

**From:** Beth Jurek bethjj40601@gmail.com  
**Subject:** Re: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 4:10 PM  
**To:** Angela Yannelli ayannelli@kcadv.org  
**Cc:** Tanya Thomas tfthomas@springhaveninc.org, Tori Henninger tori@brassinc.org, Darlene Thomas dthomas@greenhouse17.org, Christy Burch christyb@wccy.org, Ann Perkins aperkins@safeharborky.org, Connie Little clittle@turningpointky.org, Sherrie Bell Sbell@cvdvs.org



YES

On Tue, Mar 31, 2020 at 3:52 PM Angela Yannelli <[ayannelli@kcadv.org](mailto:ayannelli@kcadv.org)> wrote:

Hi all. We have finally received HHS's memo on flexibilities in our grants during the COVID-19 pandemic and they are similar to those provided by the US DOJ. These two federal agencies as well as the National Network to End Domestic Violence have made it clear that agencies need to have language in their personnel policies to handle "unexpected or extraordinary" circumstances to ensure leave time can be charged to federal grants. In reviewing the KCADV Employee Manual, we did not have that specific language and therefore have made some revisions in track changes that we are asking to get approved.

We also had to make some changes to allow employees to take/use sick and annual leave in hourly amounts (as opposed to whole day increments) in unexpected or extraordinary circumstances. For example, if the FFCRA only pays for 2/3 of a day of leave, then the employee would need to have the other 1/3 of a day charged to their accrued sick leave or the Sick Leave Bank. FYI, we normally require staff to take whole day increments when they take sick or annual leave to avoid the position being seen as a Non-Exempt (hourly) position under FLSA.

The Executive Committee approved the Personnel Committee's recommendation to add a Sick Leave Bank section to the Employee Manual on March 17, 2020. **The new revisions are in track changes and are found on pages 27 and 28. Please ignore formatting as we will fix that once revisions are approved.**

Given the need to make these revisions effective April 1, 2020, I am requesting that the Executive Committee vote by email to approve these administrative revisions. No additional benefits are being added, just administrative fixes.

Please note that this request is due to an emergency situation and not the normal way we request changes. I am copying the Personnel Committee because normally, the PC would make the recommendations to the Employee Manual for the Board (EC) to approve. If the EC votes to approve, then the President and/or the Personnel Committee Chair can bring this to the Board on April 14 for ratification and inclusion in the minutes.

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EC: vote YES or NO to the following:

**Motion:** To approve the proposed administrative changes to the KCADV Employee Manual as indicated in track changes in the DRAFT revisions KCADV Employee Manual 3.31.20.

Angela H. Yannelli  
CEO  
Kentucky Coalition Against Domestic Violence  
111 Darby Shire Circle  
Frankfort, KY 40601

**From:** Tori Henninger tori@brassinc.org  
**Subject:** Re: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 4:04 PM  
**To:** Angela Yannelli ayannelli@kcadv.org



yes

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Tori Henninger  
Executive Director  
Barren River Area Safe Space, Inc.  
PO Box 1941  
Bowling Green, KY 42102  
270-781-9334 phone | 270-782-3278 fax

CRISIS LINE 1-800-928-1183

On Tue, Mar 31, 2020 at 2:52 PM Angela Yannelli <[ayannelli@kcadv.org](mailto:ayannelli@kcadv.org)> wrote:

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**From:** Ann Perkins aperkins@safeharborky.org  
**Subject:** RE: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 4:11 PM  
**To:** Angela Yannelli ayannelli@kcadv.org, Tanya Thomas tfthomas@springhaveninc.org, Tori Henninger tori@brassinc.org, Darlene Thomas dthomas@greenhouse17.org, Beth Jurek bethjj40601@gmail.com, Christy Burch christyb@wccky.org  
**Cc:** Connie Little clittle@turningpointky.org, Sherrie Bell Sbell@cvdvs.org



yes

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**From:** Angela Yannelli [mailto:ayannelli@kcadv.org]  
**Sent:** Tuesday, March 31, 2020 3:52 PM  
**To:** Tanya Thomas <tfthomas@springhaveninc.org>; Tori Henninger <tori@brassinc.org>; Darlene Thomas <dthomas@greenhouse17.org>; Beth Jurek <bethjj40601@gmail.com>; Christy Burch <christyb@wccky.org>; Ann Perkins <aperkins@safeharborky.org>  
**Cc:** Connie Little <clittle@turningpointky.org>; Sherrie Bell <Sbell@cvdvs.org>  
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**From:** Tanya Thomas [tthomas@springhaveninc.org](mailto:tthomas@springhaveninc.org)  
**Subject:** RE: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 4:33 PM  
**To:** Beth Jurek [bethjj40601@gmail.com](mailto:bethjj40601@gmail.com), Angela Yannelli [ayannelli@kcadv.org](mailto:ayannelli@kcadv.org)  
**Cc:** Tori Henninger [tori@brassinc.org](mailto:tori@brassinc.org), Darlene Thomas [dthomas@greenhouse17.org](mailto:dthomas@greenhouse17.org), Christy Burch [christyb@wcky.org](mailto:christyb@wcky.org), Ann Perkins [aperkins@safeharborky.org](mailto:aperkins@safeharborky.org), Connie Little [clittle@turningpointky.org](mailto:clittle@turningpointky.org), Sherrie Bell [Sbell@cvdvs.org](mailto:Sbell@cvdvs.org)



I vote Yes  
Tanya

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**Sent:** Tuesday, March 31, 2020 4:10 PM  
**To:** Angela Yannelli <[ayannelli@kcadv.org](mailto:ayannelli@kcadv.org)>  
**Cc:** Tanya Thomas <[tthomas@springhaveninc.org](mailto:tthomas@springhaveninc.org)>; Tori Henninger <[tori@brassinc.org](mailto:tori@brassinc.org)>; Darlene Thomas <[dthomas@greenhouse17.org](mailto:dthomas@greenhouse17.org)>; Christy Burch <[christyb@wcky.org](mailto:christyb@wcky.org)>; Ann Perkins <[aperkins@safeharborky.org](mailto:aperkins@safeharborky.org)>; Connie Little <[clittle@turningpointky.org](mailto:clittle@turningpointky.org)>; Sherrie Bell <[Sbell@cvdvs.org](mailto:Sbell@cvdvs.org)>  
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**From:** Christy Burch christyb@wcky.org  
**Subject:** RE: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 5:57 PM  
**To:** Angela Yannelli ayannelli@kcadv.org



YES!

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**From:** Angela Yannelli [mailto:ayannelli@kcadv.org]  
**Sent:** Tuesday, March 31, 2020 3:52 PM  
**To:** Tanya Thomas; Tori Henninger; Darlene Thomas; Beth Jurek; Christy Burch; Ann Perkins  
**Cc:** Connie Little; Sherrie Bell  
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**From:** Darlene Thomas dthomas@greenhouse17.org  
**Subject:** Re: NEED RESPONSE ASAP (maybe even by tomorrow morning) - Changes to KCADV Employee Handbook required  
**Date:** March 31, 2020 at 10:35 PM  
**To:** Angela Yannelli ayannelli@kcadv.org



Yes

*The best part of life is not just surviving, but thriving with passion and compassion, and humor and style, and generosity and kindness—Maya Angelou*

Darlene Thomas, M.S.S.W.  
She/Her/Hers

Crisis Line 800-544-2022  
Direct Line 859-519-1903  
[greenhouse17.org](http://greenhouse17.org)  
Follow us on Face Book and Twitter

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