------|--------|
| Expenditures | | |
| Training | | |
| Wages - WE/Internship | 60500 | 47,067 |
| SS Tax - WE/Internship | 60510 | 2,918 |
| MC Tax - WE/Internship | 60520 | 682 |
| WC - WE/Internship | 60530 | 2,943 |
| Participant Incentive Payments | 65401 | 2,520 |
| Total Training | | 56,130 |
| Total Expenditures | | 56,130 |

SELACO WDB
Statement of Functional Expenses - TR - 0206 WIOA Career Services

From 7/1/2025 Through 9/30/2025

(In Whole Numbers)

| | | Core / Basic Services | Intensive / Individualized Services | Follow-Up Services | Total |
|--------------------------------|-------|--------------------------|---|-----------------------|-----------------------|
| Expenditures | | | | | |
| Personnel | | | | | |
| Salaries & Wages | 50100 | 152,210 | 76,848 | 16,523 | 245,581 |
| Social Security Tax | 50200 | 11,000 | 5,629 | 1,190 | 17,819 |
| Medicare Tax | 50210 | 2,573 | 1,317 | 278 | 4,167 |
| Workers Comp - Staff | 50220 | 1,165 | 631 | 123 | 1,919 |
| UI & ETT Taxes | 50250 | 714 | 70 | 0 | 783 |
| Other Payroll Expenses | 50251 | 1 | 1 | 0 | 1 |
| Employee Benefits | 50300 | 28,658 | 12,626 | 2,936 | 44,220 |
| Employer 403(B) Contributions | 50403 | 5,262 | 3,179 | 591 | 9,032 |
| Total Personnel | | <u>201,582</u> | <u>100,299</u> | <u>21,642</u> | <u>323,524</u> |
| Non-Personnel | | | | | |
| Mileage | 51100 | 166 | 109 | 0 | 275 |
| Conferences/Staff Development | 51200 | 7,774 | 3,668 | 515 | 11,957 |
| Meeting Expenses | 51230 | 194 | 178 | 38 | 409 |
| Rent | 52100 | 21,597 | 11,638 | 2,026 | 35,261 |
| Telephone | 52200 | 1,120 | 477 | 97 | 1,694 |
| Furniture/Fixtures | 52300 | 384 | 0 | 0 | 384 |
| Office Equipment | 52330 | 2,940 | 3,831 | 389 | 7,160 |
| Leased Equipment | 52350 | 3,809 | 668 | 157 | 4,634 |
| Repair & Maintenance | 52360 | 275 | 299 | 29 | 602 |
| Outreach/Recruitment | 53300 | 888 | 86 | 10 | 984 |
| Office Supplies | 53400 | 5,793 | 2,126 | 373 | 8,292 |
| Subscriptions/Dues/Memberships | 53600 | 3,463 | 2,463 | 151 | 6,077 |
| Insurance | 53900 | 6,238 | 3,411 | 1,176 | 10,824 |
| Professional Services | 54100 | 1,440 | 825 | 106 | 2,371 |
| Total Non-Personnel | | <u>56,080</u> | <u>29,776</u> | <u>5,068</u> | <u>90,925</u> |
| Total Expenditures | | <u><u>257,662</u></u> | <u><u>130,076</u></u> | <u><u>26,710</u></u> | <u><u>414,448</u></u> |

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2025 Through 9/30/2025
(In Whole Numbers)

| | | Total |
|--------------------------------|-------|---------|
| Expenditures | | |
| Personnel | | |
| Salaries & Wages | 50100 | 64,845 |
| Social Security Tax | 50200 | 4,861 |
| Medicare Tax | 50210 | 1,137 |
| Workers Comp - Staff | 50220 | 516 |
| Other Payroll Expenses | 50251 | 0 |
| Employee Benefits | 50300 | 10,451 |
| Employer 403(B) Contributions | 50403 | 2,025 |
| Total Personnel | | 83,836 |
| Non-Personnel | | |
| Mileage | 51100 | 351 |
| Conferences/Staff Development | 51200 | 5,501 |
| Meeting Expenses | 51230 | 318 |
| Rent | 52100 | 7,542 |
| Telephone | 52200 | 338 |
| Office Equipment | 52330 | 3,021 |
| Leased Equipment | 52350 | 546 |
| Repair & Maintenance | 52360 | 109 |
| Outreach/Recruitment | 53300 | 7,181 |
| Office Supplies | 53400 | 1,421 |
| Subscriptions/Dues/Memberships | 53600 | 2,288 |
| Insurance | 53900 | 2,594 |
| Professional Services | 54100 | 425 |
| Total Non-Personnel | | 31,634 |
| Total Expenditures | | 115,470 |

SELACO WDB

Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2025 through 9/30/2025

| | Employment Training Panel | WIOA Youth | WIOA Rapid Response / Lay-Off Aversion | Transitional Subsidized Employment (TSE) | Other Funds | Total |
|-------------------------------|---------------------------------|---------------|--|---|----------------|---------|
| Personnel | | | | | | |
| Salaries & Wages | 20,943 | 65,595 | 10,477 | 559 | 53,597 | 151,170 |
| Payroll Taxes/WC | 1,806 | 6,638 | 866 | 75 | 5,080 | 14,465 |
| Employee Benefits | 1,410 | 11,168 | 1,343 | 120 | 9,528 | 23,569 |
| Total Personnel | 24,158 | 83,402 | 12,686 | 754 | 68,204 | 189,205 |
| Non - Personnel | | | | | | |
| Mileage | 114 | 90 | 8 | 0 | 118 | 330 |
| Conferences/Staff Development | 0 | 4,647 | 220 | 0 | 0 | 4,866 |
| Meeting Expenses | 23 | 190 | 43 | 0 | 51 | 308 |
| Rent/Utilities | 2,030 | 8,339 | 1,340 | 166 | 27,639 | 39,514 |
| Telephone | 84 | 321 | 34 | 6 | 1,232 | 1,677 |
| Furniture/Equipment | 74 | 4,951 | 241 | 6 | 166 | 5,437 |
| Repair & Maintenance | 24 | 96 | 11 | 2 | 14 | 147 |
| Outreach/Recruitment | -91 | 376 | 11 | 0 | 0 | 296 |
| Supplies | 537 | 1,466 | 179 | 19 | 592 | 2,793 |
| Subscriptions & Dues | 286 | 2,271 | 123 | 18 | 236 | 2,934 |
| Insurance | 485 | 2,282 | 81 | 69 | 648 | 3,565 |
| Consulting | 107 | 483 | 44 | 7 | 130 | 770 |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| Legal Payments | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Non-Personnel | 3,675 | 25,511 | 2,335 | 293 | 30,825 | 62,638 |
| Total Expenditures | 27,833 | 108,913 | 15,021 | 1,047.63 | 99,029 | 251,843 |

SELACO WDB
Statement of Functional Expenditures
From 7/1/2025 through 9/30/2025

| Line Item Description | Current Period Actual | Budget | Budget Variance | Total Budget Remaining (%) |
|--|-----------------------------|------------------|--------------------|-------------------------------------|
| PERSONNEL COSTS | | | | |
| Salaries/Wages | 544,686 | 3,364,833 | 2,820,148 | 83.8% |
| Payroll Taxes/WC | 55,120 | 305,961 | 250,841 | 82.0% |
| Employee Benefits | 111,199 | 721,824 | 610,625 | 84.6% |
| TOTAL PERSONNEL COSTS | 711,005 | 4,392,618 | 3,681,614 | 83.8% |
| NON-PERSONNEL COSTS | | | | |
| Mileage | 962 | 10,000 | 9,038 | 90.4% |
| Conference/Staff Development | 23,886 | 206,500 | 182,614 | 88.4% |
| Meeting Expenses | 1,963 | 15,000 | 13,037 | 86.9% |
| Rent/Utilities | 93,242 | 395,283 | 302,041 | 76.4% |
| Telephone | 4,154 | 22,500 | 18,346 | 81.5% |
| Furniture & Equipment | 26,609 | 65,000 | 38,391 | 59.1% |
| Repair & Maintenance | 987 | 17,000 | 16,013 | 94.2% |
| Outreach/Recruitment | 8,903 | 25,000 | 16,097 | 64.4% |
| Supplies | 14,835 | 55,000 | 40,165 | 73.0% |
| Subscriptions/Dues/Memberships | 16,036 | 114,500 | 98,464 | 86.0% |
| Insurance | 20,088 | 47,000 | 26,912 | 57.3% |
| Professional Fees | 24,650 | 100,000 | 75,350 | 75.3% |
| Legal Fees | 95 | 25,000 | 24,905 | 99.6% |
| Interest Expense/Miscellaneous | 0 | 3,000 | 3,000 | 100.0% |
| TOTAL NON-PERSONNEL COSTS | 236,411 | 1,100,783 | 864,373 | 78.5% |
| TOTAL IN-HOUSE COSTS | 947,415 | 5,493,401 | 4,545,986 | 82.8% |
| TRAINING & SUPPORT SERVICES | | | | |
| Vendor Training Payments (Classroom/OJT/IWT) | | | | |
| Employment Training Panel (ETP) | (204) | 450,058 | 450,262 | 100.0% |
| Hired LA Program | 58,696 | 125,709 | 67,013 | 53.3% |
| Regional Equity and Recovery Partnership (R | 0 | 4,808 | 4,808 | 100.0% |
| WIOA Adult | 114,073 | 702,603 | 588,530 | 83.8% |
| WIOA Dislocated Workers | 14,515 | 55,773 | 41,259 | 74.0% |
| WIOA Youth | 13,200 | 85,568 | 72,368 | 84.6% |
| Non-WIOA Training Expenditures | 0 | 326,727 | 326,727 | 100.0% |
| Subtotal | 200,280 | 1,751,246 | 1,550,967 | 88.6% |

SELACO WDB
Statement of Functional Expenditures
From 7/1/2025 through 9/30/2025

| <u>Line Item Description</u> | <u>Current Period Actual</u> | <u>Budget</u> | <u>Budget Variance</u> | <u>Total Budget Remaining (%)</u> |
|--|--------------------------------------|--------------------------|----------------------------|---|
| Cost Reimbursements / Contracted Services | | | | |
| Day Care Pre-School / Renovation | 1,107,999 | 5,314,204 | 4,206,205 | 79.2% |
| Disability Access, Equity & Inclusion (DAEI) | 6,357 | 183,857 | 177,500 | 96.5% |
| Employment Training Panel (ETP) | 0 | 30,000 | 30,000 | 100.0% |
| Hired LA Program | 0 | 76,400 | 76,400 | 100.0% |
| LA County - Youth @ Work | 78,031 | 429,164 | 351,133 | 81.8% |
| Regional Equity and Recovery Partnership (RE) | 0 | 11,500 | 11,500 | 100.0% |
| WIOA ETPL Delegation Services | 631 | 5,000 | 4,369 | 87.4% |
| WIOA Youth | 27,108 | 717,571 | 690,463 | 96.2% |
| WIOA One-Stop Operator | 1,300 | 50,178 | 48,878 | 97.4% |
| WIOA Security Guard | 9,321 | 68,023 | 58,702 | 86.3% |
| Subtotal | <u>1,230,747</u> | <u>6,885,897</u> | <u>5,704,341</u> | <u>82.8%</u> |
| Work Experience / Skillz Menu Program | | | | |
| Disability Access, Equity & Inclusion (DAEI) | 0 | 133,113 | 133,113 | 100.0% |
| Hired LA Program | 7,926 | 20,598 | 12,672 | 61.5% |
| LA County - Youth @ Work | 3,113 | 52,364 | 49,251 | 94.1% |
| Regional Equity and Recovery Partnership (RE) | 0 | 6,501 | 6,501 | 100.0% |
| WIOA Adult | 23,443 | 87,134 | 63,691 | 73.1% |
| WIOA Youth | 21,648 | 256,706 | 235,057 | 91.6% |
| Subtotal | <u>56,130</u> | <u>556,416</u> | <u>500,286</u> | <u>89.9%</u> |
| Training Supplies | | | | |
| WIOA Adult | 0 | 6,500 | 6,500 | 100.0% |
| WIOA Dislocated Workers | 0 | 500 | 500 | 100.0% |
| WIOA Youth | 0 | 5,000 | 5,000 | 100.0% |
| Subtotal | <u>0</u> | <u>12,000</u> | <u>12,000</u> | <u>100.0%</u> |
| Direct Support Payments | | | | |
| Gateway Cities' Homeless Employment Prg | 240 | 11,299 | 11,058 | 97.9% |
| LA County - Youth @ Work | 0 | 1,420 | 1,420 | 100.0% |
| Hired LA Program | 3,917 | 4,593 | 676 | 14.7% |
| WIOA Adult | 7,414 | 50,000 | 42,586 | 85.2% |
| WIOA Dislocated Workers | 1,311 | 15,000 | 13,689 | 91.3% |
| WIOA Youth | 1,329 | 25,000 | 23,671 | 94.7% |
| Subtotal | <u>14,211</u> | <u>107,312</u> | <u>93,101</u> | <u>86.8%</u> |
| TOTAL TRAINING & SUPPORT SVCS | <u><u>1,501,367</u></u> | <u><u>9,312,871</u></u> | <u><u>7,860,694</u></u> | <u><u>84.4%</u></u> |
| GRAND TOTAL | <u><u>2,448,782</u></u> | <u><u>14,806,272</u></u> | <u><u>12,406,680</u></u> | <u><u>83.8%</u></u> |

SELACO WDB
Balance Sheet
9/30/2025

| | Employment Training Panel (ETP) | Preschool & Facilities Revolving Funds | Transitional Subsidized Employment (TSE) | WIOA Adult | WIOA Dislocated Workers | WIOA Youth | WIOA Rapid Response / LOA | Other Grants | General Funds | Pools | Total |
|---|---------------------------------|--|--|---------------|-------------------------|-----------------|---------------------------|----------------|----------------|-----------------|------------------|
| Assets | | | | | | | | | | | |
| Cash & Cash Equivalents | 164,095 | 7,851,367 | 12,813 | (12) | 0 | 0 | 0 | 3,784 | 353,751 | (43,787) | 8,342,012 |
| Petty Cash | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | 5,000 |
| Accounts Receivable | 503,067 | 41,986 | 0 | 19,355 | 0 | 0 | 0 | 99,346 | 0 | 0 | 663,754 |
| Prepaid Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deposit | 0 | 9,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,238 | 29,338 |
| Due from Other Fund | 0 | 0 | 0 | 0 | 0 | (3,000) | 0 | 0 | 182,435 | 0 | 179,435 |
| Fixed Assets | 0 | 1,005,713 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,005,713 |
| Accumulated Depreciation | 0 | (1,005,713) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (1,005,713) |
| Total Assets | 667,162 | 7,902,452 | 12,813 | 19,344 | - | (3,000) | - | 103,131 | 536,186 | (18,549) | 9,219,538 |
| Liabilities and Net Assets | | | | | | | | | | | |
| Liabilities | | | | | | | | | | | |
| Accounts Payable | 344,323 | 0 | 0 | 0 | 0 | 39,733 | 0 | 29,137 | 0 | 0 | 413,193 |
| Accrued Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,692 | 0 | 0 | 1,692 |
| Capital Lease Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to LA ECE - Credit Line | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to Companies (ETP) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to Department of Education | 0 | 774,775 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 774,775 |
| Due to EDID | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 29,115 | 29,115 |
| Due to ETP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to Toastmasters Intl | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to CSS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to Vendors (ETP) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 50 |
| Due to Other Fund | 129,489 | 0 | 537 | 18,979 | 0 | 0 | 0 | 75,714 | 0 | (45,284) | 179,435 |
| Payroll Clearing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (2,380) | (2,380) |
| Revenues Received in Advance | 164,095 | 7,065,013 | 12,813 | 0 | 0 | 0 | 0 | 1,693 | 0 | 0 | 7,243,614 |
| Suspended Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Liabilities | 637,907 | 7,839,787 | 13,350 | 18,979 | 0 | 39,733 | 0 | 108,286 | 0 | (18,549) | 8,639,494 |
| Net Assets | | | | | | | | | | | |
| Current YTD Net Income | 23,430 | 44,644 | (44,526) | 364 | 0 | (42,733) | 0 | (7,185) | 31,236 | 0 | 5,230 |
| Unrestricted | 5,825 | 18,021 | 43,989 | 0 | 0 | 0 | 0 | 2,029 | 504,950 | 0 | 574,814 |
| Total Net Assets | 29,255 | 62,665 | (537) | 364 | - | (42,733) | - | (5,156) | 536,186 | - | 580,044 |
| Total Liabilities and Net Assets | 667,162 | 7,902,452 | 12,813 | 19,344 | - | (3,000) | - | 103,131 | 536,186 | (18,549) | 9,219,538 |



Operations Report

3RD REPORT OF PY 2025 – PY 2026

JULY 1, 2025 – SEPTEMBER 30, 2025

TABLE OF CONTENTS

| | |
|--|----------|
| Purpose..... | 2 |
| Spotlight..... | 3 |
| In-the-Know with SELACO..... | 4 |
| America’s Job Center of California (AJCC) Overview | 5 |
| Career Services | 6 |
| Events | 6 |
| Adult Job Seeker Programs..... | 6 |
| Events..... | 6 |
| WIOA Adult..... | 7 |
| WIOA Dislocated Worker (DW) | 8 |
| Transitional Subsidized Employment (TSE)..... | 9 |
| WIOA Youth SELACO..... | 10 |
| WIOA Youth ABC..... | 11 |
| WIOA Youth Hawkeye | 12 |
| Youth@Work | 13 |
| Business Services..... | 14 |
| Business Needs Assessment | 15 |
| Employer Training Panel (ETP)..... | 16 |
| Special and Regional Programs..... | 17 |
| Child Development Program Regional Supportive Services 3.0 | 17 |
| Council of Governments (COG) - Homeless employment program | 18 |
| Regional Equity and Recovery Partnership (RERP) | 19 |
| Prison 2 Employment (P2E) | 20 |
| Helping Justice Involved Employment (HIRE)..... | 21 |
| Glossary of Terms | 22 |

PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the sixth Program Operations Report for the program year 2021-2022. This report reflects the various grants and services offered to our local job seekers and employers. This report includes information on America's Job Center of California Activity, Adult Programs, Youth Programs, Employer Services, Special and Regional Programs. The report will reflect performance and activity requirements of our funding entities.

Success Story: SoCal Barber's Strengthens Its Digital Presence Through WEX Collaboration

Through our ongoing partnership with Paul Luna of SoCal Barber's, an exciting new collaboration has taken shape. Paul expressed a need to enhance SoCal Barber's social media presence and find innovative ways to highlight the shop's services and community involvement. Recognizing this opportunity for growth, SELACO WDB's Business Services Team collaborated with the Youth Department and stepped in to connect Paul with a talented young participant eager to gain hands-on experience in digital media.

That connection led to Thomas J.T. Batac, a bright and creative youth who exceeded all expectations. Thomas's enthusiasm, professionalism, and fresh ideas stood out immediately, making him the perfect fit for SoCal Barber's social media efforts.

On Monday, September 29, 2025, Thomas officially joined the team as a Junior Social Media Associate through the Work Experience (WEX) program. In this role, he will support Paul in developing engaging online content, managing SoCal Barber's social media platforms, and promoting the many community events that Paul proudly hosts.

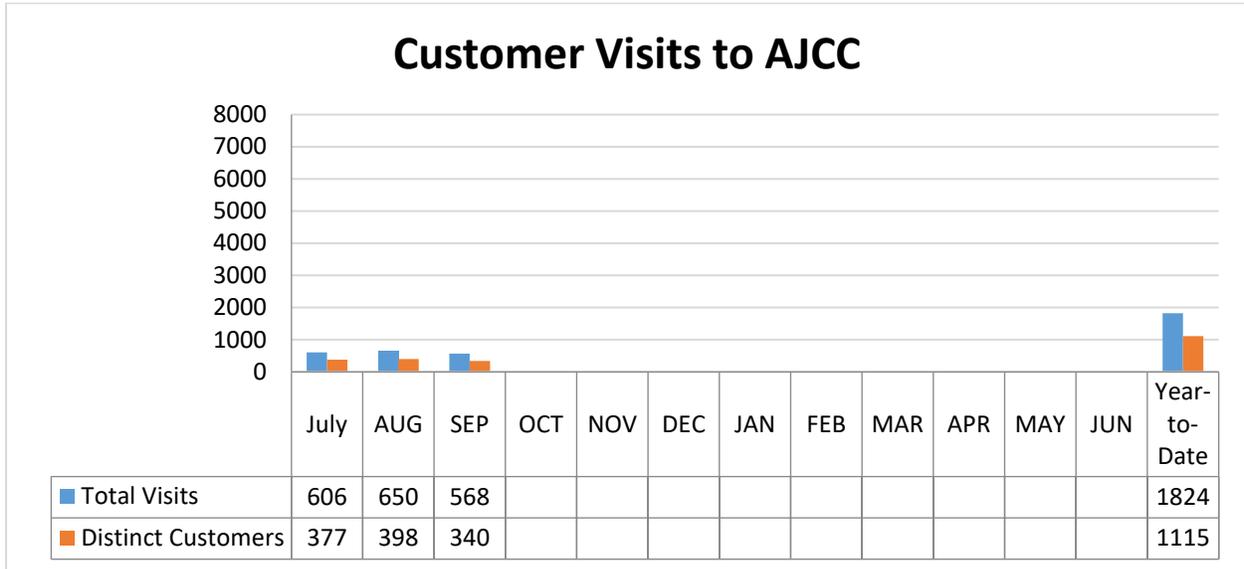
This partnership not only helps strengthen SoCal Barber's digital presence but also provides Thomas with valuable real-world experience in marketing and communications. An inspiring example of how local businesses and SELACO WDB programs can come together to create meaningful opportunities for both employers and participants.



IN-THE-KNOW WITH SELACO

“In-the-Know with SELACO” is the name of the SELACO WDB Constant Contact company newsletter. Our newsletter is published quarterly and features articles highlighting recent activities and events including board and community engagement, special programs and success stories. Constant Contact also allows SELACO to deliver mass emails to multiple groups all at the same time without affecting the company server. We use Constant Contact to promote job recruitments and announcements for events such as The Collaborative Community Network meetings and Disability Awareness Training as well as in-house to inform staff. The following link provides you access to our most recent publication of “In-the-Know with SELACO”: [In-The-Know](#)

Program Year 2025 – 2026

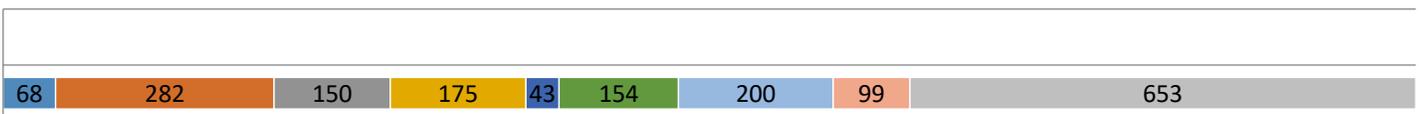


Program Year 2024 – 2025

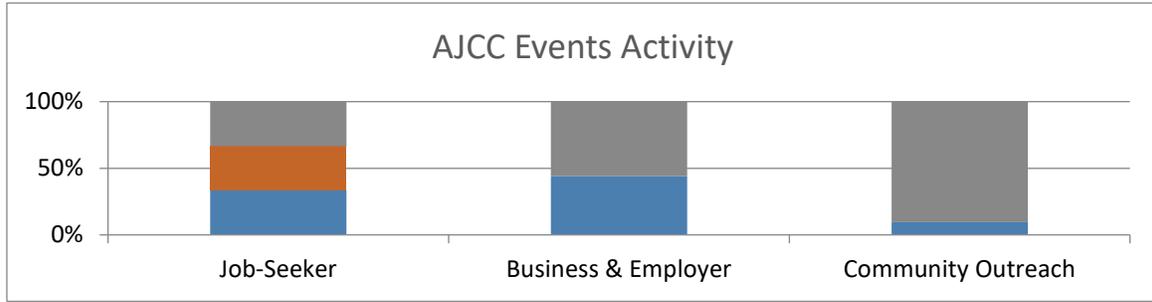
| | July | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Year-to-Date |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|
| Total Visits | 750 | 589 | 570 | 635 | 543 | 511 | 668 | 584 | 616 | 728 | 693 | 558 | 7445 |
| Distinct customers | 490 | 397 | 367 | 398 | 345 | 349 | 428 | 384 | 373 | 453 | 424 | 370 | 5778 |

Customer Visits by City

■ Artesia
 ■ Bellflower
 ■ Cerritos
 ■ Downey
 ■ Hawaiian Gardens
 ■ Lakewood
 ■ Norwalk
 ■ Paramount
 ■ Other



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

| JOB SEEKER EVENTS | DESCRIPTION |
|--|---|
| Virtual Job Club | Partnered with Microsoft to host a LinkedIn presentation |
| Virtual Youth Workshops | Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building |
| Reemployment Services and Eligibility Assessment (RESEA) | EDD host a workshop to Review of job search activity and sharing of resource information. |
| Job Interview Preparation and Practice Workshop | It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice. |
| Be a Super Star Employee Workshop | This workshop offers an opportunity to learn how to become the employee that you would be proud to be. |
| Career Academy for Targeted Sectors (CATS) | Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway. |
| BUSINESS & EMPLOYER EVENTS | DESCRIPTION |
| Lakewood-Rotary | Rotary Event |
| MERGE Opportunities Mixer | Mixer |
| Famous Dave's | Ribbon Cutting |
| Lakewood Fun Friday | City Event |
| Embassy Suites | Downey Chamber Mixer |
| Artesia Chamber | Artesia Morning Mingle |
| Celebrate. Connect. Inspire | Celebrating Women in Business |
| Little House | Ribbon Cutting |
| Bellflower Chamber | Bellflower Chamber Morning Mingle |
| OUTREACH EVENTS | DESCRIPTION |
| | |
| | |
| | |
| | |

WIOA ADULT

To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

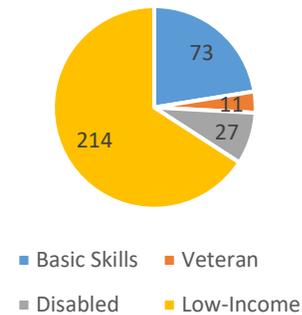
WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 23/24 | Q1 PY 25/26 | Q2 PY 25/26 | Q3 PY 25-26 | Q4 PY 25-26 |
|---|------------------------|----------------|----------------|----------------|----------------|
| Employed 2 nd Quarter after Exit | 67.5% | 71.8% | | | |
| Employed 4 th Quarter after Exit | 65.5% | 62.9% | | | |
| Median Earnings | \$7,622 | \$8,736.47 | | | |
| Credential Rate | 66.0% | 82.6% | | | |
| Measurable Skill Gain (MSG) | 73.0% | 61.4% | | | |

Performance numbers are reflective of the CalJOBS 9173 report

| Activity Breakdown | |
|------------------------------|-----|
| Carryover | 220 |
| Enrollments | 57 |
| Exits | 1 |
| Employed at Closure | 10 |
| Program Services | |
| Occupational Skills Training | 12 |
| On the Job Training | 3 |
| Transitional Jobs | 5 |
| Supportive Services | 47 |
| Follow-up Services | 40 |

Priority Population



WIOA Adult Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



WIOA DISLOCATED WORKER (DW)

To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business owners.

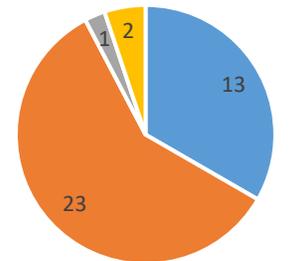
WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 23/24 | Q1 PY 25/26 | Q2 PY 25/26 | Q3 PY 25/26 | Q4 PY 25/26 |
|---|------------------------|----------------|----------------|----------------|----------------|
| Employed 2 nd Quarter after Exit | 71.0% | 80% | | | |
| Employed 4 th Quarter after Exit | 71.8% | 92.3% | | | |
| Median Earnings | \$9,800 | \$5,898.91 | | | |
| Credential Rate | 75.4% | 80% | | | |
| Measurable Skill Gain | 78.0% | 61.5% | | | |

Performance numbers are reflective of the CalJOBS 9173 report

| Activity Breakdown | |
|------------------------------|----|
| Carryover | 23 |
| Enrollments | 7 |
| Exits | 0 |
| Employed at Closure | 2 |
| Program Services | |
| Occupational Skills Training | 5 |
| On the Job Training | 0 |
| Supportive Services | 6 |
| Follow-up Services | 1 |

Priority Population



■ Basic Skills ■ Low Income
■ Veteran ■ Disabled

WIOA Dislocated Worker Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

The TSE program is a program in collaboration with the South Bay Workforce Development Board that provides individuals the opportunity to gain the skills and hands on experience needed to transition into their next job and/or career. The program also gives companies a chance to give back to the community and provide opportunities for individuals to gain access into the workforce. SELACO WDB's role in bridging the gap between both parties is to help meet employer's workforce needs by providing qualified, pre-screened applicants.

TSE PERFORMANCE INDICATORS PER QUARTER

| TSE Performance Measures PY 24/25 | Allocations | Goal | Actual |
|--------------------------------------|-------------|------|--------|
| Projected Enrollments | 25 | 25 | 22 |
| Placements | 25 | 20 | 13 |

| |
|-------------------|
| PY24-25 Carryover |
| 44 |

List of Cities Currently Unavailable

TSE WEX PLACEMENT BY CITY

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other

WIOA YOUTH SELACO

To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

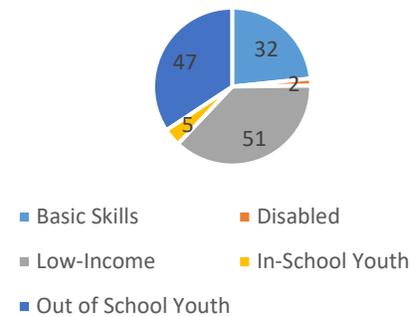
WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 23/24 | Q1 PY 25/26 | Q2 PY 25/26 | Q3 PY 25/26 | Q4 PY 25/26 |
|---|---------------------|-------------|-------------|-------------|-------------|
| Employed or Placed in Education 2 nd QT after Exit | 72.0% | 54.5% | | | |
| Employed or Placed in Education 4 th QT after Exit | 69.6% | 87.5% | | | |
| Median Wage | \$4,500 | \$4,086.78 | | | |
| Credential Rate | 61.0% | 75% | | | |
| Measurable Skills Gain | 80.0% | 13.3% | | | |

Performance numbers are reflective of the CalJOBS 9173 report

| Out-of-School Activity Breakdown | Actual |
|----------------------------------|--------|
| Carryover | 52 |
| Enrollments | 9 |
| Exits | 0 |
| Employed/ Placed at Closure | 3 |
| Program Services | |
| Occupational Skills Training | 1 |
| Enrolled in Secondary Education | 1 |
| Work Experience | 7 |
| Supportive Services | 37 |
| Follow-up Services | 1 |

Priority Population



WIOA Youth Enrollment By City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



WIOA YOUTH ABC

To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

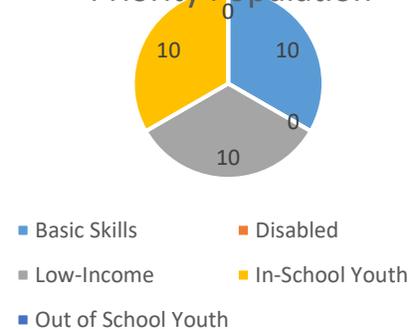
WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 23/24 | Q1 PY 25/26 | Q2 PY 25/26 | Q3 PY 25/26 | Q4 PY 25/26 |
|---|------------------------|----------------|----------------|----------------|----------------|
| Employed or Placed in Education 2 nd QT after Exit | 72.0% | 0% | | | |
| Employed or Placed in Education 4 th QT after Exit | 69.6% | 86% | | | |
| Median Wage | \$4,500 | \$0 | | | |
| Credential Rate | 61.0% | 86% | | | |
| Measurable Skills Gain | 80.0% | 0% | | | |

Performance numbers are reflective of the CalJOBS 9173 report

| In-School Activity Breakdown | Actual |
|---------------------------------|--------|
| Carryover | 43 |
| Enrollments | 3 |
| Exits | 0 |
| Employed/ Placed at Closure | 0 |
| Program Services | |
| Enrolled in Secondary Education | 0 |
| Work Experience | 0 |
| Supportive Services | 0 |
| Follow-up Services | 0 |

Priority Population



WIOA Youth Enrollment By City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



WIOA YOUTH HAWKEYE

To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

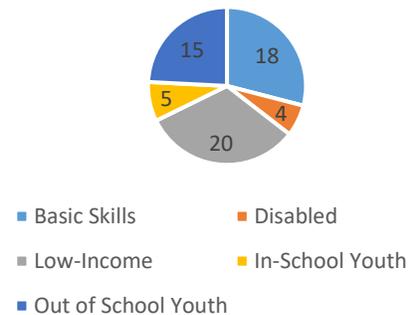
WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 23/24 | Q1 PY 25/26 | Q2 PY 25/26 | Q3 PY 25/26 | Q4 PY 25/26 |
|---|---------------------|-------------|-------------|-------------|-------------|
| Employed or Placed in Education 2 nd QT after Exit | 72.0% | No data | | | |
| Employed or Placed in Education 4 th QT after Exit | 69.6% | No data | | | |
| Median Wage | \$4,500 | No data | | | |
| Credential Rate | 61.0% | No data | | | |
| Measurable Skills Gain | 78.0% | 57.1% | | | |

Performance numbers are reflective of the CalJOBS 9173 report

| In-School & Out of School Activity Breakdown | Actual |
|--|--------|
| Carryover | 10 |
| Enrollments | 9 |
| Exits | 0 |
| Employed/ Placed at Closure | 0 |
| Program Services | |
| Enrolled in Secondary Education | 4 |
| Work Experience | 0 |
| Supportive Services | 4 |
| Follow-up Services | 3 |

Priority Population



WIOA Youth Enrollment By City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



YOUTH@WORK

The Youth@Work program designed to provide work-based learning to Los Angeles County's youth ages 14-21. The goal of the program is to introduce young people to the workplace, gain valuable employment skills and earn an income. Through this process, youth receive up to 20 hours of paid Personal Enrichment and Work Readiness Training (PET) to help them acquire some of the basic "soft skills" necessary to succeed in the workplace. Youth also work on average of 100 hours of work experience after the completion of the PET for a total of 120 hours of combined work preparation and work experience. Youth will also receive a monthly performance evaluation to better gage their individual strengths and weakness. Upon completion of the program, youth receive a certificate of Work Readiness.

YOUTH@WORK ENROLLMENT GOALS

| Agency | CalWORKs | | NCC | | JJCPA | | TOTAL | |
|--------------------------|----------|--------|---------|--------|---------|--------|---------|--------|
| | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual |
| City of Hawaiian Gardens | 10 | 4 | 60 | 36 | 0 | 0 | 70 | 36 |
| Artesia | 4 | 0 | 30 | 0 | 0 | 0 | 34 | 0 |
| SELACO | 2 | 0 | 8 | 4 | 4 | 0 | 14 | 4 |

| Progress | CalWORKS | NCC | JJCPA | Total |
|-------------|----------|-----|-------|-------|
| Enrollments | 4 | 36 | 0 | 40 |
| Exits | 0 | 0 | 0 | 0 |

The County Work-Based Learning website is currently down, so the figures may not reflect the most recent data.

Youth@Work Enrollment by City

■ Artesia
 ■ Bellflower
 ■ Cerritos
 ■ Downey
 ■ Hawaiian Gardens
 ■ Lakewood
 ■ Norwalk
 ■ Paramount
 ■ Other

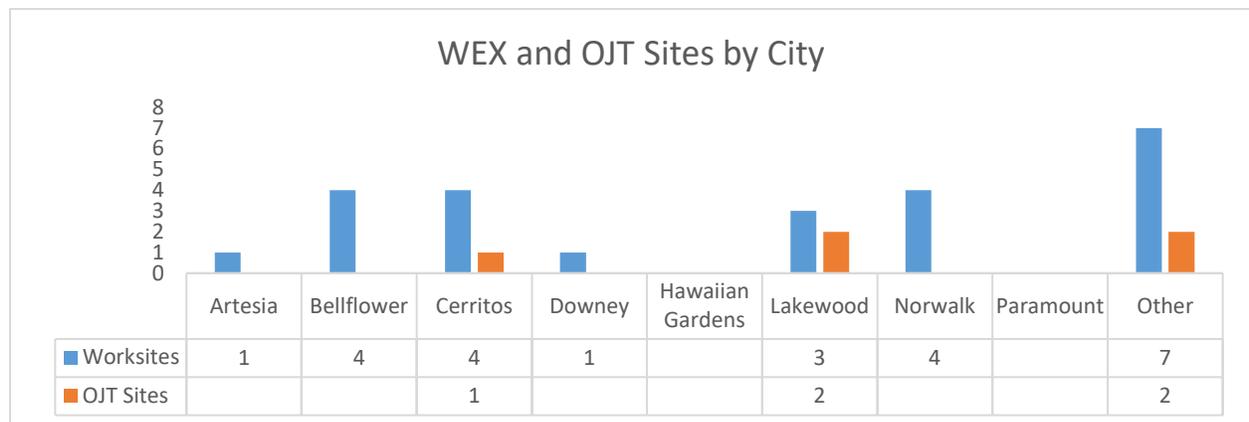


BUSINESS SERVICES

Business services engage with a diverse range of employers to promote business representation on the local board and develop effective linkages with employers to support local workforce investment activities. Develop and deliver innovative workforce investment services and strategies for employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers.

Offer appropriate recruitment and other business services on behalf of employers, including small employers, which may include services such as providing information and referral to specialized business and services not traditionally offered through the one-stop delivery system. Provide assistance to employers in managing reductions in force in coordination with rapid response activities and strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors.

| Activity Breakdown | |
|---------------------------------|-----------|
| Job Fairs/ Special Recruitments | 3 |
| Job Development | 0 |
| Resume Referral | 36 |
| Candidate Pre-screening | 1 |
| Employer Networking | 19 |
| Referral to Community Services | 0 |
| Tax Credit Program Awareness | 0 |
| Rapid Response | 0 |
| Lay-off Aversion | 0 |
| Total | 59 |



BUSINESS NEEDS ASSESSMENT

A business needs assessment is a systematic process of identifying, analyzing, and prioritizing the needs of a business. It involves gathering and evaluating information about the organization's current state, needs, future goals, and any gaps that exist between the two. The purpose of a needs assessment is to provide a clear understanding of what the business needs to improve performance, efficiency, and effectiveness. This information is then used to develop strategies and action plans to address these needs and achieve the organization's objectives.

| Business Needs Assessment | | | | | |
|-----------------------------|----|--|--------------------|--|----|
| Goal: 384 | | | Actual: 32 | | |
| Completed: 32 | | | Outcome: 77 | | |
| Industry | | Type of Need | | Results | |
| Construction | 2 | Recruitment and hiring | 10 | Recruitment and hiring | 1 |
| Healthcare | 2 | Upskills training for current employees. | 1 | Upskills training for current employees. | 0 |
| Hospitality | 8 | Subsidized wages for new employees/ trainees | 21 | Subsidized wages for new employees/ trainees | 13 |
| Information Technology (IT) | 1 | Layoff prevention and aversion | 0 | Layoff prevention and aversion | 0 |
| Logistics | 1 | Tax Incentives | 0 | Tax Incentives | 0 |
| Manufacturing | 3 | Other: | 0 | Other: | 63 |
| Other: | 15 | | | | |

| |
|----------------------------------|
| BNA Reports Completed PY24-25 |
| 155 |

Business Needs Assessment

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



EMPLOYER TRAINING PANEL (ETP)

SELACO WDB is a prime contractor for the State’s Employment Training Panel (ETP) enterprise, a performance-based initiative supporting job creation and retention, through customized skills training. ETP is funded by a special California corporate tax and differs from other workforce development programs whose emphasis is on pre-employment training. SELACO WDB, with ETP funds, fulfills its mission by reimbursing the cost of employer-driven training for incumbent workers. Overall, the ETP program helps to ensure that California businesses will have the skilled workers they need to remain competitive. Employers must be able to effectively train workers in response to changing business and industry needs. While the need for workforce training is critical, businesses generally reserve capacity-building dollars for highly technical and professional occupations – Limiting investment in training for frontline workers who produce goods and deliver services. ETP helps to fill this gap by funding training that is targeted to the frontline workers.

| Eligible Training Panel (ETP) | | |
|--|---------|--------|
| ET-25-0241 (Contract Term: 2025-2027) | | |
| | Planned | Actual |
| Enrollments | 121 | 208 |
| Completions | 121 | 67 |
| Retention | 121 | 0 |

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

| Facilities | Planned Enrollments | Actual Enrollments |
|---|---------------------|--------------------|
| A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Maria Olmedo Phone Number: (562) 926-2427 | 72 | 20 |
| Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Katya Valencia-Campoy Phone Number: (562) 653-0290 | 72 | 65 |
| Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Gloria Torres Phone Number: (562) 804-7990 | 48 | 41 |
| Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Center Director: Maria Brena Phone Number: (562) 867-8399 | 72 | 40 |
| Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Silvia Guzman Phone Number: (562) 531-9440 | 72 | 56 |
| Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Josefina Perez Phone Number: (323) 560-5656 | 72 | 57 |
| Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Maria Vasquez Phone Number: (562) 864-1958 | 40 | 25 |
| Total | 448 | 304 |

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

In collaboration with Gateway Cities Council of Government, SELACO WDB, SHARE and HUB cities, the Homeless Employment Program is designed to provide immediate shelter for the homeless within the Gateway region, followed by employment and training services. The overall goal of the project is to support homeless candidates secure permanent housing, long term employment and self-sufficiency.

The role of each partner:

Gateway Cities: will serve as the project administrator and provide oversight/guidance to the selected providers.

SHARE! Collaborative Housing: will provide affordable permanent supportive housing in single-family houses throughout Los Angeles County and assist candidates in addressing issues that hinder their ability to secure full time employment. Once barriers to employment have been addressed, SHARE will refer candidates to the workforce partners for training and employment services.

SELACO WDB and HUB Cities: each agency will support 50 candidates. Services will include:

- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

| Referral Activity | | |
|----------------------|---------|--------|
| | Planned | Actual |
| Referrals to SHARE | N/A | 0 |
| Referrals from SHARE | N/A | 0 |
| Enrollments | 50 | 2 |

| Enrollment Activity | | |
|-----------------------------------|---------|--------|
| | Planned | Actual |
| Attended a Job Search Workshop | 20 | 0 |
| Completed Individual Service Plan | 50 | 2 |
| Internships | 8 | 0 |
| Secured Part-time Employment | 3 | 0 |
| Secured Full-time Employment | 28 | 0 |
| Retained Employment (3-months) | 23 | 0 |
| Increased wages | 40 | 0 |

| PY24-25 Carryovers |
|--------------------|
| 14 |

COG Home Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other

2

REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

The overall goal of the Regional Equity and Recovery Partnership (RERP) is to improve job quality and job access for individuals from underserved and underrepresented populations, meet the skill and profitability needs of employers and meet the economic, social, and environmental needs of the community. SELACO will provide program coordination and management, data collection and reporting, and partner with Cerritos College to provide training in supply chain logistics

RERP PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Planned | Actual |
|--|---------|--------|
| New Enrollment | 35 | 0 |
| Individuals in Training | 35 | 0 |
| Individuals Completed Training | 30 | 0 |
| Attained Industry Recognized Certificate or Credential | 30 | 0 |
| Employment Obtained | 30 | 0 |

PY24-25 Carryovers

7

RERP Enrollment by City

■ Artesia
 ■ Bellflower
 ■ Cerritos
 ■ Downey
 ■ Hawaiian Gardens
 ■ Lakewood
 ■ Norwalk
 ■ Paramount
 ■ Other

PRISON TO EMPLOYMENT – P2E

The Workforce Development Boards (WDB) of the Los Angeles region (LARPU) submitted a plan to create a regional approach in serving reentry individuals and the justice system. The plan was awarded under Prison to Employment (P2E) through the California Workforce Development Board in January of 2023.

P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Planned | Actual |
|--|---------|--------|
| New Enrollment | 26 | 0 |
| Individuals in Training | 9 | 0 |
| Individuals Completed Training | 8 | 0 |
| Attained Industry Recognized Certificate or Credential | 8 | 0 |
| Placement in Postsecondary Education | 1 | 0 |
| Placement in State Approved Apprenticeship | 3 | 0 |
| Employment | 16 | 0 |

| PY24-25 Carryovers |
|--------------------|
| 2 |

P2E Enrollment by City

- Artesia
- Bellflower
- Cerritos
- Downey
- Hawaiian Gardens
- Lakewood
- Norwalk
- Paramount
- Other



HELPING JUSTICE-INVOLVED EMPLOYMENT - HIRE

The **Helping Justice-Involved Reenter Employment (HIRE)** initiative, funded by the California Workforce Development Board (CWDB), helps justice-involved individuals achieve meaningful employment. At SELACO WDB, the HIRE grant addresses challenges faced by formerly incarcerated individuals by providing workforce development services and fostering employer partnerships.

Key focus areas include:

- **Target Population:** Supporting justice-involved individuals through skill-building and sustainable employment.
- **Customized Support:** Tailored career services, training, and resources to overcome employment barriers.
- **Employer Engagement:** Partnering with businesses for job placements and fair hiring practices.
- **Community Partnerships:** Collaborating with organizations specializing in reentry services.
- **Outcomes Measurement:** Tracking job placements, retention, and wage growth to ensure success.

By leveraging the HIRE grant, SELACO WDB empowers individuals to achieve economic stability and reduces recidivism through meaningful career pathways.

HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Planned | Actual |
|--|---------|--------|
| New Enrollment | 60 | 11 |
| Enrolled In Training | 24 | 2 |
| Completed Training | 19 | 0 |
| Attained Industry-Identified Certificate or Degree | 19 | 0 |

| Program Services | Planned | Actual |
|--|---------|--------|
| Placement in Postsecondary Education | 8 | 0 |
| Placement in State Approved Apprenticeship | 6 | 0 |
| Career Advancement | 6 | 0 |
| Employment | 36 | 0 |

| PY24-25 Carryovers |
|--------------------|
| 35 |

HIRE Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



GLOSSARY OF TERMS

| | |
|-------------|--|
| AJCC: | American Job Center of California |
| ASE: | Academic Skills Enhancement |
| CalJOBS: | California Job Services |
| CWDB | California Workforce Development Board |
| DEI: | Disability Employment Initiative |
| EDD: | Employment Development Department |
| ETP: | Employment Training Panel |
| GED: | General Education Development |
| LMI: | Labor Market Information |
| PJSA: | Personalized Job Search Assistance |
| SELACO WDB: | Southeast Los Angeles County Workforce Development Board |
| STEPS: | Steps to Economic and Personal Success Workshop |
| TSE: | Transitional Subsidized Employment |
| WDB: | Workforce Development Board |
| WIOA: | Workforce Innovation and Opportunity Act |



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Procedures for Terminated Employee's Retirement Account Balances

Retirement Services Group (RSG), the administrator of the Southeast Los Angeles County Workforce Development Board's (SELACO WDB's) retirement plan, has completed its Fiscal Year 2024-2025 review and submitted the required report to the Internal Revenue Service (IRS). As part of this review, RSG has provided updated procedures for managing account balances of terminated employees who have not yet withdrawn or rolled over their vested retirement funds.

Proper administration of these accounts is necessary to:

- Reduce ongoing plan costs associated with inactive accounts.
- Maintain compliance with IRS requirements regarding participant notification and fund distribution.
- Ensure all terminated participants receive proper notice and the opportunity to direct their distributions.

Based on the Fiscal Year 2024–2025 review, Retirement Services Group has identified terminated employees with account balances that should be located and paid out of the plan. The following steps are recommended:

1. Balances under \$1,000:

- May be cashed out if the employee's address is confirmed current.
- If a check is returned uncashed, funds revert to the trust for future distribution.
- Employees must be notified and given 30 days to respond before forced distribution (with 20% IRS withholding).

2. Balances between \$1,000 and \$7,000:

- May be rolled over to an Individual Retirement Account (IRA) at PenChecks Trust Company if no response is received within 45 days.

- Employees must be notified and given the opportunity to elect a distribution or rollover.

3. Communication and Recordkeeping

- Formal notifications must be issued to all affected terminated employees.
- SELACO WDB's Human Resources staff will maintain documentation of all communications and employee locator efforts for compliance and audit purposes.

Action Required:

Authorize the Executive Director to approve the adoption and implementation of the Terminated Employee Procedures received from RSG as the official process for managing account balances of former employees in SELACO WDB's retirement plan with balances less than \$7,000.

Attachment: RSG's Terminated Employee Procedures

TERMINATED EMPLOYEE PROCEDURES

Your plan has terminated employees with an account balance that should be located and paid out of the plan. Paying out terminated account balances saves on plan costs as well as avoidance of potential IRS scrutiny for failure to contact and encourage terminated participants to move their balance from the plan.

- A participant balance with less than \$1,000 can be forced out via a cash out if you have confirmation their address is current. If an uncashed check is returned, the funds will be returned to the trust for future distribution to a valid address.
- A participant balance between \$1,000-\$7,000 can be forced out, however their funds would need to be rolled out to an IRA Rollover company on their behalf.
- The following suggested information should be sent to your former employees based on the amounts in their retirement trust.

COMMUNICATION TO TERMINATED EMPLOYEES

Under \$1,000

As a former employee in our retirement plan, you are eligible to receive a full distribution of the vested account balance in your retirement savings account.

Please read the enclosed special tax notice regarding distributions. You will need to complete an online withdrawal request to make your election regarding payment direction and tax withholding. Please contact Nationwide directly to begin the distribution process. Nationwide can be reached at [800-772-2182](tel:800-772-2182) or Nationwide.com/REALtirement.

If we do not receive your completed withdrawal instructions within 30 days of the date of this letter, we will make a distribution of the value of your vested account balance payable directly to you. You will receive only 80% of the payment as we are required to withhold 20% as income tax withholding for the IRS.

COMMUNICATION TO TERMINATED EMPLOYEES

Between \$1,000- \$7,000

As a former employee in our retirement plan, you are eligible to receive a full distribution of the vested account balance in your retirement savings account.

Please read the enclosed special tax notice regarding distributions. You will need to complete an online withdrawal request to make your election regarding payment direction and tax withholding. Please contact Nationwide directly to begin the distribution process. Nationwide can be reached at [800-772-2182](tel:800-772-2182) or Nationwide.com/REALtirement.

If we do not receive your completed withdrawal instructions within 45 days of the date of this letter, the Plan will distribute your vested account balance to you in the form an automatic rollover to an IRA established on your behalf at PenChecks Trust Company.

Next step – Communication with Retirement Service Group, Inc.

Please advise our firm that you have completed the above notification and the grace period has expired. Our firm will then move forward with the force out of any applicable terminated employee account balance. Please keep all communication with the employees in your permanent files. Proof of this communication may be needed in the future. If you cannot locate a terminated employee, please use an employee locator service such as <https://employeelocator.com>. Proof you have attempted to locate any terminated employee must be retained as well.



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: HR Policy Update: Personnel Policies and Procedures

Background:

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has a Personnel Policies and Procedures (PPP) Manual on file. This manual is used by the SELACO WDB Directors and Managers to help guide them in the supervision of their staff. The manual has a total of 53 policies that were brought to you at each board meeting between July 25, 2019, and March 20, 2023, for review and approval.

Today, we have two amended policies attached for your review and approval:

- 321 – Family Care and Medical Leaves of Absence
- 323 – Paid and Unpaid Leaves of Absence

The amended policies include edits in red regarding accrual of vacation/sick time during leave and the required use of accrued sick time to request a personal leave of absence as recommended by the SELACO WDB Legal Counsel.

Action Required:

Review and approve amended policy as presented.

| | |
|---|---------------|
| Southwest Los Angeles County Workforce Development Board | Policy # 321 |
| Personnel Policies and Procedures | Date: 05/2024 |
| | Page 1 of 10 |

FAMILY CARE AND MEDICAL LEAVES OF ABSENCE

NOTE:

As an employer with less than 50 employees, the SELACO WDB is not required to provide Family/Medical Leave under the Family Medical Leave Act (FMLA) of 1993.

SELACO WDB however, has chosen to continue offering Family/Medical Leave while reserving the right to discontinue such coverage at any time it proves to no longer be feasible.

As an employer of more than 5 employees, the SELACO WDB is covered by the California Family Rights Act (CFRA).

Scope

This policy applies to all employees who have been employed by SELACO WDB for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the request for leave under this policy and who work at a location which has at least 50 employees within 75 miles.

Policy

Employees may take an unpaid family care leave in accordance with the following guidelines, which are intended to and will be interpreted to accomplish compliance with applicable federal and California law.

Definitions

Family care and/or medical leave of absence. An approved absence available to eligible employees for up to 12 weeks of unpaid leave in any 12-month period under certain circumstances that is critical to the employee's health or the health of the employee's immediate family and designated person.

Medical leave. A leave for reason of the employee's own serious health condition, including pregnancy, which renders the employee unable to perform the essential functions of the job.

Family care leave. A leave for reason of (1) to care for a newborn child, (2) the placement of a child with an employee in connection with the adoption or (state-approved) foster care of the child by the employee, or (3) the serious health condition of a child, parent, spouse, or registered domestic partner.

Military Family Leave. A leave for reason of (1) a qualifying exigency of the employee's spouse, son, daughter, or parent who is on covered active duty in the Armed Forces, or (2) to care for a spouse, son, daughter, parent or next of kin who is a covered service member with a serious injury or illness.

Serious health condition. Illness, injury, impairment, or physical or mental condition involving in-patient care or continuing treatment or continuing supervision by a health care provider.

Immediate family member. An immediate family member includes an employee's child(ren), spouse or registered domestic partner, parents, parents-in-law, siblings, siblings-in-law, grandparents, grandparents-in-law, grandchildren, and any other family member who permanently resides in the employee's primary place of residence.

Child. Biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years old or a dependent adult.

Parent. A biological, foster, or adoptive parent, a stepparent, a legal guardian, a person standing in loco parentis. Parent does not include a parent-in-law.

Designated Person. Any individual identified by the employee at the time the employee requests paid sick days related by blood or whose association with the employee is equivalent to a family relation, including registered domestic partners. Employees are limited to designate one person per 12-month period.

Next of Kin. The nearest blood relative other than a parent, child, or spouse who have been granted legal custody (of a service member) by court decree.

Registered Domestic Partner. Domestic partners are two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring. A domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership where all of the following requirements are met:

- Neither person is married to someone else who is a member of another domestic partnership that has not terminated, dissolved, or adjudged a nullity.
- The two persons are not related by blood that in a way that would prevent them from being married to each other in California.
- Both persons are at least 18 years of age, except as provided by California law in Section 297.1 of the Family Code.
- Both persons are capable of consenting to the domestic partnership.

Procedures

A. Eligibility

Employees must have been working for SELACO WDB for at least 12 months in total, must have worked at least 1,250 hours during the 12 months preceding the leave request, and must work at a location which at least 50 employees within 75 miles, in order to be eligible for a family care and or/medical leave.

B. Reasons for Leave

- 1) Family care leaves will be available for the following purposes:
 - a) The birth of a child or an adoption of a child or (state-approved) placement of a foster child with an employee. Leave for these purposes must begin within 12 months from the date of birth or placement of the child; and

- b) The care of the employee's parent, child, spouse, or registered domestic partner who has a serious health condition.
- 2) Medical leaves will be available for the employee's own serious health condition, including pregnancy, which renders the employee unable to perform the essential functions of the job. All time off greater than (5) working days which are due to the employee's own serious health condition will be designated as a medical leave, even if the employee has not specifically requested such leave.
- 3) Pregnancy disability leaves will be available for women disabled due to pregnancy, childbirth, or a related medical condition, including prenatal care and severe morning sickness.
- 4) Military family leaves will be available for the following:
 - a) Qualifying exigencies which include:
 - short notice deployment
 - military events/activities related to active duty or call to active duty
 - child care and school activities of service member children
 - to make financial and legal arrangements
 - to care for the military member's parent if they are incapable of self-care
 - counseling provided by someone other than a health care provider
 - rest and recuperation
 - post deployment activities
 - b) Military caregiver leave to care for a covered service member with a serious injury or illness

C. Duration of Leave

- 1) Eligible employees may be granted a maximum of 12 work weeks of family care and/or medical leave during a 12-month period.
- 2) Family care and medical leave is separate and distinct from pregnancy disability leave available under state law. An employee requesting a pregnancy disability leave under state law is eligible for a leave not to exceed four months during the period of the disability. After the pregnancy disability leave, an employee is then entitled to take a family care leave of up to 12 work weeks to care for the child.
- 3) If both an employee and his/her spouse or registered domestic partner work for SELACO WDB, the combined leaves for the birth, adoption or placement of a child may not exceed 12 work weeks in any 12-month period, except for the amount of leave taken as pregnancy disability leave which will not be counted toward this 12-work week maximum.
- 4) Family care and medical leave for this purpose may be taken intermittently, or in the form of a reduced work schedule, where medically necessary for the care of a serious health condition of an employee, spouse/registered domestic partner, parent, or child.

- a) An intermittent leave for this purpose may be taken in segments of one hour or more, as medically necessary.
 - b) An employee on intermittent leave is expected to schedule the leave to minimize disruptions to SELACO WDB operations, whenever possible.
 - c) Where an employee requests intermittent leave or a reduced work schedule, SELACO WDB may transfer the employee to an alternative position or alter the employee's existing job to better accommodate the employee's need for such leave, so long as the alternative or altered position has the equivalent pay and benefits as the existing job.
 - d) During a pregnancy disability leave, if a temporary transfer is medically advisable (per written certification provided by an employee's health care provider), we will transfer that employee to an alternative or altered position, if the transfer can be reasonably accommodated. We will not create positions, discharge another employee, transfer an employee with less seniority or promote or transfer the employee requesting the transfer if that employee is not qualified to perform all of the essential duties of the position.
- 5) Family care and medical leave taken for the birth or placement of a child with the employee must generally be taken in segments of no less than two weeks' duration, unless SELACO WDB and the employee agree otherwise. However, SELACO WDB shall grant a request for a family care leave for at least one day but less than two weeks duration on any two occasions during the one-year period following the date of birth or placement of a child with the employee.

D. Terms of Leave – Pay and Use of Paid Leave

- 1) A family care and/ or medical leave are unpaid.
- 2) Employees may elect to use all or some accrued Vacation Time during a family care or medical leave of absence.
- 3) The total amount of permissible family care and/or medical leave, however, will not be extended by the amount of Vacation Time used during the leave. Except to the extent that paid leave is substituted for family care and medical leave, an employee is not entitled to any compensation during the family care and medical leave period.

E. Terms of Leave – Benefits

- 1) SELACO WDB will continue making the same contributions towards the employee's health care coverage during the family care and/or medical leave up to a maximum of 12 work weeks during any 12-month period,

- less any weeks already compensated for an employee's own medical leave during that 12-month period, including covered pregnancy disability.
- 2) The employee must continue to pay his/her share of the health care coverage either through:
 - a) continued payroll deductions (if receiving paid Vacation Time);
 - b) payment of the amount of the payroll deduction at the same time as payroll deductions would have been made; or
 - c) payment at the beginning of the leave for the amount of premium expected based on the expected duration of the leave.
 - 3) If an employee elects not to return to work upon completion of an approved unpaid leave of absence, SELACO WDB may recover from employee the cost of any premiums paid to maintain the employee's health coverage even if it was not the employee's choice to continue coverage, unless the failure to return to work was due to one of the following conditions:
 - a) The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave to care for a child, parent, spouse, or registered domestic partner with a serious health condition, or if the employee is unable to perform the functions of the position due to his or her own serious health condition; or
 - b) Other conditions beyond the employee's control that prevents him or her from returning to work.
 - 4) Employees are not entitled to any company paid contributions to employee benefit plans during the leave period, other than for health care coverage. However, an employee may elect to continue such benefits by paying the cost ordinarily paid by SELACO WDB. If the employee does not make payments, the employee will not be covered by the employee benefit plans during the leave period.
 - 5) Employees do not earn additional Vacation or Sick Time, unless using accrued Vacation or Sick Time while on leave.
 - 6) Employees do not earn holiday pay, or any other benefits while on leave.
 - 7) Employees will not accrue any seniority during a family care and medical leave period.
 - 8) Employees do not lose any employment benefits they have accrued before the leave. They will return to work from a leave with the same seniority and benefits as before the leave began, unless a benefit is used
- F. Return to Work
- 1) An employee who has complied with all applicable procedures in this policy, with the exceptions noted in the next two paragraphs, will be reinstated to the position held prior to taking the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, return to the same or equivalent position is contingent upon the employee's ability to perform all of the essential functions of the job.

- 2) An employee taking a family care and medical leave has no greater right to reinstatement than if that employee had been continuously employed during the leave period. An employee will not be reinstated to the same or an equivalent position if the position he or she held ceased to exist because of a legitimate business reason unrelated to the family care or medical leave.
- 3) An exception to the return-to-work provisions of this policy will be made if the employee on leave is a salaried employee and is among the highest paid 10 percent of the agency's employees within 75 miles, and restoring employment of the employee would result in substantial economic injury to the agency. In this situation, however, the employee will be notified of the agency's intent to deny reinstatement and will be given an opportunity to return to work.
- 4) As a condition of returning to work at the conclusion of a medical leave for his/her own serious health condition, employees are required to obtain a certification of their medical fitness to resume work.
- 5) SELACO WDB will return an employee to work within two days of his or her request to return to work and submission of written certification of his or her medical fitness to resume work.
- 6) Employees who do not return to work at the end of their approved family care or medical leave will be terminated. Benefit entitlements based on length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.
 - a) Employees who cannot report for work by the end of the maximum leave period because of a recognized disability or a work-related injury, but who request an extension of such leave prior to its expiration, will not automatically be terminated at the end of the maximum leave period, but may receive an extension of their leave if circumstance warrant based on the medical evidence presented to support the requested extension.
 - b) Employees on such approved extended leave who are then able to report for work will be offered the next opening for which they are qualified; that is, the next opening for which they are able to perform the job's essential functions.

G. Procedures to Request Leave of Absence

- 1) Notice to SELACO WDB
 - a) An employee requesting a family care or medical leave of absence should notify manager as soon as they are aware of the need for the leave. Directors will notify Human Resources, which will deliver the appropriate notices to the employee:
 - i) The "Notice of Family Care and Medical Leave and Pregnancy Disability Leave" (Attachment E) is a state-

required notice to be provided to all employees when they request information about family care or medical leaves. In addition, a copy of the Family Care and Medical Leaves of Absence Policy #321 is to be provided to any employee requesting information about these leaves.

- ii) If an employee request leave for pregnancy, childbirth or a related condition, or inquiries about pregnancy disability leaves or transfers, the “Notice of Pregnancy Disability Leave” (Attachment F) is to be provided to her in addition to the Notice and Policy referenced above.
 - b) Employees must provide at least 30 calendar days’ advance written notice where the need is foreseeable, such as the expected birth or placement of a child or planned medical treatment for self or family member.
 - c) If the need is unforeseeable, employees must notify their manager within five (5) days of learning of the need for family care or medical leave.
 - d) Failure to comply with these notice rules may result in the delay of the requested leave until compliance is obtained.
 - e) A “Request for Family Care or Medical Leave” form has been prepared for employees’ use (Attachment A). Employees are to complete and sign the form, keep a copy for themselves and submit the original to Human Resources which will be maintained in the personnel file.
- 2) Response by SELACO WDB
- a) Human Resources will respond in writing to the employee’s request within two (2) business days. Several forms and notices will be completed, as appropriate and given or sent to the employee.
 - b) The “Response to Your Request for a Family Care or Medical Leave of Absence” form (Attachment B) provides the employee with specific information on the on the conditions of the leave. This form must be completed by Human Resources before it is given to the employee.
 - c) The “Insurance Premium Recovery Authorization” form (Attachment C) certifies that an employee acknowledges the agency’s legal right to recover the cost of any premium paid by it to maintain his or her group health care coverage during the leave. It also informs the employee of his or her share of the premium due during and after the leave. It must be completed by Human Resources before it is given to the employee.
 - d) The “Leave Certification Requirements” form (Attachment D) provides the employee with information about the required medical

certification. This form should only be given to an employee with requesting a leave due to the employee's or employee's family member's serious health condition. It requires only the employee's signature.

- e) All of the above forms will be completed as indicated above by Human Resources and submitted to the employee for his or her signature. The employee will keep a copy of the signed forms. The originals will be maintained in the employee's personnel file.
 - f) Where the forms must be sent to the employees (as in cases where the employee is not actively at work), the forms will be sent via registered mail, return receipt requested to the employee's last known home address.
- 3) Medical Certification
- a) For foreseeable leaves, employees must submit, with their "Request for Family Care or Medical Leave", the treating health care provider's certification of the serious health condition.
 - b) When this is not possible, employees must provide the required certification within 15 calendar days after SELACO WDB's request for certification, unless it is not practicable under the circumstances to do so.
 - c) Failure to provide the required certification in a timely manner may result in the denial of the leave until such certification is provided.
 - d) The "Certification of Health Care Provider" form (Attachment G). or any certification from the provider which meets the requirements of e) or f) below, as appropriate, may be used.
 - e) Where the leave is requested because of the employees' own serious health condition, the certification shall include:
 - i) The date the serious condition commenced;
 - ii) The probable duration of the serious medical condition; and
 - iii) A statement that, because of the serious health condition, the employee is unable to perform the essential functions of his or her position with SELACO WDB.
 - f) Where the leave is requested because of a family member's serious health condition, the certification shall include:
 - i) The date the serious health condition commenced;
 - ii) The probable duration of the serious medical condition;
 - iii) The time required for the employee to attend family member; and
 - iv) A statement that the serious health condition warrants a family member's care or supervision during the period of treatment.

- g) Where SELACO WDB has reason to doubt the validity of the certification for an employee who seeks or has been taking a family care leave due to his or her own serious health condition, we may, at our own expense, require the opinion of a second health care provider. If the first and second opinion differs, we may, at our own expense, require that the employee obtain the opinion of a third mutually designated health care provider. The third opinion shall be final and binding on both the agency and the employee.
 - h) If the time period of the leave originally estimated by the health care provider has expired, and additional leave is requested, recertification by a health care provider will be required. Note: Human Resources may ask for certification every 30 days of the leave to substantiate the request of an extended leave.
- 4) Designation of Leave
- a) SELACO WDB reserves the right to designate an employee's time off as family care or medical leave if the time off meets the requirements for family cares or medical leave. Such designation may occur even if the employee does not request that the leave designated as family care or medical leave.
 - b) SELACO WDB will inform the employee in writing if the time off is to be designated as family care or medical leave by completing the "Response to Your Request for Family Care or Medical Leave of Absence" form (Attachment B) and delivering or sending it to the employee.
 - c) Whenever possible, SELACO WDB will designate leaves as family care or medical leave within two (2) business days of learning the employee's time off.

H. California's Paid Family Leave (PFL)

Eligible employees are covered by California's Paid Family Leave (PFL) benefit. PFL does not provide employees with a protected leave of absence. Rather, PFL provides only partial wage replacement benefits when an employee has been approved for a leave of absence. In order to obtain approval for leave of absence for the reasons below, the employee must contact Human Resources.

- For the birth or placement of a child as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
- To care for an immediate family member (spouse, registered domestic partner, child or parent, grandparent, grandchild, sibling and parent-in-law, as defined by PFL law) who is seriously ill and requires care.

NOTE: PFL is a state benefit that is administered by the Employment Development Department (EDD). Employees must apply with EDD to receive PFL benefits. It is not a SELACO WDB-sponsored leave requirement.

- I. Employee Recourse
In addition to SELACO WDB'S Conflict Resolution Policy (#270), the FMLA provides recourse for employees via complaints filed with the secretary of the Department of Labor or a private lawsuit.
- J. Misrepresentation
Any misrepresentations of a leave request or continuation, or disability, will be grounds for disciplinary action up to and including immediate termination.

Board Approved 10/24/2019
Revised 09/24/2020
Revised 07/28/2022
Revised 05/23/2024
Revised xx/xx/xxxx

DRAFT

| | |
|--|---------------|
| <i>Southeast Los Angeles County Workforce Development Board</i> | Policy # 323 |
| <i>Personnel Policies and Procedures</i> | Date: 05/2024 |
| | Page 1 of 5 |

PAID AND UNPAID LEAVES OF ABSENCE

Scope

This policy applies to all regular, full-time employees.

Policy

SELACO WDB may provide leaves of absence for personal and other reasons. Where these leaves are governed by state and/or federal law, SELACO WDB intends to administer this policy in accordance with those laws and regulations. See Policy #321 for family care or medical leaves of absence.

Definitions

Leave of Absence. An excused absence without pay longer than five (5) working days.

Military Leave. A leave of absence for active military duty or annual military training.

Jury Duty Leave. A leave of absence to serve on court-ordered jury duty.

Bereavement Leave. A leave of absence due to the death of an immediate family member.

Reproductive Loss Leave. A leave of absence due to reproductive loss.

Immediate family member. An immediate family member includes an employee's child(ren), spouse/registered domestic partner, parents, parents-in-law, siblings, siblings-in-law, grandparents, grandparents-in-law, grandchildren and any other family member who permanently resides in the employee's primary place of residence.

School-Related Leave. A leave of absence in connection with an employee's child(ren)'s school-related activities or suspension.

Personal Leave. A leave of absence for any other personal reason, such as bonafide religious holiday, emergency, other reason as required by law or for personal matters.

Procedures

A. Military Leave

- 1) Military leave will extend for the period the law provides, up to a maximum of five (5) years.
- 2) Employees must give verbal and written advance notice of the need for leave, including submission of a copy of the military orders or other evidence of enlistment in the military.
- 3) Upon completion of military service, employees will be reinstated to their former or a comparable position, with full seniority. In addition to having provided advance notice of leave, employees must meet the following conditions to be reinstated.
 - a) Submission of a certificate of satisfactory completion of military service to their manager; and

- b) Reapplication for their position within:
 - i) 14 days of a leave which lasts 31-180 days, or
 - ii) Within 90 days of a leave which last more than 180 days.
 - 4) Members of the National Guard or any Armed Forces Reserved component may use leave for annually scheduled training duty for the length of time the law provides.
 - a) Employees must notify their manager orally and in writing of the need for military leave.
 - b) If the leave is 30 days or less, employees are required to report to work on the first full regularly scheduled workday following the end of military service.
 - c) If the leave is longer than 30 days or less, employees must apply for reinstatement within the time requirements outlined in 30 above.
 - 5) If eligible, employees may elect to be paid for all or some of a military leave by using accrued Vacation Time.
 - 6) SELACO WBD will continue making the same contributions towards the employee's health care coverage during the military leave up to a maximum of 30 consecutive days. The employee must continue to pay his/her share of the health care coverage, either through:
 - a) continued payroll deductions (if receiving paid Vacation time);
 - b) payment of the amount of the payroll deduction at the same time as payroll deductions would have been made; or
 - c) payment at the beginning of the leave for the total amount of premium due based on the expected duration of the leave.
 - 7) If active service or reserve training is longer than 30 days, employees may elect to continue their coverage through COBRA.
- B. Jury or Witness Duty
- 1) Employees who receive notice of their obligation to serve jury or witness duty shall notify their manager no later than two (2) weeks prior to the start of jury duty. A copy of the summons/subpoena shall be attached to the employee's timesheet for the pay period their jury service occurred.
 - 2) Employees shall be paid their regular rate of pay while on jury or witness duty, up to a maximum of 10 working days when they submit documentation of their jury or witness duty from the court.
 - 3) Employees are to reimburse SELACO WDB for any pay received from the court for jury or witness duty service. Mileage or other transportation reimbursement does not need to be repaid to SELACO WDB.
 - 4) Employees shall report for work on those days or parts of days when excused from jury or witness duty when jury witness duty does not conflict with the employees' work schedule.
 - 5) Jury or witness duty shall be recorded on the employees' timesheet for those dates when jury or witness duty was served. A copy of the jury

summons or the certificate issued by the court for jury service needs to be attached to the employee's timesheet.

- 6) When jury or witness duty extends beyond 10 working days, non-exempt employees will not receive pay for the time missed from work beyond the 10 working days. Exempt employees will be unpaid only for complete weeks of jury or witness duty, beyond 10 working days.

C. Bereavement Leave

- 1) Upon, and within three (3) months of, the death of an immediate family member, SELACO WDB will grant a leave of absence for up to five (5) working days, three (3) of which will be paid at the regular straight-time rate for an eight (8) hour day and two (2) days unpaid.
- 2) The two (2) unpaid days and additional time off may be taken as Vacation time off, or unpaid, as a personal leave of absence.
- 3) At its discretion, SELACO WDB reserves the right to require proof of the death of the immediate family member such as a memorial service program or an obituary.

D. Reproductive Loss Leave

- 1) Upon, and within three (3) months of a reproductive loss event, SELACO WDB will grant an unpaid leave of absence for up to five (5) working days.
- 2) Accrued sick leave or accrued vacation time may be used for this leave.

E. New Parent Leave Act

- 1) Employees may request up to 12 weeks of parental leave after completing at least 12 months of service, provided they have worked at least 12 months of service, provided they have worked at least 1,250 hours during the previous 12-month period to bond with a new child within one year of the child's birth, adoption, or foster care placement.
- 2) Employees shall be provided such leave without pay.

F. School-Related Leave

- 1) A parent or guardian of a child who has been suspended from school will be granted leave without pay to appear at the school in connection with that suspension. The employee must give reasonable notice.
- 2) Employees will be granted 40 hours of leave without pay per year to participate in their children's or dependents' school events. Employees are required to provide notice of at least one (1) week prior to the school activity.

G. Time Off to Vote

- 1) Full-time employees who lack sufficient time outside work hours to vote in local, state and national elections may take up to two hours off work for this purpose.
- 2) Employees requiring time off must notify their manager at least two days before voting day and must present a voter's receipt to their manager on return to work from voting.
- 3) Non-exempt employees will not be paid for their time for voting. Exempt employees will receive their full salary as long as they are in compliance with this policy.

- H. Victim of Domestic Violence or Sexual Assault
- 1) Any employee who is the victim of domestic violence, sexual assault or stalking is allowed to take time off, without threat of termination or retaliation to:
 - a. Seek a temporary restraining order or other injunctive relief;
 - b. Seek medical attention;
 - c. Obtain services from a domestic violence shelter or rape crisis center;
 - d. Obtain psychological counseling; and/or
 - e. Participate in safety planning or relocation.
 - 2) Under the Healthy Families Act of 2014, an employee may request the use of accrued Paid Sick Time for this.
- I. Organ and Bone Marrow
- 1) SELACO WDB employees who have exhausted all available sick leave will be permitted to take a leave of absence with pay for the purpose of bone marrow donation not to exceed five business days or organ donation not to exceed 30 business days.
 - 2) An additional unpaid leave of absence, not exceeding 30 business days in a one-year period can be granted to an employee who is an organ donor, for the purpose of donating the employee's organ to another person.
 - 3) In order to receive these leaves of absence, an employee shall provide written verification to the employer that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.
- J. Personal
- 1) A personal leave of absence to handle compelling personal business may be granted to regular, full-time employees.
 - 2) A personal leave of absence will generally be granted for no more than 30 days. Under some circumstances, the Executive Director may grant a personal leave of up to 90 days.
 - 3) To be considered for a personal leave of absence, the employee must have maintained a satisfactory record of employment with SELACO WDB from a minimum of one year.
 - 4) Employees will be required to use all accrued **paid leave (vacation and sick leave), and in instances of FMLA/CFRA/PDL, exhaust all protected leave, Vacation Time** before a personal leave of absence is granted.
 - 5) A personal leave of absence is approved at the discretion of the ~~employee's immediate manager with the concurrence of the Executive Director.~~
 - 6) Request for a personal leave of absence must be submitted in writing to the manager at least two (2) weeks prior to the requested commencement date. Requests for extensions for personal leaves of absence must be

the original expiration date of the leave.

- 7) Upon return from a personal leave of absence, employees will be reinstated in the following priority of position assignment:
 - a) Prior position, if available; or
 - b) A comparable position for which the employee is qualified, if available.
- 8) If the employee does not accept the offered position upon return from his/her leave of absence, the employee will be considered to have voluntarily terminated his/her employment, effective the day such refusal is made.
- 9) If no comparable position is available within (30) calendar days from the date employee is ready to return to work, the employee will be terminated from employment as an involuntary termination.

K. Benefits during Leaves

- 1) SELACO WDB will continue making the same contributions towards the employee's health care coverage during the leave up to a maximum of 30 consecutive days. The employee must continue to pay his/her share of the health care coverage, either through:
 - a) Continued payroll deductions (if receiving paid Vacation time);
 - b) Payment of the amount of the payroll deduction at the same time as payroll deductions would have been made; or
 - c) Payment prior to the beginning of the leave for the total amount of premium due based on the expected duration of the leave.
- 2) If the leave lasts longer than 30 days, employees may elect to continue their health care coverage through COBRA.
- 3) Employees who wish to retain benefits other than health care coverage (e.g. life insurance, disability insurance) must pay, prior to the beginning of the leave, the total amount of premium due based on the expected duration of the leave.
- 4) Holidays occurring during leaves of **absence** are not considered "paid" holidays, and employees on leave will not be paid for said holidays.
- 5) ~~Vacation Time will not accrue during an unpaid leave of absence.~~
Employees do not earn additional Vacation or Sick Time unless using accrued Vacation or Sick Time while on leave.

L. Termination

- 1) Acceptance of other employment while on leave of absence without prior approval will be considered a voluntary termination.
- 2) Falsification of the reasons for going on leave will result in termination.
- 3) See Termination policy (#280) for termination procedures.



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: HR Policy Update: Employee Handbook

Background:

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has a Personnel Policies and Procedures (PPP) Manual on file. This manual is used by the SELACO WDB Directors and Managers to help guide them in the supervision of their staff. The manual has a total of 53 policies that were brought to you at each board meeting between July 25, 2019, and March 20, 2023, for review and approval.

Today, we bring before you the Employee Handbook (Handbook) amended to align with the PPP. The Handbook is provided to all SELACO WDB employees to use as a reference and as a summary of the personnel policies, work rules, and benefits. All edits and changes are identified in red.

Action Required:

Review and approve amended Handbook as presented and to authorize staff to update as needed when the PPP is amended.



Southeast Los Angeles County Workforce Development Board (SELACO WDB)

EMPLOYEE HANDBOOK

Updated **October 2025**

**SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
(SELACO WDB)**

EMPLOYEE HANDBOOK

Table of Contents

| | Page |
|--|-------------|
| I. INTRODUCTION TO SELACO WDB | 4 |
| Directors' Message | |
| Handbook Limitations | |
| Policy Against Harassment | |
| Equal Employment Opportunity | |
| Abusive Conduct Prevention | |
| Protection Against Retaliation | |
| Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure | |
| Open Door Policy | |
| At-Will Employment Statement | |
| II. ROLES AND RESPONSIBILITIES | |
| Confidentiality | |
| Employee Records | |
| Personal Appearance | |
| Personal Conduct | |
| Conflict of Interest | |
| Additional Employment | |
| III. POLICIES | |
| Employment References | |
| Introductory Period | |
| Job Descriptions | |
| Employment Screening | |
| Selection and Placement | |
| Salary Administration | |
| Exempt Employees | |
| Non-Exempt Employees | |
| Full-Time and Part-Time Employees | |
| Temporary and Seasonal Employees | |
| Overtime | |
| Pay Periods and Pay Checks/Stubs | |

**SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
(SELACO WDB)**

EMPLOYEE HANDBOOK

Table of Contents

| | Page |
|---|-------------|
| Timesheets | |
| Health and Safety | |
| Smoke-Free Workplace | |
| Drug- and Alcohol-Free Workplace Policy | |
| Lactation Accommodation Policy | |
| COVID-19 Vaccination Policy | |
| Access to Telephone, Voice Mail and Computer Mail Systems | |
| Personal Relationships Policy | |
| Attendance | |
| Discipline Procedure | |
| Employee Parking | |
| Non-Solicitation Policy | |
| Performance Evaluations | |
| Political Activities | |
| Use of Vehicle for SELACO WDB Business | |
| Travel Reimbursement | |
| Company Business Mileage Reimbursement | |
| Phone and Internet Stipend | |
| Use of Agency Equipment | |
| Conflict Resolution | |
| Termination of Services | |
| Administrative Time Off (ATO) Policy | |
| Work From Home Policy | |
| Work From Home (WFH) Policy | |
| IV. BENEFITS | |
| General Overview of Benefits | |
| Health Coverage | |
| Holidays | |
| Leaves of Absence | |
| Vacation Time | |
| Sick Leave | |
| 403(b) Savings Plan | |
| State Disability Insurance (SDI) | |
| Workers' Compensation Insurance | |

**SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
(SELACO WDB)**

EMPLOYEE HANDBOOK

Table of Contents

| | Page |
|---------------------------------------|-------------|
| Visitors | |
| COBRA – Health Insurance Continuation | |

**I. INTRODUCTION TO THE SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD (SELACO WDB)**

DIRECTORS' MESSAGE

Welcome to the Southeast Los Angeles County Workforce Development Board, otherwise known as the SELACO WDB. SELACO WDB Management is honored that you have chosen SELACO WDB as your next place of employment! We anticipate that your experience as a member of our team will be one that allows you to apply your skills and talents as well as serve as a place to help you grow and add new skills ~~talents that~~ will help you grow professionally.

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is a private non-profit agency established in 1983 under a joint ~~powers~~ powers agreement ~~between that includes~~ the Cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, ~~and~~ Norwalk and Paramount. SELACO WDB's operating system is supported with a budget of over ~~eight-ten~~ (810) million dollars serving our local communities with a variety of programs. Our foundational programs are:

- Workforce development program, awarded directly by the State of California, under the Workforce Innovation Opportunities Act of 2014 (WIOA). WIOA funds are designed to support businesses with building their workforce capacity and to assist job seekers in obtaining and/or retaining sustainable employment.
- Early childhood program funded through the California Department of Education and designed to assist with early childhood development.
- Employment and Training Panel (ETP) initiative. ETP is designed to provide business growth through employee upskills training, at no cost to qualified companies.
- Transitional Subsidized Employment Program (TSE) funded by LA County Social Services, through the South Bay WDB. This program focuses on assisting CalWorks recipients in seeking employment.
- LA County funded program, known as LACYJ-Youth@Work designed to assist youth fourteen (14) to twenty-four (24) gain access to paid work experience with the goal of learning viable work skills that can assist in preparing for the world of work.
- A variety of short-term grants ~~that are short term grants~~ designed to support various target groups such as the disabled and ex-felons.

SELACO WDB's Vision

Communities thrive when local businesses are healthy, and the workforce is employed. SELACO WDB stimulates success by connecting people with the resources they need.

SELACO WDB's Mission

The SELACO WDB provides personalized services, that foster the progress of businesses employers and encourages the potential of individuals, to build a strong workforce for the Southeast Los Angeles region. A flexible and entrepreneurial staff uses current technology to stimulate the development of innovative programs and education. We link individuals to the training they need to gain self-sufficiency. Additionally, we focus on collaboration with businesses employers to enhance the economic vitality and the human resources of the community.

As a member of the SELACO WDB team, you will find a work environment that reflects teamwork, cooperation, partnership and collaboration. As you immerse yourself into your new job you will soon learn that the culture of SELACO WDB is centered on the customers' needs. The customer is the center of our services. When customers' goals are met, we all succeed.

Just as we anticipate a strong commitment from you to meet the needs of your customer; the job seeker, the [businesses employer](#) or system partner who invests their time and commitment to SELACO WDB; you can anticipate the same level of commitment from Management. YOU are the center of our success!

You can expect days when ~~stress levels workloads~~ will be higher than normal to meet the demands of our workforce system. There will be deadlines to meet, and our drive to be the best at what we do will keep us pushing to ensure we are successful. higher than normal, that is just how the workforce system operates. Sometimes local, state or federal requirements will push us beyond our normal ~~day-to-day~~ day-to-day duties. Sometimes it's our thrive for excellence and continued improvement that will drive us beyond the standard/normal day of operation.

However, along with days that are a little more stressful than we'd like, you will also experience days when the hallways are filled with laughter and teammates are ready to walk alongside you to ensure your success.

We are not a perfect system, but we are a family of committed and loyal employees who strive for excellence.

Our goal for you is a workplace that operates with the least amount of stress as possible and a commitment to maintain an environment that ~~demonstrates~~[demonstrates](#). Kindness, Dignity and Respect!

Welcome to the SELACO WDB family.

Respectfully,

Yolanda L. Castro
Executive Director

[Sandra Michel](#)
[Deputy Director of IT, Contracts,
Compliance and Strategic Partnerships](#)

[Corina Coronel](#)
[Deputy Director of Program Operations](#)

[Chau Diep](#)
[Chief Fiscal Officer](#)

Carol Reyes Davis
Manager, Human Resources/Board
Relations

Meredith Alvarez
Fiscal Manager

Jefferson Cardona
IT/Facilities Manager

Adam Von Heeder
Program Operations Manager

Lillian Lucero
ETP Manager

Ana Mercado
MIS/Contracts Manager

David Cardenas
Youth Services Manager

HANDBOOK LIMITATIONS

This handbook, which covers all employees, is provided for your use as a ready reference and as a summary of our personnel policies, work rules, and benefits. It is designed to acquaint you with our policies as quickly as possible. Accordingly, you will find it to your advantage to read the entire handbook promptly so that you will have a complete understanding of the material covered.

Please understand that this handbook only highlights SELACO WDB policies, practices and benefits for your personal education and therefore cannot be construed as a legal document. It is not intended to be and should not be interpreted as a contract of employment. In addition, circumstances will obviously require that policies, practices, and benefits described in the handbook be changed from time to time. Consequently, we must reserve the right to amend, supplement, or rescind any provisions of this handbook with the exception of the At-Will Employment Policy, as SELACO WDB deems appropriate. As policies and benefits are revised, this handbook will be updated. Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.

The SELACO WDB retains the right to operate the agency, make job assignments, set schedules and hours of work. This handbook supersedes all prior oral and/or written

policies, procedures, rules, regulations, commitments and practices of the SELACO WDB.

POLICY AGAINST HARASSMENT

SELACO WDB is committed to providing a work environment that is free of discrimination. In keeping with this commitment, we strictly prohibit unlawful harassment in any form, including verbal, physical, sexual and visual harassment.

This policy ensures that all employees will enjoy a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of Managers and/or Directors, co-workers, customers or visitors. This includes a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment, sexual or otherwise is against the law and will not be tolerated by this organization.

DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature ~~is~~are sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of employment;
2. Submission to or rejection of such sexually related conduct is used as a basis for decisions affecting the victim's employment, or;
3. Such conduct has the purpose or effect of unreasonably interfering with the victim's work performance or creating an intimidating or offensive working environment.
4. Claims of sexual harassment need not show the harassment is motivated by sexual desire.

Sexual harassment is sex discrimination which violates Title VII of the Civil Rights Acts of 1964 and California Anti-Discrimination Laws.

SELACO WDB strictly prohibits sexual harassment.

If you believe you have been harassed by a co-worker, supervisor, Manager and or Director, vendor, customer or agent of the SELACO WDB, you should promptly report the facts of the incident(s) and the name(s) of the individual(s) involved to your immediate supervisor, any other Manager and/or Director, or Human Resources ~~or the Executive Director~~. Management will promptly investigate all such claims and take appropriate disciplinary action.

SELACO WDB has the right to apply any sanctions or a combination of sanctions to deal with unreasonable conduct, harassment or discrimination, such as:

- Counseling with the offender(s)
- Transfer

- Probation, with a warning of suspension or discharge for continuing or recurring offenses
- Suspension without pay
- Discharge for cause
- Discharge through exercise of our right to at-will employment

No employee who reports possible harassment will be retaliated against in any way. Information provided will be maintained in confidence and revealed only on a need-to-know basis.

DISCRIMINATION, HARASSMENT, RETALIATION AND ABUSIVE CONDUCT COMPLAINT PROCEDURE

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer or any other third party interacting with SELACO WDB should immediately provide a written or verbal report to his or her supervisor, any other member of management or Human Resources in accordance with the complaint procedure of SELACO WDB's Discrimination, Harassment and Retaliation Prevention Policy. Employees are provided with this policy upon hire. Additional copies may be requested from HR.

SEXUAL HARASSMENT AND ABUSIVE CONDUCT PREVENTION TRAINING

California law (Government Code Section 12950.1 and SB 1343) requires all employers with 5 or more employees to provide sexual harassment and abusive conduct prevention training every 2 years. Non-supervisory employees must receive 1 hour of training while supervisory employees must receive 2 hours of training. SELACO WDB's sexual harassment and abusive conduct prevention training is provided by the Department of Fair Employment and Housing (DFEH) via online course.

To fulfill the requirements of this mandatory training, new employees must complete the training within six months of hire. Employees who are promoted to supervisory positions must complete the training for supervisory employees within 6 months of their promotion. Existing employees must complete the appropriate training every 2 years.

ABUSIVE CONDUCT PREVENTION

It is expected that SELACO WDB and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics mentioned above. Examples of abusive conduct include repeated infliction of verbal abuse, such as use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating, or the intentional sabotage or undermining of a person's work performance.

PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another employee or by SELACO WDB for using SELACO WDB's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes but is not limited to, termination demotion, suspension, failure to hire or consider to hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

EQUAL EMPLOYMENT OPPORTUNITY

SELACO WDB recruits, hires, trains and promotes employees without regard to actual or perceived: race, religious creed, color, national origin (including limited English proficiency), ancestry, physical or mental disability, medical condition (including cancer/genetic characteristics) or AIDS/HIV status, genetic information, marital status (including registered domestic partner status), sex (including pregnancy, perceived pregnancy, childbirth, lactation and related medical conditions), sexual orientation, sex stereotyping, gender (including gender identity, gender expression and transgender status), age (40 and over), political affiliation or belief, use of cannabis while off the job and away from the workplace (including during employer-required drug screening test that was found to have nonpsychoactive cannabis metabolites in hair, blood, urine, or other bodily fluids, Civil Air Patrol status, military and veteran status and any other consideration protected by federal, state or local law (sometimes referred to, collectively as "protected characteristics". Our commitment extends to providing employment opportunities to Vietnam-era and disabled Veterans.

Employees are provided with SELACO WDB's Civil Rights and Complaints Summary/Equal Opportunity-Non-Discrimination Policy upon hire. Additional copies may be requested from HR.

OPEN DOOR POLICY

Our sincere conviction is that the best and most rewarding employee-management systems results from a direct relationship between management and employees. We encourage you to bring your problems to your immediate Manager and/or Director or any other member of management who you feel can help you. We in turn promise to listen to your concerns with respect and will do our best to help you solve the problem.

Any employee wishing to speak to the Executive Director personally may do so at any time. We believe that you as an employee have the individual right to speak for yourself and voice your concerns.

AT-WILL EMPLOYMENT STATEMENT

All employment relationships at SELACO WDB are based on the mutual consent of the employee and SELACO WDB. Accordingly, at any time, either the employee or SELACO WDB can terminate the employment at-will, with or without cause or advance notice. No employee at SELACO WDB has any property interest in any position of employment with the SELACO WDB.

This at-will relationship permits SELACO WDB to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

There is no agreement, express or implied, between SELACO WDB and the employee for continuing or long-term employment. While ~~supervisors and~~ Managers and/or Directors have certain hiring authority, no ~~supervisor or~~ Manager and/or Director or representative of SELACO WDB has any authority to alter the at-will relationship. Only the Executive Director may amend this policy in a written statement. This policy supersedes all written and oral representations to the contrary.

II. ROLES AND RESPONSIBILITIES

CONFIDENTIALITY

Information that can affect the operations of SELACO WDB shall not be discussed with anyone who does not have the “need-to-know”. Similarly, information about employees and management shall not be discussed with anyone who does not have the “need-to-know”.

The “need-to-know” people are employees, customers or vendors who require confidential/proprietary information to properly perform assigned tasks related to the provision of services, the well-being or the growth of SELACO WDB. This will include management and administrative personnel who have supervisory and oversight responsibilities for services provided and service staff whose required activities provide a direct ability to benefit the customer.

“Confidential/Proprietary Company Information” includes, but is not limited to:

1. New products, trade secrets, software, research and development, “know-how”, and marketing information;
2. Revisions of current products, services and software;
3. Any financial information;
4. Private, personal information of and about customers;
5. Key vendors or cost of purchased services; and
6. Transmittal of information within or outside of the Company that would serve no useful purpose and could be harmful or embarrassing to fellow employees (e.g., pending promotions, terminations, promotions, demotions, errors committed, salary information, etc.).

Employees privileged to confidential/proprietary information who resign or have been terminated are reminded that while employed at SELACO WDB, you agreed to maintain our confidential/proprietary information. This also applies after your departure. SELACO WDB will vigorously defend confidentiality rights to the fullest extent of the law.

The specifics listed above do not minimize the expected confidential treatment by all employees of day-to-day information.

If any questions occur regarding the confidential nature of information discussed, final determination would be made by the Executive Director.

Violations will be reviewed and may result in disciplinary action, up to and including termination.

EMPLOYEE RECORDS

Human Resources maintains your official employee files. It is imperative to keep your employment records accurate and up to date. Please inform Human Resources if any changes occur with regards to:

- Name, address or telephone number

- W-4 information
- Benefit coverage or the health care plan
- Beneficiary
- Persons to notify in case of an emergency

Examination of Personnel Files

If you wish to examine your personnel file, contact Human Resources. A minimum of 24-hour notice prior to examination of the file is requested. The review of the file will take place in Human Resources with a Human Resources representative present.

Copies of documents signed by the employee will be provided upon request. Copies of other documents in the personnel file may be provided upon request and authorization of the Executive Director.

Managers and/or Directors may also review personnel files on a “need to know” basis.

PERSONAL APPEARANCE

In the interest of presenting a professional image to our customers, we ask that all employees observe good habits of grooming and personal hygiene. Please dress conservatively and professionally in an appropriate manner for your position and the requirements of the work area/workday.

Employees are allowed to appear or dress consistently with his or her gender identity, gender expression and/or transgender status.

~~Male office employees generally should wear a coat and tie, business shirt, tailored slacks and business shoes. Female office employees generally should wear business suits, dresses, or skirts or pants and blouses, and business shoes.~~

All employees are expected to keep hair, including facial hair, neatly trimmed and groomed.

Certain clothing ~~are generally prohibited~~ is considered inappropriate for office employees. These include:

- ~~Any clothing made of denim;~~
- ~~Pants which look like jeans, regardless of the material of which they are made;~~
- ~~Leggings;~~
- ~~Any top that reveals cleavage;~~
- ~~Tank tops, etc. unless a jacket, shirt or sweater with sleeves is also worn;~~
- ~~Midriffs (no skin showing, no short tops, no see through tops, blouse or top must be able to tuck in if necessary);~~
- ~~Skorts (cullottes) and/or Capris (PROFESSIONAL pants only);~~
- ~~Micro-mini skirts (or any skirt or dress length which is too short for a conservative business atmosphere);~~

- ~~Tennis type looking shoes, flip flops, slippers, casual/recreational sandals (for safety purposes, footwear MUST HAVE secure straps around the toes and heels);~~
- ~~Accessories/excesswear such as hats, feathers, visible facial piercings or tattoos (must ALWAYS portray a professional image).~~
- ~~Jeans or any clothing made of denim~~
- ~~Tank tops~~
- ~~Athletic attire of any kind including but not limited to sweatpants or work out clothing~~
- ~~Shorts or any attire that is too short for a business office~~
- ~~Flip flops or slippers or athletic/sport shoes, running shoes, gym shoes, tennis shoes, sneakers (i.e. Converse, high tops and cleats)~~
- ~~Accessories/excess wear such as hats, feathers, visible facial piercings and tattoos~~
- ~~Leggings of any kind unless worn as stockings under a dress~~

Exceptions to daily office attire:

- Casual Friday – jeans and denim pants allowed. All other general guidelines apply.
- Staff Spirit Days – athletic attire (team jerseys, t-shirts, and tennis shoes) is allowed. All other general guidelines apply.
- Team Building Activities – guidelines will be established with each scheduled event.
- Workdays – on occasion, staff is assigned tasks that require cleaning and light moving. On workdays, clothes such as t-shirts, jeans, athletic/sport shoes, running shoes, gym shoes, sneakers, or work boots are appropriate. All other general guidelines apply.

Your Manager and/or Director may make exceptions to the above requirements during specific situations, such as when normal business clothes would become soiled during the work activity.

If you have a question about proper attire for your department, consult your Manager and/or Director.

Repeated instances of inappropriate attire or grooming when required may result in disciplinary action, up to and including termination.

Employees who are inappropriately dressed may be sent home by their Manager and/or Director and directed to return in proper attire. Such employees may not be compensated for the time away from work.

SELACO WDB's Dress Code is provided to employees upon hire. Additional copies may be requested from HR.

Casual Friday

~~Business casual day is a privilege and will take the cooperation of staff to make it work. SELACO WDB's aim is to maintain a professional environment while also allowing staff to be relaxed/casual one day per week.~~

~~NOT Allowable:~~

- ~~No see-through blouses~~
- ~~No shorts, skorts, or culottes~~
- ~~No leggings~~
- ~~No strapless blouses, halters, or midriffs (anything showing the belly area)~~
- ~~No flip-flops or tennis shoes~~
- ~~No recreational sandals~~
- ~~No high splits in skirts or mini skirts~~
- ~~No sweats or sweatsuits~~
- ~~No t-shirts (with or without language or sports emblems)~~
- ~~No jerseys~~
- ~~No caps/hats~~

~~Allowable:~~

- ~~Jeans with a professional look (no holes or tears)~~
- ~~Capris (professional looking)~~
- ~~Sandals with straps that secure the heels and toes~~
- ~~Turtle necks~~
- ~~Deckers/slacks~~
- ~~Polo shirts~~

~~Please be advised that corrective action under the Personal Appearance section of the Employee Manual applies to Casual Friday.~~

PERSONAL CONDUCT

Employees are expected to conduct themselves ethically and professionally at all times. Employees are expected to abide by the policies of SELACO WDB and by any governing laws or regulations. Good judgment and common sense should be applied in every situation.

CONFLICT OF INTEREST

Employees are not allowed to use SELACO WDB information, materials or equipment for personal financial gain.

Employees are not allowed to enter into agreements which constitute a conflict of interest or give the appearance of constituting a conflict of interest. A conflict of interest involves any situation where an employee would acquire any personal, financial, political or professional gain, advantage or benefit that is inconsistent and/or inappropriate with the completion of their roles and responsibilities.

Employees are not allowed to accept gifts or gratuities with a value higher than \$1550.00 from any subcontractor, ~~or~~ prospective bidder or customer. Offers of goods or services of any material value from any vendor must be declined when the goods or services might be construed to influence subsequent favorable treatment, or be construed as a "thank you" for past favorable treatment. If business luncheons are held with any vendor, subcontractor or prospective bidder, employees must pay for their own

lunch. Employees are urged to avoid the appearance of favoritism in all dealings with vendors, subcontractors, ~~and~~ prospective bidders and customers.

Failure to comply with these policies may result in disciplinary action up to and including termination.

ADDITIONAL EMPLOYMENT

At no time, may any SELACO WDB employee work for any other WIOA provider or agency (public or private); any SELACO WDB supplier, vendor, or customer; any outside organization with which SELACO WDB has a contractual relationship, arrangement or program; or any organization which may present or be perceived as a conflict of interest.

With the approval of the Executive Director or the SELACO WDB Board, a waiver may be granted based on the uniqueness of the working arrangement and if there is direct value to the organization to participate.

III. POLICIES

EMPLOYMENT REFERENCES

All written or verbal requests for past or current employment references must be directed to Human Resources. Human Resources will verify, upon request, only a former employee's dates of employment, position(s) held, and final rate of pay. A written disclosure authorization and release may be required before any information is furnished.

Letters of reference for former employees may be provided, at the agency's sole discretion, following the receipt of a signed disclosure authorization and release from that individual. A letter of reference can be prepared only by the ~~employee's Executive Director and cannot be issued unless first reviewed and approved by the Executive Director~~. A copy of any letter of reference provided to or on behalf of an employee will be maintained in his/her personnel file.

Strict observance of these policies is required. Any violation may result in disciplinary action up to and including termination.

EMPLOYMENT SCREENING

SELACO WDB is committed to providing a safe, efficient, and productive workplace. To achieve this objective, the following employment screening shall be conducted on every candidate after a conditional offer of employment has been made:

1. Background check to include verification of education (degree attainment); civil and criminal courts investigation; and DMV check.
2. References from a minimum of three (3) past employers, if available or verification of past employment if full references are not available, at the discretion of the Executive Director.

For positions involved in the handling of SELACO WDB's money or financial affairs or which have access to developing or revising SELACO WDB's computer programs, a credit check will be required at the discretion of the Executive Director.

~~SELACO WDB-The Executive Director~~, at its sole discretion, will determine whether the results from the above employment screening are acceptable for employment with the SELACO WDB.

In addition, all candidates who have been offered a position which is required to transport participants or customers, will be required to successfully complete an employment drug and alcohol screening examination before beginning work. All offers of employment are conditioned upon successful completion of this examination. The examination will be performed at SELACO WDB's expense.

SELECTION AND PLACEMENT

It is SELACO WDB's policy to provide equal opportunity for all qualified persons. Whenever practical, we want you to be in a job that best suits your abilities, interests and skills, as well as our needs. For new job openings, it is SELACO WDB's policy to consider existing employees who qualify for the job. In general, an employee must have

a minimum of six (6) months employment in their current position, and not be on any disciplinary action, to be considered for another opening within SELACO WDB. However, the Deputy Manager and/or Director or the Executive Director may allow an exception to this policy.

SALARY ADMINISTRATION

Everyone expects to receive fair and competitive pay for work performed. It is our policy to compensate employees accordingly. Each employee is normally, but need not be, reviewed for merit increase on or about his/her six-month anniversary and annually from that date thereafter. The basic standards for the evaluation are your programs and ability to perform your job description.

Salary Increases

There are two types of salary increases: Promotional and Merit.

1. Promotional Increase: A promotional increase may be given to you when you move to a job with a higher level of responsibility. On occasion, a job could grow sufficiently (by including more responsibilities) which might also result in a promotional increase.
2. Merit Increase: Merit increases may be given annually for significantly improved performance and/or unusually good work performance.

Your Manager and/or Director is responsible for appraising your performance. That appraisal is an important part of what is used to determine your salary increase. In general, the amount of your increase is determined by your evaluation and SELACO WDB circumstances.

In addition, under certain circumstances of increased responsibility, a “Responsibility Factor” will be added to an employee’s compensation.

EXEMPT EMPLOYEES

Exempt employees include all employees who are classified by SELACO WDB as exempt from the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Such employees include those in an executive, administrative, professional or outside sales classification.

NON-EXEMPT EMPLOYEES

Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled to receive overtime pay as determined by applicable state and/or federal law.

Some non-exempt employees are paid on a salary basis and some on an hourly basis. Your Manager and/or Director will inform you of your pay arrangement.

FULL-TIME AND PART-TIME EMPLOYEES

Employees who are regularly scheduled to work at least 32-40 hours a week are considered to be full-time employees. SELACO WDB makes no guarantee of 40 hours a week, but will make every attempt to do so. Regular full-time employees are eligible for all standard SELACO WDB benefits; however, those working less than 40 hours per week will receive prorated holiday, vacation time and sick leave benefits.

Employees who work less than 32 hours per week with general consistency are considered to be part-time. Part-time employees are not covered under SELACO WDB's insurance benefits.

TEMPORARY AND SEASONAL EMPLOYEES

Temporary or seasonal employees may be hired to work during periods of exceptionally heavy workloads, to replace regular employees during leaves of absences, to perform specific tasks or assignments, or to work under similar circumstances. Temporary and seasonal employees may be regularly scheduled to work 40 hours per week or less, depending on SELACO WDB's needs.

Temporary and seasonal employees may work an unlimited number of hours, as needed, per contract year. They are not eligible for any health insurance or other benefits.

OVERTIME

Occasionally, unpredictable or unavoidable emergencies may require that you work overtime. SELACO WDB will try to inform you of the need for overtime as far in advance as possible, however, lack of notice will not be a valid reason for refusing work.

You must obtain your Manager and/or Director's and the Executive Director's approval prior to working any overtime. If you do not obtain your Director's these approvals prior to working overtime, you will be subject to disciplinary action.

Employees are expected to work within their approved work schedule. SELACO WDB does not allow working off the clock (i.e. checking emails or messages, answering phone calls, setting up equipment or shutting down workstations, etc.) before or after the employees scheduled work shift or during lunch breaks. Failure to abide by this policy may be grounds for disciplinary action.

PAY PERIOD AND PAYCHECKS

All employees are paid bi-weekly on Fridays. The two-week pay period ends on Friday at midnight. Timesheets are due on the final Friday Monday after the end of the period by 9:00 a.m. Any adjustments necessary will be made to the following paycheck.

Paychecks/paystubs are usually distributed to you at your workstation during normal working hours. If you are unavailable when paychecks/paystubs are distributed, contact you may pick up yours from the Fiscal Unit.

Your paycheck/paystub will not be released to anyone except you, unless written authorization by you – to a specific person – is provided to the Fiscal Unit for release of your paycheck.

Resolving Pay Problems

If you think your pay is incorrect, contact the Fiscal Unit within one week to look into the problem for you. A prompt answer, explanation, or correction will be made.

TIMESHEETS

Timesheets are used as the means of accurately recording hours worked and calculating pay for non-exempt employees. For exempt employees, timesheets are used as the means to accurately track time worked on SELACO WDB's programs.

Timesheets should be completed daily. You must sign your timesheet at the end of each pay period and give it to your Manager and/or Director.

Timesheets are due on the Monday following the final Friday of the pay period by 9:00 a.m. If you know you will be on vacation when timesheets are due, submit your timesheet to your Manager and/or Director prior to leaving. If you are sick, call and give your timesheet information to your Manager and/or Director.

The filling out of another employee's timesheet without your Manager and/or Director's approval or falsifying of any time record is prohibited and may be grounds for disciplinary action up to and including termination.

HEALTH AND SAFETY

SELACO WDB seeks to provide a safe and healthful/healthy work environment for all employees. Safety in the workplace depends on the personal commitment of each employee. Please refer to the separate Injury and Illness Prevention Program (IIPP) and Emergency Action Plan (EAP) provided to you at the time of hire and annually each time it is revised when updates are made.

SMOKE-FREE WORKPLACE

SELACO WDB is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect SELACO WDB's concern for good health. Smoking is therefore not permitted inside SELACO WDB offices. Smoking is permitted only outside where ashtrays are provided.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

We are committed to a drug and alcohol-free workplace. The manufacture, distribution, disbursement, possession, or use of controlled substances or alcohol, or marijuana, or being under the influence of or impaired by controlled substances or alcohol, or marijuana on SELACO WDB premises, in SELACO WDB vehicles, or during work hours is prohibited. Disciplinary action up to and including termination will be taken against

employees who violate this policy. Please refer to the separate “SELACO WDB Drug and Alcohol-Free Workplace Policy” provided to you at the time of hire.

LACTATION ACCOMMODATION POLICY

In accordance with California law (SB-142 and Sections 1030-1033 of the California Labor Code), SELACO WDB shall provide a reasonable amount of break time to accommodate an employee’s request to express breast milk for the employee’s infant child each time the employee has the need to express milk and space that meet requirements. For further information, please contact Human Resources.

COVID-19 VACCINATION POLICY

SELACO WDB employees are required to complete and submit a Vaccination Status Self-Attestation Form to the Human Resources Department. Forms are stored in a confidential file separate from employees’ personnel folders. Staff that self-attest as not fully vaccinated or decline to state their vaccination status will undergo weekly testing for the COVID-19 virus if they are connected to County-funded program.

Please refer to the separate “SELACO WDB COVID-19 Vaccination Policy” provided to you at the time of hire.

ACCESS TO TELEPHONE, VOICE MAIL AND COMPUTER EMAIL SYSTEMS

SELACO WDB telephone lines are limited and are designated only for business use. Except in cases of emergency, employees should not tie up our telephone lines with personal calls or calls that are not directly related to SELACO WDB business. If an employee receives or needs to make an emergency call, it is to be kept as brief as possible. All personal toll and long-distance calls may be charged to the employee. SELACO WDB may monitor telephone calls to ensure compliance with this policy as well as for other business reasons, including the desire to ensure that calls are handled in a professional manner and to promote efficiency in the manner in which customers are treated. Employees should therefore not assume that calls made or received on SELACO WDB lines are confidential.

Similarly, SELACO WDB’s voice and computer email systems permit employees to receive, send and transfer voice and computer email messages. Although employees may be able to use codes to restrict access to messages that are left on the systems, it must be remembered that the systems are intended solely for business use. In keeping with this intention, SELACO WDB maintains the ability to access any messages left on or transmitted over the phone system or the computer mail system. Because SELACO WDB reserves the right to obtain access to all voice mail and computer messages left on or recorded on the system, employees should not assume that such messages are confidential or that access by the employer or its designated representative will not occur.

SELACO WDB’s computer system may allow access by some employees to the Internet. This access is intended solely for business use. Use of the Internet, Worldwide

Web, other similar computer/communication systems and the computers themselves for any purpose other than SELACO WDB business use is strictly prohibited.

PERSONAL RELATIONSHIPS POLICY

SELACO WDB believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Clear boundaries are established as to how relationships will progress during working hours and within the work environment. Please refer to the separate SELACO WDB “Personal Relationships Policy” provided to you.

ATTENDANCE

Work Schedule

~~SELACO WDB business hours vary by location.~~ Depending on your work schedule, you may be provided a one-half hour or one-hour unpaid meal period. Employees are provided two fifteen (15) minute paid rest breaks. This time is your own time to be used for meals, rest, telephone, etc. Individual employee work schedules may vary based on the needs of SELACO WDB, the employee’s work department and his/her own needs.

Reporting Absence/Late to Work

Being on time is very important. Irregular attendance, absenteeism or repeated tardiness places a burden on your Manager and/or Director and your co-workers, and may lead to termination of your employment with SELACO WDB. All employees are expected to be on time and at their work stations when the work schedule begins.

If for any reason you cannot be at work, or if you will arrive late, notify your direct supervisor (e.g. Program Administrator, Manager or Director) before your starting time. They may have additional reporting requirements. Keep them informed about the necessary length of your absence. This will allow time to schedule someone else to handle your duties. All personal and doctor’s appointments should be scheduled to accommodate our established working hours.

~~Excessive absenteeism (excused or not excused) may be grounds for discipline up to and including termination of employment.~~ Six occurrences of unscheduled absences in a six-month period may be considered excessive. An occurrence is defined as a partial day, one full day, or several consecutive days.

Job Abandonment

Employees who are absent for two (2) consecutive days and have not contacted their direct supervisor (e.g. Program Administrator, Manager or Director) will be assumed to have voluntarily terminated their employment as of the end of the second day missed.

DISCIPLINE PROCEDURE

SELACO WDB believes it is important to deal with unacceptable employee performance. SELACO WDB normally intends, but is not required to give you advance notice of problems with your conduct or performance in order to provide you with the

opportunity to correct these problems. Disciplinary procedures may include: verbal counseling, one or more written warnings, suspension, demotion, transfer or termination. Any or all of these methods may be used depending on the circumstances and exceptions or deviations from this process may occur whenever SELACO WDB deems it appropriate.

EMPLOYEE PARKING

SELACO WDB provides space for employees to park. Parking is located all around the building and is shared with other building tenants.

Accessible parking spaces are marked and also located all around the building.

For the general safety of all, driving at speeds unsafe for the parking lot conditions or careless control of your vehicle will not be tolerated on SELACO WDB property.

NON-SOLICITATION POLICY

Persons not employed by SELACO WDB may not solicit or distribute any kind of literature on SELACO WDB premises at any time or for any purpose.

Employees may not solicit or distribute non-agency business related literature during working time for any purpose. Working time does not include meal breaks, rest periods, and other times during the employees are not required to be on duty. Working time does not include the working time of both the employees doing the soliciting or distributing, and the employee to whom the soliciting or distributing is directed.

Employees may not distribute literature in working areas at any time. Working areas are all areas on SELACO WDB premises and job sites where employees are working including reception areas and administrative areas. Working areas do not include employee lounges, lunchrooms, and break and rest areas.

PERFORMANCE EVALUATION

Your Manager and/or Director will normally appraise and discuss your performance with you on or about the end of your first six months of employment and annually thereafter. This review is designed to be constructive for you and your work unit. The reviews have several purposes:

1. To ensure that you are familiar with the scope of your duties
2. To provide specific feedback on your performance
3. To assist you in setting and attaining your goals

A written performance evaluation will generally be conducted annually. However, the frequency of performance evaluations may vary depending upon changes in job duties or recurring performance problems.

Each performance evaluation will be discussed with you. This discussion will provide an opportunity for you to find out how well you are doing on the job and how you might

improve your performance. It will also provide you an opportunity to discuss with your director any problems you might be having on the job.

After the evaluation you will be requested to sign the evaluation report to acknowledge that it has been presented to you, discussed with you by your Manager and/or Director, and that you are aware of its contents.

SELACO WDB reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. Should your work not meet required standards, you may be separated at any time from SELACO WDB employment.

POLITICAL ACTIVITIES

You are responsible for observing certain limits in your political activities because of your employment with SELACO WDB. As a SELACO WDB employee you may not solicit political funds or contributions from other employees, or participate in political activities while representing SELACO WDB. Also, employees should not say or publish anything which implies SELACO WDB endorsement of any candidate, cause or activity.

USE OF VEHICLE FOR SELACO WDB BUSINESS

Employees requested to drive their own vehicles for SELACO WDB business will be required to submit proof of a valid driver's license and current automobile insurance coverage as required by California law. Employees who drive SELACO WDB vehicles are also required to submit proof of a valid driver's license. Verification of a valid driver's license and ~~or~~ current automobile insurance coverage will be conducted annually.

The SELACO WDB participates in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) program. Employees complete the DMV EPN Authorization for release of Driver Record Information and SELACO WDB receives regular driver information from the DMV.

Every employee who operates a vehicle for company business is personally responsible for all traffic fines or other violations incurred due to negligent or illegal operation of the vehicle. Employees are required to report all citations issued during use of vehicles for company business and proof of resolution, including parking violations.

Employees are not to transport customers in their own vehicles. If a customer is in need of transportation to SELACO WDB business, other suitable arrangements may be made.

Vehicular Accidents While on SELACO WDB Business

In the event of an accident resulting in personal injury or property damage, the employee driving the vehicle is required to report the accident to the nearest police post. Obtain and write down all pertinent information from all parties and witnesses involved. Make no statement regarding your responsibility or lack of it for the accident. If possible,

stay in the vehicle until assistance arrives. Contact your direct supervisor (e.g. ~~Program Administrator~~ Manager or Director) or Human Resources as soon as it is practicable.

~~In the event of an accident involving a SELACO WDB vehicle, an "Accident Report" form must be completed and submitted to Human Resources within one week of the accident.~~

TRAVEL REIMBURSEMENT

Employees may be requested to travel on SELACO WDB business, such as to conferences, or seminars. Expenses for travel are either paid on a per diem basis or are reimbursed on an actual cost basis (see below).

Requests for reimbursements should be submitted to your Manager or Director within 30 days of the final day of travel. Your Manager or Director will submit your reimbursement to the Fiscal Unit.

Exceptions to this policy may be authorized in advance by the Executive Director.

Reimbursable Expenses

For travel within Southern California, reimbursable expenses include parking and other related items. Such expenses will be reimbursed upon submission of receipts.

Mileage will be reimbursed at the IRS's approved mileage rate.

For out-of-area travel, SELACO WDB will generally make the travel arrangements, including airfare, lodging, conference registration fees, etc. Reimbursements for ground transportation and other related expenses will be made when receipts are submitted.

If you make your own travel arrangements, reimbursements for those expenses will be made when receipts are submitted. You will receive detailed information from Human Resources about approved lodging, airfares, etc.

Per Diem Expenses

Reimbursement for meals and incidental expenses will be made on a per diem basis (alcoholic beverages are NOT reimbursable). These per diem amounts will be communicated to you prior to your travel.

COMPANY BUSINESS MILEAGE REIMBURSEMENT

Your job may require you to drive your personal vehicle for SELACO WDB business. If this occurs, SELACO WDB will reimburse your mileage at the IRS's approved current mileage rate.

To obtain mileage reimbursement, complete a Mileage Voucher. Submit this form to your ~~manager~~ Manager and/or Director at least once per month. He/she will submit the request for payment to the Fiscal Unit.

PHONE AND INTERNET STIPEND

In unique situations in which the facility is completely shut down, whether due to nature disaster, operation of law or by order of the Executive Director, employees required to work from home will be reimburse business-related costs incurred for usage of their personal phone and internet in an effort to maintain work related duties.

USE OF AGENCY EQUIPMENT

Occasionally, to more effectively meet SELACO WDB objectives, it may be necessary or desirable for employees to be able to use agency equipment off-site. This equipment includes cellular phones and laptops. Specific check-out procedures have been designed to ensure security of the equipment and its use. All agency equipment is to be used for business purposes only, regardless of the location of the equipment. Contact your Manager and/or Director for these check-out procedures.

It is expected that you will use good judgment in the use of agency equipment. You are responsible for its care while it is in your possession. If it malfunctions or is in need of repair, inform your Manager and/or Director as soon as you return to the office. SELACO WDB is responsible for regular maintenance. You will be held responsible for negligence and willful mistreatment of agency equipment, including any repair necessitated due to the use of the equipment by someone other than a SELACO WDB employee.

Agency equipment which is used off-site should be used only for necessary business purposes. For example, almost all calls should be made from office phones and the cellular phone should only be used if it is absolutely necessary to make the call at a time when you are not in your office.

CONFLICT RESOLUTION

SELACO WDB recognizes that you may on occasion experience a job-related problem. It is important for both you and SELACO WDB that a satisfactory solution be worked out. For this reason, it is SELACO WDB's aim to create an atmosphere which allows you to openly communicate your ideas and feelings.

To assist in bringing your day-to-day-related problems and concerns forward, a conflict resolution procedure has been designed for you:

1. You are encouraged to talk about the problem with your direct supervisor (e.g. Program Administrator, Manager or Director). Many problems can be worked out at this level by getting them "out in the open."
2. For employees who report to a Program Administrator Manager or Director: if you feel that a satisfactory resolution has not been reached by discussing your concerns with your Program Administrator Manager or Director, they should be brought to the attention of your Manager and/or Director Human Resources.
3. If your Manager and/or Director has Human Resources does not resolved your problems to your satisfaction, or you feel that you cannot discuss the

situation with ~~your Manager and/or Director~~ Human Resources, you may communicate your concerns directly to the Executive Director. Your concerns will be promptly investigated, and appropriate action taken.

For more significant issues or grievances, including drug and alcohol abuse, gross negligence, or anything that you believe SELACO WDB may be doing that would be against the law or not in the best interest of the public or our community, you may personally contact the Executive Director. Management will promptly investigate all such concerns and take appropriate corrective action.

INTRODUCTORY PERIOD

The first six months of your employment is a period for you and your Manager and/or Director to get acquainted. During this time, all employees are on an introductory status. This introductory period gives your Manager and or Director the opportunity to determine your ability to perform the job and provides you with the opportunity to decide if you are satisfied with the position and SELACO WDB. We reserve the right to extend the duration of the introductory period when such an extension is determined appropriate in our sole and absolute discretion.

Upon completion of the introductory period, a performance evaluation will be conducted to provide feedback about your job performance. However, employment may be terminated at any time, with or without cause, either during or after the introductory period should such termination be deemed necessary or appropriate by you or SELACO WDB.

EMPLOYMENT SCREENING

SELACO WDB is committed to providing a safe, efficient and productive workplace. To achieve this objective, the following employment screening shall be conducted on every candidate after a conditional offer of employment has been made:

1. Background check to include verification of education (degree attainment); civil and criminal courts investigation; and DMV check.
2. References from a minimum of three (3) past employers, if available or verification of past employment if full references are not available, at the discretion of the Executive Director.
3. For positions involved in the handling of SELACO WDB's money or financial affairs or which have access to developing or revising SELACO WDB's computer programs, a credit check will be required at the discretion of the Executive Director.

SELACO WDB, at its sole discretion, will determine whether the results from the above employment screening are acceptable for employment with the SELACO WDB.

In addition, all candidates who have been offered a position which is required to transport participants or customers, will be required to successfully complete an employment drug and alcohol screening examination before beginning work. All offers

of employment are conditioned upon successful completion of this examination. The examination will be performed at SELACO WDB's expense.

TERMINATION OF SERVICES

A "resignation" is defined as a voluntary termination of employment at the will of the employee. It is requested that an employee give at least two weeks' notice whenever possible to ensure timely processing of the termination paperwork and final check.

A "discharge" is defined as an involuntary termination of employment at the will of SELACO WDB. SELACO WDB reserves the right to immediately end the employment relationship upon an employee's resignation.

A "layoff" is defined as an involuntary termination of employment by SELACO WDB, generally due to reduction in funding, termination of specific program activities, reduction in workload, elimination of budgeted position(s), or similar circumstances. Whenever feasible, thirty (30) calendar days' notice will be given prior to the staff reduction date.

All property of SELACO WDB should be returned upon termination. Your immediate Manager and/or Director and/or another responsible individual will collect any agency-owned equipment or materials. Deductions will be taken from your final check if you have not returned agency property.

When you terminate, a Human Resources representative will update you on:

- Group insurance continuation and conversion privileges available.
- Pay for earned vacation time not yet taken or deduction for any excess vacation time taken.
- Final pay through date of termination.
- Certificate of Group Health Care Coverage, if applicable (as required by the Health Insurance Portability and Accountability Act of 1996).

ADMINISTRATIVE TIME OFF (ATO) POLICY

The SELACO WDB Board appoints authorization to the Executive Director to approve Administrative Time Off (ATO) for up to thirty (30) days during emergencies such as a local, state or federally declared state of emergency. The need for additional ATO will be reviewed and authorized by the SELACO WDB Board considering certain conditions.

WORK FROM HOME (WFH) POLICY

SELACO WDB's Work from Home (WFH) Policy is designed to address non-exempt employee requests to work from home. SELACO WDB supports its non-exempt employees by providing an option to work from home when deemed appropriate and employees are meeting performance expectations. This option provides a work modality that includes a combination of working partly in the office and partly from home. Due to the nature of work conducted at SELACO WDB, a regular work schedule that requires

working consistently from home more than two days per work week will not be considered.

Please refer to the separate “Work from Home (WFH) Policy” provided to you at the time of hire.

IV. BENEFITS

GENERAL OVERVIEW OF BENEFITS

As a regular, full-time employee of SELACO WDB, you are eligible for a comprehensive package of benefits designed to assist you and your family. The dollar value of the benefit programs offered to you equals a significant percentage of your actual gross pay (i.e. your pay before deductions for income tax, social security, etc.). The cost for many of these benefits is paid entirely by SELACO WDB. Every effort has been made in designing each plan to meet foreseeable future conditions. However, SELACO WDB has reserved the right to modify, amend or discontinue the plans at any time with or without notice to you. However, should any benefits change during the course of your employment, we will try to notify you before the effective date of the change.

Employee benefits do not bridge a gap in employment. If an employee terminates, insurance coverage will end on the last day of the month in which employment terminates. If the person returns to employment at a later date, all benefits accrue as for any new employee.

~~Full-time employees regularly scheduled to work at least 32 hours per week~~ Regular, full-time employees are eligible for medical, dental and vision coverage as well as life insurance/accidental death and dismemberment and long-term disability. Temporary and seasonal employees are not eligible for insurance coverage or any other benefits.

Summary plan descriptions for these programs are provided to you at the time of your hire. If you have any questions regarding your benefits, please direct them to Human Resources.

HEALTH COVERAGE

SELACO WDB provides medical, dental and vision care coverage for eligible employees and their families/eligible dependents. Employees are eligible for coverage on the first day of the month following the completion of thirty (30) calendar days of continuous employment.

The cost of medical care coverage for employees and their families/eligible dependents is paid for by SELACO WDB when the medical care plan selected is an Gold HMO plan. If the medical care plan selected is a Platinum HMO or PPO plan, the employee will pay for the difference in monthly premium cost between the Gold HMO and PPO-their selected plans. The cost of dental care coverage for the employee is paid by SELACO WDB. Employees may cover spouse/registered domestic partner and/or eligible dependent children by paying the additional monthly premium cost. The cost of vision care coverage for the employee, spouse/registered domestic partner and eligible dependents is paid for by SELACO WDB.

Summary Plan Description Booklets which describe the provisions, benefits and costs of each plan is available through Human Resources.

HOLIDAYS

Effective January 1, 2023, SELACO WDB observes the following holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day

In addition to the ~~44~~12 holidays listed above, each eligible employee shall receive one (1) floating holiday and one (1) personal holiday per calendar year that needs to be used by December 31st of each year.

Regular full-time employees will be paid for the above holidays, regardless of their length of service with SELACO WDB.

Regular, full-time employees working less than 40 hours per week will receive a prorated number of paid holidays. For example, an employee who works 32 hours per week will be eligible for eight (8) paid holidays ($32/40 \times 10$). The determination of which holidays will be paid will depend on the employee's schedule and, the extent possible, the request of the employee.

The amount of pay a non-exempt employee shall receive for a holiday shall be determined on the basis of the employee's base hourly rate of pay for an eight (8) hour day, excluding any special elements of compensation, such as bonuses or commissions.

Holidays falling on Saturday will be observed the Friday preceding; holidays falling on Sunday will be observed on the following Monday. If a holiday falls within time taken under vacation, the employee will be paid for the holiday and will not be charged with vacation time for the day the holiday is observed.

LEAVES OF ABSENCE

Loss of time in excess of one week is considered a leave of absence as described below.

SELACO WDB may grant an unpaid leave of absence to employees. During an approved leave of absence, an employee's seniority is not affected and some limited benefits may be retained.

The rules are explained in a notice that Further details regarding FMLA can be obtained from Human Resources.

SELACO WDB will continue to pay its share of the premiums to maintain any health plan coverage that is already in effect for an employee for the duration of any leave granted under this policy. The employee must continue to pay the share of the health benefit costs that he/she paid before the beginning of the leave if he/she wishes such coverage to continue during the leave.

The employee must pay his/her share of the premiums either through increased payroll deductions before the leave begins (when the need for the leave is foreseeable), or, if the employee prefers, through separate payments that are made to SELACO WDB every pay period at the same time as such payments would be made if paid by payroll deductions. If an employee does not pay his/her share of the premiums for the period of the leave, coverage will cease in accordance with the provisions of the law. The employee may thereafter reinstate coverage immediately following the leave if the employee resumes payment of his/her share of the premiums in a timely manner.

SELACO WDB intends to administer this policy in accordance with all applicable legal standards, including the requirements of the state and federal family and medical leave laws. Any leave of absence that is granted under this policy or any other policy for a purpose specified above shall be credited against the 12-week limit contained in this policy if and to the extent permitted by law. Employees are encouraged to direct any questions regarding the limitations and conditions that apply under this policy to Human Resources.

4. Pregnancy-Related Disability Leave

You are expected to notify your immediate Manager and/or Director when it is confirmed that you are pregnant, and you should provide a statement from the attending physician stating the probable dates of disability and return. If you are able to continue work, you will be provided reasonable accommodation.

In addition to a family/medical leave, pregnancy-related leaves of absence will be granted for the period of pregnancy-related disability up to a maximum leave of four (4) months.

If you request, and your health care provider recommends, your work assignment may be changed as required to protect your health and safety and the health and safety of your child, if your request for transfer can be reasonably accommodated.

5. Jury or Witness Duty If an employee is notified to serve on jury or witness duty, that employee shall be granted a leave of absence, upon presentation of subpoena from the Court. Jury duty shall be paid up to a maximum of 14 calendar days. The employee shall report for work on those days or parts of days when excused from jury duty or when jury duty does not conflict with his/her work schedule. Employees will reimburse SELACO WDB for any pay received from the court for jury duty.

6. Bereavement SELACO WDB will grant a maximum of five (35) paid days for absence due to the loss of an immediate family member of an employee within three (3) months of the death of a family member. These Three (3) days will be paid at the regular straight-time rate for an eight (8) hour day. Two (2) days are unpaid.

Immediate family members are defined as your children, spouse (or significant other) and your (or your spouse's/significant other's) parents, brothers, sisters, grandparents and grandchildren or another family member who permanently resides in your primary place of residence.

7. Reproductive Loss Leave SELACO WDB will grant a maximum of five (5) unpaid days for absence due to reproductive loss within three (3) months of the occurrence.

78. New Parent Leave Act Employees may request up to 12 weeks of unpaid parental leave to bond with a new child within one year of the child's birth, adoption or foster care placement after having met required months of service.

89. School-Related Leave Employees will be granted leave without pay to appear at school for valid reasons and participate in their children's school events. Employees are required to provide reasonable advance notice.

910. Time Off to Vote

Employees who lack sufficient time outside work hours to vote in local, state and national elections may take up to two hours off work after notifying their manager at least 2 days prior to the election date.

11. Victim of Domestic Violence or Sexual Assault

Any employee who is the victim of domestic violence, sexual assault or stalking is allowed to take time off, without threat of termination or retaliation, to: (1) seek a temporary restraining order or other injunctive relief, to help ensure the health, safety, or welfare of the employee and/or his/her child; (2) seek medical attention; (3) obtain services from a domestic violence shelter or rape crisis center; (4) obtain psychological counseling; and/or (5) participate in safety planning or relocation. Under the Healthy Workplaces, Healthy Families Act of 2014, an employee may request the use of accrued Paid Sick Time for such leave.

412. Organ and Bone Marrow Donation

Employees who have exhausted all available sick leave will be permitted to take a leave of absence with pay of the purpose of bone marrow donation (5 business days) or organ donation (not to exceed 30 business days) after having provided required verification.

12. Other

Leaves may be granted for bonafide religious holidays, school visitation, emergencies, or other as required by law. Personal leaves without pay may be granted at management discretion.

Returning from Leave of Absence

An employee returning from a Family/Medical, Pregnancy-Related or Workers' Compensation leave who has complied with SELACO WDB's policies, and who is able to perform the essential functions of their job with or without accommodation, will be re-employed in the same or equivalent position that he/she would have held if the leave had not occurred. Exceptions may occur when allowed by law. An employee who takes a leave because of his/her own serious health or pregnancy-related condition must provide a medical certification verifying that he/she is able to return to work. If an employee fails to return for work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily terminated his/her employment.

When you are placed on any other leave of absence, every effort will be made to hold your position open for the period of the approved leave. However, due to business needs, it is not possible to guarantee reinstatement. Every effort will be made to place you in a comparable position for which you are qualified. If one is available and you do not accept the position offered, you will be considered to have voluntarily terminated your employment, effective the day such refusal is made. If no comparable position

becomes available within thirty (30) calendar days after you are ready to return, it will be treated as an involuntary termination.

Acceptance of outside employment while on leave of absence without prior approval will be considered a voluntary termination. Falsification of the reasons for going on leave will result in termination.

Request for Additional Leave

If you are unable to return from a leave of absence within the time required, you must contact your Manager and/or Director at least five (5) days prior to your scheduled return date to determine if policy permits granting you additional leave. Failure to contact SELACO WDB prior to the end of your scheduled leave may result in your termination. This will be considered a voluntary resignation.

VACATION TIME

Vacation time is provided to eligible employees for their personal use, such as rest and relaxation.

For regular full-time employees working 40 hours per week, vacation accrues on a scale based on the number of years the employee has worked at SELACO WDB as indicated below:

| Years Worked at SELACO | Vacation Hours Accrued Per Pay Period | Total Vacation Days Per Year |
|-------------------------------|--|-------------------------------------|
| 1 – 4 years | 3.70 hours | 12 days |
| 5 – 9 years | 5.24 hours | 17 days |
| 10 – 14 years | 5.54 hours | 18 days |
| 15 years or more | 6.77 hours | 22 days |

Vacation time begins accruing immediately upon hire and may be used as it accrues.

For regular, full-time employees working less than 40 hours per week, vacation time accrues bi-weekly on a prorated basis.

Furthermore, vacation time accrual is reduced each week that a full-time employee does not work his/her full weekly schedule and does not have enough vacation time to make up for the time not worked.

All vacation/time off requests must be requested in as much time in advance as possible. Requests must be presented to your Manager and/or Director who will approve your request based on the needs of SELACO WDB. You may, if eligible, schedule your vacation any time during the calendar year with your Manager and/or Director's approval.

To encourage rest and relaxation it is recommended that you use at least 70% of your vacation accrual each year. In addition, when accrued vacation reaches a maximum of 192-200 hours, there shall be no further accrual. Your Manager and/or Director may ask you to schedule time off when your vacation accrual nears or reaches this level.

If you leave SELACO WDB before taking your accrued vacation time, you will be paid for the amount earned and not taken.

SICK LEAVE

Paid Sick Leave is provided to employees for their or their family member's preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if a victim of domestic violence, sexual assault or stalking.

Regular, full-time employees will accrue 3.70 hours of paid sick time-leave per pay period for a total of 96 hours or 12 days of paid sick leave per calendar year.

Accrual of paid sick leave begins immediately upon hire.

Employees can begin using accrued paid sick leave after they have worked for SELACO WDB for at least 90 days.

All other employees (including part-time and temporary employees) who work at least 30 days for SELACO within one year, will receive paid sick leave only pursuant to the minimum requirements under California state law at an accrual of up to 35 days or 24 40 hours of paid sick leave per year with no other policy providing additional or different terms of accrual and use of paid sick leave.

Employees before January 1, 2020 will cease to accrue paid sick leave when a maximum of 720 hours is reached.

Employees hired on or after January 1, 2020 will cease to accrue paid sick leave when a maximum of 200 hours has been reached.

403(b) SAVINGS PLAN

All regular, full time employees are eligible to contribute to a deferred compensation, 403(b) plan upon hire. The deferred compensation plan allows you to save money for your retirement on a pre-tax basis.

After one-two years of employment, SELACO WDB will contribute 5% of your pay the following percentages of your pay to the deferred compensation plan. You do not need to contribute in order to receive SELACO WDB's 5% employer contribution.:

| | |
|--|-----------------|
| After one (1) year of employment | 6.5% |
| After two (2) years of employment | 7.5% |
| After three (3) years of employment | 8.5% |

You are fully vested in all amounts contributed by you and SELACO WDB, although early access to these funds is restricted by law.

For further information about this plan, see the Summary Plan Description which is available from Human Resources.

STATE DISABILITY INSURANCE (SDI)

California Disability Insurance provides temporary income if you are unable to work due to non-occupational accident or illness. You are covered under this plan as soon as you are employed at SELACO WDB.

This benefit is completely paid for by payroll deductions set by California law. If you become disabled due to an off-the-job injury or illness, your physician or the local Employment Development Department ([EDD](#)) office can assist you in filing a claim.

Family Temporary Disability Insurance (Paid Family Leave Benefits)

Eligible employees are covered by California's Paid Family Leave (PFL) benefit. PFL does not provide employees with a protected leave of absence. Rather, PFL provides only partial wage replacement benefits when an employee has been approved for a leave of absence. In order to obtain approval for leave of absence for the reasons below, the employee must contact Human Resources.

- For the birth or placement of a child as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
- To care for an immediate family member (spouse, registered domestic partner, child or parent, grandparent, grandchild, sibling and parent-in-law, as defined by PFL law) who is seriously ill and requires care.

The PFL fund is administered by the Employment Development Department (EDD). Employees must apply with EDD to receive PFL benefits.

WORKERS' COMPENSATION INSURANCE

SELACO WDB carries Workers' Compensation Insurance as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The cost of the insurance is completely paid for by SELACO WDB.

If you are injured while working, you must report it immediately to your Manager [and/or Director](#), regardless of how minor the injury may be. Failure to report an injury may result in delay of benefits.

This coverage is effective on the first day of employment. If you have any questions regarding the Workers' Compensation Insurance program, please contact Human Resources.

Fraudulent claims for Workers' Compensation will be vigorously defended. This includes any claims for injuries occurring off the job.

Please note that accidents which occur during an employee's voluntary participation in SELACO WDB supported social or recreational activities are not covered under Workers' Compensation, even if the event takes place on SELACO WDB facilities, or during normal working hours or is sponsored and paid for by SELACO WDB. SELACO WDB assumes no liability for employees who choose to participate in voluntary employee activities.

COBRA – HEALTH INSURANCE CONTINUATION

“COBRA” is the acronym for the Consolidated Omnibus Budget Reconciliation Act of 1985. Among other provisions, COBRA provides eligible employees and certain family members the right to continue health care coverage under their employers' group health plans. The right to continue your coverage at these favorable rates will arise when specific events include your resignation, termination or death, or a reduction in your hours so as to cause you to lose your coverage. Additional information on this plan is available through Human Resources.

VISITORS

As an employee, you may wish to bring family or friends into the office. We welcome the opportunity to meet them. However, we ask that they check in with the receptionist. Visitors, vendors, customers and delivery people are to be escorted at all times.



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Board Resolution for California Department of Education PY 2026-2027

Since 2001, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) has received ongoing funding from the California Department of Education (DOE) to operate child development programs across the SELACO WDB region. For over 24 years, SELACO WDB, in partnership with Quality Children Services (QCS), has consistently met service delivery requirements, resulting in uninterrupted funding. Program centers are located in Artesia, Bellflower, Norwalk, Lakewood, and Maywood.

DOE's standard practice has been to extend and amend the original grant through a Continued Funding Application (CFA), ensuring continuous service delivery. As part of the renewal process, a current Board resolution and delegation of authority are required. The Board resolution must clearly state the intent to renew the California State Preschool Program contract for Program Year (PY) 2026–2027 and identify a signatory authority.

SELACO WDB will execute the CFA with QCS as the service provider and act as the grant administrator. The QCS and SELACO WDB compliance teams have submitted all necessary documentation to secure continued funding; the Board resolution is still pending. Once received, DOE will begin establishing a new contract.

Looking ahead, staff may need to seek Board approval for each year's funding adjustments and allocations, rather than relying on blanket approval for future funding.

Action Required:

1. Approve the resolution authorizing the SELACO WDB to enter into an agreement with the California Department of Education to provide childcare and development services for PY 2026–2027.
2. Authorize the Executive Director, as the signatory authority to sign all contract documents for Fiscal Year 2026–2027, including the Continuing Funding Application.

3. Authorize the Executive Director to accept DOE funding for the continued implementation of childcare and development services.
4. Authorize the Executive Director to execute and amend as applicable related subcontractor awards.
5. Authorize the Executive Director to amend related subleases if applicable according to the program design changes.

RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency’s current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2026–27. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2026–27 contract documents.

RESOLUTION

BE IT RESOLVED that the Governing Board of the Southeast Los Angeles County Workforce Development Board authorizes the person/s listed below to sign the FY 2026–27 CFA and all related contract documents for the Governing Board.

| NAME/S OF AUTHORIZED REPRESENTATIVE/S | TITLE/S |
|---------------------------------------|--------------------|
| Yolanda L. Castro | Executive Director |
| | |
| | |

PASSED AND ADOPTED THIS DATE, October 23, 2025, by the Governing Board of the Southeast Los Angeles County Workforce Development Board of Los Angeles County, in the State of California.

I, Carol Davis, Clerk of the Governing Board, certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature) 10/23/2025
(Date)



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval to Award Contract for IT Support Services

Background:

Per State and local procurement policy, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is required to procure Information Technology (IT) support services through a competitive process. On May 22, 2025, the Board approved the release of a Request for Proposals (RFP) to solicit qualified vendors to provide IT support services at a cost not to exceed \$25,000 annually.

The RFP outlined a comprehensive scope of work including server and workstation management, network maintenance, email administration, and cybersecurity measures, as well as support for staff training and after-hours technical assistance.

Procurement Results:

The RFP was publicly released on May 30, 2025. A bidder's conference was held on June 16, 2025, and proposals were due on July 11, 2025. Two (2) proposals were received by the deadline and reviewed according to SELACO WDB's established procurement evaluation criteria, which included qualifications, cost feasibility, scope alignment, and demonstrated capacity to meet SELACO WDB's operational needs.

Following a thorough review, SELACO WDB's IT Manager recommends awarding the contract to Frontline Inc. The selected vendor demonstrated strong technical capabilities, cost-effectiveness, and a clear understanding of SELACO WDB's IT infrastructure and support requirements.

Action Required:

1. Approve the award of \$25,000 contract to Frontline Inc. for the provision of Information Technology (IT) Support Services as outlined on the SELACO WDB RFP.
2. Authorize the Executive Director to negotiate and execute a contract consistent with the SELACO WDB's budget and procurement policies.



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of October 23, 2025, the following board members have completed the training:

Richard LeGaspi – expires October 21, 2025
Connie Chan – expires January 29, 2026
Sergio Cueva – expires May 6, 2026
Michael Segura – expires August 9, 2026
Genoveva Perez – expires January 21, 2027
Rudy Villareal – expires February 8, 2027
Larry Wehage – expires February 9, 2027
Blanca Rochin – expires May 26, 2027
Carrie Uva – expires July 9, 2027
Jennifer Beech – expires August 29, 2025

For those who have yet to complete the training, you may do so using the online course at:

<http://localethics.fppc.ca.gov/login.aspx>

As a reminder, you *must* print the Certification of Completion provided at the end and submit to Carol Davis.

If you have any questions regarding the training, please contact Carol directly at the SELACO WDB.



MEMORANDUM

DATE: October 23, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Status of Lease

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) facility lease will end on June 30, 2026. The SELACO WDB team is currently working through an action plan to ensure we are prepared to facilitate a negotiation for a lease renewal that is both cost-effective and considers a series of upgrades and facility improvements such as:

- Standard carpet or wood floors
- Wall paint
- New blinds
- New front doors for both Suites 350 and 392
- AC vents redistribution

Negotiation activities will include our Employment Development Department (EDD) representatives as they are a sublessee and occupy 2,589 square footage of the space currently leased by the SELACO WDB. While the current lease agreement supports the option to renew our lease between October and December 2025, with the option to renew at the current rate, the uncertainty of 2026-27 funding causes reservation to consider an earlier renewal. It is staff's belief that it is best to begin negotiations in early March at which time funding allocations levels and EDD commitments can be assessed and we can confirm what is feasible as it pertains to rate, improvements and lease term. It is anticipated that at the March WDB meeting an update on progress will be provided with a final lease agreement presented to the Board for approval in May 2026.

Action Required:

Receive and file.