



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Policy and Personnel Committee Agenda

Special Meeting

Directors: Aliga and Judt

Thursday, August 22, 2024 - 3:30 p.m.

Administrative Building – Board Room, 401 Amador Street

This committee shall study and recommend the compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

- a. Members of the public may speak on items within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy & RR Review:

- a. Policy 1020, Conflict of Interest
- b. Policy 2015, Hours of Work-Overtime
- c. RR 2015, Hours of Work-Overtime
- d. Policy 2280, Volunteer Services
- e. RR 2280, Volunteer Services

3. Discussion Items:

- a. Policy and RR Review Process – Should policies and RR be reviewed by the Policy and Personnel Committee and department-specific committee or only the department specific committee?
- b. How To Change A Policy Flow Chart

4. Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conflict of Interest (Amended)
POLICY NUMBER: 1020

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted regulation Title 2, Division 6, Section 18109-18997, of the California Code of Regulations (“CCR”) that contains the terms of standard conflict of interest code, which can be incorporated by reference in agency’s code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to confirm amendments in the Political reform Act. Therefore, the terms of the 2 California Code of Regulations Section 18730 and any amendments there to duly adopted by the Fair Political Commissions are hereby incorporated by reference and, along with the members of the Board of Directors and employees designated below. Constitute the ~~conflict of interest~~conflict-of-interest code of the Greater Vallejo Recreation District.

Designated employee, listed below shall file statements of economic interest with the Districts Filing Officer *, who will make the statements available for public inspection and reproduction. Upon receipt of the statements, the filing officer shall ensure the general manager’s statement is filed, online using the Solano County E Disclosure website. The Districts filing officer will retain all other designated ~~employees~~employees’ statements.

Directors ~~and/or~~ employees, who have authority to establish policy or make decisions concerning the investment of public monies, are considered under the CA Government Section 87200 for full disclosure. Employees who have purchasing only authorities, are not required to complete The Real Property disclosure form contained within the Form 700 packet, and as such are considered to be “Limited Disclosures” ~~filer~~filer.

DESIGNATED EMPLOYEES- CA Government Section 87200- Full Disclosure Position

General ~~m~~Manager- Filed with the county on E Disclosure
Board Members 5 Maintained at the GVRD Main Office
~~Maintenance Superintendent (1) Maintained at the GVRD Main Office~~ Finance Director 1 (1)
Maintained at the GVRD Main Office.
Human Resources Director - (1) Maintained at the GVRD Main Office
Parks & Facilities Director - (1) Maintained at the GVRD Main Office
Recreation ~~Superintendent~~ Services Director 1 (1) Maintained at the GVRD Main Office. ~~Project~~
~~Manager~~ 1 (1) Maintained at the GVRD Main Office.

Approved 4/28/2006

Revised 12/14/2006, 05/2014,

Electronic Copy Created 06/21/2021

~~HR Manager – (1) Maintained at the GVRD Main Office.~~

Designated EMPLOYEES- CA Government Section 87200- Limited Disclosure
Position

~~Recreation Supervisor (s) (3) Maintained at the GVRD Main Office~~

~~Maintenance-Facilities Supervisor – Parks and Landscape (1) Maintained at the GVRD Main Office~~

~~Maintenance_Landscape Supervisor – -Facilities (1) Maintained at the GVRD Main Office~~

~~Recreation Supervisor - (23) Maintained at the GVRD Main Office~~

~~* Board Clerk/Assistant to the General Manager~~

Approved 4/28/2006

Revised 12/14/2006, 05/2014,

Electronic Copy Created 06/21/2021

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Hours of Work and Overtime (Amended)

POLICY NUMBER: 2015

~~The calculation of hours of work each day shall be consecutive except for interruptions for meal periods.~~ A basic workweek is ~~normally generally~~ defined to consist of five (5) consecutive ~~work days~~ workdays Monday through Friday. Due to the varied types of ~~operations in the District~~ District operations, alternative workweeks may be scheduled. For overtime purposes, the workweek is defined as Sunday through Saturday. Employees shall be at their designated work area ready to work at the start of their scheduled shift.

Employees who work over five (5) hours a day ~~are required by law to shall~~ take a lunch break of not less than 30 minutes unless the work day will be completed in six hours. All full time employees are to take their meal period prior to the start of the fifth hour in their scheduled shift. Employees who work over 10 hours per day are required to take a second lunch break of not less than 30 minutes. Employees scheduled to work six hours a day may submit a request in writing to waive their lunch break subject to supervisor's approval. The "on duty" meal period requires prior approval from their supervisor and shall be used only in extraordinary circumstances. Employees are to be relieved of all duty during the meal period. Occasionally when the nature of the work prevents an employee from being relieved of all duty during the break, an "on duty" meal period may be taken and counted as time worked. This requires prior approval from their supervisor. Employees shall ~~be entitled to receive~~ a rest period of 15 minutes for every four (4) hours worked. Employees shall not combine rest periods or add them to meal periods. The rest periods shall also not be used to allow an employee to ~~come in early before~~ arrive late to the start of their shift or leave early at the end of their shift. Rest periods will be counted as time worked.

Overtime is defined as time worked in excess of 40 hours in a workweek, ~~and time worked on a designated holiday~~. Except for emergency call-outs, employees must obtain prior authorization from their

Approved 3/8/2007

2015-1

Revised 6/26/2008, 6/2012, 3/2013, 12/2016

~~Revised 6/2012~~

~~Revised 3/2013~~

~~Approved 12/2016~~

supervisor to work overtime. Employees ~~considered to be non-exempt~~covered by the Fair Labor Standards Act may choose compensatory time off for all overtime worked except emergency call outs. (See Rule and Regulation RR2015) Compensatory time off shall be credited at the rate of time and one-half (1½) for hours worked over 40 hours, and double time (2) for hours worked on a holiday. If the definition of overtime in this policy differs from or as noted in current bargaining agreements, the bargaining agreements shall supersede.

Because the District is held accountable for the expenditure of public funds, all employees, including exempt employees, will be required to complete and submit a bi-weekly time report setting forth all hours worked. The District reserves its right to make schedule changes to minimize overtime.

Approved 3/8/2007

2015-2

Revised 6/26/2008, 6/2012, 3/2013, 12/2016

~~Revised 6/2012~~

~~Revised 3/2013~~

~~Approved 12/2016~~

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2015 Hours of Work and Overtime (Amended)
Rule and Regulation: RR2015

~~Employee work time belongs to the District.~~ Employees should refrain from doing “personal” ~~things~~ conducting personal business during work time. ~~If personal calls are necessary, they~~ Personal calls need ~~to~~ should be held to a minimum. Solicitation, whether for personal gain or fundraisers, should not be done at the work site or on District time.

Overtime Procedures

The following rules are applicable to hourly employees or as noted in a current bargaining agreement:

- ~~_____~~ Hours of work for purposes of overtime calculation includes all hours in paid status including annual and sick leave, as well as compensatory and holiday time off.
- Except for emergency call outs, all overtime work must be pre-approved.
- ~~E~~The employees’ timesheets shall include all hours worked and the reasons for working hours worked and for overtime.
- ~~• Timesheets must record all hours worked.~~
- ~~For all call-outs, the reason for, location of, and work performed are to be noted on the timesheet.~~ Compensatory time is calculated at a rate of and one &and one half (1 ½) hours for actual time worked for every paid hour with a minimum of 2 hours recorded, ~~or as noted in current bargaining agreements.~~
- All ~~overtime work performed over~~ paid hours over 40 hours in a work week, shall be calculated at compensated at a rate of one &and one half (1 ½) hours for actual time worked times the regular rate of pay.
- ~~Without prior written approval from the general manager, work~~ Work performed by an employee on behalf of a non-GVRD ~~District~~ activity is excluded from overtime not compensable without prior approval from the General Manager.
- Employees For GVRD recognized holidays, fulltime employees must be approved in receive advanced approval from by the General Manager to work on one of these holidays. a District-observed holiday.
- ~~• For Part time staff any off site mandated training seminars, work related meetings shall be compensated. Pre approval for mandated attendance shall be given by the General Manager.~~

Approved 3/8/2007

Revised 6/26/2008
Approved 6/2012
Revised 1/2013
Approved 12/2016

RR2015-1

- Employees directed by the General Manager or Department Manager to represent the District at any meetings, including Board meetings, City Council meetings, commission meetings, community activity meetings, etc., will be compensated according to the overtime policy.
- Where possible, and with supervisory approval, employees may adjust their normal work schedule to accommodate ~~known~~ overtime activities. Employees who opt to flex their schedule must do so in during the same or following bi-weekly pay period workweek (Sunday through Saturday).
- The District reserves ~~its the~~ rights to make schedule changes to minimize overtime.

Overtime and call-out for Fair Labor Standards Act, LA-Exempt Status Employees

~~E— According to the Fair Labor Standards act, Exempt status is not employees who are exempt from the Fair Labor Standards Act (not paid by the hour) are not entitled to the payment of overtime, in lieu of payment the Board of Director's authorizes 9 paid Executive Leave days per fiscal year, to compensate for extra time worked.~~

Approved 3/8/2007

Revised 6/26/2008
Approved 6/2012
Revised 1/2013
Approved 12/2016

RR2015-2

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Volunteer Services (Amended)
POLICY NUMBER: 2280

Volunteer Definition and Qualifications

A volunteer is any individual who performs services for the ~~Greater Vallejo Recreation~~ District without compensation, remuneration or other consideration and who otherwise meets the requirement of the policy.

Volunteer Status

Under no circumstances shall volunteers be considered employees or independent contractors of the ~~Greater Vallejo Recreation~~ District. Volunteers shall not receive ~~wages, salary, compensation~~ or other valuable consideration for the performance of ~~his or her~~their services. Volunteers may be reimbursed ~~of costs for expenses related to~~ volunteer work at the discretion of their supervisors.

Scope of Activity

The role of a volunteer is to assist, but not to replace the responsibilities or authority of any ~~Greater Vallejo Recreation~~ District employee.

Safety requirements

Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance. All volunteers are asked to work diligently to maintain safe and healthful working conditions and adhere to proper operating practices and procedures and safety policies to prevent injury and illness.

Use of Tobacco Products/ Drug and Alcohol Abuse

Volunteers will adhere to the ~~Greater Vallejo Recreation District~~District's Drug and Alcohol Abuse, Policy Number 2190 and use of Tobacco Products, Policy Number 2195.

Confidentiality

No volunteer shall be permitted to access, review, disclose, or use ~~conditional confidential~~ customer/-employee data~~e~~, or participate in conversations in which confidential information is discussed. Each volunteer shall keep strictly confidential all information he or she may ~~learn~~have access to during the course ofwhile performing services.

Volunteer Training

The ~~Greater Vallejo Recreation~~ District coordinator or supervisor will be responsible for training the volunteer assigned to them to perform the specific duties associated with their assignments. Volunteers are also required to attend Mandatory Child Abuse and Neglect Prevention and Reporting training if they work with children.

Volunteer Workers' Compensation Insurance

An unpaid person who qualifies pursuant to the previous of Labor Code Sections 3361.5 and 3363.5, and any amendment thereto, who is authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any Volunteers are covered under injury sustained by them while engaged in the performance of services for the District under its direction and control. The Legislature of the State of California has provided through legislation authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy the District's Workers Compensation Insurance for work-related injuries or illnesses. (Policy Title: Refer to Policy 2115, Volunteer Workers' Compensation Insurance, for more information. Policy Number: 2115)

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Greater Vallejo Recreation District

POLICY MANUAL RULES AND REGULATIONS

POLICY TITLE: 2280 Volunteer Services (Amended)
POLICY NUMBER: RR2280

Before Volunteer Services Begin

1. Volunteer applicants must ~~fill out~~complete the following ~~three~~ forms; Volunteer Application, Volunteer ~~Waiver of Liability Agreement, Waiver and Release, and Workers Compensation~~Volunteer Background Questionnaire. Completed forms ~~go to the Recreation Superintendent or the Maintenance and Development Manager, depending on the volunteer work the applicants' desire. Each department will maintain paperwork. are kept secure in the human resources department.~~
2. Volunteer applicants must obey the following ~~criminal fingerprinting guidelines~~background check guidelines:
 - a. All ~~adult~~volunteers over the age of 17 must be fingerprinted and incur the fee, exception: parent volunteers in the ~~sSports pPrograms~~ are exempt from the fingerprinting requirement ~~as long as if staff is are~~ on site and supervising.
 - b. ~~Underage volunteers~~Volunteers under the age of 18 cannot be fingerprinted, and therefore must be supervised at ~~all~~ times. At no point should these volunteers be left alone with children or other ~~underage~~volunteers under the age of 18.
3. Once volunteers have submitted the ~~three required~~ forms and ~~their fingerprints clear~~ the District receives acceptable results from the Department of Justice, the Recreation ~~Services Director~~Superintendent or the ~~Maintenance and Development Manager~~Parks and Facilities Director will refer approved volunteers to a coordinator~~Recreation Supervisor or Park the~~ Landscape Supervisors for duties.

Volunteer Supervision

The Recreation ~~Superintendent~~Services Director or the ~~Maintenance and Development Manager~~Parks and Facilities Director assume the responsibility of supervising each volunteer unless they delegate the responsibility to another supervisor or coordinator.

Volunteer Timesheets

Volunteers ~~are to turn in~~must submit their completed timesheets to their supervisor for signature. Volunteers should ~~follow the same GVRD timesheet that all GVRD employees follow. complete the same timesheet that District staff complete.~~

Volunteer Breaks/Lunch Periods

~~Like employees, volunteer must also follow California Labor Code (CLC). Please~~Volunteers should refer to GVRD Policy 2015 regarding Hours of Work and Overtime for CLC laws. breaks and lunch periods.

Volunteer Support

Volunteers should first seek resolution with their supervisor if they have concerns about their assignments, incomplete training, and/ or inadequate supervision. If such efforts do not result in an effective resolution, volunteers should contact the Recreation ~~Superintendent Services Director~~ or ~~Maintenance and Development Manager~~ the Parks and Facilities Director.

Volunteer Conduct

Volunteers will serve as positive role models, use appropriate language, and discuss age appropriate topics when assigned to assist minors. Volunteers should be prompt and dependable. If volunteers are ill or an emergency occurs, they must notify their supervisor or leave a message with the front staff.

Volunteer Mandatory Reporter Training

Volunteers who work with or around children are required to attend a two-hour Mandatory Child Abuse and Neglect Prevention and Reporting Training.

Dress Code

The dress code for volunteers should be appropriate for their duties, and also comfortable for any task they may be assigned.



How to change a policy

AT GREATER VALLEJO RECREATION DISTRICT

