



The Community and Economic Development
Association of Cook County, Inc.



Get to Know CEDA!

Culture, Development & Rewards

February 2022



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“It is not what you get out of life that counts. It's what you give and what is given from the heart.”

– Sargent Shriver

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**CEDA
VALUES
PEOPLE...**



Why CEDA?

As a CEDA professional, you'll work in a dynamic, innovative environment, helping to drive CEDA's mission and vision as we continue to service clients and develop new programs across Cook County. And as a member of the country's second largest Community Action Agency, you'll deliver some of the nonprofit sector's highest level of service to a low-income and at-risk individuals and communities across our region.

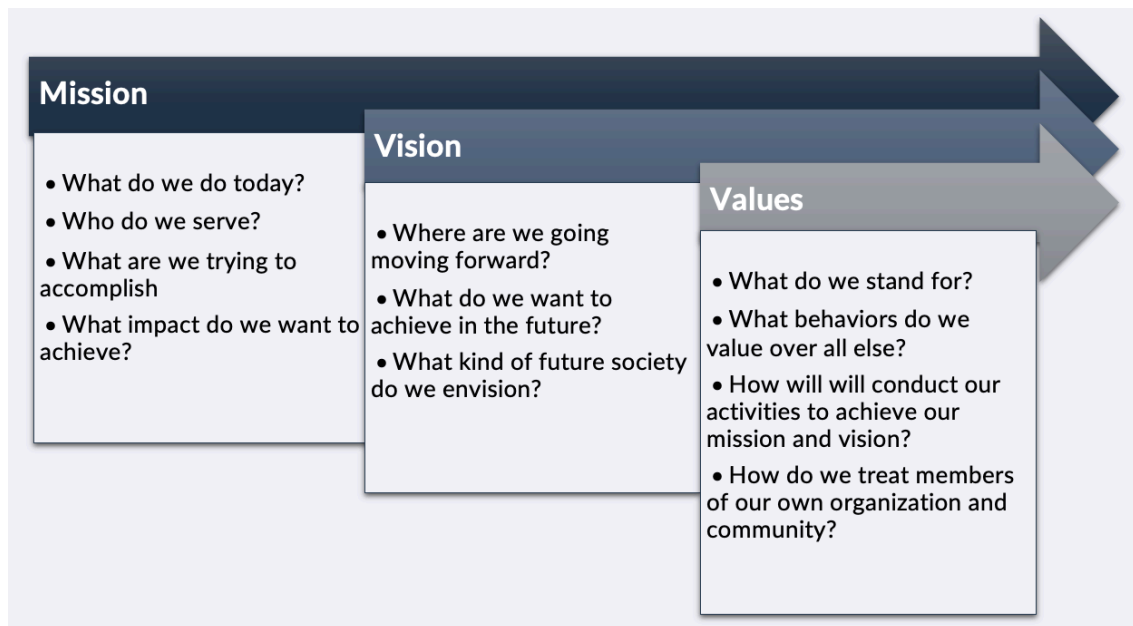
You, individually, will grow as well. You'll work in a supportive office, with smaller client service teams. And you'll benefit from a culture that places a high priority on mentorship, professional development, and work-life flexibility. At CEDA, we are dedicated to our people, and to helping them succeed both personally and professionally, as they advance throughout their careers.

Our Culture

We're committed to maintaining a welcoming environment for every employee, and we believe each person has something valuable to contribute. By establishing a culture focused on integrity, respect, teamwork / collaboration, diversity and fun, we create a dynamic workplace where employees can grow personally and professionally while bringing their best selves and ideas to the work we do. Respect, Fun, Transparency, Collaboration, Diversity.

CEDA's Mission, Vision, and Core Values

As a community nonprofit, our mission, vision, and values are foundational elements that provide a common understanding of who we are, what we believe in, what we do, and where we are going as an organization!





At CEDA, YOUR WORK MATTERS!!!! Everyone plays a key role in our core values and incorporating them into the fabric of the agency. At CEDA, our clients and our team mates are our priority, which is why we offer a diverse and collaborative environment that respects individual needs and promotes ongoing development.

CEDA's Mission: Vision, and Values Why is CEDA here?

Empowering individuals, families, and communities experiencing or facing poverty to secure a better quality of life.

CEDA's Vision: What does CEDA want to achieve?

We envision healthy, resilient, and inclusive communities where individuals and families are economically secure and thrive.

CEDA's Core Values: What are our expectations that guide CEDA's decision making?

1. **Adaptability**: *CEDA can adjust priorities and methods in order to meet changing customer needs and resource availability. CEDA regularly assesses needs and resources to proactively adapt whenever possible, and reactively adapt when necessary.*
2. **Customer Service**: *We focus on each customer's individual needs, listening with respect and empathy. We then provide, or connect them with, needed services quickly, efficiently, and respectfully to improve the quality of their lives.*
3. **Collaboration**: *With ongoing communication and intentional teamwork, we work together across programs and with partner organizations to reduce poverty in our community. We care about, respect, and support each other, helping each Team member to grow and succeed.*
4. **Innovation**: *CEDA embraces creative solutions to problems, improvements to how we work, and new ways to better meet our customers' needs. We are developing intentional, productive systems for encouraging, protecting, nurturing, evaluating, implementing, and celebrating new ideas.*
5. **Integrity**: *This agency operates with honesty, fairness, and transparency, earning the trust of our clients, employees, and partners. In all that we do, we adhere to standards of conduct rooted in accountability and fairness.*

With a reputation for quality and values based culture, CEDA offers a powerful choice for both the clients we service and those seeking rewarding professional careers. If you share a passion for "collaboration" and "integrity" while helping our community "thrive," you and CEDA will likely make a great team!



Development of our People

Continuous expansion of our professionals' knowledge, skills, and abilities supports improved individual performance, which drives personal and agency success! Below are some of the developmental programs we offer to help our professionals grow in many different ways.

Career Advising *(under construction)*

This one-on-one advising program is being created to foster professional relationships and open communication between seasoned and less experienced professionals. The goal of career advising will be to assist professionals in improving individual performance and provide a constant, reliable resource to advisees throughout their careers at CEDA (and beyond)!

CEDA University (CEDA U)

This is an internal development program with three specific tracks:

- **People Leader Track:** In this internal leadership development program, all frontline and middle management learn what it takes to be a People Leader at CEDA! It is an intensive 15 course training program to further develop leadership, interpersonal, and business development knowledge, skills, and abilities!
- **CEDA People Track (under construction):** The CEDA People Track will be a development program where all CEDA employees learn what it takes to be successful at CEDA. Courses will be developed that teach interpersonal relationship building, identifying one's own career goals, and hard skills necessary to grow at CEDA!
- **CEDA Executive Track (under construction):** The CEDA Executive Track will be a comprehensive program for CEDA's executive and director level People Leaders. This program will encompass strategic analysis to action — with an emphasis on the action. It will be a blend of intensive learning, immersive interactions, on-the-job challenges, and personal leadership development.

Predictive Index

The Predictive Index (PI) is a scientifically-validated behavioral assessment tool that CEDA uses to identify opportunities for our employees, as well as help improve team cohesion and communication effectiveness. PI helps us all understand ourselves, understand others, better communicate with our teammates, and operate cross functionally.

Performance Reviews

Our performance review process is built to encourage regular feedback and career conversation between our professionals and leaders with whom they work. It also includes a dynamic and



flexible approach to goal setting. Our professionals can set, update, and complete goals anytime throughout the year.



Mineral and SupportLinc

Mineral is a web based catalogue of online virtual learning courses that is self-directed. In addition, SupportLinc is CEDA's EAP program that contains a wealth of career resources, including leadership articles, resume builders, and live career counselors.

HR Corner

The HR Corner provides our employees with more information about our approach to performance management, as well as tons of other resources, notices, and documents to help guide them during their career at CEDA!

Diversity, Equity, Inclusion +Belonging

At CEDA, we believe a diverse workforce makes our agency – and the world around us – stronger. The ideas, opinions and contributions that come from professionals of different backgrounds and experiences can only have a positive effect on our growth and the growth of our people. We believe exceptional client service begins and ends with exceptional regard for our people. We don't just hire individuals with exceptional skills and talent; we provide them with the environment and mentorship they need to develop and grow.



Black, Indigenous, and People of Color

As a Community Action Agency, CEDA is part of the legacy of the Civil Rights movement. We acknowledge that to continue to dismantle the systemic racism extending back generations, we all must take action within our own daily practice. Our aim is to grow our employees in a safe, inclusive, and innovative environment. CEDA maintains an above average rate of hiring Persons of Color, and we take great pride in doing so!



LGBTQ+ Pride

At CEDA we welcome professionals of all sexual orientations and gender identities, and we strive to have a workplace that is committed to promoting policies and programming that affirm, support, and value LGBTQ individuals, families, and communities.

Women

Although women in working America generally continue to face subtle, yet at times powerful, challenges to achieving the highest levels of success, CEDA's focus on women's inclusion is designed to fuel the advancement of our women professionals.

Disabled Inclusion

Disability affects people of all races, ethnicities, genders, languages, sexual orientations, socio-economic status, and gender identities. CEDA strives to create a workplace that enhances the skills of these workers while working to end systemic barriers, negative attitudes, and exclusion.



Military and Veterans

CEDA is proud to recruit and support military members, veterans, and their families. As a part of this commitment, we participate in a variety of recruiting efforts targeted at current and former military personnel.

Flexibility

People who work in a flexible environment are happier, better performing, and more committed - in short, they're better at what they do. Workplace flexibility allows our teams to adjust as best they can to where, when, or how they work. By the nature of what we do, we cannot always guarantee all arrangements, but we try to be innovative in this space!

Parents

Between work and home commitments, it takes a lot to manage everything in our day-to-day lives. CEDA understands this and is committed to helping make life a little more manageable. Parents' inclusion focuses on providing resources and connections that help CEDA parents navigate the unique situations they face to make them successful at work and home.

Disrupting Unconscious Bias

Unconscious bias refers to our deeply ingrained attitudes and stereotypes that affect our perceptions, the decisions we make, and the ways in which we interact with others. In the workplace, unconscious bias can affect hiring and promotion decisions as well as how open professionals are to collaboration and new ideas. CEDA aims to raise awareness of unconscious bias to attract, retain, and develop a diverse group of top talent that will allow us to conduct business with clients in meaningful ways. We provide interactive internal training courses on unconscious bias to spark conversation and elevate awareness across our organization.

Total Rewards

At CEDA, we want individuals to be inspired in their professional life and supported in their personal life. CEDA Total Rewards encompass so much more than traditional "benefits," such as compensation and health-related insurance (medical, dental, and vision).

Following is a glimpse of the rewards experienced by CEDA professionals is provided.

Benefits Provided by CEDA

- | | |
|--------------------------------------|-----------------------------------|
| ✓ Paid time off and 12 paid holidays | ✓ Retirement planning |
| ✓ Basic life insurance | ✓ Career development and training |
| ✓ Beneficiary services | ✓ Employee referral bonuses |
| ✓ Employee assistance program (EAP) | ✓ Employee discounts |
| ✓ Paid parental leave | ✓ More in the works! |

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Financial and Employee Support

Cash Compensation

CEDA provides fair, equitable, and competitive compensation. Compensation may include merit increases as well as opportunities for lump sums that acknowledge exemplary performance, contributions and excellence in executing our firm's strategy.

Life Insurance and Accidental Death & Dismemberment (AD&D)

Basic, supplemental, spousal and dependent life insurance coverage is available to provide financial security for individuals and/or their family in the event of death or a disabling accident. CEDA pays 100% of basic life and AD&D insurance coverage, and individuals can purchase supplemental coverage for themselves as well as their eligible dependents.

Short-Term Disability (STD)

In the event of a qualifying injury, illness, or pregnancy that prevents individuals from working, individuals can receive benefits of up to 60% of their weekly pre-disability earnings (up to a maximum benefit of \$1,000 per week).

Long-Term Disability (LTD)

In the event of a qualifying disability, individuals can receive 60% of their basic monthly pre-disability earnings (up to a maximum benefit of \$7,500 per month), for as long as they have a qualifying disability or until they meet the maximum benefit period as defined in the summary plan document

401 (k) Retirement Plan

Save between 1% and 75% of compensation for future retirement via convenient payroll deductions. Both traditional (pre-tax) and Roth (after-tax) contribution options are available. Eligible employees can enroll on their date of hire and have the option to adjust their contribution rate at any time. CEDA matching contributions begin immediately. All enrollees are immediately 100% vested.

Health and Wellness

Medical and Pharmacy Coverage

Choose from three high-quality health care and pharmacy plans, depending on personal benefit needs. An individual's portion of premiums is deducted from their pay on a pre-tax basis. Medical plan participants have access to a great health discount program ranging from gym membership discounts to fitness equipment discounts.



Dental Coverage

Choose from two high-quality dental care plans. An individual's portion of premiums is deducted from their pay on a pre-tax basis. Employees premiums are covered 100% by CEDA.

Vision Coverage

Receive routine vision care coverage with co-payments to in-network providers for exams, prescription glasses and contacts, as well as discounts on specialty lenses, contact lenses, and sunglasses. An individual's premiums are deducted from their pay on a pre-tax basis.

Employee Assistance Program (EAP)

Individuals and their family members have access to confidential counseling and referral services to receive assistance with personal matters such as:

- | | |
|----------------------------|------------------------------------|
| ✓ Mental health assistance | ✓ Legal services |
| ✓ Prenatal care | ✓ Schooling and education |
| ✓ Financial information | ✓ Eldercare and adult disabilities |
| ✓ Parenting and child care | ✓ Special needs children |
| ✓ Pet care | ✓ Career planning |

Time Off

Our generous Paid Time Off (PTO) banks provides maximum balance between an individual's professional and personal lives.

Vacation

CEDA employees earn up to 12 days' vacation a year accrued monthly right away!

Sick Time

CEDA employees earn up to 12 days' sick a year accrued monthly right away! CEDA employees have access to six (6) days on first day of hire because we know life can throw curve balls at you. No need to wait to use your time!

Personal Days

After one year of employment, CEDA employees are provided five (5) Personal Days.

Holidays

CEDA offers twelve (12) paid holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus/Indigenous People's Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.



Paid Parental Leave

CEDA offers three weeks of fully paid leave to employees for new birth, adoptive, or foster parents. Employees become eligible after 12 months of employment. We know family time is important, so eligible employees can combine parental leave with other PTO and short-term disability benefits for the remainder of their time off.

Personal Leave of Absence

Personal leaves of absence may be granted to eligible employees for medical or general reasons, such as world travel or the pursuit of higher education.

Family Medical Leave (FMLA)

Eligible individuals may take unpaid family and medical leave for up to 12 weeks. Additional unpaid family and medical leave is available to eligible employees to care for certain family members who are members of the Armed Forces and who have a qualifying illness or injury.



Contact Information

Website: www.cedaorg.net
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