



College of Central Florida
Enterprise Center, Building 42
3003 SW College Rd, Suite 206
Ocala, FL 34474

Executive Committee Meeting

AGENDA

Wednesday, September 1, 2021 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/86582559301>

Phone No: 1-646-558-8656 (EST) Meeting ID: 865 8255 9301

Call to Order		K. Baxley
Roll Call		C. Schnettler
Approval of Minutes, July 28, 2021	Pages 2 - 3	K. Baxley

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Membership Update	Page 4	R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Policy OPS-84 – Emergency Paid Sick Leave	Pages 5 - 8	D. French
2021/2022 Budget	Pages 9 - 10	D. French

PROJECT UPDATES

Professional Image Policy Updates	Pages 11 - 18	D. French
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MATTERS FROM THE FLOOR

ADJOURNMENT

2021 – 2022 MEETING SCHEDULE

Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
All in-person committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206. All teleconference meetings will be held through Zoom.						
Tuesday, 9:00 am	Thursday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/10/2021	8/12/2021	8/19/2021	8/25/2021	9/1/2021	9/8/2021	CF Levy
11/9/2021	11/18/2021 11 am	11/18/2021	11/17/2021	12/1/2021	12/8/2021	CF Ocala
2/8/2022	2/10/2022	2/17/2022	2/23/2022	3/2/2022	3/9/2022	CF Lecanto
5/10/2022	5/12/2022	5/19/2022	5/25/2022	6/1/2022	6/8/2022	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: July 28, 2021
PLACE: 3003 SW College Road, Suite 206, Ocala, FL 34474
TIME: 10:00 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Kimberly Baxley, Chair
Pete Beasley

MEMBERS ABSENT

Fred Morgan
Charles Harris
Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Cory Weaver, CSCLM
Cindy LeCouris, CSCLM

Cira Schnettler, CSCLM
Kim Grey, Eckerd
Robert Stermer, CSCLM Attorney

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 10:09 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Pete Beasley made a motion to approve the minutes from the June 2, 2021, meeting. Al Jones seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Workforce Issues that are Important to our Community

Rusty Skinner provided an update on the following items:

- CareerSource regional directors will be meeting with DEO to discuss the requirements as outlined in Bill 1507 for annual planning.
- Approximately 58,000 unemployment claimants were affected by a DEO data breach. Center staff are working with claimants as best they can to answer questions and address concerns.
- D.A.B. Constructors recently closed and laid-off approximately 400 people. At this time it is unknown how many people are from Citrus and Levy counties. Attempts have made to contact D.A.B. by our representatives and the CEO of the Citrus County Chamber of Commerce, but D.A.B. has not responded. We are prepared to assist the laid-off individuals. Multiple businesses have come forward asking to assist with

re-employment efforts.
The committee did not have other issues to discuss.

PUBLIC COMMENT

None

ACTION ITEMS

Individual Training Account (ITA) Waiver Request

Al Jones made a motion to approve the submission of the 2021 ITA allocation waiver extension request. Pete Beasley seconded the motion. Motion carried.

Payroll Services

Pete Beasley made a motion to approve the selection of CD Staffing for payroll services for the period of August 1, 2021 through June 30, 2022 on a renewable contract for up to three additional years with committee and board approval. Al Jones seconded the motion. Motion carried.

Eckerd Performance Payment

Al Jones made a motion to approve the fourth quarter performance incentive payment. Pete Beasley seconded the motion. Motion carried.

Electrical, Construction and Masonry Apprenticeship

Pete Beasley made a motion to approve adding the Electrical, Construction, and Masonry Apprenticeships at MTC to the 2021-2022 ATOL. Al Jones seconded the motion. Motion carried.

WTC Program Additions

Al Jones made a motion to approve adding the Medical Assisting program at WTC to the 2021-2022 ATOL. Pete Beasley seconded the motion. Motion carried

FWDA Summit Sponsorship

Pete Beasley made a motion to approve the \$5000 sponsorship from unrestricted funds for the FWDA Workforce Professional Development Summit. Al Jones seconded the motion. Motion carried.

Nature Coast Business Development Council Agreement

Rusty Skinner briefly outlined the benefits of having the agreement in place. Al Jones made a motion to approve the contract with Nature Coast Business Development Council to hire an Executive Director. Pete Beasley seconded the motion. Motion carried

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m.

APPROVED: _____

BOARD MEMBERSHIP TERMS - 8/25/21					
	CITRUS COUNTY	NAME	APPOINTED	LENGTH	TERM EXPIRES
1	Private Sector	Al Jones	7/1/2021	7	2028
2	Private Sector	Carl Flanagan	7/1/2021	5	2026
3	Economic Development	David Pieklik	7/1/2021	5	2026
4	Education-School District	Debra Stanley	7/1/2021	7	2028
5	Private Sector	John Murphy	7/1/2021	7	2028
6	Private Sector	Kevin Cunningham	7/1/2021	5	2026
7	Private Sector	Vacant		8	2029
8	CBO/Barriers-Vet	Ted Knight	7/1/2021	7	2028
9	CBO/ Barriers	Theresa Flick	7/1/2021	8	2029
10	Private Sector	Tiffany Wiggins	7/1/2021	7	2028
	LEVY COUNTY	NAME	APPOINTED		TERM EXPIRES
1	Private Sector	Arno Proctor	7/1/2021	8	2029
2	Private Sector	John Hemken	7/1/2021	7	2028
3	Private Sector	Kim Baxley	7/1/2021	6	2027
4	Private Sector	Lewrissa Mainwairing	7/1/2021	5	2026
5	Labor	Nelson Mathis, Jr	7/1/2021	8	2029
6	Youth Serving Organization	Christie McElroy	8/25/2021	7	2028
7	Economic Development	Vacant		5	2026
8	Private Sector	Vacant		5	2026
	MARION COUNTY	NAME	APPOINTED		TERM EXPIRES
1	Private Sector	Brandon Whiteman	7/1/2021	6	2027
2	CBO/ Barriers	Charles Harris	7/1/2021	5	2026
3	Private Sector	Darlene Goddard	7/1/2021	5	2026
4	Private Sector	Equilla Wheeler	7/1/2021	7	2028
5	Apprenticeship	Fred Morgan	7/1/2021	8	2029
6	Labor	Fred Morgan	7/1/2021	8	2029
7	Private Sector	Jeff Chang	7/1/2021	7	2028
8	Trans/ Public Housing	Judy Houlios	7/1/2021	6	2027
9	Private Sector	Kathy Judkins	7/1/2021	5	2026
10	Education-Adult	Mark Vianello	7/1/2021	6	2027
11	Private Sector	Pat Reddish	7/1/2021	6	2027
12	Education-Higher Private	Pete Beasley	7/1/2021	8	2029
	AREA	NAME	APPOINTED		TERM EXPIRES
1	Voc Rehab	Angie White	7/1/2021	8	2029
2	Education-Higher Public	Mark Paugh	7/1/2021	5	2026
3	Youth Serving Organization	Jorge Martinez	7/1/2021	6	2027



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, September 1, 2021**

TOPIC/ISSUE:

Emergency Paid Sick Leave

BACKGROUND:

The Family First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act of 2021 had authorized certain employers to provide paid sick leave to individuals affected by Covid-19. This benefit could be applied to any employee that could not work due to being a caregiver for a sick family member, personal illness and side effects from receiving an approved vaccine.

CSCLM has opted to offer emergency paid sick leave to staff under this policy modeled closely after the FFCRA sick leave allowance.

POINTS OF CONSIDERATION:

CSCLM wishes to offer emergency paid sick leave as a benefit to employees that have been fully vaccinated or have an exception covered by documented medical, disability, or religious reasons. The intent is to incentivize individuals to get vaccinated. We feel individuals that have done their part to protect themselves and the interests of the organization should be afforded additional protection should they become ill from a 'breakthrough' Covid infection. This benefit would only pertain to the employee and not be offered for other related instances involving household or family members.

STAFF RECOMMENDATIONS:

Approve the attached *OPS-84 Supplemental* Guidance that will act as an attachment to our existing *OPS-84 Covid-19 Pandemic Policy*.

COMMITTEE ACTION:

BOARD ACTION:



Policies and Procedures

SECTION: Program Operations	POLICY # OPS-84 Supplemental	PAGE 1 of 3
TITLE: Covid 19 Pandemic Policy Supplemental Guidance – Emergency Paid Sick Leave	EFFECTIVE DATE: September 1, 2021	
SUPERCEDES: N/A	Dated: N/A	

DISTRIBUTION: All CareerSource Citrus Levy Marion (CSCLM) staff

PURPOSE:

This policy defines the purpose and use of emergency paid sick leave due to Covid-19.

POLICY:

CareerSource Citrus Levy Marion has opted to provide expanded paid sick leave benefits to eligible employees under the model of the Emergency Paid Sick Leave Act. The expanded sick leave is intended to assist employees who have been hospitalized or are otherwise unable to work due to infection of Covid-19.

Emergency paid sick leave coverage does not extend to situations involving any other persons beyond the employee.

Emergency paid sick leave is offered as an additional and temporary benefit of employment with CSCLM to eligible employees as defined in this policy and may be discontinued at any time at management’s discretion. Use of such time does not impact the employee’s accrued Personal Leave Time (PLT) or Telework Flex hours and is limited in nature.

Exceptions to this policy may be granted on a case-by-case basis and must be pre-approved by the Chief Executive Officer (CEO) or Executive Vice President (EVP)

Eligibility:

- Must be a full-time or part-time employee of CSCLM
- Must be fully vaccinated defined as having received one (1) or two (2) doses of Covid-19 vaccination as prescribed by the manufacturer

- Covered employees must provide a copy of their vaccination record to the CSCLM human resources manager

Exceptions:

Non-vaccinated employees may also be granted emergency paid sick leave if they meet one of the following exceptions.

- The employee has a documented disability that prohibits vaccination
- The employee has a documented medical condition that prohibits vaccination
- The employee has a bona fide religious conflict that prohibits vaccination

In all cases documentation must be provided to substantiate vaccine prohibition before emergency paid sick leave benefits can be approved.

Duration:

- Full-time employees may be granted up to 80 hours of emergency paid leave
- Part-time employees may be granted leave up to their normally scheduled weekly hours not to exceed 60 hours over a two-week timeframe

Non-Eligible Employees:

- Full-time employees that are not eligible for emergency paid sick leave will be required to use Telework Flex or PLT hours
- Part-time employees that are not eligible for emergency paid sick leave will be granted leave without pay until such time they can return to work

Personal Leave Time Accrual:

- Covered employees that are eligible to accrue Personal Leave Time (PLT) will not accrue PLT when using emergency paid sick leave hours

Telework Due to Exposure:

The safety of staff and customers is paramount. There will be times when staff (regardless of vaccination status) will be asked to isolate or quarantine due to exposure. Staff that must do so may be granted permission to telework while they wait for testing results. In these situations:

- Staff may be granted permission to telework per their existing Telework Agreement with CSCLM
- Staff teleworking due to exposure are required to take a Covid-19 test at a testing facility or through use of an FDA approved at-home antigen test
 - Negative results must be provided to the human resources manager prior to returning to work
- Telework will be limited to up to two (2) days and does not require use of Telework Flex hours (while waiting for test results)

- Additional telework time beyond the permitted two (2) days will require use of Telework Flex or PLT hours.
- Staff that do not submit test results will be granted leave without pay and must follow current CDC guideline timeframes before returning to work
 - Staff may use their PLT hours in lieu of leave without pay as long they have enough hours available
- Any staff that returns to work prior to submitting negative test results or completing the CDC recommended isolation or quarantine protocols will be subject to disciplinary action up to and including termination of employment.

All contractors, merit staff and tenants of CSCLM properties must follow all safety protocols as issued by CSCLM management and follow guidance as set forth in OPS-84 Covid-19 Pandemic Policy and this supplemental guidance.

OFFICIAL SIGNATURE

Thomas E. Skinner, Jr.
Chief Executive Officer

EVP Coord:



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, September 1, 2021**

TOPIC/ISSUE:

Updated budget for program year 7/1/21-6/30/22

BACKGROUND:

The first budget of program year 2021 was presented at the 6/2/21 meeting.

POINTS OF CONSIDERATION:

The budget is updated for the below:

- Carry forward amounts after June's expenditures were reported
- 2021 Revenue for DVOP, LVER, and SNAP are estimated as they are not available at this time.
- Grants added to this budget version are Covid, TAA, Foundational Skills, Rapid Response, and Rural Initiatives.

STAFF RECOMMENDATIONS:

Approve updated 2021 Budget

COMMITTEE ACTION:

BOARD ACTION:

BUDGET - CSCLM																						
PY 2021(JULY 2021 - JUNE 2022)																						
9/1/2021																						
	ADULT	YOUTH	TAA	DISL WORKER	LVER	CORRECTIONS	RURAL INITIATIVES	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	SIGNED BONUS	RECOVERY NAVIGATOR	FOUNDATIONAL SKILLS	YOUTH BUILD.3	RAPID RESPONSE	COVID 19	RWB 6	REA	UN-RESTR	TOTAL
ITA requirement: 30%																						
REVENUE																						
P.Y. 2021 CONTRACTS	1,278,426	1,222,997	5,520	733,775	25,040	196,310	62,500	45,494	156,104	28,336	1,676,326	145,000	100,000	260,870	41,666	-	162,177	-	5,665	60,000	-	6,206,206
CARRY FORWARD	167,022	342,884	3,278	142,126	14,036	-	-	-	39,617	19,834	134,389	158,694	-	-	-	624,887	-	41,920	-	56,453	147,354	1,892,596
INCENTIVES/SUPPLEMENTAL	-	196,704	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	196,704
TRANSFER	120,000	-	-	(120,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	1,565,448	1,762,585	8,798	755,901	39,076	196,310	62,500	45,494	195,721	48,270	1,810,715	303,694	100,000	260,870	41,666	624,887	162,177	41,920	5,665	116,453	147,354	8,295,506
EXPENDITURES																						
TOTAL ITA	34.69%																					
TRAINING:																						
ITA %	34%			37%																		
ITA/TRAINING	160,000	-	-	19,000	-	-	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	206,600
OUT	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
EMPLOYED WORKER	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
INTERNSHIPS	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
TRAINING SUPPORT	2,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000
TRAINING STAFF	195,500	-	-	195,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	391,000
TOTAL TRAINING	447,500	-	-	216,500	-	-	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	691,600
OPERATING:																						
SUPPORTIVE SVS.	3,000	190,000	-	-	-	62,810	-	-	-	-	191,041	-	90,000	-	-	138,720	-	-	-	-	-	675,571
DIRECT CHARGE (STAFF)	-	-	-	-	-	61,969	-	14,046	-	-	453,312	-	82,924	-	-	-	-	-	-	58,000	-	670,251
ECKERD	30,000	570,000	-	15,000	-	-	-	-	-	-	-	-	-	-	-	104,900	-	-	-	-	-	719,900
DEO STAFF TRAVEL	-	-	-	1,400	-	-	-	-	9,600	3,000	-	-	-	-	-	-	-	-	-	-	-	14,000
OPERATING	-	5,350	-	-	-	23,198	-	-	33,350	5,000	-	-	-	3,702	43,000	15,425	-	60,039	15,519	-	-	234,523
TOTAL OPERATING	33,000	765,350	-	15,000	1,400	124,779	23,198	14,046	42,950	8,000	644,353	82,924	93,702	43,000	15,425	243,620	60,039	15,519	-	58,000	30,000	2,314,244
PROGRAM SUPPORT:																						
FACILITIES	32,178	79,766	8,007	22,736	6,194	9,215	-	3,248	68,133	16,769	70,248	20,319	-	9,215	-	13,370	-	-	5,665	14,881	-	379,945
PROGRAM	72,933	123,874	-	27,665	167	2,765	-	2,765	5,133	956	77,003	9,910	442	5,139	1,843	-	7,175	1,855	-	1,778	-	339,717
INFORMATION TECHNOLOGY	77,678	167,357	-	37,376	226	20,146	-	3,736	2,268	6,934	1,292	104,033	13,388	588	6,942	2,490	-	9,693	2,506	-	2,403	458,965
OUTREACH	66,787	114,375	-	25,544	154	-	-	2,553	1,550	4,739	883	71,098	9,150	408	4,745	-	6,625	1,712	-	1,642	-	313,667
BUSINESS	177,601	224,569	-	67,927	-	6,789	4,121	12,602	2,347	189,066	24,332	1,086	12,617	4,526	-	17,617	4,554	-	4,366	-	754,121	
SELF SERVICES	113,148	143,071	-	43,276	-	4,325	2,626	8,029	-	120,453	15,501	692	8,038	2,883	-	11,223	2,901	-	2,782	-	478,949	
CAREER SERVICES	273,053	-	-	104,434	-	10,438	6,336	19,376	-	290,679	37,409	1,670	19,398	6,959	-	27,085	7,001	-	6,713	-	810,549	
TOTAL PROGRAM SUPPORT	812,678	853,013	8,007	328,958	6,742	29,361	30,606	21,827	124,946	22,247	922,580	130,009	4,897	66,095	20,404	13,370	79,418	20,528	5,665	34,564	-	3,535,914
TOTAL EXPENDITURES	1,293,178	1,618,363	8,007	560,458	8,142	154,140	53,744	35,873	167,896	30,247	1,566,932	212,933	98,599	109,095	35,829	284,590	139,457	36,047	5,665	92,564	30,000	6,541,758
Admin %																						
ADMIN POOL	156,210	101,827	623	66,829	725	18,309	6,892	4,316	17,692	2,992	191,904	25,569	1,103	13,156	4,595	4,302	17,885	4,623	-	10,966	3,847	654,365
GENERAL POOL	42,225	27,527	168	18,066	196	4,950	1,863	1,167	4,783	809	51,879	6,912	298	3,557	1,242	1,163	4,835	1,250	-	2,964	1,040	176,898
TOTAL INDIRECT COST RATE	198,439	129,354	791	84,896	922	23,258	8,756	5,483	22,475	3,801	243,783	32,481	1,401	16,713	5,837	5,465	22,719	5,873	-	13,930	4,887	831,264
BALANCE	73,830	14,868	0	110,547	30,013	18,911	0	4,139	5,350	14,222	(0)	58,281	0	135,062	0	334,833	1	0	(0)	9,959	112,467	922,484
INDIRECT RATE CALCULATION																						
DIRECT TOTAL COSTS	1,293,178	1,618,363	8,007	560,458	8,142	154,140	53,744	35,873	167,896	30,247	1,566,932	212,933	8,599	109,095	35,829	284,590	139,457	36,047	-	92,564	30,000	6,446,093
LESS: LEASES	(45,117)	(64,362)	(3,151)	(24,349)	(2,465)	(11,376)	-	(2,220)	(29,939)	(6,913)	(70,540)	(13,558)	-	(6,506)	-	(7,427)	-	-	-	(7,057)	-	(295,000)
SUBAWARD (ECKERDS)	(30,000)	(760,000)	-	(15,000)	-	-	-	-	-	-	-	-	-	-	-	(243,620)	-	-	-	-	-	(1,048,620)
TOTAL MTDC	1,218,061	794,002	4,856	521,108	5,657	142,765	53,744	33,653	137,958	23,333	1,496,392	199,374	8,599	102,589	35,829	33,542	139,457	36,047	-	85,507	30,000	5,102,473



POLICIES AND PROCEDURES

SECTION: Administration	POLICY #: ADM-12	PAGE 1 of 8
TITLE: Professional Image Policy	EFFECTIVE DATE: 07/01/2021	
REPLACES: NA	REVISION DATE 08/20/2021	

DISTRIBUTION: CAREERSOURCE CITRUS LEVY MARION BOARD STAFF, PARTNERS AND ANY OTHER SERVICE PROVIDERS WITHIN THE ONE STOP CENTERS

PURPOSE:

To provide guidelines for employees on appropriate dress in the office and at off-site activities/events. It also covers personal work space.

SCOPE:

This policy covers all CareerSource Citrus Levy Marion employees, including partners in the CareerSource Citrus Levy Marion Centers.

POLICY:

CareerSource Citrus Levy Marion strives to maintain a professional, business-like appearance that positively reflects the CareerSource Citrus Levy Marion image. A professional image must be upheld at all times. We expect good judgment to be used in the choice and appearance of attire, and to be conducive to the job assignment.

All CareerSource Citrus Levy Marion employees, including partners in the CareerSource Citrus Levy Marion Centers, are required to maintain a professional image.

It is our intent that work attire, personnel and office appearance should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate professional business image, professional casual image, and workplace appearance.

PROFESSIONAL IMAGE – Dress Code

Professional image consists of both our “professional appearance and attire”. Whether the attire is professional business or professional casual, the overall personal appearance should always reflect professionalism.

Employees are expected to consider the events and activities of the day when determining what to wear.

Name tags are required to be worn at all times in the CareerSource Centers or when offsite at official events.

When visiting employers or job seekers, attending meetings, or participating in other outside activities, employees are expected to present the most professional image that is in keeping with the event and/or that organization's dress policy.

A. Examples of Professional Appearance

- Clothing - clean, pressed, proper fit
- Hair - clean, well groomed
- Facial hair - trimmed and groomed
- Facial jewelry - limited to earrings worn on the ears (maximum of two earrings per ear)
- Fingernails - clean and of moderate length; conservative color polish
- Hygiene - be conscious of body odor, breath, perfume/cologne, or odors offensive to others
- Chewing gum - avoid at public meetings or while giving presentations
- Body art - body piercing should not be visible, no tattoos visible from the collar up or the wrist down. Union Tattoo allowable on ring finger. *Staff should be prepared to cover tattoos for professional meetings or events as necessary.*
- Undergarments - camisoles and/or undershirts must be worn with light or sheer Clothing
- Professional image - clothing, makeup and jewelry must not be distracting or inhibit job performance

B. Professional Standards

Acceptable professional business attire is defined as appropriate apparel to be worn at onsite and offsite activities and meetings where you are representing CareerSource Citrus Levy Marion.

- Current CareerSource Citrus Levy Marion Logo shirts with dress pants, trousers, slacks, or skirt
- Any dress pants, trousers, slacks shall be belted - (if belt loops are present) and should be worn with a dress shirt or dress blouse
- Ties with collared shirts for men as appropriate for special functions or meetings
- Dress cotton twill/khaki pants during Monday – Friday should be worn with a CSCLM logo shirt or dress shirt/blouse
- Dresses, skirts and business suits should be a modest length (no shorter than 2" above the top of the knee)
- Sleeveless dresses or blouses must have at least a 2" Strap at shoulder.
- Cardigans or vest
- Dress shoes, dress loafers, heels, pumps and flats (open or closed toe). All shoes should be neat in appearance and/or polished
- Men are expected to wear socks – no sandals for men
- Name Tag required
- Professional Capris or ankle pants
- Cotton twill/khaki full-length pants
- Sleeveless dresses or blouses must have at least a 2" strap at shoulder
- Jeans will be allowed on Friday in conjunction with corporate wide fundraising events

- CSCLM polo shirts shall be tucked in and belted – (if beltloops are present)

Special Note: When you are wearing your name badge or company logo wear, you are acting as a CareerSource Citrus Levy Marion ambassador. Please refrain from wearing them if you are participating in activities unbecoming of a CareerSource Citrus Levy Marion professional. Examples would be participating in activities incongruent with your role or patronizing establishments that may tarnish the company's reputation.

C. Workforce Volunteers

Volunteers within the CareerSource Citrus Levy Marion will be held to the same professional image as regular Workforce employees. All Volunteers working in the workforce centers will be provided the following:

- Volunteer – Name Tag (with name labeled)

D. Inappropriate Attire

Unacceptable attire is defined as items that are not permitted in any of the CareerSource Citrus Levy Marion offices. Listed are examples of inappropriate attire, but is not all inclusive.

- Attire such as low-cut blouses or clothing that is too form fitting
- Guayabera, Camp Shirts, or Beach shirts
- Women – no cleavage can be shown
- Jeans, denim or any denim like material regardless of color on Monday – Thursday
- Friday Jeans will not be distressed, ripped, torn, cargo, overalls, too baggy or too skinny
- Athletic clothing or shoes
- Shorts, skorts, casual capris, leggings or spandex
- Flip-flops, crocs, or any other beachwear, thong sandals
- T-shirts, tank tops or spaghetti strapped apparel
- Novelty buttons or baseball hats
- Clothing which exposes the midriff, abdomen or back area of the body
- Clothing or Tattoo with any political, sexual, religious, race depictions or any other potentially offensive material may not be worn or visible
- Non-company logoed polo shirts
- Jumpsuits/rompers

Roll Based Requirements for Dress

Resource Room

The resource room is the front door to all of our services. The staff in the resource room should be easily identifiable to customers who are seeking help, coming in for the first time, or for partners who are coming into the office to meet with someone.

For this reason the resource room staff will receive two times the amount of certificates to purchase their logo shirts.

Monday – Thursday

Any CSCLM Logo Shirts

Professional Slacks or Skirts

Dress Capris (only with dress shirt or blouse)

Professional Shoes, dress loafers, heels, pumps, and flats (open or closed toe).

All Shoes will be neat in appearance and/or polished.

Friday

In addition to the M – TH dress the following is allowed:

Professional Casual Slacks or Skirts

Casual loafers and deck shoes, but they too must be neat with a like-new appearance.

Jeans will be allowed on Fridays in conjunction with UW campaign. Jeans must be neat in appearance.

Exception: There may be exceptions to this requirement if pulled from regular role to assist with another event. Exceptions will be at the direction of the event organizer/manager.

Career Coaches/Case Managers

This covers those working in the following roles/areas:

- Youth
- WTP
- SNAP
- WIOA ITA
- Call Center
- DVOP
- Recruitment Specialist
- Business Development Coordinator
- Mobi staff
- CFCAA (Partner)

Monday – Thursday

Any CSCLM logo shirt

Dress shirt or blouse or sweater

Professional slacks, skirts or dresses

Dress Capris (only with dress shirt or blouse)

Professional Shoes, dress loafers, heels, pumps, and flats (open or closed toe).

All Shoes will be neat in appearance and/or polished.

Friday

In addition to the M – TH dress the following is allowed:

Professional Casual Slacks or Skirts

Casual loafers and deck shoes, but they too must be neat with a like-new appearance.

Jeans will be allowed on Fridays in conjunction with UW campaign. Jeans must be neat in appearance.

Exception: There may be exceptions to this requirement if pulled from regular role to assist with another event, attend a special meeting, or to work outside in the heat or manual labor. Exceptions will be at the direction of the event organizer/manager.

Business Development, Management and Board Staff

The staff that interfaces with business and community partners will be required to abide by standards that are appropriate for their daily schedules. If working from the office and not interfacing their dress can be the typical professional attire. Their daily schedule will determine the dress for the day.

Monday – Thursday

Any CSCLM logo shirt

Dress shirt or blouse or sweater

Professional slacks, skirts or dresses

Dress Capris (only with dress shirt or blouse)

Professional Shoes, dress loafers, heels, pumps, and flats (open or closed toe).

All Shoes will be neat in appearance and/or polished.

Friday

In addition to the M – TH dress the following is allowed:

Professional Casual Slacks or Skirts

Casual loafers and deck shoes, but they too must be neat with a like-new appearance.

Jeans will be allowed on Fridays in conjunction with UW campaign. Jeans must be neat in appearance.

Exception: There will be many exceptions to this requirement if pulled from regular role to assist with another event, attend a special meeting, or to work outside in the heat or manual labor. Exceptions should be self-managed according to daily schedule of appointments and functions. It is imperative that a professional image is exhibited at community functions. Staff should be prepared for spontaneous meetings that might occur that require a tie or blazer. Under no circumstances will jeans be appropriate attire outside of office (except for some community events that require it).

PROFESSIONAL IMAGE - WORKSTATIONS AND OVERALL WORKPLACE CONDITIONS

A. First Impressions

First impressions of the workplace and staff can have a significant impact on the success of the business. Image may not be everything, but it does speak volumes about the organization's values, achievements, work ethic, and professionalism. A large percentage of first impressions are based on overall appearance, and people often decide whether or not they like you, and will do business with you, within 10 seconds of a first encounter.

The office environment is more than simply furniture placement. The environment of an office includes issues such as cleanliness, order, and maintenance - creating a work environment that appears pleasing to the eye. Injuries in office settings often come about because the "housekeeping" of the office has become slack, or if an excessive amount of paper, products or other materials create an uncomfortable environment.

B. Workspace Maintenance

Employees must maintain their work space in an efficient and clean manner, and protect and care for their work equipment.

In CareerSource Citrus Levy Marion offices, staff will check their work spaces and desktops for the following:

- Make sure areas/desks are organized with papers or inventory neatly stacked, stored, and labeled for efficient access.
- Desks should be cleaned each night and any food and drink removed.
- All file folders containing customers' confidential information will be stored/secured as appropriate.
- All other file folders that remain on your desk should be easily accessible and organized.
- Pictures (and posters, as much as possible) on the walls or desks should be framed, meaningful and reflect the nuances of our business.
- Personal pictures, certificates, etc. should be framed if placed on the walls.
- Refrain from an excessive number of pictures/ posters/notices/ornaments on the walls, desks, tables, cabinets, etc. (this includes cubicles)
- No items relating to race, color, creed, religion, sexual content, political or any other item that may be deemed offensive to others is permitted in the workplace

C. Surveying the Work Area

To market workforce services and the ability to deliver them to potential employment candidates and employers depends on how he or she perceives the work environment, business operations, and the quality and reliability of the service provided.

Neatness counts, organization counts and a pleasing visual experience counts. Good communication skills matter, especially during those first few contact moments.

All of these characteristics are important in creating a pleasant work environment and turning a good first impression into a lasting impression.

Occasionally, management will walk around the offices to monitor compliance in this area.

ENFORCEMENT

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. **If you experience uncertainty about acceptable, professional formal business attire for work, please ask your supervisor or manager.**

Management is responsible for evaluating the dress and appearance of employees under his or her supervision, and to ensure workplace cleanliness is adhered to. Management may exercise sound discretion to determine appropriateness in appearance. If an employee violates this policy their immediate supervisor will counsel them at the time of the first incident. The employee may be sent home to change depending on the severity of the violation. Repeated incidents will be handled in accordance with the respective organizational disciplinary guidelines.

Any manager, who has concerns over an employee’s dress, should consult with the employee’s immediate supervisor to determine if exceptions have been approved.

NOTE: Exceptions to this policy must be submitted through each staff member’s proper management channels.

DISTRIBUTION


All staff will be provided with a copy of this policy. Requests for advice and assistance in administering or interpreting this policy should be directed through the staff member’s appropriate supervisory channels.

REVIEW AND REVISION

The key point to sustaining a professional image program is the use of common sense and good judgment, and applying an image that is conducive to the business environment. CareerSource Citrus Levy Marion reserves the right to rescind and/or amend this, and all organizational policies, at any time.

OFFICIAL SIGNATURE

THOMAS E. SKINNER, JR.
Chief Executive Officer

EVP Coordination:


**Policy Receipt Acknowledgement
Professional Image ADM – 12**

I have read and been informed about the content, requirements, and expectations of the dress code policy for employees at CareerSource Citrus Levy Marion. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at CareerSource Citrus Levy Marion.

I understand that if I have questions, at any time, regarding the dress code policy, I will consult with my immediate supervisor, manager or my Human Resources staff members.

Please read the dress code policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center Network.