

**Employee Relations Committee**  
**September 15, 2010**  
Stevens Point

Members Present: Karen Danczyk, Mindy Machajewski, Mary Ann Wierschke, Miranda Bialk

HR Representative: Sue Beveridge

There are some items that are scheduled to go before the Personnel Committee. These are the proposed revisions for the Employee Handbook. [Click Here to View Handout.](#)

Sue B. is looking for ideas for the Social Networking Policy. CAP wants something that will be acceptable to management and work for employees. Please review, and send any input to her.

Health and Human Services requires the ECD Blood Borne Pathogen policy be approved by the Board of Directors. A copy will be in the upcoming Board packet.

Jill is working on the EEO1 Report. It reports the number of staff in different job classifications. The EEO1 will be in the Board Packet along with other information on demographics.

The Wage and Fringe Committee met last month. Here is a summary of the items discussed:

- Daycare Subsidy: Because of the high costs of child care there was not much interest in this.
- Birthday Leave: this had some discussion; however, there needs to be a way to pay for it. Some ideas were to forfeit one vacation day accrual per year to pay for it, forfeit a holiday such as Good Friday, or to add another vacation day at CAP's cost. Many people felt that they would like to keep their vacation and holiday as it is, and some programs don't have funds to add another vacation day. No recommendation was made; further discussion will take place at the next meeting.
- COLA: Departments are budgeting a 2% adjustment. Health and Human Services has not released their requirements for Head Start yet. CAP usually is told the HHS COLA in February or March.
- Health Insurance: CAP does not know how much premiums will increase yet, but does know that it won't be above 12%, since that is the capped amount.
- Leave Accrual: CAP has significant amounts of vacation and personal accruals recorded on the books. Management is concerned about high individual accruals, especially if a LTE would need to be hired to accommodate a lengthy absence. Several plans were proposed. Lowering accrual rates for everyone, lowering accrual rates for new employees, or capping the accrual amount. No recommendation has been made yet; but ideally keeping the annual accruals as they are is a perk for the employees and a great recruiting and retention tool.

The Fall Staff is coming up on October 22, 2010. ERC is planning on doing a 50/50 raffle for the United Way Fundraiser. Tom Loomis' wife also donated quilts again this year to auction off.

The Employee Emergency Fund is at \$4920. There is currently a request for funds.

Note: There was an inaccuracy in the ERC Minutes last month. The United Way participation goal *decreased* to 65% (from 70%) with a 5% increase in funds to be raised. CAP hopes to raise \$23,983 this year.

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**Vacancies**

Waupaca

**Next ERC Meeting: October 12, 2010.**

#### **Amend 4.3Q to include theft**

Theft or intentional destruction, misuse or abuse or negligently failing to maintain property belonging to CAP, a client, another employee, or third parties.

#### **Amend 4.4E (delete current wording and insert following)**

Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

- Activities and conduct away from the job must not compete, conflict with or compromise CAP's interests or adversely affect job performance and the ability to fulfill all responsibilities to CAP Services. Employees are prohibited from performing any services for client on nonworking time that are normally performed by CAP Services. This prohibition also extends to the unauthorized use of any CAP's tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
- Employees are cautioned to consider carefully the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.
- If a question of competition, conflict or compromise exists, the Department Director and the HR will evaluate the outside work and will consider whether the proposed employment:
  - May reduce the employee's efficiency in working for CAP Services.
  - Involves working for an organization that does a significant amount of business with the CAP, such as major contractors, suppliers and customers.
  - May adversely affect the company's image.The CEO will resolve an impasse, if one occurs.
- Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

10.2 Access to Personnel Files - Access to entire Personnel Files will be restricted to the employee, Human Resources staff, Board Chairperson, Chief Executive Officer, Director of Administration and the employee's Department Director. Appropriate records from the employee's file may be viewed by funding source representatives during monitoring visits or used at a hearing during review of a complaint filed by an employee, in conjunction with unemployment claims, in court proceedings, or in other adversary situations that involve CAP Services and the employee. In all other cases, the employee must authorize, in writing, the release of information from her/his file which is not considered public information, as required or permitted by law.

#### **TRADE SECRETS AND CONFIDENTIALITY POLICY – update paragraph 2**

Under the terms of your employment with CAP Services, Inc. you will have access to and become familiar with various employer trade secrets and confidential information including client lists, proposals for funds, and market strategies. You hereby acknowledge that this confidential information and trade secrets are owned and shall continue to be owned solely by CAP Services, Inc. During the term of your employment and for a time period of one year after termination of employment with CAP Services, Inc., you agree not to use this information for any purpose or to divulge this information to

any person other than CAP Services, Inc. or persons to whom CAP Services, Inc. has given its consent in writing unless this information has already become common knowledge or unless you are compelled to disclose it by virtue of governmental process.

Under no circumstances shall you remove from CAP Services' office, any books, records, documents, customer lists, forms, procedure manuals or any copies of documents of CAP Services without CAP Services written permission; nor shall you make any copies of these books, records, documents or customer lists forms, procedure manuals for use outside of CAP Services' offices except as specifically authorized in writing by CAP Services, Inc..

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