



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: December 31, 2018

NUMBER: WDP D18-31

Title V-Senior Community Service Employment Program (SCSEP) Work Parameters and Fringe Benefits

EXECUTIVE SUMMARY

This directive provides guidance and procedures for the Los Angeles County America's Job Center of California (AJCC) contracted as Title V-SCSEP operators regarding the policy for work parameters and fringe benefits for all active Title V participants. This directive replaces and supersedes Program Memo SCSEP 02-14 Revised, dated May 1, 2014.

REFERENCES

- Older American Act (OAA) 2006 Amendments - Title V, Section 502 (c)(6)(A)(i)
- AB1522 – The Healthy Workplaces, Healthy Families Act of 2014
- WDP D18-09 Title V-Senior Community Service Employment Program (SCSEP) Authorized Break In Participation Policy
- SCSEP Data Collection Handbook, Revision 7 (March 2017)

BACKGROUND

The purpose of this directive is to establish the Title V – Senior Community Service Employment Program (SCSEP) participant work parameters and fringe benefits that comply with the provisions of the 2006 Amendments to the Older American Act, California Department of Aging guidelines and AB 1522–The Healthy Workplaces, Healthy Families Act of 2014.

WORK PARAMETERS AND FRINGE BENEFITS POLICY AND PROCEDURES

The County of Los Angeles PSA 19 has established the Work Parameters and Fringe Benefits policy which includes guidance on holidays, lunch/break periods, sick leave, and training hours. This Work Parameters and Fringe Benefits Policy shall be applied fairly and equitably to all participants.

SCSEP FRINGE BENEFITS:

Holidays:

Participants are entitled to pay for scheduled training hours during a federal holiday, except in the event a holiday falls on a participant's regular day off and said participant is not entitled to holiday pay. Participants, with the consent of the host agency, may elect to reschedule the lost hours due to host agency closing on a holiday to another day that the host agency is open. Make up hours must take place during the same two week pay period as the holiday.

SCSEP provides holiday pay for the following federal holidays:

- New Year's Day – January 1
- Martin Luther King Jr's Birthday – Third Monday in January
- Presidents' Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Christmas – December 25

Paid Sick Leave:

In compliance with the AB 1522: Healthy Workplaces, Healthy Families Act of 2014, Title V SCSEP participants are entitled to up to twenty-four (24) hours of paid sick each year of participation. The parameters for the paid sick leave are as follows:

- After 30 days from enrollment, all Title V SCSEP participants accrue 24 hours of paid sick leave.
- After the 90th day of enrollment in Title V SCSEP, all participants are eligible to utilize available paid sick leave hours.
- Sick leave hours do not accrue and do not carry over to the next year.
- Participants are not paid for unused sick leave.
- Any retaliation or discrimination based on a request or utilization of paid sick leave is prohibited.
- A Participant may request to use paid sick leave for themselves or to care for a family member.
 - A participant may make an oral or written request to utilize sick leave as soon as practicable.

- For a written request, a participant may complete and submit Request for Time Off/Break in Participation form. (see Attachment I)

Lunch/Break Periods:

SCSEP provides participants with the following lunch/break periods during training hours:

- SCSEP participant with training hours of five (5) hours or more a day is allotted one unpaid thirty (30) minute lunch and one ten (10) minute paid break period;
- SCSEP participant with training hours of 3 ½ - 6 hours a day is allotted two (2) paid breaks at ten (10) minutes each;
- SCSEP participant with training hours of 3 ½ hours or less a day is allotted one (1) paid break for ten (10) minutes

The unpaid thirty (30) minute lunch parameters are as follows:

- Participant is relieved of all duties;
- Supervisor relinquishes control over training activities;
- Participant is provided with a reasonable opportunity to take an uninterrupted 30-minute break; and
- Supervisor does not impede or discourage participant from this uninterrupted 30-minute break.

For SCSEP training hours that do not exceed six (6) hours a day, the thirty-minute lunch break may be waived by mutual consent of both the participant and SCSEP administration.

Medical Examination:

SCSEP Participants are entitled to an annual physical examination as a fringe benefit at no cost and shall be paid out of the funding allotment set aside for Participant Wages or through Participant's own health insurance plan (if preferred by Participant). If a participant declines the annual physical examination, a signed waiver must be obtained.

SCSEP DOES NOT PAY WAGES FOR THE FOLLOWING:

- **Bereavement leave:** SCSEP Participants who suffer the death of family members or loved ones may take an unpaid leave.
- **Jury Duty:** A SCSEP Participant called for jury duty, may take an unpaid leave for the length that jury duty service is required. Upon the release from jury duty, SCSEP participant must provide a proof of jury service to SCSEP administration and Host Agency supervisor.

- Participant may be placed on break in participation during their jury duty service.
- Any amount of jury duty pay is excluded as income for SCSEP eligibility purposes during recertification.
- Voting: SCSEP participant may take unpaid time off to vote.
- Poll Worker: SCSEP does not pay for poll worker participation.
- Vacation: SCSEP participants do not receive paid vacation leave.
- Break in Participation: An authorized Break in Participation (BIP) is an unpaid leave from SCSEP. Any leave that last four (4) days or more must be approved by the SCSEP administration. A participant's failure to return to a training assignment within sixty (60) days may result in an involuntary termination from SCSEP. A request for extension of BIP may be made based on extenuating circumstances at the discretion of SCSEP administration. See Title V - SCSEP Break in Participation Policy Directive for more details.
- Workers Compensation: Per SCSEP policy, workers compensation coverage is provided to all participants. If a participant is injured at the training site, or develops a medical condition related to the community assignment, immediately notify the training site supervisor and SCSEP Administration to complete the necessary forms. See Title V - SCSEP Break in Participation Policy Directive WDP D18-09 for more details.
- Overtime: The Fair Labor Standards Act (FLSA) defines overtime compensation as payment for more than 40 hours of work per week. As SCSEP participants engage in part time training hours only, SCSEP participants do not qualify for overtime.

WORK PARAMETERS

Telecommute:

Telecommuting is not a SCSEP Participant Benefit. Telecommuting is described as fulfilling job responsibilities and assignments at a site other than the assigned training site of an active Host Agency and is not allowed. SCSEP participants must complete training hours at an assigned training site.

Volunteering:

SCSEP policy prohibits a participant from engaging in volunteer work at his/her assigned Host Agency. SCSEP participants who choose to volunteer are directed to volunteer elsewhere; not at her/his assigned host agency.

Training Hours:

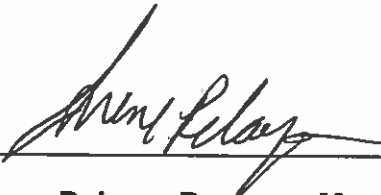
SCSEP Participant training hours must align with SCSEP Administration business hours; Monday through Friday, 8:00 am – 6:00 pm. Participants may work no more than five hours a day unless prior approval by SCSEP Administration. Participants may not work on weekends or after business hours.

ACTION

Los Angeles County AJCCs operating SCSEP must ensure that the requirements described herein are communicated throughout operations.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to SCSEP@wdacs.lacounty.gov



Irene Pelayo, Program Manager

Workforce and Community Services Branch



County of Los Angeles
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

REQUEST FOR TIME OFF / BREAK IN PARTICIPATION

The County of Los Angeles Senior Community Service Employment Program (SCSEP) does not offer paid leave benefits, except for a set hours of sick leave a year. Although the SCSEP may approve time off, it is without pay. A request for an Approved Break in Participation (BIP) may be granted according to the SCSEP Extended Absence Policy. Absences exceeding 60 days may result in termination. A request for extension of BIP may be made based on extenuating circumstances at the discretion of SCSEP administration. (See SCSEP Extended Absence Policy).

Time Off Requested: Personal Time off (up to 3 calendar days)
 Break in Participation (more than 3 calendar days)

Participant Name: _____ Date of Request: _____

The Time Off Requested:

1st Day of Leave: _____ Last Day of Leave: _____
Total Number of Hours: _____ Total Number of Calendar Days: _____

Reason For Request:

Participant Signature _____ Date _____

BIP approval shall be obtained from SCSEP staff only. Host Agencies may not approve or disapprove requests for time off. Host Agency training site staff, indicate by signing that they acknowledge this request and that the participant must be excused from training for date(s) approved.

Training Site Supervisor Signature _____ Date _____

Training Site Supervisor Comments _____

SCSEP Payroll Signature _____ Date _____

APPROVAL: Approved Not Approved

_____ Date _____
SCSEP Case Manager

COMMENTS:
