

## Policy Council/Committee

### 1. Personnel Policy Revisions

#### Summary of Significant Changes

**Dress Code/Personal Appearance:** Revised to allow employees to have visible tattoos as long as they are not offensive, discriminatory, or disruptive to the work environment and small and subtle facial piercings, such as nose studs or small earrings, are generally acceptable. However, employees should avoid excessive or distracting piercings that may hinder communication or compromise workplace safety.

**Leaves:** Revised to clarify that in limited circumstances unpaid time off may be granted and that requests for time off are not guaranteed to be granted due to the limits on the number of staff who can be off while safely operating our services and facilities.

**Time Off Without Pay Leave:** Revised to clarify Time Off Without Pay is available in limited circumstances and must be preapproved by the Director in consultation with the Human Resource Director.

**Standards of Conduct:** Added policy council/committee members and contactors are required to abide by the standards of conduct. Revised and added new standards of conduct as required by the Head Start Performance Standards. The Standards of Conduct polices are effective as of 10/21/24 per the Head Start Performance Standards.

**Drug-Free Workplace:** Because GLCAP must follow federal law and marijuana is not legal under federal law, the prohibition of marijuana use obtained through a state-sponsored legalized program was added.

**Gifts and Gratuities:** Revised to comply with uniform guidance standards, board members and policy council/committee were added to the policy to not solicit or accept for themselves or others, any gifts, favors, entertainment etc. from contractors or other persons/agencies doing business with GLCAP.

**Email Rights and Behaviors:** Revised to clarify GLCAP has the ability to examine communications sent or received and business communication must be conducted on GLCAP's systems and not through personal accounts. Added the importance of exercising extreme caution when opening emails and be alert for signs of phishing.

**Internet Usage:** Revised to clarify employees should not download or install unauthorized software or applications; should avoid accessing websites that are known to be insecure or could compromise the organization's network security; should use strong unique passwords and them change them regularly.

**Password Requirements:** Updated the reporting protocol if the security of a password has been breached.

**Data Storage:** This new policy was added to ensure security, accessibility and integrity of GLCAP data and clarifies all information must be stored in designated cloud storage solutions due to advance security features.

**Networking Equipment and Devices:** This new policy forbids employees from accessing, handling or modifying IT networking equipment without authorization from the IT department.

**Enterprise Wi-Fi:** This new policy explains guest wi-fi is isolated from the main network and employees and guests must use the guest Wi-Fi for devices not approved, configured or added to the network by the IT department.

**Handling Personally identifiable Information (PII):** This is a new policy that explains PII must be collected, stored, and processed in compliance with regulations and organizational standards. PII is encrypted both in transit and at rest using organization approved software applications.

**Victims' Economic Security and Safety Act Leave (VESSA):** This policy is only for Illinois staff and was revised to include the amendments made to the Act. The act now includes gender violence or any other crime of violence and allows up to 12 weeks of unpaid leave per any 12-month period.