



August 29, 2017, 9:30 AM
Via teleconference
Conference Dial: 1-800-501-8979
Conference Code: 268-7509#

Compensation Committee

Agenda

- I. **Welcome and Introductions** Michael Mikurak, Chair

- II. **Action/Discussion Items**
 - 1. Approval of Minutes – May 30, 2017 Meeting..... Page 2
 - 2. Employee Safety Manual..... Page 4

- III. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- IV. **Information Items**

- V. **Public Comments**

- VI. **Adjournment**

Next Executive Committee Meeting – September 6, 2017
Next Board of Directors Meeting – September 27, 2017



CareerSource Pinellas Compensation Committee Meeting

Date: May 30, 2017, 10:00 a.m.
Location: Via Teleconference

Call to Order

Chairman Michael Mikurak called the meeting to order at 10:00am. There was a quorum present with the following Compensation Committee members participating.

Committee Members in attendance

Jack Geller; Aundre Green

Committee Members not in attendance

William Griffiths, Lenne Nicklaus-Ball, Dr. Bob Arnold, Bill Price

Staff Present

Ed Peachey, Alice Cobb, Luna Jean-Pierre

Action Items

Action Item 1 – Approval of Minutes

The minutes of February 27, 2017 Compensation Committee meeting was presented for approval.

Motion: Jack Geller
Second: Michael Mikurak

*The minutes approved as presented.
The motion carried.*

Action Item 2 – Hold on Implementation of New FLSA Rule

On May 18, 2016, President Obama announced the publication of the Department of Labor's final rule updating the Fair Labor Standards Act (FLSA) overtime regulations. The Compensation Committee considered the key provisions of the final rule which with its proposed implementation date of December 1, 2016 and decided at their meeting on August 6, 2016 to recommend to the Executive Committee and Board that we

- Reclassify 5 current job titles to non-exempt effective October 1, 2016. This impacted 24 staff out of approximately 250.
- Bring 5 other staff currently in exempt positions up to a salary of \$47,500 with the same October 1, 2016 effective date.

The Executive Committee and full Board agreed with the Committee's recommendation. Staff implemented the actions approved on the agreed to date of October 1, 2016. Subsequent to our implementation on October 1, 2016 but prior to the December 1, 2016 effective date of the final rule a federal judge in Texas issued an injunction blocking the rule's implementation. No further action has been taken up and the current administration does not seem inclined to resurrect that final rule. A recent update issued by our benefits administrator, Arthur Gallagher & Co. states "If you have already made and implemented FLSA status, overtime eligibility, or salary changes, we encourage you to review each employee situation on a case-by-case basis and then determine appropriate next steps."

Members of staff have completed that case by case review and based on our findings, the following recommendation is made.

Motion: Jack Geller
Second: Aundre Green

The Compensation Committee recommends to Reclassify 2 current job titles, "Program Manager" and "Lead," back to exempt. Both job titles have supervisory responsibilities and meet the definition of exempt under the current FLSA rules. They were classified as non-exempt last fall because they did not meet the minimum salary requirement of \$47,500 under the FLSA proposed rule changes. This will impact 16 staff out of approximately 275 regular full time staff and would have no direct impact on salaries.

Other Administrative Matters

No items were brought forward for action.

Information Item

None.

Public Comments

None.

Adjournment

The meeting was adjourned at 10:11 A.M.

DRAFT



Action Item 2

Employee Safety Manual

Background

Enclosed is the proposed "Employee Safety Manual" for CareerSource Pinellas and CareerSource Tampa Bay. The manual is a guide to safety policies and procedures to maintain a safety-conscious work environment and meets the requirements of State and Federal safety regulators that require employers to have a series of health and safety policies tailored to the hazards of the workplace.

Adopting this safety manual will allow CareerSource Pinellas and CareerSource Tampa Bay to claim a percentage discount on our workers compensation insurance premium.

Recommendation

Staff recommends the approval of the proposed Employee Safety Manual.



Employee Safety Manual

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

CareerSource Pinellas and CareerSource Tampa Bay (hereinafter referred to as CareerSource) are firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to their supervisor. A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

CareerSource will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, CareerSource subscribes to these principles:

1. CareerSource will provide its employees employment and a place of employment that are free from “recognized hazards that are causing or are likely to cause death or serious physical harm” to the employees in accordance with OSHA regulations.
2. The majority of accidents at work are preventable.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds CareerSource in higher regard with customers, and increases productivity. This is why CareerSource will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of CareerSource is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of CareerSource will set an example with a strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure a safe work environment.
7. Our safety program applies to all employees. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at CareerSource must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Edward Peachey
President and CEO

One of the responsibilities of the employees of CareerSource is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey CareerSource's established policies as well as department guidelines, including those within this safety manual.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others. If an employee is concerned about an unsafe or unhealthy situation, it is the employee's responsibility to notify his/her supervisor immediately.

The following safety rules and guidelines apply to all CareerSource employees.

1. **Conduct:** Horseplay, practical jokes, etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. See attached drug free workplace policy that staff are required to follow.
3. **Work area:** The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches

You are responsible to keep your work area clean and safe. Clean-up as needed throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting any equipment away as you are finished with it.

4. **Safe Driving:** See attached safe driving policy that staff are required to follow.
5. **Disruptive Behavior:** See attached disruptive behavior policy that staff are required to follow.
6. **Workplace Violence:**
 - a) Any employee who feels that she/he has been threatened should immediately report their concern to their supervisor or Human Resources.
 - b) If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify their supervisor or Human Resources and stay away from the person exhibiting threatening behavior.
 - c) Depending upon the level of concern, 911 should be called immediately.
 - d) Never attempt to confront any person exhibiting threatening behavior.
 - e) If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

7. **Harassment:** See Personnel Handbook that staff are required to follow.

CareerSource will provide a work environment which is free from verbal or physical conduct that unreasonably harasses, disturbs or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile work environment.

All employees are expected to avoid any activity, which harasses or disrupts the work of their co-workers, subordinates, agency partners, customers or the general public. Any verbal or physical conduct which harasses any person with whom the employee may have contact, because of that person's race, color, national origin, religion, sex, sexual orientation, disability, pregnancy, age, military status, citizenship, political affiliation or belief, or any other

characteristic protected by Federal and State laws is prohibited. Examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct.

Sexual Harassment is strictly forbidden.

8. Electrical Safety:

- a) Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual computers or other machines on your desk.
- b) Report all electrical problems and suspected problems to your supervisor.
- c) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.
- d) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not daisy-chain extension cords where one extension cord is attached to another.
- e) Any personal electrical devices, such as heaters, refrigerators, etc. must be approved by CareerSource prior to use.

9. Lifting:

- a) If you need help moving material or boxes, request assistance.
- b) When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- c) When you turn holding an object, move your feet, and do not twist.

10. Fire Prevention:

- a) Smoking is not allowed in any interior area of the building. You are only allowed to smoke in designated exterior smoking areas.
- b) No candles or open flames are allowed within the facility.
- c) Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
- d) No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact your supervisor or the Safety Coordinator for approval.

11. Office Safety:

- a) Never leave file drawers open, or open multiple file drawers at once.
- b) Do not stack heavy or bulky objects on top of cabinets.
- c) Do not store frequently used objects above shoulder height or below knee height.
- d) Never reach into office machines without turning them off and unplugging them if possible.
- e) Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
- f) Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
- g) Never use defective or broken equipment. Report these problems to your supervisor.

12. Security:

- a) Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
- b) Immediately report any suspicious activity or persons or theft to your supervisor.
- c) When parking, remove all valuables from sight and lock car doors.
- d) Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
- e) Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
- f) Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
- g) If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
- h) Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), clubs, etc. not allowed on CareerSource property.

13. Work-related Injuries: It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

CareerSource has a workers' compensation program available for employees who have suffered work-related injuries. The third party administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

- a) All work-related injuries should always be reported immediately to your supervisor.
- b) You must complete and sign an Accident/Incident Report form.
- c) When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment. Our Third party Workers' compensation administrator will instruct you where to go for medical treatment. Regardless of the choice of physicians, a Return to Work form must be completed for each doctor visit. CareerSource will not accept a general note stating that you are only to be off of work.
- d) Employees who are unable to work due to a work-related injury must keep their supervisor informed on a weekly basis of their status. Failure to do so may result in a reduction in benefits available and discipline, up to and including termination from employment.
- e) If you are unable to return to your regular job, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to contact the Human Resources Department to request the proper paperwork. You must also have your doctor complete the required forms. You must keep us regularly informed of your status and any changes in your condition.
- f) If you are unable to return to your regular job and you are not eligible for FMLA, your job position may be filled after a reasonable time if there is a business need to do so.

- g) When you are able to return to work, you may be able to return to your position that you were in before the work-related injury or to a suitable position, if available and consistent with any limitations.
- h) Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis as they relate to the performance of essential job functions. No temporary or permanent light duty positions will be created.
- i) Employees must cooperate with our third-party workers compensation administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the Human Resources Department.

14. Emergencies: See attached emergency preparedness plan for details. General guidelines –

- a) Stay calm and think through your actions.
- b) Call 911 in the event of a serious injury, fire, threat, etc. If in doubt, call 911. Make sure someone is stationed by the front door to meet the emergency responders if it is safe to be there.
- c) Know where the stairwell exits are located if in a building with more than one floor. In the event of any emergency, do not take elevators, use the stairs.
- d) Know your center/office's emergency evacuation route.
- e) Do not hesitate to call/alert others if you believe that an emergency, such as a fire, is occurring—you will not “get in trouble.”
- f) Know where the closest fire extinguisher is located.
- g) Do not touch blood or any other bodily fluid during or following an incident. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

15. Staying Safe: Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the office or center, discuss it with your supervisor. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including termination.

When working at an off-site partner location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on CareerSource. Before operating any equipment at a partner location, permission must first be secured from the partner

Syrina Fields is designated as CareerSource Pinellas's Safety Coordinator. The Safety Coordinator is responsible for implementation and compliance with this Safety Manual.

Responsibilities include:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular center, office and ground tours, and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and coordinate the safety program / emergency plan.
4. Plan, coordinate, perform, or delegate all safety training and testing given to supervisors and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Personally perform safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees, or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
6. Ensure safety awareness among workers through periodic communications.
7. Ensure compliance with safe work practices. Advise HR and supervisor of any unsafe practices so appropriate disciplinary actions can be taken to ensure compliance.
8. Investigate accidents and assist with completion of accident report forms when required.
9. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.