



# 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

Directors: Aliga and Judt

Monday, November 18, 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 and RR Review:

- a. Policy 2180, Grievance Procedure
- b. RR 2180, Grievance Procedure

### 3. Discussion Items

- a. Discuss currently frozen Project & Facilities Director and Recreation Supervisor positions

### 4. Meeting Adjourn:

# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Grievance Procedures  
POLICY NUMBER: 2180

### Purpose

The purpose of this policy is to provide a procedure which:

- Promotes improved employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided by other regulations or agreement of union representation;
- Affords employees ~~individually or through qualified employee organizations~~ a systematic means of obtaining further considerations of problems after every reasonable effort has failed to resolve them through discussions with their supervisors;
- Settles grievances as nearly as possible to the origin and promotes communication between employee and supervisor.

### Matters Subject to Grievance Procedure

Any employee within the District shall have the right to grieve, under this rule, a decision or condition affecting his or her employment over which the appointing power has jurisdiction and for which appeal is not provided elsewhere and is not prohibited. Specifically excluded from the grievance procedure are subjects involving the amendment of local, state or federal law; and resolutions adopted by the Board of Directors. No punitive action shall be ~~assessed~~taken against an employee for utilizing the grievance procedure.

### Steps in Grievance Procedure

The steps to be taken by any employee who has a grievance are outlined in the associated rule and regulation ~~and/or or~~, if union represented, under the provisions stipulated in the memorandum of understanding. No employee may ~~grieve~~ file a grievance about the same issue more than once.

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2180 Grievance Procedure  
Rule and Regulation: RR2180

### Grievance Procedure Steps

#### Step 1

- ~~Any employee~~Employees who believes ~~he/she has a wish to file a~~ grievance shall present the evidence orally ~~or in writing~~ to ~~his/her/their~~ immediate supervisors within ~~ten~~five (5)10 working days ~~after of the occurrence or knowledge of the event giving rise to the grievance, the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance.~~
- The immediate supervisor shall hold discussions and attempt to resolve the matter within ~~three~~ten (10) working days after ~~the presentation of such evidence~~notice of the grievance. The decision shall be communicated to the employee in writing.

#### Step 2

- If the employee is not satisfied with the immediate supervisor's decision or if no response is made within the time ~~period~~limit, the employee may submit the grievance in writing to the Department Head. ~~In order to~~To be considered the grievance must be submitted within ~~five~~ten (5)10 working days of the immediate supervisor's response or the date the response was due. Either party may request a personal conference with the other.
- The written grievance ~~to the Department Head~~ shall include the following:
  - ~~f~~Facts or circumstances upon which the grievance is based;
  - ~~D~~ate(s) when the event occurred;
  - ~~D~~ecision rendered by the immediate supervisor, if provided;
  - ~~D~~esired resolution or remedy;
  - ~~S~~ignature of grievant.
- The Department Head shall notify the employee of ~~his/her/their~~ decision and the reason for the decision within ~~two~~(2)ten (10) working days after receipt of the written grievance.

#### Step 3

- If the employee is not satisfied with the Department Head's decision or if no response is made within the time period, the employee may submit the grievance in writing to the General Manager. ~~In order to~~To be considered the grievance must be submitted within ~~three~~(3)ten (10) working days of the Department Head's response or the date the response was due. Either party may request a personal conference with the other.

- The General Manager shall notify the employee, the Department Head, and the employee's immediate supervisor of ~~his/her~~their decision and the reason for the decision within ~~two (2)~~ten (10) working days after receipt of the written grievance.

#### Step 4

- If the employee is not ~~satisfied with the~~satisfied with the General Manager's decision, the employee may appeal the decision to the District Board of Directors' standing Policies and Personnel Committee. ~~In order to~~To be considered the appeal must be submitted through the General Manager within ~~five~~ten (510) working days after ~~receipt of~~receiving the decision. The appeal ~~shall be~~shall include a copy of the original ~~grievance;~~grievance, a copy of the written decision by the General Manager, and ~~clear~~clear, concise statement of the reason for the appeal to the Committee.
- The Policies and Personnel Committee ~~shall will, as soon as possible, schedule a hearing~~ in closed session, consider the appeal at its next scheduled meeting, but not later than 45 calendar days from receipt of a timely appeal, to formally receive the written grievance and to hear evidence regarding the issue or issues. ~~The Committee's decision shall be announced in open session immediately after the closed session in which it was made. In addition, the employee shall receive written notification of the decision~~Within ten (10) working days of this meeting, the Personnel Committee shall deliver to the General Manager and appellant a written opinion.-

#### Step 5

- If the employee is not satisfied with the Committee's ~~decision~~written opinion, the employee may submit a written appeal through the General Manager to the ~~chairperson of the~~ Board of Directors within ~~five~~ten (510) working days following ~~the Committee's hearing~~receipt of the Personnel Committee's written opinion.
- At the next regularly scheduled Board meeting, a hearing in closed session will be held to consider the grievance and to hear evidence regarding the issue or issues including the reasons for the General Manager's and Policies and Personnel Committee's decisions. The final and binding decision of the Board of Directors shall be announced in open session ~~immediately~~ after the closed session ~~in which it was made~~. In addition, the employee shall receive written notification of the decision.

#### Basic Rules

- Any employee of the District shall have the right to grieve, under this rule if appeal is not provided elsewhere and is not prohibited.
- The employee may request the assistance of another person in preparing and presenting his/her appeal at any level of review.
- If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.
- ~~T~~By agreement in writing, the parties may extend any ~~and all~~ time limitations specified above by mutual written agreement.
- The employee may use a reasonable amount of work time, not to exceed two (2) hours without the approval of Department Head, in preparing the appeal.
- The General Manager may temporarily suspend grievance processing on a District-wide basis in ~~an~~ emergency situationan emergency. Employees covered by this policy may appeal this decision to the Board of Directors.
- A copy of all formal grievances and decisions shall be kept in the District's master grievance file.

# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Project and Facilities Director
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

## GENERAL SUMMARY

This position is responsible for overseeing the development, construction, and ongoing maintenance of District facilities, managing CIP budgets, and ensuring compliance with applicable codes and regulations.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages facility related Capital Improvement Projects. Upgrades work order system.
- Updates processes to ensure compliance with City codes.
- Learns and adapts to new technology.
- Oversees the development and management of CIP budgets. Monitors and tracks expenses and revenue.
- Performs related work as required.

## SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

# Greater Vallejo Recreation District Job Description

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## HUMAN COLLABORATION & JOB IMPACT

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

## FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

## MINIMUM QUALIFICATIONS

### Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration, Architecture, Engineering or a related technical discipline
- Five (5) to seven (7) years' experience in construction, capital project management, or building code review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

### Required Licenses or Certifications

- None

## Greater Vallejo Recreation District Job Description

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<b>Reports To</b>	

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Building codes
- Project management principles

#### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

#### Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Comprehend blueprints and codes
- Learn new methods and programs

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Project and Facilities Director
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<b>Salary Grade</b>	
<b>Reports To</b>	

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site			X
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )		X	



# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Project and Facilities Director
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

## WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Incumbents may be required to exert up to up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

## POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

## TRAVEL

## WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

## EEO STATEMENT

GVRD is an equal opportunity employer.

## ACKNOWLEDGEMENT

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Project and Facilities Director
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

Employee Name (Print)\_\_\_\_\_

Employee Signature:\_\_\_\_\_

Date:\_\_\_\_\_

<b>Date created</b>	12/14/2020
<b>Dates revised</b>	

# Greater Vallejo Recreation District

## Job Description

<b>Classification Title</b>	Recreation Supervisor
<b>FLSA Status</b>	Non-Exempt
<b>Salary Grade</b>	63S
<b>Reports To</b>	Recreation Services Director

### GENERAL DEFINITION

Under general direction, plans, assigns, reviews, evaluates, and supervises the work of staff responsible for planning, coordinating, implementing, and conducting a variety of recreations programs, services, and activities;; develops, implements, evaluates, promotes, and supervises programs and program staff which may include: youth programs, aquatics, youth and adult sports, facility management, operations and reservations, special interest classes, and community events; fosters cooperative working relationships with various public, private, and community groups and across District sites; provides support to the Recreation Services Director relative to the assigned area(s) of responsibility; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Services Director. Exercises direct supervision over professional, technical, and/or administrative support staff.

### CLASS CHARACTERISTICS

This is the full supervisory-level class in the recreation series that exercises independent judgement on diverse and specialized community, recreation, and leisure programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for assigning, planning, supervising, reviewing, and evaluating the work of assigned staff, for overseeing program development and implementation, and are responsible for providing professional-level support to the Recreation Services Director in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

### EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.*

- Plans, assigns, supervises, reviews and evaluates the work of recreation staff responsible for planning, coordinating, implementing, delivering, and evaluating recreation and leisure programs, services, activities, and facility operations within the District service area.
- Participates in the development, recommendations and implementation of goals, objectives, policies, and procedures for assigned services and programs-.

- Evaluates employee performance, counsels employees, provides constructive feedback, and effectively recommends promotions and/or initial disciplinary action; participates in employee recruitment and selection.
- Reviews and evaluates new proposals for programs, activities, and events' approval in conjunction with the Recreation Services Director.
- Develops, plans, supervises, implements, and evaluates recreation and leisure programs, activities, and events; establishes schedules and methods for providing community and recreation services.
- Continuously monitors and evaluates the efficiency and effectiveness of program and service delivery methods; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Evaluates, recommends, and administers program budgets developed in conjunction with Recreation Coordinators; determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to area of assignment including monitoring and controlling expenditures.
- Supervises and oversees the effectiveness of recreation program operations, activities, facilities maintenance and operations, community events, and makes recommendations for improvements or modifications.
- Coordinates and tracks first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for assigned staff, as needed.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by federal, state, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, flyers and forms, and assists with press releases.
- Provides support to the department, such as conducting research, performing special projects, and developing reports.
- Participates in long-term planning to assess future needs; researches new operational techniques, methods, and equipment, and makes recommendations for implementation and/or purchase.
- Ensures assigned staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **HUMAN COLLABORATION & JOB IMPACT**

*This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

## **FISCAL RESPONSIBILITY**

*This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has moderate fiscal responsibility. Assists in recommendations for departmental budget allocations. Monitors division or program level budget and expenditures.

## **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

### **Required Education and Experience**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a closely related field, plus a minimum of two (2) years' experience in a lead or supervisory position; or
- Four (4) years of increasingly responsible experience in recreation program development and implementation and/or facility management which includes a minimum of two (2) years in a lead or supervisory position.

### **Required Licenses or Certifications**

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of valid certifications in First Aid and cardiopulmonary resuscitation (CPR) to be maintained throughout employment.
- Possession of a Certified Pool Operator certificate may be required per management's discretion.
- Possession of a Certified Professional Food Manager certificate may be required per management's discretion.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of assigned staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles and practices of budget administration and monitoring.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Research and survey techniques including data collection methodologies.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise assigned staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned staff.
- Organize, implement, and direct assigned recreation and leisure programs, services, activities, and operations activities.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Evaluate and develop improvements in operations, programs, services, procedures, policies, or methods.
- Evaluate, recommend, and administer assigned program and project budgets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.*

Work Environment	Never	Sometimes	Frequently
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		

Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	X		

### WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.*

- This position is relatively free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### EEO STATEMENT

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### ACKNOWLEDGEMENT

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Date created</b>	March 2024
<b>Dates revised</b>	