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# Greater Vallejo Recreation District

## **POLICY MANUAL**

### TABLE OF CONTENTS

#### SERIES 0000 – INTRODUCTION

<u>POLICY #</u>	<u>POLICY TITLE</u>
0000	Introduction
0005	Basic Principles
RR0005	Basic Principles

#### SERIES 1000 – GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
RR1030	Public Complaints
1035	Reporting to the Press
RR1035	Reporting to the Press
1040	Advertising in District Publications and Facilities
1045	Website Privacy Policy
1050	Financial Assistance
RR1050	Financial Assistance
1060	Copying Public Documents
1070	Public Donations
1080	Property Losses and Claims
RR1080	Property Losses and Claims
1090	District Sponsored Groups

#### SERIES 2000 – PERSONNEL

<u>POLICY #</u>	<u>POLICY TITLE</u>
2000	Executive Officer
2005	Definitions – Series 2000, Personnel
2010	Safety Program
<u>POLICY #</u>	<u>POLICY TITLE</u>
2015	Hours of Work and Overtime
RR2015	Hours of Work and Overtime

#### Table of Contents

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## SERIES 2000 – PERSONNEL (cont'd.)

2020	Annual Leave, Executive Leave, Compensatory Time Off, Leave Without Pay, and Floating Holiday
RR2020	Annual Leave, Executive Leave, Compensatory Time Off, Leave Without Pay, and Floating Holiday
2030	Holidays
2035	Dress Code
RR2035	Dress Code
2040	Sick Leave
RR2040	Sick Leave
2045	Family and Medical Leave
2050	Bereavement Leave
2060	Jury Duty
2070	Continuity of Service
RR2070	Continuity of Service
2080	Union Membership
2085	Employee Recruitment and Selection
RR2085	Employee Recruitment and Selection
2090	Probationary Period
2095	Orientation of New Employees
RR2095	Orientation of New Employees
2100	Expense Allowance
2105	Purchase of Meals, Refreshments and Other Discretionary Purchases
2110	Health and Welfare Benefits
2115	Volunteer Workers' Compensation Insurance
2120	Workers' Compensation/Occupational Sick Leave
RR2120	Workers' Compensation/Occupational Sick Leave
2130	Educational Assistance Plan
2135	Child Abuse and Neglect Prevention Reporting
2150	Compensation
2155	Whistleblower Protection
2160	Leave of Absence-Including Military Leave
2170	Performance Evaluations
2180	Grievance Procedures
RR2180	Grievance Procedures
2190	Drug and Alcohol Abuse
RR2190	Drug and Alcohol Abuse
2195	Use of Tobacco Products
2200	Pre-Employment Physical and Drug Screen
2205	'HIPPA' Releases
2215	Harassment
RR2215	Harassment
2225	Equal Opportunity
2230	Degrees of Relationship of Employees
2240	Outside Employment

### Table of Contents

Issued 6/12/2008

Revised 6/98; 2/09, 7/09, 10/10, 03/13, 1/16, 1/24, 2/25

Electronic Copy Created: 06/21/2021

**SERIES 2000 – PERSONNEL (cont'd.)**

<u>POLICY #</u>	<u>POLICY TITLE</u>
2250	Separation from District Employment
RR2250	Separation from District Employment
2255	Letter of Recommendation/References
2260	Disciplinary Action
RR2260	Disciplinary Action
2270	Electronic Devices, Electronic Mail, and Internet Use
RR2270	Electronic Devices, Electronic Mail, and Internet Use
2275	Telephone Usage
RR2275	Telephone Usage
2280	Volunteer Services
RR2280	Volunteer Services
2295	Vehicle Policy Driver Training and Record Review
2300	Miscellaneous
	Gifts and Gratuities
	Memberships Commendations
	Recuperation for Blood Donation
	Official Badge or Insignia
	Use of District Equipment
	Payroll Deductions
2310	Employer-Employee Relations
RR2310	Employer-Employee Relations
2315	Employee Code of Conduct

**SERIES 3000 – OPERATIONS**

<u>POLICY #</u>	<u>POLICY TITLE</u>
3010	Master Plan
3015	Partnerships with Public and Community Agencies
3020	Joint Use Agreement
3025	Accounting for Financial Transactions
RR3025	Accounting for Financial Transactions
3030	Budget Process and Reserve Fund
RR3030	Budget Process and Reserve Fund
3034	Financial Controls
RR3034	Financial Controls
3035	Expense Authorization
RR3035	Expense Authorization
3040	Capital Outlay
RR3040	Capital Outlay
3045	Grant Application

**Table of Contents**

Issued 6/12/2008  
Revised 6/98; 2/09, 7/09, 10/10, 03/13, 1/16, 1/24, 2/25  
Electronic Copy Created: 06/21/2021

## SERIES 3000 – OPERATIONS (cont'd.)

<u>POLICY #</u>	<u>POLICY TITLE</u>
3050	Fixed Asset Accounting
RR3050	Fixed Asset Accounting
3055	Public Projects
RR3055	Public Projects
3059	Vehicle Fleet Safety_Policy
3060	Insurance
3065	Investment of District Funds
3070	Use of Parks and Facilities
RR3070	Use of Parks and Facilities
3071	Refunds
RR3071	Refunds
3072	Removal of Temporary Shelters and Abatement of Homeless
RR3072	Removal of Temporary Shelters and Abatement of Homeless
3073	Cunningham Aquatic Complex Procedures
3075	Use of Community Centers
RR3075	Use of Community Centers
3076	Video Recording/Surveillance
RR3076	Video Recording/Surveillance
3080	Records Management
RR3080	Records Management
3090	Credit Card Purchases
RR3090	Credit Card Purchases

## SERIES 4000 – BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4000	Board Selection
4005	Board Powers, Duties and Responsibilities
RR4005	Board Powers, Duties and Responsibilities
4010	Code of Ethics
RR4010	Code of Ethics
4015	Board/Staff Communications
4020	Attendance at Meetings
4030	Remuneration and Reimbursement
4040	Board Officers
4050	Members of the Board of Directors
4060	Committees of the Board of Directors
4070	Basis of Authority
4080	Board of Directors – General Manager Relationship
4090	Training, Education and Conferences
4095	Membership in Associations

### Table of Contents

Issued 6/12/2008  
Revised 6/98; 2/09, 7/09, 10/10, 03/13, 1/16, 1/24, 2/25  
Electronic Copy Created: 06/21/2021

**SERIES 5000 – BOARD MEETINGS**

<u>POLICY #</u>	<u>POLICY TITLE</u>
5000	Board Meetings
RR5000	Board Meetings
5010	Board Meeting Agenda
RR5010	Board Meeting Agenda
5020	Conducting Board Meetings
5030	Board Actions and Decisions
RR5030	Board Actions and Decisions
5040	Review of Administrative Decisions
5050	Minutes of Board Meetings
RR5050	Minutes of Board Meetings
5060	Rules of Order for Board and Committee Meetings

**SERIES 6000 – FACILITIES DEVELOPMENT**

<u>POLICY #</u>	<u>POLICY TITLE</u>
6000	Concepts and Roles
6010	Naming of Facilities
RR6010	Naming of Facilities
6020	Master Plan – Recreational Facilities
6030	Determining Needs
6040	Participation in Planning
6050	Relationships with Other Government Agencies
6060	Architectural, Engineering and Other Professional Services
6070	Site Selection and Development
6080	Annexation
6090	Development Agreements

**Table of Contents**

Issued 6/12/2008  
Revised 6/98; 2/09, 7/09, 10/10, 03/13, 1/16, 1/24, 2/25  
Electronic Copy Created: 06/21/2021

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Introduction  
**POLICY NUMBER:** 0000

**History:** The Greater Vallejo Recreation District is a public service agency created by the people through the use of a government structure for the purpose of providing recreational facilities and programs and conserving the recreational resources of the area.

In 1935, the Vallejo Planning Commission took as one of its first major responsibilities the task of studying recreation opportunities in Vallejo. The Vallejo Recreation Commission began active operation on January 1, 1937. The first chairman was John Alltucker and the Commission included Mrs. Charles A. Hicks, Elsa Widenmann, Julia Beede, Luther Gibson, Ernie Wichels and Opal Ralston.

As the result of an election by the people on July 14, 1944, the Greater Vallejo Recreation District was formed and went into operation in 1945. The first District advisory board members appointed were: Oscar E. Setterquist, chairman; Stanley L. Lathen, W. W. Neil, John Alltucker, Marie T. Dunklee, Frank O. Bell and Hubert Hilton.

On December 11, 1958, the Board of Directors unanimously passed a joint resolution to bring the District under the provisions of Chapter 4 of the Public Resources Code, thereby raising the tax limit from 25 cents to 50 cents on each \$100 of assessed valuation; however, a change to the taxing ability of the District through passage of Proposition 13 in June 1978 eliminated the tax rate previously utilized.

Today, the Greater Vallejo Recreation District is governed by a five-member Board of Directors who are appointed for four-year terms. Three members are appointed by the Vallejo City Council and two members are nominated by the supervisors of Districts 1 and 2 and approved by the Solano County Board of Supervisors.

In 2004, having celebrated its sixtieth anniversary of service to the community, the Greater Vallejo Recreation District encompasses over 65 square miles and includes 1,061 acres of land, 345 acres of which are developed park lands, and recreational/cultural facilities of diverse use, type and location throughout the City of Vallejo.

**Mission Statement:** Building community and enhancing quality of life through people, parks, and programs.

**Goal:** The goal of the District is to help enrich and fulfill the lives of the citizens through the provision of facilities and programs that will provide and enhance creative, wholesome and imaginative leisure-time living patterns.

**Objectives:** The Greater Vallejo Recreation District strives to meet its goal by means of achieving the following objectives:

- Adopting a well-considered overall plan of recreation facilities for the entire community;
- Acquiring and reserving land for recreation facilities;
- Complying with space standards for recreation facilities and acquiring land, even though the limited financial resources of the recreation agency oblige it to delay complete development, operation and maintenance of recreation facilities;
- Dedicating and holding inviolate in perpetuity the lands of recreation sites, whether they be playgrounds, parks or specialized facilities, and protecting these lands against invasion by inappropriate uses;
- Accompanying the preparation of the comprehensive Master Plan, with financial planning for the acquisition, design, development, operation and maintenance of recreation facilities;
- Keeping the location, size and design of facilities flexible in order that they may be readily adaptable to the changing requirements of the population it serves;
- Relating activities to the physical, mental, social and emotional characteristics of the people to be served;
- Reflecting the community's customs, traditions, interests and unique characteristics and resources;
- Planning and organizing, whenever possible, to encourage family participation;
- Fostering activities for children and youth that will provide a basis for their recreation later on as adults;
- Encouraging participants to share extensively in planning, conducting and evaluating their recreation experiences;
- Introducing activities that individuals may continue on their own;
- Utilizing all recreation resources in and out of the community, including the appreciative use of areas of natural beauty and places of historical and cultural significance;
- Including activities co-sponsored with other agencies, and cooperating with community organizations in appropriate programs.

**Description of Greater Vallejo Recreation District:** Beginning at the common corner between Sonoma County, Napa County and Solano County, said common corner is the northwest corner of Vallejo Township in Solano County; thence east along the boundary between Napa and Solano Counties to an angle in the county boundary; thence northerly along said County boundary to the south line of Section 28, T.4N, R3W, MDM; thence east along the south line of said Section 28 and continuing along the south line of Section 27T4N, R3W, MDB, to the common corner between Green Valley, Benicia and Vallejo Townships; thence southeasterly, southwesterly, northwesterly and southwesterly along the boundary between Benicia and Vallejo Townships to the boundary between Contra Costa County and Solano County; thence westerly along the boundary between Contra Costa County and Solano County to the common corner between Contra Costa County, Marin County, Sonoma County and Solano County; thence northwesterly along the boundary between Sonoma County and Solano County to the place of beginning.

In 1988, GVRD boundaries were amended by the Sky Valley annexation which increased the District's boundaries by 548.36 acres, more or less, of regional open space (excluding golf course lands) which will be preserved in its natural state for recreation uses (i.e., trails, trailheads, general open space, grazing and vegetation management programs).

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Basic Principles  
**POLICY NUMBER:** 0005

The District shall strive to provide opportunities for all citizens of the District, with an emphasis on family and youth-oriented programs and facilities.

The District shall not discriminate in the employment of person(s) or in providing services to persons(s) because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military status of such person and complies with the provisions of the Americans with Disabilities Act.



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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 0005 Basic Principles  
**Rule and Regulation:** RR0005

The General Manager or his/her designee will coordinate the District's efforts to comply with and carry out responsibilities under ADA. Various staff will be involved in implementing specific provisions of ADA.

All programs and meetings conducted by the Greater Vallejo Recreation District shall be developed to consider the needs of people with disabilities participating in the program. Locations, room layout, and class materials will be designed, to the extent possible to allow participation by people with disabilities. Adapted layouts, locations, materials interpreters, or other accessibility aids will be sought, if the need arises, in order to guarantee people with disabilities will be able to participate.

**All Leisure Guides and other major publications shall include the following statement:**

Americans with Disabilities Act: It is the intent of the Greater Vallejo Recreation District to fully comply with the Americans with Disabilities. Every attempt will be made to hold meetings, hearings, conferences, classes, and other events in accessible locations and auxiliary aids will be provided, upon request whenever possible, to participants with disabilities. Complaints regarding District compliance with ADA should be directed to the General Manager of the Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590, phone (707) 648-4600; or Director, Office for Equal Opportunity, U.S. Dept of the Interior, Washington, D.C. 20240.

**All registration forms shall carry the following statement:**

Persons with disabilities are welcome to participate in any class or activity offered by the Greater Vallejo Recreation District. If you have any special needs related to participating in an activity, please explain below. A member of our staff will contact you and explore how we may assist. We will make a reasonable effort to accommodate your special needs so that you may enjoy the recreational opportunities offered by our District.

PLEASE INDICATE SPECIAL NEEDS: \_\_\_\_\_

All special activity/class notices and public meeting notices will carry the following statement:

Persons with disabilities are welcome to participate in any class or activity offered by the Greater Vallejo Recreation District. If you have any special needs related to participating in an activity, please contact our office at (707) 648-4600 and a member of our staff will discuss with you how we may assist. We will make

a reasonable effort to accommodate your special needs so that you may enjoy the recreational opportunities offered by our District.

**All contracts written by the Greater Vallejo Recreation District shall include the following language:**

During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee, applicant for employment or participant because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military status of such person.

Contractors or subcontractors shall ensure that the evaluation and treatment of their employees, applicants for employment or participants is free of such discrimination.

Should an individual with disabilities request special assistance, it shall be the practice of the Greater Vallejo Recreation District that such assistance shall be provided, if possible. Each employee will assist the person with a disability to make full use of programs and facilities. Training will be provided to employees in dealing with disability awareness in each program area. If such assistance will have a significant cost involved or help is needed in working out an accommodation, please contact the General Manager of the Greater Vallejo Recreation District.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1000

It is the intent of the Board of Directors of the Greater Vallejo Recreation District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Greater Vallejo Recreation District, said rules, regulations or legislation shall prevail.

Unless otherwise specified, the following terms when used within this manual will apply as defined below:

- General Manager - Chief Executive of the District.
- Adult - As prescribed by the State of California a person eighteen (18) years of age shall be considered an adult except in reference to alcoholic beverage purchase and consumption which is restricted to those individuals over the age of twenty-one (21).
- Board - The Board of Directors of the Greater Vallejo Recreation District.
- District - The Greater Vallejo Recreation District. When used in regards to a statement such as, "The District shall approve," the term "District" will apply to the Board of Directors.

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- Policy - A definite course of action adopted by the Board of Directors and followed by the District. Policies serve as principles for the administrator and define the limits within which he shall exercise judgment and discretion.
- Rules and Regulations - Detailed directions necessary to put policies into effect.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Adoption/Amendment of Policies

**POLICY NUMBER:** 1010

Any member of the Board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy. A Director may initiate the proposed adoption or amendment by submitting a written draft of the proposed adoption or amendment to the General Manager and requesting that the item be included for consideration on the agenda of the appropriate Committee.

Before the Board of Directors considers the adoption or amendment of any policy, the proposed adoption or amendment shall be reviewed by legal, the union representing District employees (if policy affects wages, hours or working conditions) and the appropriate Committee to make any recommendation to the full Board of Directors. Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board unless given authority to do so by the Board. The Committee may consider the adoption or amendment at up to two Committee meetings, but after any second Committee meeting, such a policy shall be forwarded to the full Board of Directors for consideration. Such a policy may be forwarded with the Committee's positive or negative recommendation, or with no recommendation. Copies of the proposed policy adoption or amendment, with the Committee's recommendation, if any, shall be included in the full Board of Directors' meeting agenda packet. The meeting agenda packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The adoption of a new policy or amendment of an existing policy must be considered at a regular meeting of the Board of Directors and shall require a recorded affirmative majority vote of the total membership of the Board of Directors. The Board of Directors may, at its discretion, adopt a policy upon first read with or without changes as stated in its motion.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1020

**POLICY TITLE:** Conflict of Interest  
**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 to 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 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 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.

### **DESIGNATED EMPLOYEES- CA Government Section 87200- Full Disclosure**

#### **Position**

General 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) Maintained at the GVRD Main Office.  
Recreation Superintendent – (1) Maintained at the GVRD Main Office.  
Project Manager – (1) Maintained at the GVRD Main Office.  
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 Supervisor – Parks and Landscape (1) Maintained at the GVRD Main Office  
Maintenance Supervisor – Facilities (1) Maintained at the GVRD Main Office

\*Board Clerk/Administrative Coordinator

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1030

The Board of Directors directs that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.



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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE:       1030       Public Complaints  
Rule and Regulation:       RR1030

The method of resolving complaints shall be as follows:

1. The individual with a complaint shall first discuss the matter with the Administrative Support Supervisor with the objective of resolving the matter informally.
2. If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Support Supervisor, the complaint shall be filed in writing with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
3. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This procedure is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Reporting to the Press  
**POLICY NUMBER:** 1035

### Purpose

To improve our relationship and communication with the community and the press by establishing protocol for employees who speak on behalf of the Greater Vallejo Recreation District.

### Policy

When responding to the press, the following three individuals are the only employees who may speak for GVRD:

1. General manager – General Manager is the designee
2. Maintenance Superintendent
3. Recreation Superintendent

### General Rule

The General Manager is the only employee who may speak on behalf of GVRD. If any employee, including the Maintenance Superintendent, and the Recreation Superintendent, are approached to speak on behalf of GVRD, that employee must direct those inquiring to the General Manager. Comments from members of the Board of Directors should be brief and provide information on GVRD policy, procedures, and actions.

When the General Manager is officially out of the office for a period that exceeds the time necessary to provide comment to the press, employees shall follow- three special circumstances guidelines:

1. General Special Circumstances
2. Maintenance and development Related Special Circumstances
3. Recreation Related Special Circumstances

### General Special Circumstances

If the General Manager is out of the office and the press is asking for information on General Special matters, then the Recreation Superintendent or Maintenance Superintendent shall speak in behalf of GVRD in providing general comments.

### Maintenance and developmental Related Special Circumstances

If the General Manager is out of the office and the press is asking for a comment related to maintenance and development matters, employees including the Recreation Superintendent must direct the press to the Maintenance superintendent. In this circumstance, the Maintenance Superintendent is the only individual who may speak on behalf of GVRD.

### Recreation Related Special Circumstances

If the General Manager is out of the office and the press is asking for a comment related to recreation matters, employees including the Maintenance Superintendent must direct the press to the Recreation Superintendent. In this circumstances, the Recreation Superintendent is the only individual who may speak on behalf GVRD.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** #1035 Reporting to the Press  
**POLICY NUMBER:** #RR1035

### **Printed Material**

Advertising of liquor and tobacco products is not allowed in Districts Publications, or on the District's Internet Website. Advertising is not to display copy that is false, misleading, deceptive, and /or may not contain sexually explicit or violent material contrary to good taste. Politically oriented advertising is not allowed in Districts Publications, on the District website, or in facilities owned or operated by the district. All printed materials must contain GVRD name, logo and mission statement. The General Manager or his/her designee must approve all printed materials which include: bill inserts, newsletters, handout, fliers, direct mailings, parent packets, and District Activity Guide.

### **Media**

General Manager or his/her designee must approve all videos created by District staff, including District programming or staff events, prior to releasing on District Website or distribution. Media includes videos, news releases, public service announcements, newspaper radio, and social Media. For purposes of the policy, "social Media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include but are not limited to Facebook, Blogs, Myspace, YouTube, Twitter, LinkedIn and any other social networks including articles, pictures, videos or any other form of communication content posted on District website.

### **Electronic Media**

Advertising of liquor and tobacco products is not allowed in Districts publication, on the District's Internet Website. Advertising will not display advertising copy that is false, misleading, deceptive, and/or contrary to good taste. Politically oriented advertising is not allowed in District's Publications, on the District Website, or in facilities owned or operated by the District. The General Manager or his/her designee must approve all items uploaded onto GVRD website, DVDs, email, Facebook, Twitter, etc.

### **Direct Contact**

All direct requests for information regarding the District, from reporters (newspapers or television) proceed in the following order:

1. General manager
2. Maintenance Superintendent
3. Recreation Superintendent

Comments from members of the board of Directors should be brief and provide information on GVRD policy, procedures, and actions.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Advertising in District Publications and Facilities  
**POLICY NUMBER:** 1040

Advertising of liquor and tobacco products will not be allowed in District's publications, on the District's Internet Website, or in facilities owned or operated by the District.

Advertising will not display advertising copy that is false, misleading, inappropriate, deceptive, and/or offensive to the moral standards of the community or contrary to good taste.

Politically oriented advertising will not be allowed in District's Publications, on the District Website, or in facilities owned or operated by the District.

All advertising material is subject to the approval by the General Manager or designated staff.

If an advertising opportunity of a unique nature, or as not contemplated here, arises, the details of such opportunity shall be presented, in writing, to the General Manager or designated staff for approval.

The District may provide free advertising space to public, educational, or charitable organizations upon review and approval by the General Manager or designated staff.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Website Privacy Policy  
**POLICY NUMBER:** 1045

The Board of Directors and employees of the Greater Vallejo Recreation District understand that visitors to our website, [gvr.org](http://gvr.org), are concerned about the privacy of their information. We are committed to helping to protect the personal information provided while interacting with the District on our website with the same diligence that we protect information obtained through other means.

The General Manager shall insure that the District:

- establishes procedures that will insure employees protect the public's personal information;
- posts and maintains a privacy policy statement on our website which includes how we collect, use, and protect personal information.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Financial Assistance  
**POLICY NUMBER:** 1050

The Board of Directors desires that financial assistance be made available to low income families residing within the GVRD boundaries who wish to participate in District sponsored recreation programs and who qualify based on established District criteria. The assistance will be in the form of a discount on the fee(s) charged for the programs. The total annual amount allocated for this program and the maximum financial assistance amount will be determined during the budget process.

Leisure Service Contract instructor classes offered through the District shall not be included in the financial assistance program.

The recipient shall be responsible for 50% of the participant fee and any balance over the maximum financial assistance amount established during the budget process.

Requests for financial assistance will only be processed at the District's main office.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 1050 Financial Assistance  
**Rule and Regulation:** RR1050

Each year the Recreation Staff will review the report of financial assistance, which identifies the persons, programs and amounts allocated for the previous year, and will recommend an amount to be allocated as part of the budget process. The budgeted amount may be supplemented by grants or donations from within or outside the District, but must be monitored to insure the budgeted (and supplemented) amount is not exceeded. Finance Department procedures will be followed for the tracking and accounting of the financial assistance discounts, and the main office will be notified when the allocated amount has been reached.

In order to qualify for financial assistance for District programming the following criteria must be satisfied:

- The GVRD Financial Assistance Application must be completed; the parent or legal guardian must complete the form if applying for a child;
- The applicant must provide a valid photo ID and documentation of one of the following:
  - Partnership Health Plan of California coverage;
  - County Medical Services Program;
  - Food Stamp/Cash Aid EBT card;
  - Proof of participation in the WIC (Women Infant & Children) program;
  - CalWORKS documentation;
  - Free or reduced lunch letter from Vallejo City Unified School District.

The financial assistance application is to be completed and proof of eligibility provided at the time the applicant is signing up for the District program. The client will then be registered in the District's registration system with the discount noted. The application and proof of eligibility must be provided once each fiscal year. The main office will track the amount granted per applicant for the fiscal year to insure the maximum allowable is not exceeded.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1060

Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Additionally, Individuals may request copies of the Board Agenda in advance of the Board meeting at no charge.

Members of the community requesting public documents, other than Board agendas, shall be charged a fee to defray expenses associated with the process. The description of each administrative item and associated fee shall be determined during the budget process and included in the fee schedule section of the operating budget.

Copies of requested documents, except those records exempt from disclosure in whole or in part, will be provided via U.S. Mail, fax, in person, or electronically in a reasonable amount of time.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Public Donations  
**POLICY NUMBER:** 1070

Donations from members of the public or organizations to the District for a public purpose that is within the scope of the District's responsibilities may be accepted. Donations must be clearly marked as such. The Finance Director will provide a receipt for said donation with the District's tax identification number thereon to be included with a letter of thanks from the General Manager.

In the event the donation is for a specific purpose/project, the Finance Director will track the funds to insure they are only used as specified.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Property Losses and Claims  
**POLICY NUMBER:** 1080

The Board of Directors recognizes the importance of evaluating potential claims at the earliest opportunity in order to reduce the probability of losses. This requires the prompt, thorough reporting, investigation, and proper handling of claims made against the District.

Additionally, any property damage, private or District, and non-employee injuries shall be reported to the General Manager or designee.

The following rule and regulation provides the staff with guidelines to follow when a non-employee injury, private property damage or District property damage occurs and to make sure CAPRI is notified within their established timeframes to insure the damaged property is repaired or replaced as soon as possible.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 1080 Property Losses and Claims  
**Rule and Regulation:** RR1080

This is a synopsis of procedures for handling third-party accidents and claims. It is derived from the District Claim's Manual. These instructions apply to non-employee accidents and private property damage or District property damage only. Handle employee injuries according to Workers' Compensation policy, #2120.

### General Liability (including bodily injury and property damage to others)

Every accident shall be reported. This includes any personal injury or property damage occurring during any District activity or on property owned or under the control of the District. Report the occurrence whether or not you think it is important or whether or not you think it will develop into a claim. Adhere to the following procedures:

- Provide emergency medical treatment for any injured persons. For serious injury, call 911. **Do not transport** an injured person in a District or personal vehicle.
- Call or have someone call your supervisor and the Human Resources Administrator immediately to report any accident. Leave a voicemail if the accident occurs outside of normal business hours.
- Do not state or suggest the matter will be turned over to the insurance company.
- Make only **factual statements** in dealing with law enforcement officers, but do not admit responsibility or fault.
- Whenever possible, **take photographs** of the accident scene and/or equipment involved, since accident scene conditions or equipment may change prior to further investigation.
- Obtain names, addresses, and telephone numbers of any witnesses.
- Take necessary steps to remove, secure or block from further use defective or damaged equipment. As soon as possible, repair the District equipment involved in an injury to a third party.
- **Retain any parts or equipment** that needs replacing or is taken out of service for later inspection.
- An Accident Report (green form) shall be completed for all accidents involving bodily injury, and an Incident Report shall be complete for all property damage. The forms are complete by the District staff not the person injured or person whose property is damaged. **All reports are to be completed and filed with General Manager or Human Resources Department within 24 hours of incident.**

### Automobile Liability

Any bodily injury to a third party or property damage resulting from the operation of any District owned vehicle, OR any vehicle operated by a District employee in the course and scope of his/her duties shall be reported. In addition the procedures shown above, the employee shall obtain the following information at the scene of the accident. (A form for this information is provided in District owned vehicles.)

- Other drivers name, address, phone number, and driver's license number;
- Other vehicle(s) owner's name, address and phone number, and insurance company name, address, and policy number;
- Year, make model and license plate number of other vehicle;
- Passenger(s), witness(es), and injured party(ies) name(s), address(es) and phone number(s);

Because the District is self-insured, to comply with the Financial Responsibility laws of the California the District must file a Form SR1, which is the DMV Traffic Accident Report. The form must be filed with the DMV **within ten days** of an accident, if the accident results in bodily injury, death, or property damage in excess of \$750.

#### Accident Investigations

Not every accident will become a claim against the District, but all occurrences shall be documented. The employee's supervisor or an assigned investigator(s) should review the initial accident/incident reports, discuss the accident with District staff involved or witnesses to determine what happened, and to help prevent it from recurring in the future. After this review and investigation process, the supervisor or investigator shall complete the appropriate Accident Investigation form. (Yellow)

#### Claims Against the District

When members of the public, whether the other driver in a vehicle accident, participants or guests, or innocent bystanders somewhere, assert they were harmed by the District, they must make a written claim against the District within six (6) months of the date of loss. The claim can be in the form of a letter to our Board of Directors and must include:

- Claimant's name and address;
- Address (if different) where any notice is to be sent;
- Date, place, and circumstances of the occurrence which gave rise to the claim.
- A general description of the indebtedness, obligation, injury, damage, or loss incurred that is known at the time of the presentation of the claim;
- If applicable, the name(s) of the employee(s) causing the injury, damage or loss, if known;
- The amount claimed as of the dated of the presentation of the claim, including an estimate of any future amount. Also state the basis of computation of the amount claimed.
- Claimant's or person acting on behalf of the claimant signature and date signed.

Once the claim is received, the General Manager or designee will review the claim and follow the procedures outlined in the District's Claims Manual.

#### District Property Losses

Whenever the District sustains loss or damage to property of every kind and description owned by the District, it must be reported to the Maintenance and Development Manager or designee immediately to begin the process. In order to be reimbursed for damage, the District is required to notify CAPRI within 72 hours of the loss. The General Manager and Maintenance and Development will review the information within 48 hours to determine if a claim is warranted. When a claim is presented, a *Property Loss Notice* must be completed and submitted within 60 days of the date of loss. Maintenance and Development staff will handle the accidents or incidents which do not involve bodily injury.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: District Sponsored Groups**  
**POLICY NUMBER: 1090**

The Board of Directors desires to help those groups who provide programs which meet recreation and leisure time needs. The needs of these groups and their relationships with the District vary. In order to be sponsored each group must be approved by the General Manager. Acceptability is determined by the following criteria:

- Open to all residents of the District
- Community need
- District program compatibility
- Number of residents reached
- Promotion potential in terms of encouraging activity for more people
- Willingness to include the District in publicity for the purpose of showing the public the District's role in helping to provide recreational activities.

A sponsored group is one that has a closer relationship with the District and who wishes to receive services beyond the use of facilities. In turn, these groups have additional responsibilities to the District.

The following is a list of services the District may provide:

- Certain facilities and equipment
- Staff time as pre-approved by the General Manager
- Office services as pre-approved by the General Manager
- Publicity (website)
- Property loss insurance on property stored with the District
- Public liability insurance

The following is a list of a sponsored group responsibilities

- Open to all District residents
- Represent the Greater Vallejo Recreation District
- Give preference to the residents of the District
- Promote and encourage greater participation in the sponsored activity contributing to the goal of providing additional leisure time programs
- Plan with the District staff to facilitate scheduling of personnel and facilities
- Be willing to accept other conditions on program or event as determined by the District.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Executive Officer  
**POLICY NUMBER:** 2000

The General Manager shall be the Executive Officer of the Greater Vallejo Recreation District and for the Board of Directors. Authority for the selection of the General Manager lies with the Board of Directors.

The terms and conditions of the General Manager's employment and compensation shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail. In all other respects, the District Policy and Procedure Manual and Rules and Regulations shall apply to the relationship between General Manager and District except as may be modified by the agreement of employment between the general manager and the board of Directors.

The following executives may serve as General Manager pro tempore during any temporary absence of the General Manager:

1. Maintenance Superintendent
2. Recreation Services superintendent
3. Finance Director

The General Manager shall designate the employee to serve as General Manager pro tempore and shall notify the Board Chairperson and legal counsel. If the absence is brought about by incapacity of the General Manager, the Board of Directors shall appoint a General Manager pro tempore.

Refer to Policy #4080, Board of Directors-General Manager Relationship for additional information.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Definitions – Series 2000, Personnel  
**POLICY NUMBER:** 2005

Following are definitions for terms used throughout the Personnel section of this Policy Manual, Series 2000:

- Advancement:  
A salary increase within the limits of a pay range established for a class.
- Appointment  
The offer to and acceptance by an applicant for a position within the District.
- Appointing Authority  
The General Manager or Board of Directors.
- Applicant  
A person who has filed an application for a position.
- Class  
A position or positions that are substantially similar in respect to duties, experience required, educational background, responsibilities, authority, character of work, and pay.
- Compensation Plan  
A system of compensation covering all position within the District except the General Manager. (Refer to Policy #2150)
- Demotion  
The movement of an employee from one class to another class having a lower maximum rate of pay.
- Discharge  
To remove a person from District employment.
- Dismissal  
The separation of an employee from employment during the probationary period or the disqualification of a candidate for any reason.
- Eligible  
A person who has earned a rank on an employment list.

- Employee
  - Regular Any full time employee who has successfully completed his/her probationary period.
  - Probationary Any employee appointed to fill a full-time position within the District who has not completed the trial or probationary period
  - Temporary R An employee limited to 960 hours within the fiscal year
  - Part Time Any employee who works as defined in Category B and/or B-1 below, on a regular basis for one year or longer.
  - Seasonal Any employee hired for the duration of a season.
- Employee Categories
  - Category A: Full-time employee (working 40 hours per week and in excess of 1665 hours per year)
  - Category B: Part-time employee (working less than an average of 20 hours per week in a fiscal year)
  - Category B-1: Part-time employee (working less than an average of 20 hours per over 1000 hours in a fiscal year; not to exceed 1300 hours in a fiscal year)
  - Category C: Temporary employee (working on a specific project for no more than 100 days)
  - Category D: Seasonal employee (working less than 1,200 hours per calendar year than 1000 hours in a fiscal year during stated season)
  - Category E: Part-time employee (CalPERS retired annuitant working no more than 960 hours in a fiscal year)
- Employment List  
Any original appointment list or re-employment list.
- For Cause  
Relating to either discharge or demotion due to conduct which includes, but is not limited to, conduct of the employee detrimental to the District or the interests of the District or conviction of an offense that involves moral turpitude.
- Personnel Officer  
The General Manager or designee appointed to act in his or her behalf regarding personnel matters.



- Position  
Any authorized job in the District, whether vacant or occupied.
- Probationary Period  
The working period during which an employee is required to demonstrate his/her fitness in the position his/she is appointed.
- Promotion  
The movement of an employee from in one class to another with a higher salary range.
- Rehire  
A person who has earned a rank on an employment list.
- Reinstatement  
The restoration of an individual to his/her original position or to a comparable position following a period of absence.
- Rejection  
The separation of an employee from employment during the probationary period or the disqualification of a candidate for employment for any reason during any step of the selection process.
- Salary Range  
For each class, the schedule of compensation consisting of five steps.
- Seniority  
Status determined by the date of hire to a full time position.
- "Shall" and "May"  
As used in these policies: "Shall" is mandatory; "May" is permissive.
- Suspension  
The temporary removal from duty of an individual without pay for disciplinary reasons.
- Termination  
The separation of an employee from District service. Termination may be voluntary such as resignation or retirement, or involuntary such as layoff, discharge, work completion and/or lack of work or funds.
- Transfer  
The movement of an individual from one division to another division or department.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Safety Program**  
**POLICY NUMBER: 2010**

It is the policy of the Board of Directors is to minimize the risk of injuries by maintaining a safe environment for the public and employees in daily operations and use of facilities. Therefore, a comprehensive safety program shall be developed, implemented and administered making safety an essential part of all District operations. In all assignments, the health and safety of the public at all areas, facilities and programs under our jurisdiction is an important responsibility. The employees of the District shall make safety a matter of continuing concern, equal in importance with all other operational considerations.

To ensure all employees will be prepared, the District shall pay the cost to receive certification for each employee whose is required by job description to have a current CPR/First-aid certificate through the American Red Cross program. Keeping the certification current will be the responsibility of the employee. Verification for the employee's certification status will be listed on the yearly employee evaluation form for monitoring and tracking purposes.

### Responsibilities

The Board of Directors recognizes that the responsibility for safety is shared:

- The General Manager shall be responsible for an Injury/Illness Prevention Program (IIPP), for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions. The General Manager may delegate a safety coordinator to establish a safety committee, provide education sessions, and develop a schedule for the systematic inspection of all areas, facilities, programs and equipment. Please refer to Safety Manual, Section 5-SB198 of the (IIPP)
- Safety Committee shall be composed of selected employee representative from SEIU, IBEW and Administration. The committee's objectives are to meet regulatory safety requirements and, tenure a high standard of safety throughout the District. By utilizing this committee the District is complying with a requirement from California Parks and Recreation Insurance (CAPRI).

Approved 11/10/2005

Revised 1/24/2013, 09/2015

Electronic Copy Created 06/22/2021

2010-1

- Supervisory employees are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with a high regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, and genuine operation of all aspects of the Injury/Illness Prevention Program including compliance with all rules and regulations and for continuously practicing safety while performing their duties. As a District employee, it is your duty to report all accidents and injuries to your supervisor within 24 hours of accident/ injury.

Approved 11/10/2005

Revised 1/24/2013, 09/2015

Electronic Copy Created 06/22/2021

2010-2

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Hours of Work and Overtime**

**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 defined to consist of five (5) consecutive work days Monday through Friday. Due to the varied types of operations in the District, 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 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 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 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 supervisor to work overtime. Employees considered to be non-exempt by the Fair Labor Standard 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 or as noted in current bargaining agreements.

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. District reserves its right to make schedule changes to minimize overtime.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2015 Hours of Work and Overtime  
**Rule and Regulation:** RR2015

Employee work time belongs to the District. Employees should refrain from doing “personal” things during work time. Personal calls need to 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 for Non-Exempt Employees

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 must be pre-approved.
- The employee timesheet shall include reasons for 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 and one & one half (1 ½) hours for actual time worked with a minimum of 2 hours recorded, or as noted in current bargaining agreements.
- All overtime work performed over 40 hours in a work week, shall be calculated at a rate one & one half (1 ½) hours for actual time worked.
- Without prior written approval from the general manager, work performed by an employee on behalf of a non-GVRD activity is excluded from overtime.
- For GVRD recognized holidays, fulltime employees must be approved in advance by the General Manager to work on one of these holidays.
- 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.
- Employees directed by the General Manager or Department Manager to represent the District at any meeting, 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 the same or following bi-weekly pay period.
- District reserves its rights to make schedule changes to minimize overtime.

### Overtime and call- out for FSLA Exempt Status Employees

According to the Fair Labor Standards act, Exempt status is not entitled to payment of overtime, in lieu of payment the Board of Director's authorizes nine (9) paid Executive Leave days per fiscal year, to compensate for extra time worked.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

**POLICY NUMBER:** 2020

### Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of 320 hours. At termination of employment for any reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.



### Compensatory Time Off

Compensatory time off may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest

### Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	10 days (80 hours)
All other exempt positions	9 days (72 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

### Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance and the Catastrophic Leave Bank may also provide additional assistance for serious long term health issues.

Leave without pay should only be requested for emergency situation when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation, floating or holiday leave available. Any leave without pay must be approved by the General Manager.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday  
**Rule and Regulation:** RR2020

Employees requesting time off shall submit a leave slip to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip shall be returned to the employee with the reason for refusal written on the leave slip. Once approved, the original leave slip will be forwarded to the Administrative Support Supervisor for tracking and payroll purposes, a copy will be sent to the employee. Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

If an employee who needs to take an unplanned day off shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or if you are unable to speak directly to the lead worker, continue calling until you can speak to a supervisor, department head, or General Manager for approval of time off. Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

Any employee that has exhausted all annual leave, compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation may be considered as having voluntarily resigned from the district.

Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 2030

The following days shall be recognized and observed as paid holidays:

New Years Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez' Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day;	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
½ day Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Employee's Choice of Date

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave when a holiday occurs, the holiday shall not be charged against leave.

If a non-exempt employee works on any of the holidays listed above, compensation will be at double time (2) for all hours worked on the holiday as specified in Policy #2015, Hours of Work and Overtime. Exempt employees required to work a full day on a holiday will be allowed to take another day off in lieu of the holiday.

Each full-time employee will receive one floating holiday per calendar year. New employees will be allocated the floating holiday on the first day of employment, and they may use immediately upon supervisor approval. If the floating holiday is not used within the calendar year, it will be paid out to employee in January of the following year. At termination of employment for any reason, the District shall compensate the employee for any unused floating holiday at the rate of pay at the time of termination. The floating holiday is to be scheduled to cause the least inconvenience to the District and must be approved by the employee's supervisor in advance.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Dress Code  
**POLICY NUMBER:** 2035

Employees are expected to wear clothing appropriate for the nature of the District's business and the type of work performed. Specified job positions are required to wear District uniforms. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect all employees will be neat and clean in appearance to present the best possible image of the District to the community and other public agencies.

Employees should wear clothing that is not distracting or offensive to others. This includes clothing with offensive pictures/images, profane language and statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

Perfume and cologne. Some employees are allergic to the chemicals in perfumes and colognes so wear these substances with restraint.

Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events, or a school/district property.

If clothing fails to meet these standards, as determined by the department manager/supervisor, the employee will be asked not to wear the inappropriate item to work again, may be sent home to change clothes, and may receive a verbal warning for the first offense. Progressive disciplinary action may be applied if dress code violations continue in accordance with Policy #2260.

When possible, reasonable accommodation may be made to a person with a disability or to accommodate a person's religious beliefs or gender identity.

Please refer to rules and regulations #2035 for more detailed listing of what is considered appropriate.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE: 2035 Dress Code**  
**Rule and regulation: RR2035 Dress Code**

In order to ensure a safe, healthy and respectful work environment for our employees, the District has established the following dress code guidelines:

### Administration

The District offers a casual work environment for employees. Employees are expected to use good judgement and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. For "Dress Down Fridays", it is considered acceptable to wear sandals, jeans (no holes or tears), and modest tee shirts, and shorts. Flip flops or other abbreviated attire is not considered suitable for a professional work environment.

### Aquatics Department

All staff member are to wear GVRD approved uniforms and swim wear while on duty. All personnel are expected to use discretion in the purchase of their bathing suits. Female staff members working in an aquatics setting must wear modest "one piece suit" (no bikinis). A lifeguard shirt to cover when applicable. Male staff members working in aquatics setting must wear board shorts or swim trunks, no swim briefs (speedo type suits). The District shall furnish Lifeguards, Senior Guards, and Pool Managers two tee shirts, a whistle, and sunscreen.

- Longer hair must be tied back so hair does not interfere with performing CPR or other rescue procedures.
- All piercings and earrings are limited to studs only, and must be removed before any aquatics work begins.
- Quality sunglasses with UV protective lenses should be worn to reduce glare and decrease the fatigue on the eyes.
- Hats must be worn with bills facing forward and are limited to aquatics department and straw hats only.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must be exposed when representing the District during regular business hours, public events or school/district property.

### Maintenance- Parks and Facility

All part-time/seasonal employees will receive a minimum of two (2) GVRD shirts and one (1) GVRD hat. Shirts will be replaced as needed. GVRD will also provide gloves and necessary safety equipment.

It is the responsibility of the employee to wear denim jean work pants. Shorts, wear pants or nylon pants are not allowed as well as excessively baggy or torn clothing. You must wear a heavy soled shoe or boot. Tennis shoes or sneakers will not be allowed.

### **Sports Department and Mare Island Sports Complex**

Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean, and in good taste at all times. Uniforms must be visible to public and not worn under another shirt, jacket, or sweatshirt.

- Staff ID badges must be worn at all times.
- Athletic attire must be worn when coaching at the sports complex (no leggings, shorts must come to mid- thigh, no sagging, or baggy clothes). Baseball caps with GVRD logo, major league teams, or college teams are allowed. All caps must be worn face forward.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events or a school/ district property.
- All piercings and earrings are limited to studs only, and must be removed before any work begins.
- Baseball caps with single logos may be worn during your shift if worn properly and authorized by your supervisor
- Knee length khaki or denim shorts may be worn no athletic shorts, leggings, sagging or baggy clothes.
- Staff ID Badges and whistles must be worn at all times. Replacement cost for both badge and whistle in the youth department: \$5.00.

### **Youth and Community Centers**

Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean, and in good taste at all times. Uniforms must be visible to public and not worn under another shirt, jacket, or sweatshirt.

- All clothing must be discreet and professional.
- Bare feet or sandals are prohibited, except around an aquatic setting.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events, or a school/district property.
- All piercings and earrings are limited to studs only, and must be removed before any work begins.
- Baseball caps with single logos may be worn during your shift if worn properly and authorized by your supervisor
- Knee length khaki or denim shorts may be worn no athletic shorts, leggings, sagging or baggy clothes.
- Staff ID Badges and whistles must be worn at all times. Replacement cost for both badge and whistle in the youth department: \$5.00.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Sick Leave

**POLICY NUMBER:** 2040

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease or to care for sick immediate family members pursuant to the Family Leave Act. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided.

In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the beginning of the shift. If unable to speak to his/her supervisor, the employee shall follow the procedures outlined in the rules and regulations. A Doctor's certificate shall be required for sick leave in excess of three (3) days.

Sick leave will accrue from the first day of employment and will be available for use by the employee during the initial probationary period.

All full time employees shall earn sick leave at a rate of twelve (12) days per year with unlimited accrual. If a holiday occurs while an employee is on sick leave, that day shall be considered as a paid holiday and not sick leave. At termination of employment for any reason, non-represented employees with ten (10) or more years of service shall be entitled to a lump sum payment for their accumulated sick leave. Eligibility requirements for represented employees are set forth in the Memorandum of Understanding applicable to the particular bargaining group. The lump sum payment shall be seventy-five percent (75%) of the accumulated sick leave not to exceed 90 work days.

### Disability Insurance (SDI)/Personal Family Leave (PFL)

Employees who file a claim and are determined eligible for State Disability Insurance (SDI) or Paid Family Leave will have their wages reduced by the amount of SDI or PFL received. Deductions from sick leave for employees on SDI/PFL will be calculated based on the reduced amount.

Employees on sick leave or disability for the same illness/injury more than ninety (90) calendar days will not accrue annual or sick leave.

## Catastrophic Leave Bank

A Catastrophic Leave Bank (CLB) has been established to provide a means of obtaining additional sick leave days to allow an employee to stay longer on paid leave status when he/she is off work due to a major illness or injury. The CLB benefit is derived from voluntary contributions from participating employees. Eligibility for, use of, and donation requirements are set forth in the sick leave rule and regulation (RR2040).

## Part-time/ Temporary or Seasonal Employees

GVRD desired to be compliant with the "Healthy Workplaces, Healthy Families Act of 2014." Effective July 1, 2015, an employee who, on or after July 1, 2015, works for GVRD for more than 30 days within a year from the beginning of employment is entitled to paid sick leave. Leave will be used and accrued as outlined below.

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment.

Any unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days.

Unused sick leave will not be paid out at the time of employee's separation from the district for any reason. Any employee that resigns, quits, or otherwise terminates, the balance of sick leave is forfeited and reset to "0".

## Part-time Employee Categories

- Part-time employee (working less than average of 20 hours per week in a fiscal year.)
- Part-time employee (working an average of 20 hours per week or over 1000 hours in a fiscal year.)
- Temporary employee (working on a specific project for no more than 100 days.)
- Seasonal employee (working less than 1000 hours in a fiscal year.)
- Part-time employee (CalPERS retired annuitant working no more than 960 hours in a fiscal year.)



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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2040 Sick Leave  
**Rule and Regulation:** RR2040

### Sick Leave Procedures

An employee who is sick or needs to take an unplanned day off shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or you are unable to speak directly to the Lead Worker, continue calling until you reach a live person; do not leave a voicemail for the main office or Lead Worker. While it is permissible to contact co-workers to inform them of the absence, it does not relieve the employee of directly contacting his/her supervisor.

Leave slips for sick leave or unplanned time off are to be submitted the day the employee returns to work. Employees may use annual leave or comp. time in lieu of sick leave. However, sick leave may not be used in lieu of annual leave. For extended periods of absence sick leave, annual leave, and comp. time/executive leave must be used before an employee can withdraw from the Catastrophic Leave Bank (members only) or request a leave of absence.

### Part-time/ Temporary or Seasonal Employees Procedure:

- An employee may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment.
- Sick leave may be used in .25 (15 min) increments.
- GVRD shall provide paid sick days upon oral or written request for an employee for valid reasons for the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an employee who is the victim of domestic violence, sexual assault, or stalking.
- Paid sick leave is limited to 24 hours or three days in each year of employment.

A part-time employee who is sick or needs to take an unplanned day off shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly with his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or you are unable to speak directly to the Lead Worker, continue calling until you reach a live person; do not leave a voicemail for the main office or Lead Worker. While it is permissible to contact co-workers to inform them of your absence, it does not relieve the employee of directly contacting his/her supervisor.

### Catastrophic Leave Bank Guidelines

The purpose of the Catastrophic Leave Bank (CLB) is to provide a means of obtaining additional sick leave days to allow an employee to stay longer on paid leave status when he/she is off work due to a major illness or injury. The CLB benefit is derived from voluntary contributions from participating employees.

To be eligible for membership in the CLB, the employee must:

- Be a qualified full time employee
- Be entitled to earn and use sick leave in the District
- Passed his/her initial probationary period.
- Donate a minimum of eight (8) and maximum of forty (40) hours leave credit(s) per calendar year.
- Compensatory time may be used in lieu of accrued leave.
- Have forty (40) hours (or as stated in MOU's) of earned sick leave or annual leave remaining after contributing the eight hours required for membership.

#### Donations:

Donations will be accepted from current members in January of each year. However, new employees may make a donation as soon as they are eligible for membership. The Human Resources Administrator will verify that the employee meets the eligibility requirements. Time donated will be deducted from the employee's leave or compensatory time balance and converted to catastrophic sick leave hours. Donations of leave to the CLB are nonrefundable and nontransferable except in the event of termination of the CLB. In the event the CLB is terminated, the total days on deposit shall be returned proportionately to the current participating members and credited to their personal sick leave accruals rounded to the nearest quarter (.25) hour.

#### Administration:

A committee who will make recommendations to the General Manager regarding a withdrawal application shall administer the CLB. The committee shall be composed three (3) members: one (1) representative from SEIU, one (1) representative from IBEW, and the Administrative Support Supervisor. The committee shall act with an affirmative or negative recommendation on all requests, and the General Manager shall make the final decision. Decisions of the committee and General Manager shall be final and cannot be appealed or grieved. The Administrative Support Supervisor shall maintain all records of the CLB.

The committee will meet at the end of each year to review the status of the CLB. If there have been no withdrawals in the current year, the committee may recommend to the General Manager to suspend contributions due in January of the following year. However, if a number of withdrawal requests come in during the year which depletes the CLB, the committee may reinstate the contribution requirement.

#### Withdrawal Conditions:

An employee may be able to apply for a withdrawal from the CLB when:

- the employee suffers a catastrophic illness or injury, defined as follows:
  - must be of a serious nature, not a passing disorder or temporary ailment; and
  - must require treatment by a certified health care provider;
  - normal pregnancies without complications and routine surgeries without complications are not considered to be catastrophic;
- the employee is an active member of the CLB in the year a withdrawal is requested and has been a member for thirty (30) calendar days;
- the employee has exhausted all earned leave and compensatory time;

- the injury or illness is not covered by Workers' Compensation even if the workers' compensation benefit has been exhausted;
- the employee is off pending a contested Workers' Compensation claim; repayment of the withdrawal shall be reimbursed should the claim succeed;
- the request is for the employee's personal illness or injury, not for an employee to take leave due to an illness or injury of a family member;
- at the time of application, there is no monitoring or disciplinary action for sick leave abuse.

Applying for a Withdrawal:

Should the member have an illness or injury, as defined above, necessitating the need for additional days, the member may submit a written withdrawal application from the CLB. The application should be initiated as soon as the member knows that all leave will be used before being released to return to work. The committee may refuse to consider an application that does not contain the following information:

- Identification of the nature of the illness and/or extent of injury;
- Date of initial onset of this particular condition;
- Anticipated return to work date.

If a member is critically ill or unable to file an application him/herself, the immediate supervisor or a family member may initiate the application.

Withdrawal applications should be submitted to the Human Resources Administrator, who will verify the employee is an active member of the CLB. The committee will meet, review the application and forward its recommendation to the General Manager within 15 working days from the date the application is received. The General Manager will review and forward his decision to the member and the committee within five (5) working days. The Human Resources Administrator will coordinate with the employee and the payroll department to add approved withdrawal hours to the employee's leave accrual.

Members of the CLB are not necessarily entitled to any days or a set number of days. The number of hours granted, if any, will be determined by the committee who will consider the number of hours in the CLB, the number of pending requests and the nature and duration of the illness or injury. The limit on the number of hours a member may receive per request is 40 hours. A new withdrawal application is required for more hours with a maximum of 160 hours per incident. A member who returns to work before using all the withdrawn hours will return the unused hours to the CLB upon return to work.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Family and Medical Leave**

**POLICY NUMBER: 2045**

The purpose of this policy is to clarify how the Greater Vallejo Recreation District will implement the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Nothing in this policy will supersede the provisions of either of the aforementioned Acts.

### Eligibility

To be eligible for leave under the FMLA/CFRA, an employee must have been employed by the District for at least 12 months, which need not be consecutive, and worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

### Leave Benefit

Eligible employees will be provided with up to 12 workweeks of leave in a 12 month period to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 workweeks of leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails inpatient care in a hospital, hospice, or residential medical care facility; or, continuing treatment by a health care provider. The 12-month period is measured from the date an employee's first FMLA/CFRA leave begins.

Employees on leave for their own serious health condition or care of a family member will be required to use accrued paid leaves for the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by the District the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

Approved 3/8/2007

2045-1

Revised 2/26/2009

Electronic Copy Created 06/22/2021

Employees on leave who were previously covered by the District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. When the leave is because of the employee's own disability, the District also requires the employee to obtain medical certification that they are able to resume work.

### Employee Obligations

If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide the District with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the District with as much notice as practicable. Leaves taken for birth, adoption or foster placement of a child must be completed within one year of the qualifying event. If the employee requests leave because of a serious health condition, the employee must provide the District with 30- days notice, or with as much notice as practicable.

Employees seeking leave on account of a serious health condition for a family member or themselves must provide the District with medical certification regarding their condition.

For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition or for a family member with a serious health condition with the General Manager's approval. If leave is taken because of the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced-leave basis only if the General Manager agrees to it in writing in advance of the leave.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Bereavement Leave  
**POLICY NUMBER:** 2050

In the event of a death in the immediate family, an employee may be granted paid bereavement leave up to five (5) working days. If the employee is required to travel one thousand (1000) miles or more for the purposes of the bereavement leave, the employee will be entitled to a total of six (6) days of leave. The bereavement leave must be taken within six months after the death and is not required to be consecutive days off.

“Immediate family” is defined as spouse, registered domestic partner, parents, children, siblings, grandparents, grandchildren, or the corresponding relation of the employee’s spouse or registered domestic partner.

To qualify for bereavement leave,

- The employee must notify their supervisor of the purpose of the absence on the first day of such absence;
- The absence occurs on a day the employee was scheduled to work;
- The employee, when requested, must furnish a copy of the death certificate or obituary within 30 days of the first day of bereavement leave.

Bereavement leave which exceeds five (5) days, or six (6) days as set forth above, shall be deducted from the employee’s annual leave or sick leave at the employee’s option. If the employee has exhausted annual and sick leave, they may take leave without pay upon the General Manager’s approval.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Jury Duty  
**POLICY NUMBER:** 2060

An employee summoned for jury duty or subpoenaed by the court shall notify his/her supervisor immediately upon receipt of the summons. If selected to appear, the employee shall notify his/her supervisor prior to the beginning of the work day but not later than one hour after the beginning of the shift. Employees called for jury duty or subpoenaed shall be given a paid leave of absence for the period of service and shall receive their regular pay except when the employee is involved in action against the District. Any stipends received by the employee while on jury duty shall be remitted to the District.

Time spent in awaiting impaneling for jury service is to be considered covered time. In the event that the employee is released from jury duty with one-half (½) day or, more remaining, the employee shall return to work for the remainder of that day. A "Jury Duty Verification" form which shows time released from duty must be turned in following jury duty.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Continuity of Service  
**POLICY NUMBER:** 2070

For probationary and regular employees, length of continuous service with the District will be used as the basis for determining benefits including annual leave, sick leave payout and retiree medical. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

Part-time and seasonal employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records, but it will not be used for calculation of benefits.

Continuous service with the District will start with the date of employment and continue until one of the following occurs:

- An employee is discharged;
- An employee voluntarily terminates his/her employment; or,
- An employee is laid off.

Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

- Absence by reason of industrial disability;
- Authorized absence without pay for less than 30 days in a calendar year; or,
- Absences governed by applicable state and/or federal laws such as military or National Guard service.



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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2070 Continuity of Service  
**Rule and Regulation:** RR2070

The district shall recognize fulltime permanent employees who achieve continuous years of service and retire from the district at the following levels.

- 1-10 Years of Service – Certificate of Appreciation & \$100 gift certificate
- 10-20 Years of Services – Certificate of Appreciation & \$200 gift certificate
- 20+ Years of Service- Certificate of Appreciation & \$250 gift certificate

Any other form of celebration or recognition will be at the discretion of staff, without use of district funds.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Union Membership**

**POLICY NUMBER: 2080**

All regular full time employees of GVRD, except the General Manager, Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor are eligible for union membership. Employees must join the union, pay dues and initiation fees, or pay a service fee, or execute a written declaration claiming a religious exemption from the requirement. The union(s) are designated to represent both members and non-members in negotiations relative to wages and working conditions.

The Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor shall have the right to negotiate with the General Manager on wages, working conditions, and related subjects individually or collectively by a representative of their choice.

There are three recognized unions within the District, 1) International Brotherhood of Electrical Workers, Local 2376, 2) Service Employees International Union, Local 1021 and 3) Administrative Managerial Officers Association.

All negotiations are subject to Board approval.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Employee Recruitment and Selection  
**POLICY NUMBER:** 2085

Whenever a vacancy occurs in the District, the Department Head shall notify the General Manager or designee. Upon notification of an existing or future vacancy the General Manager, through the Human Resources Administrator, shall commence recruiting to fill the vacancy.

Employment is open to all qualified citizens of the United States and to qualified non-citizens who may legally work in the United States.

Authority for the selection of the General Manager is the duty of the Board. The General Manager shall be the appointing authority and shall make all other appointments in the District. Senior management positions are subject to Board approval. All other vacancies in the District shall be filled by transfer, demotion, promotion, re-employment, reinstatement, or recruitment by the General Manager or his/her designee. A reasonable effort shall be made to effect promotions, including appointment to supervisor and senior management positions from within the District.

The General Manager shall make appointments from those candidates who, on the basis of their performance in the selection process, appear most qualified for the position under consideration. The appointment shall become effective when the selected applicant has passed his/her medical examinations, has signed all the official papers required by the District, and those papers bear the appropriate signatures confirming acceptance and appointment of the candidate.

All potential employees, Leisure Service Contractors and volunteers considered for employment with the Greater Vallejo Recreation District will be required to submit fingerprints to one or both of the following agencies: The California Department of Justice (DOJ) or the Federal Bureau of Investigation (FBI). Individuals considered for full time employment and individuals who have supervisory or disciplinary authority over minors will also require clearance through the Federal Bureau of Investigation (FBI). (Recognized Community Organizations whose members volunteer as a group to perform services on behalf of the District need not comply except those volunteers who have supervisory or disciplinary authority over minors.) The District reserves the right to complete an extensive background check.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2085 Employee Recruitment and Selection  
**Rule and Regulation:** RR2085

### General Employment Criterion

The District does not operate under the Civil Service Classification system or examination plan. The District maintains a job description for all positions. The job description describes the job and essential and marginal functions, as well as education and abilities required of the job. The Human Resources Administrator shall maintain a directory of all job descriptions.

The District does not discriminate in its examination, interview or employment against any person because of race, sex, religion, color, national origin, sexual orientation, gender, gender identity, gender expression, age, marital status, or ancestry.

### Applications and Applicants

Upon notification of a vacancy for a full time position, the re-employment list will be reviewed to ascertain whether a laid off employee can fill the opening. If one is identified, the procedures in Policy #2250, Separation from District Employment, are to be followed. Once it has been determined that no current or laid off employee is qualified or interested for the position, the following will apply:

#### Announcement

All positions will be publicized by posting an announcement in the District Office, by advertising in the local newspaper, GVRD website, or by other methods that will attract a pool of qualified applicants. The announcements shall specify the title, pay, nature of work to be performed, education, and abilities necessary for successful performance in the position. The announcement will also include the manner of submitting applications and the close date and time for submitting the application but time being not less than one week. The close date may be extended if a sufficient number of qualified applicants have not applied.

#### Application Review

All applications submitted by the close date will be reviewed. Any application that indicates on its face that the applicant does not possess the minimum qualifications for the position may be rejected.

For those who meet the minimum qualification for the position, an evaluation of the applicants' training and experience will be completed based on the information provided. Those candidates identified with the greatest potential for success on the job will be chosen to continue in the selection process. No special credit shall be permitted in meeting any qualifications.

### Selection Process

The selection process may include:

- A written examination of a practical nature, related to those subjects that fairly measure the relative capabilities of the persons examined to perform the duties and responsibilities of the open position;
- An oral interview by a panel consisting of employees and/or persons from other agencies holding or supervising a similar job as the open position.

Once a selection has been made, but before a job offer is made, the provisional candidate's references will be checked and the Department of Justice and Federal Bureau of Investigations (if applicable); fingerprint submission will be completed.

### Job Offer

Once the check of the provisional candidate's references and the results of the fingerprint check are satisfactorily completed, a conditional job offer can be made. All full time candidates shall be required to submit to a controlled substance test and pre-employment physical. Refer to Policy #2200, Pre-employment physical and drug.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Probationary Period  
**POLICY NUMBER:** 2090

### Probationary Period

All original and promotional appointments shall be subject to a probationary period of six (6) months for all employees. The probationary period is to be regarded as an integral part of the selection process and shall be utilized for monitoring the adjustment of an employee actually performing of the duties of the new position. The Department Head with the approval of the General Manager may extend the length of the probationary period up to an additional 90 days.

### Rejection of Probationer

During the probationary period an employee may be rejected at any time by the appointing authority without cause, and without the right of appeal. Notification of the rejection shall be provided in writing to the probationer.

### Rejection Following Promotion

Any employee rejected during the promotional probationary period for inability or failure to perform the duties of the new position may be reinstated to the same or similar position, if available, from which he/she was promoted unless he/she is dismissed from the District as provided by Policy #2260, Disciplinary Procedures.

### Transfers

The General Manager may transfer an employee from one position to another position in a comparable class. For transfer purposes, a comparable class is one with the same maximum salary, involves similar duties and requires the same basic qualifications. The District will strive to match employee skills and interests when making job assignments. In the event that the District makes a job assignment that requires an employee to perform job duties outside the scope of his or her previous duties, the District will provide the employee with the necessary training and will make reasonable accommodations for the employee during the training period. With the approval of the General Manager, the Department Head may extend the probationary training period beyond six-months. If the employee is unable to satisfactorily perform the duties of the new position, at the end of the training period, the employee may be separated from the District. However, if a position of equal or lower salary classification is available, the employee may, at the discretion of the General Manager, be assigned to that position. If the position is at a lower classification, the employee must accept the salary of the lower level assignment.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:**      **Orientation of New Employees**  
**POLICY NUMBER:**   **2095**

All new Board Directors and employees will be provided an orientation that covers the duties and responsibilities of their position.

- The Board Chairperson and General Manager will provide the orientation to the new Director and provide him/her with a copy of the Board Resource Manual.
- The Board of Directors is responsible for the orientation of the General Manager.
- The General Manager is responsible for the orientation of Department Heads and employees who report directly to him/her.
- The Supervisor is responsible for the orientation of employees who report directly to him/her.

Additionally, all regular employees will be provided with detailed descriptions of all mandatory and optional benefits and their effective dates as well as a copy of the Policy and Safety Manual. A synopsis of the benefits and receipt for the manuals will be signed for by the employee and become a permanent part of his/her record. Temporary employees will receive a copy of the District's 'Part-Time Employee Handbook' and a signed receipt will be maintained in their personnel file.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2095 Orientation of New Employees  
**Rule and Regulation:** RR2095

### Directors

The following will be covered during initial orientation of new Directors:

- Board of Directors and management
- Planning – Master Plan
- Financial oversight – Board’s role and responsibility
- Community relations – Board’s role and responsibility
- Board organization and procedures
- Conflict of Interest and confidentiality
- CSDA new Board Member training

### Regular (Full time) Employees

The following will be covered during initial orientation of new full time employees:

- Probationary period
- Timesheets and compensatory time
- CalPERS (Public Employees’ Retirement System) - mandatory
- Health plan choices and cost to employee - optional
- Dental plan - mandatory
- Life insurance – mandatory
- Deferred compensation plans – optional
- Retiree medical – optional
- Annual leave, sick leave, and holidays
- Authorization for release of driver information
- Statement concerning employment in a job not covered by Social Security
- Worker’s comp and physician designation
- Paydays and Direct deposit
- Employment Eligibility Information – must be completed within 3 days of hire
- Mileage
- Uniforms – maintenance staff only
- Union Membership
- Change of address and/or telephone number



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Expense Allowance  
**POLICY NUMBER:** 2100

Reimbursement, for expenses on travel for official District business, including attendance at training classes, conferences, conventions, and meetings of professional societies and organizations, will be paid provided preauthorized by the General Manager. All reimbursement request require receipts including for registration, lodging and transportation, other than personal vehicle.

Mileage is reimbursed at the current IRS rate. For travel over 50 miles, a suitable District Vehicle that is available and safely operational should be used. Employees desiring to use their own vehicle when a District vehicle is available will be reimbursed for the actual cost of the fuel only and must provide a receipt and log miles driven.

Employees of the District shall use GVRD Cal-Card credit cards for all expenses when possible. The District shall pay for fees for training and/or meetings that the District mandates. Meal expenses shall be reimbursed according to the current published IRS Federal Per Diem Rates, located on the following website [www.gsa.gov](http://www.gsa.gov). Alcohol and entertainment will not be reimbursed.

Refer to policy #4090, Training, education and conferences, for reimbursements to board members.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Purchase of Meals Refreshments and Other Non-Cash Items

**POLICY NUMBER:** 2105

### Purpose

To establish a uniform policy regarding the purchase of meals, refreshments, and other non-cash items for GVRD directors and employees.

### Policy

GVRD may only spend district funds on meals, refreshments, other miscellaneous food, gifts, cards, flowers, gift certificates or tokens of recognition in connection an authorized District activity or training as outlined below. Lunch time meals are optional. If an employee chose to attend the meal, they cannot then take their own lunch time afterwards. Celebrations for retirements or departures to another job shall occur only during lunch time. Any celebrations for an employee departure at any during work time must be approved by the General Manager or their designee.

### Authorized Use of Funds

An authorized District activity includes the following:

- 1) Internal, Special District-wide events provided by GVRD for its own employees with prior approval by the General Manager or their designee;
- 2) New employee recognition program; a welcome lunch that includes the designated Supervisor, Department Head, and/or the General Manager.
- 3) Mandatory District-wide trainings and/or briefings for employees that are 5 or more hours in length;
- 4) Interview panels for the employee recruitment process;
- 5) Interview panels for the request for proposals or request for qualifications process.
- 6) GVRD Board of Directors event or widely advertised ribbon cutting, open house or community meeting;
- 7) Annual GVRD-sponsored volunteer recognition event;
- 8) Annual GVRD sponsored employee recognition/ appreciation event
- 9) Emergency Operations Center training and activation;
- 10) Annual department events as initiated by department heads lasting more than five hours.
- 11) GVRD hosted trainings, meetings and/or events involving other agencies, as

- approved by the department head, and General Manager;
- 12) Recreation programs (not meetings) where food is part of service delivery;
  - 13) Annual meeting with the Greater Vallejo Park, Recreation, and Open Space Foundation;
  - 14) Board of Directors trainings, or special meetings which are scheduled for four or more hours.
  - 15) Purchase of flowers for full time staff in the event of surgery, birth of a child, or death of employee or an immediate family member.

All authorized GVRD activities outlined above must be approved by the respective department head and General Manager in writing prior to using District funds.

Documentation of department head and General Manager approval must be submitted with receipts, invoices and/or statements. Written on the receipt shall be the required information: names of people in attendance, reason for meal meeting, line item code, and date. The General Manager, or their designee, can, upon written approval, authorize an exception to the authorized GVRD activity. Cost for food shall be based on current year guidelines from the U.S. General Services Administration (GSA) Meals and Incidentals (M&IE) breakdown for the Napa region. As a general guideline, refreshments should not be purchased for GVRD staff meetings, activities, personal consumption, and trainings unless they meet the criteria above.

#### Non-allowable use of funds

- 1) Meals and/or refreshments for non-mandatory staff training, or trainings that are less than 4 hours in length.
- 2) Meals and/or refreshments for mandatory District-wide training and/or briefings that are less than 4 hours in length, lunch break is not included in the length of training/briefings;
- 3) Coffee, tea, snacks or other items for personal consumption, and are not associated with any event or activity listed under "Authorized Use of Funds" above.
- 4) Purchase of alcohol for any reason

#### Emergency Callouts

Employees who have been called out for emergencies, (e.g., repairing water main breaks or alarm callouts) and are unable to leave their assignments to take meal breaks are eligible for meals and refreshments paid by the District.

#### Discretionary purchases

- 1) Departments are allowed to pay for water cooler expenses for employees, if drinking water is unavailable at the site.
- 2) Departments are authorized to pay for employee departure expenses (i.e. food, cake, and/or refreshments, etc.) for employees departing after a minimum of 10 years of service with the District. Allowable purchase amount is based on the employee's years of service as follows:

- a. 10 - 19 years of service \$200 Maximum
- b. 20 - 29 years of service \$250 Maximum
- c. 30 + years of service \$300 Maximum

#### Department Recognition/Appreciation Non-Cash Awards

Non-cash awards such as SWAG with GVRD logos, may be provided to employees as part of the GVRD's recognition/appreciation program. Retirements, birthdays, baby showers, births and other personal celebrations are not considered department recognition/appreciation activities. Purchases of non-cash awards must be paid from the administrative account existing budget regarding employee recognition.

#### Celebrations

Staff is allowed to participate during regular workhours for other type of appreciation events if approved by their department head and General Manager, but material costs associated with these events may not be paid for by GVRD funds.

#### Training policy

The employee training and travel expense policy shall govern the reimbursement of meal expenses incurred by GVRD employees attending out-of-town trainings or conferences. See training and travel request form, or Union MOU for further details on the training and travel policy.

#### Business lunch policy

In the event that an employee is having a meal/business lunch with a vendor or an outside party in non-GVRD offices, the employee must pay for his/her lunch and is eligible for the meal reimbursement by GVRD only if the meeting is approved in advance by the department head, or in the case of department head, the GM. Employees should strive to schedule meetings with outside vendor/parties during non-mealtimes if they are hourly employees to not infringe on their lunch breaks, which is unpaid time.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Health and Welfare Benefits**  
**POLICY NUMBER: 2110**

### Health Insurance

The District, in its discretion, provides health insurance to cover non-occupational injuries and sickness for regular employees and retirees. Employees share for medical premiums are deducted on a pre-tax basis. The scope of coverage and the payment of premiums are subject to periodic review and revision by the District.

### Retiree Insurance

Under Public Employees' Medical and Hospital Care Act (PEMHCA), the District will contribute the minimum amount determined by PEMHCA. CalPERS bills the District only for the Employer's share of retiree health premium as stipulated in the resolution. The balance is deducted from the retiree's pension check. The District may issue a benefit stipend check for retiree health premium based on the retiree's agreement with the District.

### Dental/Vision Insurance

The District, pursuant to negotiations with the employee or his/her bargaining unit, in its discretion provides and pays for dental/vision insurance for regular, full time employees. Employees may insure dependents at the employee's cost. The scope of coverage and the payment of premiums are subject to periodic review and revision by the District.

### Workers' Compensation Insurance

The District, in its discretion provides Workers' Compensation Insurance benefits for any injury or illness sustained by employees while engaged in the performance of services for the District under its direction and control. Refer to Policy #2120, Workers' Compensation/Occupational Sick Leave for additional information.

### Life Insurance

The District, in its discretion provides and pays for basic life and AD & D insurance policy for employees. The scope of coverage and the payment of premiums are subject to periodic review and revision by the District.

### Retirement Plan

The District, in its discretion is covered under the CalPERS retirement system. The contribution is paid jointly between the employee and the District. Public Employees' Pension Reform Act (PEPRA) "New Members" hired on or after January 1, 2013, are eligible for retirement benefits 2% at age 62 with 5 years of service. "Classic Members" CalPERS members as of December 31, 2012 are eligible for retirement benefits 2% at age 55 with 5 years of service. Full-time employees are also covered by the PERS '59 Survivor Benefit. Full-time employees do not participate in Social Security; Part-time employees are covered under Social Security and do not participate in the CAL-Pers system unless authorized by the General Manager. Part time employees that are included in the CalPERS program will not participate in Social Security.

### Deferred Compensation

The District, in its discretion offers optional deferred compensation (457) plans through CalPERS and Mass Mutual Financial Group Insurance.

### State Disability Insurance/Paid Family Leave

California's state disability insurance and paid family leave are provided to employees at their expense. Refer to Policy #2040, Sick Leave, and Policy 2045, Family and Medical Leave for additional information.

District employees are covered under the state disability insurance plan (SDI). This insurance provides disability protection if an illness or injury not caused by the job prevents an employee from working. All employees are eligible and pay for this program through paycheck deductions. Claim forms are available from the Employment Development Department.

An employee who qualifies for SDI/Paid Family Leave and unable to work may, at the employee's option, receive his or her full salary during the disability period by using his or her accrued sick, annual leave or comp time balances until they are depleted, in order to make up the difference between the employee's full salary and the amount of the SDI payments.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Volunteer Workers' Compensation Insurance  
**POLICY NUMBER:** 2115

An unpaid person 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 injury or illness 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.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Workers' Compensation/Occupational Sick Leave  
**POLICY NUMBER:** 2120

### Worker's Compensation

The District, in accordance with the California Labor Code, shall provide workers' compensation insurance coverage for employees who sustain work related injuries. The District is self-insured and works through a Third Party Administrator for the processing of workers' compensation claims. Medical treatment is contracted through a health care provider network. Employees who are injured in a work related injury will be referred to the contracted provider for initial treatment.

### Occupational Sick Leave

Occupational sick leave for employees injured in the line of duty shall be authorized when the General Manager, after consultation with the Third Party Administrator, determines that the employee is unable to perform his/her normal job duties. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed six (6) months. Annual leave and sick leave will not accrue and step increases or other increases shall not be given to employees while receiving workers' compensation benefits. Employee sick leave shall not be charged against an employee off duty for occupational sick leave.



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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2120 Workers' Compensation/Occupational Sick Leave  
Rule and Regulation: RR2120 Good Faith Interactive Process

### Procedures for Implementing the Good-faith Interactive Process

If an employee has been injured on the job and has missed work due to injury;

1. The injured employee may not return to work without a release from his/her physician stating that he/she can work without restrictions.
2. If the employee's physician releases the employee to work with restrictions, the following will provide the guideline;
  - A) The employee shall meet with the Human Resource Manager, to discuss those restrictions;
  - B) Human Resource Manager shall review those restrictions, in relation to the essential functions and the usual duties of the employees job;
  - C) The Human Resource Manager will then meet with the General Manager and present a recommendation on the employees' ability to perform those usual duties of his/her job, with the restrictions placed by the physician. The General Manager may consult with the employee's supervisor prior to making the decision;
  - D) If it is determined that the employee can perform the duties, with the restrictions, then the employee may return to work;
  - E) If it is determined that the employee cannot perform the usual duties with restrictions, then the Human Resource Manager will discuss other vacant positions or other work that may be available for the employee, with the General Manager. This evaluation will include reasonable accommodations that may be made, allowing the employee to resume work.
  - F) After meeting with the employee the General Manager will determine whether to accommodate restrictions or assign the employee to an equivalent vacant position the employee is qualified to perform. The District shall provide reasonable accommodations as needed, or a lower graded position if available, or may temporarily assign tasks the employee will be able to perform while recovering;
  - G) If after conferring with the employee, and the General Manger determines that the District cannot accommodate the restrictions, then once the employees condition improves and restrictions are lessened or removed, then the General Manger will again review as outlined above;
  - H) If the General Manager determines that the restrictions can be accommodated, then the employee will return to work on the fate allowed by his/her physician provided a signed work release is received by the District prior to or on the first day of work.
  - I) If the employee refuses work offered to him/her that he/she can do within the restrictions outlined by the physician, then the employee will be considered as if he/she has abandoned his/her position and may be terminated.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Educational Assistance Plan  
**POLICY NUMBER:** 2130

Employees of the District are encouraged to pursue educational opportunities which are related to their present work or which will prepare them for foreseeable future opportunities within the District.

The District will reimburse regular employees for out of pocket tuition and required class materials expenses for passing approved courses of study. The total amount of reimbursement which will be paid to an employee is limited to 50% of the expenses up to a maximum of \$1500.00 in any calendar year.

To be eligible for reimbursement of course costs, the employee must first request and receive approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing with documentation of the expenses claimed. The employee will be notified of final approval.

Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager. In order to obtain reimbursement the employee must receive a passing grade of a "C" or "Pass"/Fail in the class(es) wherein reimbursement is requested.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Child Abuse and Neglect Prevention and Reporting  
**POLICY NUMBER:** 2135

The Greater Vallejo Recreation District (“District”) prohibits and does not tolerate child abuse, neglect, sexual abuse, trafficking, or exploitation in the workplace or during any District-related activity. This policy sets forth the District’s procedures for employees and volunteers to report such acts. Those violating this policy will be appropriately disciplined, up to and including termination of employment or volunteer status. No employee or volunteer, regardless of his or her title or position, has the authority to commit or knowingly allow child abuse or neglect.

### Definitions and Examples

Child abuse includes any physical injury intentionally inflicted upon a child. Child abuse also includes sexual abuse inflicted upon a child.

Child neglect includes the negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. Neglect includes placing a child in a situation that endangers the child’s health or safety. Neglect also includes failing to provide adequate food, clothing, shelter, medical care, or supervision where the child is at substantial risk of suffering serious physical harm or illness.

Sexual abuse includes, but is not limited to:

- Sexual assault or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Intentional physical conduct that is sexual in nature, such as touching of the genitals or intimate parts of the body, for the purposes of sexual arousal or gratification.
- Sexual exploitation, such as persuasion or coercion of a minor to pose in a photograph or video depicting sexual conduct.
- Sex trafficking or payment to a minor for the performance of any sexual act.

### Reporting Procedure

Immediately report suspected sexual abuse to your supervisor and the Human Resources Director. Do not directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. The District will take

every reasonable measure to ensure that those named in the complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigation. If you are considered a Mandated Reporter, you will be required to file a report with Child Protective Services or local police.

### **Anti-Retaliation and False Allegations**

The District prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or who participates in any related investigation. Employees are prohibited from making false or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution. Making knowingly false or malicious accusations of sexual abuse can have serious consequences for those who are wrongly accused.

### **Investigation and Follow-up**

The District will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The District will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

### **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

The District follows state and federal legal requirements for reporting allegations or incidents of child abuse, neglect, sexual abuse, trafficking, or exploitation to appropriate law enforcement and child or adult protective services organizations. The District will not investigate or assess the validity or credibility of an allegation as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

### **Employee and Volunteer Screening and Selection**

As part of its abuse and misconduct prevention program, the District maintains a diligent screening program for prospective and existing employees and volunteers who may interact with those employed by, associating with or serviced by the District. The District may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

### **Rules**

To further the policies above, District employees and volunteers are subject to the following rules:

- It is strictly prohibited for any employee to have any one-on-one interaction with a minor/child in a nonpublic area. To prevent this occurrence, always have two employees present with a minor in any nonpublic area.

- Activities with minors should always occur in well-lit and easily accessible areas. Intimate or secluded settings are to be avoided. Assistance in toileting is strictly prohibited.
- Touching minors in an inappropriate manner is forbidden, especially by initiating contact. For example, patting minors on the buttocks as a sign of congratulation or encouragement, as often found in athletics, is forbidden.
- Do not play games with minors in which minors or employees hide, have unaccounted for periods of time or present opportunities for intimacy in nonpublic areas.
- Misconduct includes violation of “boundaries” of proper behavior and minor management. Violation of such boundaries includes bringing minors alone into a employee’s home, kissing, requesting personal favors, and intimating that their successful treatment is dependent on personally pleasing or satisfying the employee.
- No after-hours or “special” relationships during or following the minor’s affiliation with the District is allowed. This includes adding a minor as a friend on any social media platform or knowingly allowing a minor to follow your social media account and not taking reasonable action to prevent it (in this case, reasonable action would be defined as, removing and blocking the minor from your social media account when you are made aware of their action to follow/view/like your profile or content).

Violation of any of the above-mentioned rules can lead to disciplinary action up to and including termination of employment and the violation(s) will be reported to the local authorities, as appropriate.

### **Required Training**

All employees and volunteers who supervise or have control of minors (under the age of 18 years old), are considered Mandated Reporters by law and will be required to take Mandated Child Abuse Reporter Training after being hired by the District, and annually thereafter.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Compensation  
**POLICY NUMBER:** 2150

The compensation plan is intended to provide fair compensation for all positions classified within the District. The compensation plan may take into consideration rates of pay for similar employment in private industry and local government, cost of living data, and the financial condition of the District.

The compensation plan shall cover all positions within the District except the General Manager. Those positions that are substantially similar with respect to duties, responsibilities, authority and character of work are included within the same salary range, and the same schedules of compensation shall apply with equity under like working conditions. The schedule of compensation for each salary range shall consist of five steps.

### Administration of Position Classification

It is the duty of the General Manager or designee to administer the position classifications so that they reflect all positions within the District fairly and accurately. The General Manager shall examine and review the classifications periodically and, if necessary, recommend appropriate changes. The General Manager may amend, combine or revise a position classification in accordance with the attached rules and regulations.

### Use of Salary Ranges

All increases in salary within any range shall be made on the basis of fully satisfactory performance. Increases shall be neither automatic nor a matter of right. Increases in salary may only be authorized by the General Manager. The following provisions shall govern the granting of salary increases:

- All newly appointed employees shall normally be paid at the first step of the salary range for the position to which the employee is appointed.
- If the General Manager finds that qualified applicants cannot be successfully recruited at the first step or a person to be hired has significant skill and experience above the minimum qualifications for the position, he/she may authorize an appointment at a higher step. Appointment of an employee to an initial step higher than Step 3 shall require Personnel Committee approval.
- The General Manager shall authorize a step increase only after a satisfactory evaluation of the employee's performance. The employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible for a step increase:
  - After successful completion of a minimum of six months probation of service, employees shall advance to the next higher step within the range;
  - After successful completion of a minimum of 12 months of service, employees shall advance to the next higher step within the range;

- After successful completion of a minimum 2 years of service, employees shall advance to the next higher step within the range;
- After successful completion of a minimum of 3 years of service, employee shall advance to the top step.
- The General Manager may accelerate the step advancement of any employee with the recommendation of the Department Head provided:
  - The written request for acceleration certifies that the employee has performed his or her work in an outstanding and exceptionally meritorious manner and is substantiated by the performance evaluation. The Department Head must set forth in detail the reasons for the request.
  - At least six (6) months have elapsed since the employee's appointment to the position.
  - Not more than two (2) salary steps are recommended.
  - The employee has had no previous step advancement acceleration during employment in the particular classification.

### Pay Adjustments

#### Promotions

Employees promoted to a position in a higher salary range shall be placed at step one for the range or such higher step as is necessary to provide not less than a five percent (5%) increase in salary. Subsequent increases will be based on the date of the promotion and follow the guidelines shown above.

#### Demotions

Employees demoted to a position in a lower salary range for reasons other than unsatisfactory performance shall be placed at the highest step in the new range that does not exceed his/her current rate of pay and shall retain the step increase eligibility date to which entitled prior to the demotion.

Employees demoted for reasons of unsatisfactory performance shall be reduced one (1) step or be placed at the maximum step of the new salary range, whichever is lower. The new step increase eligibility date will be the date of the demotion with a minimum of twelve (12) months of satisfactory performance to advance to a higher step.

#### Reclassification

Employees whose position is reclassified to a lower salary range shall stay at his/her current rate of pay, but will not be eligible for any increases, except longevity, until the highest step of lower salary range exceeds his/her current rate of pay.

Employees, reclassified position is, to a higher salary range, shall be placed at a step that ensures they receive a minimum of 5% increase.

#### Longevity

Employees who have worked for the District for twenty (20) years or longer will receive an increase in salary, above the maximum step, for the current position, the amount of the increase is determined by the Board.

#### Out of Class Assignment

The District shall have the right to temporarily transfer or assign employees to another classification to cover employees who are absent, to fill temporary vacancies, or to take care of unusual conditions or situations that may arise. In no case shall the temporarily transferred employee suffer a loss in pay as a result of the transfer. Employees who are temporarily transferred or assigned to perform the duties of an employee in a higher salary range shall

receive the same rate of pay as if the employee were promoted. Employees temporarily promoted shall not acquire any permanent title or right to the position.

#### Temporary (Part time and Seasonal) Employees

Temporary employees may be eligible for a merit increase. Not all tasks or jobs will merit an increase even though the employee is doing an excellent job. In considering a wage increase above the top step the following conditions must be met:

- The employee must be at the top step of the wage scale;
- The employee may not have received an increase within one year;
- The employee must have a satisfactory or better evaluation;
- The increase must be approved by the General Manager;
- The budget must be able to support the increase;
- The maximum increase an employee may receive is 5% above the wage scale.

#### Effective date

The effective date for new employees will be the first day of employment. Step, merit, and longevity increases, promotions, demotions, and reclassifications shall take place on the first day of the pay period in which the increase/decrease date falls. Temporary out of class assignments shall take place as set forth in the Memorandum of Understanding applicable to the particular bargaining group or as determined by the General Manager.

#### Paydays

Paydays are bi-weekly on Friday or the day before if payday falls on a holiday.

#### Pay Advances

The General Manager shall not allow or approve of payment for time not yet worked. On occasion for emergency purposes, the General Manager may allow a paycheck only, to be released prior to payday for time already worked by the employee but not paid.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Whistleblower Protection  
**POLICY NUMBER:** 2155

The Board of Directors of the Greater Vallejo Recreation District shall not make, adopt, or enforce any policy or rule and regulation preventing an employee from disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or District Policies and Rules and Regulations, or violation or noncompliance with a state, federal or written District regulation.

No employee of the Greater Vallejo Recreation District shall retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or District Policies and Rules and Regulations, or violation or noncompliance with a state, federal or written District regulation.

The above provisions shall not apply to policies or rules and regulations which implement, or to actions by the District against employees who violate the confidentiality of the lawyer-client privilege, the physician-patient privilege, or trade secret information.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Leave of Absence-Including Military Leave  
**POLICY NUMBER:** 2160

An employee may request a leave of absence without pay for a period not to exceed six 6 months. The request of the employee for a leave of absence. Shall be in writing and state the purpose of such leave. Failure to comply with USERRA guidelines shall be grounds for immediate cancellation of leave discharge from employment, or such other disciplinary action as may be determined at the discretion of the General Manager or his/her designee. The General Manager may grant requests for leave without pay, for a period of 30 days or less. The Board of Directors will have final approval on leave without pay exceeding 30 days.

Leaves of absence will be authorized only after all accumulated vacation time has been exhausted. Employees will not accrue Benefits available to regular employees of the district (vacation, holiday or sick leave) during a leave of absence. Employees on an approved leave of absence may continue their health and or dental, and or life insurance benefit coverage until they return by pre-paying their health benefits cost to the district.

Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated in the position held at the time the leave was granted or if no longer available to a comparable position. Failure on the part of the employee on leave to report promptly upon expiration of his/her leave after written notice to return to duty shall be cause for discharge.

### Military Leave of Absence

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services" (1) are not disadvantaged in their civilian careers because of their service (2) are promptly reemployed in their civilian jobs upon their return from duty and (3) are not discriminated against in employment base on past, present or future military service.

### Requesting Military Leave

When an employee is called to military service, the District requires the employee to give advance written verbal notice of the service to their employer, unless such notice is precluded by military necessity. The employee should submit a Leave of Absence Request Report Form to his or her supervisor when notified of an impending call to service as soon as possible and provide documentation.

### Duration of Leave

Permanent employees who are members of the Armed Forces, Reserves, National Guard or other “uniformed services “ who are called for duty of a temporary nature shall receive a leave with full pay for a period not to exceed thirty (30) days in one fiscal year.

Benefits during Military Leave

Any permanent employee called to involuntary active military duty for over 30 days shall be granted supplemental compensation for the difference between the employee’s District salary and his/her military reservist salary for an additional 365 days. The District will continue its contribution to medical premiums (health, dental and life insurance for the employee and dependents during this period).

An employee on military leave may elect to continue the District health plan coverage and is required to pay only the portion of the insurance premium when in the service for code days of less. Thereafter, the employee may elect to continue healthcare coverage for employee and dependents for up to 24 months while in the military as provided under COBRA. For more information, see the Human Resources Administrator.

Returning after Military Leave

Upon completion of the temporary duty, the employee shall be reinstated to his/ her old position or comparable position in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Performance Evaluations  
**POLICY NUMBER:** 2170

The Board directs that all employees shall have a scheduled performance evaluation. This review is intended to be a comprehensive and objective assessment of performance for the evaluation period. It is also intended to give guidance and help set priorities on use of time and resources in the following evaluation period.

The evaluation shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each above or below average score. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

Performance evaluations will be conducted on the following schedule:

- Probationary employees shall receive a review prior to the end of the probationary period.
- Permanent employees shall receive a review prior to the granting of a salary step increase.
- Permanent employees who are at the highest step of the salary range shall receive a review annually on their anniversary date. Employees with an overall rating of unsatisfactory may be scheduled for additional evaluations to track improvement at the discretion of the General Manager.

Unscheduled performance evaluations may be made at the discretion of the General Manager.

Refer to Policy # 4080, Board of Directors - General Manager Relationship, for the performance evaluation schedule for the General Manager.

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# 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;
- settles grievances as nearly as possible to the origin.

### 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 state or federal law; and resolutions adopted by the Board of Directors. No punitive action shall be assessed 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, if union represented, under the provisions stipulated in the memorandum of understanding. No employee may grieve 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 who believes he/she has a grievance shall present the evidence orally to his/her immediate supervisor within five (5) working days after 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 (3) working days after the presentation of such evidence. 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, the employee may submit the grievance in writing to the Department Head. In order to be considered the grievance must be submitted within five (5) 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 shall include the following:
  - facts or circumstances upon which the grievance is based;
  - date(s) when the event occurred;
  - decision rendered by the immediate supervisor, if provided;
  - desired resolution or remedy;
  - signature of grievant.
- The Department Head shall notify the employee of his/her decision and the reason for the decision within two (2) 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 be considered the grievance must be submitted within three (3) 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 decision and the reason for the decision within two (2) working days after receipt of the written grievance.

#### Step 4

- If the employee is not satisfied with the 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 be considered the appeal must be submitted through the General Manager within five (5) working days after receipt of the decision. The appeal shall be include a copy of the original grievance; a copy of the written decision by the General Manager, and clear, concise statement of the reason for the appeal to the Committee.
- The Policies and Personnel Committee shall, as soon as possible, schedule a hearing in closed session, 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.

#### Step 5

- If the employee is not satisfied with the Committee's decision, the employee may submit a written appeal through the General Manager to the chairperson of the Board of Directors within five (5) working days following the Committee's hearing.
- 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

- 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.
- By agreement in writing, the parties may extend any and all time limitations specified above.
- 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 situation. 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.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Drug and Alcohol Abuse  
**POLICY NUMBER:** 2190

It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work. An employee will be required to submit a drug alcohol test when reasonable suspicion exists to believe the employee maybe under influence of illegal drugs or alcohol ha may affect their ability to perform their work duties.

Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination. For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties.

Individuals will be required to adhere to this policy as a condition of employment with the District.



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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2190 Drug and Alcohol Abuse  
**Rule and Regulation:** RR2190

To insure that the District maintains the highest standards in service to the public by taking every reasonable precaution to discourage substance abuse both on and off the job among individuals working for the District and prohibit impaired individuals from being on active duty, the following rules/procedures have been established:

- A pre-employment drug screening test will be given to all applicants to whom a conditional employment offer is made. Refer to Policy # 2200 for additional information.
- Random drug and alcohol testing for any employee, who operates District equipment, drives a District or personal vehicle while conducting District business may be selected for a drug test as directed by the General Manager or his/her designee. Testing may be required whenever the General Manager or any supervisor determines that there are objective indicators of behavior, demeanor, or job performance which creates a reasonable suspicion that the employee has been impaired by drugs and/or alcohol while in the scope of his/her work or representation of GVRD, whenever a person is involved in a work-related accident involving a vehicle or power equipment or with prior notice, during any physical examination regularly required by the General Manager or under state law for the position. If a qualified physician, as a part of the examination above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.
- Once a drug and/or alcohol test is found to be positive, the employee will remain off work until given a medical release to return to work by the pre-approved drug treatment facility. An employee who tests positive for drugs and/or alcohol abuse on two separate confirmed incidents within a five-year period, shall be terminated.
- All aspects of the investigation and testing pursuant to this policy shall be treated as confidential. The General Manager or his/her designee will be designated to receive test reports. Other members of the District will be notified strictly on a need-to-know basis. Test result records shall be maintained in the employee's medical file and shall be maintained in a manner in which the employee's right to privacy is insured. Each tested employee is entitled to a copy of the laboratory report of his/her test results.

## Discipline

An employee who refuses to cooperate fully and in a timely manner with the requirement to undergo drug or alcohol testing shall be considered insubordinate and subject to existing disciplinary procedures up to and including termination.

An employee who test positively for drugs and or alcohol shall be given reasonable opportunity to challenge or explain the results.

Where the results are positive and no medical justification exists for drug or alcohol use, the individual will be directed to participate in a treatment program at a pre-approved treatment facility. The employee will be required to sign the program's release form for monitoring purposes. The cost of prescribed treatment beyond the employee's medical insurance shall be borne by the employee. The employee will be placed on leave pending medical release to return to work and a negative test. When the employee's accrued paid leave expires, the employee will be placed on leave without pay.

Any employee placed in a treatment program must successfully complete the program, including re-testing for drugs and/or alcohol with negative results, as required by the treatment facility.

The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program;
- Comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,
- Be subject to periodic testing without further reasonable cause.

Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

Discipline or termination should not be taken until a thorough investigation has been completed.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Use of Tobacco Products  
**POLICY NUMBER:** 2195

In the interest of the health and safety of employees and the general public, the following policy shall apply to the use of tobacco products:

- No District employee or member of the public shall use any tobacco product inside a District owned or operated facility, vehicle, or in an outdoor area within 20 feet of the facility's main entrance, exit, or operable window.
- No District employee or member of the public shall use or dispose of any tobacco product within 25 feet of any playground.

This policy shall not preempt the ordinances set forth by the city, county, state or school district.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Pre-employment Physical and Drug Screen  
**POLICY NUMBER:** 2200

All individuals to whom a conditional full time employment offer is made shall be required to submit to a controlled substance test and a physician's examination at District expense. The examining physician will be provided a description of the job involved (including physical requirements for typical tasks) to assist in a determination of the individual's fitness to work.

Full time employment will not occur until after a negative controlled-substance test result is received, and a qualified physician has certified the individual fit to perform the type of work required by the position. The General Manager may authorize the hiring of an individual in advance of receipt of the test results and physical examination if he/she believes that waiting for the results may jeopardize the District's opportunity to secure an appropriately qualified candidate or in an emergency situation. However, such offers of employment pending receipt of test results and results of the physical examination shall clearly specify that they are conditioned upon the receipt of a negative controlled-substance test result and/or the physician's fitness-for-work certification, and that employment will be terminated if the controlled-substance test is positive or if the physician does not certify that the employee is fit to perform the type of work required for the position. Such disqualification from employment will last for a period of at least six (6) months, at which time a person may apply for employment with the District again.

Employment will not be granted if the individual refuses to cooperate in completing the testing and physician examination.

Retesting of an individual who was previously employed will be required if more than three months have elapsed since the individual's last day of work for the District.

Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** "HIPAA" Releases

**POLICY NUMBER:** 2205

Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) will be a condition of employment or continued employment with the District to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, state disability absences, fitness-for-duty physicals, and any other lawful need for medical information. Refusal to authorize release of PHI in any of the above instances will be grounds for discipline up to and including termination.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Harassment  
**POLICY NUMBER:** 2215

The Greater Vallejo Recreation District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

### California FEHA Harassment and Discrimination

The Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment because of race, color, religious creed including religious dress and grooming practices, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin (including language use restrictions), ancestry, mental and physical disability, medical, age (40 and over), pregnancy (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), denial of medical and family care leave or pregnancy, military and veteran status, disability leave (Government Code sections 12940, 12945, 12945.2) and / or retaliation for protesting illegal discriminatory act. For victims who are under the age of 18, complaints of discrimination must be filed no later than one year following that person's 18<sup>th</sup> birthday. For further information call (800) 952-5275 or visit on-line: [www.hcd.ca.gov](http://www.hcd.ca.gov)

### Abusive Conduct

Effective January 1, 2016, AB2053- Abusive Conduct- bullying was added to California law to prevent workplace bullying. Abusive conduct is defined as "a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest.

The District prohibits employee, co-workers and supervisors from engaging in unlawful behavior under FEHA and federal law.

Including, but not limited to the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures

- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for having reported or threatened to report harassment

If any employee of the District believes that they have been harassed, they may file a formal or informal confidential complaint with their supervisor, a Department Manager, the Human Resources Administrator, or the General Manager, as soon as possible after the incident and in accordance with the attached rules and regulations.

Staff receiving harassment complaints will immediately refer them to the General Manager or the Chairman of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s). Maintaining confidentiality to the extent possible and if misconduct found at the end of the investigation appropriate remedial action will be taken.

Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2215 Harassment  
**Rule and Regulation:** RR2215

### Complaint Process

Any employee who believes they are the victim of harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

A formal complaint is made in writing and should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es). The complaint should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents.

### Complaint Response Process

Any supervisory employee who receives a formal or informal harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their Department Manager, or to the General Manager if their Department Manager is unavailable or personally involved in said complaint.

Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the Department within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the Department Manager is unavailable or personally involved in said complaint.

A written record of any investigation of an alleged harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel



Committee. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

### Disciplinary Procedures and Sanctions

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, according to District Rules and Regulations #RR2260. Retaliation by management or co-workers against anyone filing a complaint, or participates in a workplace investigations, will not be permitted or tolerated. Expected timely closure of the investigation(s) within 30 days from date of first report.

### Retaliation

The District maintains a zero tolerance policy for any type of harassment in the workplace including discrimination. Any employee who believes they are the victim of harassment may file a formal or informal confidential complaint without fear of retaliation.

The District prohibits retaliation against anyone for reporting discriminatory activity, registering a complaint pursuant to the policy, assisting in making a discrimination complaint, or cooperating in an investigation.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Equal Opportunity  
**POLICY NUMBER:** 2225

The Greater Vallejo Recreation District concludes that in order to promote and realize equal employment opportunities and declare zero tolerance for discrimination against, or preferences for, any individual, consistent with the Constitution of the State of California, state and federal laws, that an equal employment opportunity policy is necessary.

The District is an equal opportunity employer. The District employs persons having the best available skills to efficiently provide high quality service to the public. The District is committed to hiring and employment practices that do not discriminate or give preferential treatment on the basis of race, color, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military status of such person or any other basis protected by federal, state or local law, ordinance or regulation or other protected groups status under state or federal law.

The District will conduct broad-based recruiting both internally and externally to ensure that it reaches the broadest possible pool of highly qualified applicants. All recruitment, hiring placement, transfers and promotions shall be based on merit. All other personnel actions including. But not limited to, compensation, benefits, layoffs, terminations, disciplinary actions, and training shall be administered without discrimination or preference. All hiring and recruitment material shall clearly state that the District is an equal opportunity employer.

Employees shall observe all laws, policies and regulations prohibiting discrimination or harassment.

Equal opportunity shall be provided to employees and applicants in all aspects of personnel policy and practice. The District shall not discriminate against individuals with disabilities who, with reasonable accommodation can perform the essential functions of the job.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Degrees of Relationship of Employees**  
**POLICY NUMBER: 2230**

It is the policy of the Greater Vallejo Recreation District to seek for its full and part-time staff the best possible candidates through appropriate employee recruitment procedures (Refer to Policy #2085). There shall be no bars to appointment of individuals who are close relatives or with whom there are close relationships to Board members or staff in the same or different department as long as the following standard is met:

No employee shall participate in any manner whatsoever in any decision(s) regarding any personnel matter that may directly or indirectly affect the selection, appointment, promotion, discipline, termination, employment status, or interest of a close relative. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment
- Serving on a hiring panel
- Developing, administering, or rating a civil service exam
- Initiating an administrative investigation or discipline
- Assigning work
- Preparing, conducting, or contributing information to a performance appraisal
- Approving overtime or any other compensated time
- Approving vacation, sick, or other leave time
- Granting or denying permission to attend a conference or other work-related event; and
- Approving reimbursement for work-related expenses.

For the purpose of this policy, "close relative," whether by blood, adoption, marriage, guardianship, or domestic partnership is defined as spouse, domestic partner, mother, father, child, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law, or individuals living in the same household. Additionally, close relationship includes but is not limited to close friendships, romantic, sexual, and/or intimate relationships or other relationships that show favoritism or the appearance of favoritism.

When an individual is considered for appointment in a department in which a close relative or person with a close relationship is already assigned, a review of the relationship and the compliance with this policy shall be required at all appointing levels to ensure that all members of the department will be treated equally.

Employees are prohibited from directly supervising close relatives or employees with whom there are close relationships. It is best practice that employees do not indirectly supervise close relatives or employees with whom there are close relationships. Exceptions to this policy for indirect supervision may be made on a case by case basis.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a close relative.

### **Reporting and Compliance Procedures**

1. Direct supervision of close relatives or employees with whom there are close relationships must be promptly reported by both employees to the General Manager and/or the Human Resources Manager. Since employees cannot directly supervise close relatives or employees with whom there are close relationships, the General Manager or Human Resources Manager shall remove the conflict.
2. Indirect supervision of close relatives or employees with whom there are close relationships must be promptly reported by both employees to the General Manager or Human Resources Manager to assess the implications for the workplace, and to ensure that employment decisions are made appropriately.
3. In any case where close relatives or employees with whom there are close relationships may ultimately report to the General Manager or the Acting General Manager, the reporting employee will report to the Human Resources Manager.
4. In any case where close relatives or employees with whom there are close relationships may ultimately report to the Human Resources Manager or the Acting Human Resources Manager, the reporting employee will report to the General Manager.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Outside Employment  
**POLICY NUMBER:** 2240

No District employee shall be permitted to accept employment outside of District service if:

- The outside employment leads to a conflict, or potential conflict of interest for said employee; or,
- The nature of the outside employment is such that it will reflect unfavorably on the District; or,
- The duties to be performed in the outside employment are in conflict with the duties involved in District service.
- The duties and hours of work in the outside employment impact GVRD hours of work.

An employee who does have outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:      Separation from District Employment**  
**POLICY NUMBER:    2250**

### Voluntary Resignation

To leave District service in good standing, an employee must file a written notice of termination at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

An employee who fails to report to work for two (2) consecutively scheduled workdays without notice or approval by his/her supervisor will be considered voluntarily terminating employment with the District.

A regular employee who voluntarily resigns shall be ineligible for reinstatement to the same position held on separation from employment or be eligible to have his/her name placed on a re-employment list established due to layoffs. However, the employee who voluntarily resigned may seek re-employment to any position for which qualified under the same conditions as any other person seeking employment with the District. Any person re-employed to any position in the District shall be governed by Policy # 2090, Probationary Period. The re-employed person shall not receive credit for service prior to such re-employment for purposes of layoff, sick leave or annual leave until he/she has served five (5) years of unbroken District service from the date of re-employment.

### Layoffs

Whenever, in the judgment of the Board of Directors it becomes necessary in the interest of economy or because of budget reductions or the necessity for a position no longer exists, the Board may abolish any position(s) and transfer, demote or layoff an employee(s) holding such position. The affected employee may have retreat rights to displace an employee who has less seniority in a position that the employee has previously occupied or supervised. Seniority shall be determined by the date of hire to a full time position.

The General Manager or designee shall develop the rules and regulations that define the procedures and process for layoffs, bumping, and re-employment in accordance with the law and collective bargaining agreements.

### Dismissal

Any person holding a position in the District may be dismissed by the General Manager for any of those reason cited in Policy #2190, Drug-Alcohol Abuse, and Policy #2260, Disciplinary Action.

During the probationary period an employee may be dismissed at any time by the appointing authority without cause, and without the right of appeal. Notification of the rejection shall be provided in writing to the probationer.

Senior management appointed by the General Manager, subject to the approval of the Board, who are removed or suspended by the Board or the General Manager, shall have written notice of the cause of his/her removal or suspension.

Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2250 Separation from District Employment  
**Rule and Regulation:** RR2250

When the Board of Directors authorizes reducing or abolishing any position(s) within the District, the employee(s) holding the position may be laid off, demoted, or transferred. Such action shall not be considered disciplinary actions for appeal purposes.

### Statement of Intent

The General Manager will provide in writing notification to the Union(s), for Union represented positions, or the employee, for non-represented positions, at least sixty (60) calendar days prior to the anticipated action. This notice will include the proposed effective date and number of individuals included in the action.

### Order of Layoffs

The layoff order for affected employees shall be determined by seniority within a class within a Department. Seniority will be determined by the date of hire as a regular employee. Whenever the General Manager believes that the best interests of the District requires the retention of an employee(s) with special qualifications, characteristics, and skills, the General Manager may prepare a written request to the Union to grant an exception to the order of layoff. Once the order has been established, the affected employees shall receive written notice at least 30 calendar days prior the effective date.

### Vacancy and Demotion

Whenever there is a reduction in the work force, the General Manager may first demote the employee subject to the layoff to a vacancy, if any, in the affected department in a lower class previously held by the employee. A "vacancy" is defined as a position within the District that is vacant and approved for funding by the Board of Directors and General Manager. However, if the employee subject to the layoff has more seniority than another employee in the same class, he/she may displace the less senior employee.

### Displacement of Less Senior Employees

In the event there are no vacancies, a regular employee may have retreat rights to displace an employee who has less seniority in a position that the employee has previously held and performed satisfactorily in.

In order to retreat, the affected employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the notice of layoff or position elimination. An employee retreating to a lower class must accept the hours and working conditions of the displaced employee. The retreating employee shall be



placed at the salary step within the new range representing the least loss of pay and will not be required to serve a probationary period.

The affected employees may waive the retreat right to an available position in writing to the General Manager within five (5) working days of receiving the notice of layoff. Employees who waive their retreat right within the time limits shall not be considered to have resigned nor lose their current position on the re-employment list.

If the affected employee does not provide in writing a request for displacement action or waive his/her retreat rights within the five (5) working days time frame, he/she loses all retreat rights.

#### Re-employment List

The names of laid off regular employees shall be placed on a master re-employment list for a one (1) year period. Such list shall be used by the District when a vacancy arises in the same or lower class before recruitment outside the District. An employee who resigns, retires or is terminated for reasons other than a layoff relinquishes any and all right to be placed on the list.

Employees will be recalled in the reverse order of the layoff. Employees who are laid off and are subsequently rehired within ninety (90) calendar days following the layoff will be considered as having served continuously in the District for purposes of seniority and vacation accrual.

Laid off employees re-employed to permanent positions within the District at the same level as laid off shall be dropped from the list. Laid off employees re-employed to a lower class shall remain on the list for the higher position for one (1) years. All persons re-employed after six (6) months shall be required to serve a new probationary period. Persons on the re-employment list shall have one (1) opportunity to refuse re-employment before they are dropped from the list.

#### Offer for Re-employment

When a vacancy arises in the same or lower class held by the laid off employee(s), a written offer shall be sent to the employee(s). A reasonable effort shall be made to contact the person(s) eligible for re-employment, but it is the responsibility of that person(s) to keep the District informed of where he/she can be reached. The employee will have fifteen (15) calendar days from the deposit of the offer in the United States mail to deliver or cause to be delivered, his/her acceptance of the offer. The job offer will be conditional upon the satisfactory completion of a pre-employment physical and drug screen. Failure to respond within the time limit shall be considered as declining the offer, and the employee will be removed from the re-employment list.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Letters of Recommendation/References  
**POLICY NUMBER:** 2255

The Board finds that it is in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or designee is directed to create and implement a rule and regulation whereby all letters of recommendation are reviewed and approved by the General Manager or designee before dissemination.

The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

The General Manager or designee may refuse to give a recommendation. Any recommendation given shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Disciplinary Action  
**POLICY NUMBER:** 2260

The Board of Directors desires that all employees exhibit professional and appropriate conduct and serve as positive role models in the community. Unacceptable behavior or violation of District policies and rules may warrant disciplinary action. The District has established a system of discipline that includes, but may not be limited to, verbal warnings, written warnings, suspensions and terminations. The District may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The District, at its sole discretion, may terminate an employee, even though the employee has not received prior warnings or suspensions. The General Manager shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

The General Manager or designee shall develop the rules and regulations that define the disciplinary actions and the appeals process in accordance with the law.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2260 Disciplinary Action  
**Rule and Regulation:** RR2260

### Disciplinary Action

Employees may be disciplined for violations of District policies or regulations. Some of the reasons for disciplinary action include, but are not limited to, unauthorized absence, dishonesty, inefficiency or failing to perform the duties of his/her position, refusal to obey reasonable orders of supervisor, or discourteous treatment of a member of the public or another District employee. The disciplinary action may be one or a combination of the following appropriate to the facts and circumstances involved:

- Verbal Warning – verbal notification to an employee that there is dissatisfaction with his/her service or conduct, and that if the cause is not corrected further disciplinary measures will be taken;
- Formal letter of reprimand notifying the employee that there is dissatisfaction with his/her service or conduct, and that further disciplinary measures may be taken if the cause is not corrected. Unless revoked completely on appeal, the reprimand as amended or modified, along with any written responses, shall be placed in the employee's personnel file. Provided that no additional incident occurs of a like nature, the written reprimand and response shall remain in the employee's file for a period not to exceed two (2) years from the date the final reprimand was issued;
- Demotion in classification or rank to a lower classification or rank with reduction in salary. Demotion may be permanent or temporary. Reduction in pay is effective at the beginning of the next payroll period following the effective date;
- Reduction of step within range granted for merit and/or length of service. Reduction in pay is effective at the beginning of the next payroll period following the effective date of the disciplinary action;
- Suspension without pay for a period not to exceed thirty (30) days per incident. A suspended employee forfeits rights as an employee, including use and accrual of leave, while serving such suspension, except for insurance coverage;
- Termination – permanent discharge from the District's service.

The department head/supervisor has the authority to take disciplinary action following review and concurrence by the General Manager.

All disciplinary action with the exception of verbal warnings will be accompanied by a letter signed by the General Manager or designee to the employee specifying:

1. A description of the action taken and its effective date or dates;

2. A clear and concise statement of the reason(s) for such actions, including the acts or omission on which the disciplinary action is based;
3. A statement advising the employee of the right to respond either verbally or in writing to the authority proposing the action prior to its effective date, including the time within which such response must be made.

The written notice shall be served on the employee at least ten (10) working days prior to the effective date of any disciplinary action against an employee.

### Appeals

The employee is entitled to respond to the action within ten (10) working days of the receipt of the written notice. The ten (10) working day response period begins the day following the date the written notice was served on the employee either in person or by the proof of service date if mailed.

If the employee elects to respond in person, a meeting shall be scheduled with the General Manager at which the employee shall be afforded the opportunity to respond to the proposed action. The employee may be represented by another in presenting a response. The General Manager may amend, modify, revoke or sustain any or all of the charges contained in the written notice.

After hearing and considering the response of the employee the General Manager shall issue a decision indicating:

1. The original action is affirmed, or
2. The original action is affirmed as modified or amended by the General Manager; or
3. The original action is revoked and the charges against the employee are dismissed.

If the decision is either 1 or 2 as noted above, the General Manager will include in the notice to the employee that he/she has the right to appeal to the Policies and Personnel Committee and the date which that appeal must be made. Appeals to the Policies and Personnel Committee must be filed in writing within ten (10) calendar days of the receipt of the decision of the General Manager.

The Policies and Personnel Committee will hear the appeal in closed session within fifteen (15) calendar days of receipt of the appeal. 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.

The decision of the Policies and Personnel Committee for appeals of a formal letter of reprimand or a suspension of five (5) or less days shall be final and binding.

For all other disciplinary actions, either party may appeal the decision of the Policies and Personnel Committee to the full Board. Appeals to the Board shall be in writing and must be made within five (5) days of the issuance of the Policies and Personnel Committee decision. The appeal will be heard at the next regularly scheduled Board meeting in closed session to hear 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.

### Immediate Suspension of an Employee

In the event that an employee's behavior while on duty threatens the health and safety of any person; causes serious damage to public property, is an offense which seriously impedes District operations, or the employee is arrested and charged with disorderly or immoral conduct as defined in Public Resources Code, Section 5164, and any amendment thereto, the General Manager may immediately suspend the employee from his/her duties. The written notice of suspension shall be in writing and delivered to the employee at the earliest possible time considering the circumstances. The suspended employee shall not receive pay during the period of suspension. If the suspension is affirmed, modified or revoked, the disposition of the salary shall be addressed.

#### Compulsory Dismissal

Upon receipt of written electronic notification from the Department of Justice of a conviction for a crime defined in the Public Resources Code, Section 5164, and any amendment thereto, the employee shall be terminated automatically and without regard to any other termination procedure.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Electronic Devices, Electronic Mail, and Internet Use  
**POLICY NUMBER:** 2270

The District makes a variety of information system resources available to employees to assist them in performing their job functions, enhance efficiency and serve the public interest. These resources include computers, printers, tablets, smart phones, application software, email, access to the internet, etc. These resources are the property of the District and are to be used for valid business functions. Employees have the responsibility to use these resources in a professional, ethical, and lawful manner. Any use of District information systems resources, outside of the employee's job duties and official District business, is prohibited.

All data such as email messages, document files, spreadsheets, and databases created, maintained, sent and received using District equipment and software are the property of the District. Computer records are not considered private or confidential, and may be subject to public disclosure under the California Public Records Act. Employees have no expectation of privacy in the use of any District equipment and software.

District equipment and systems is subject to inspection a any time by the General Manager or his/her designee. Improper use may result in discipline up to and including termination.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 2270                      **Electronic Devices, Electronic Mail, and Internet Use**  
**Rule and Regulation:** RR2270

While no policy or rule and regulation can cover every possible situation, the following guidelines have been established for using computers, email and the internet.

### Computer documents and records

As the policy states, all data created, maintained, sent and received using District equipment and software is the property of the District. The District reserves the right to retrieve the contents for business reasons and to ensure the computers are being used properly. The District will also disclose computer records in response to legal requests and obligations to third parties.

The General Manager is the only person who can authorize the review of employees' computer records. Unauthorized monitoring or reading of the District's computer records or their contents violates this policy.

### Computer Use

- Employees should not install any software or hardware, including screen savers and shareware, without prior approval of the General Manager and Computer Systems Technician. Approval will only be granted if the software or hardware is job related. Unauthorized software may be uninstalled without notice.
- Computer game software may not be used during working hours or during scheduled breaks.
- Computer passwords should be periodically changed to ensure security. The use of passwords to gain access to computers or the server does not provide employees with an expectation of privacy. Employees should refrain from sharing their password with anyone but their supervisor and the Administrative Support Supervisor, who maintains the current password list for the General Manager.
- Files obtained from sources outside the District should be scanned for viruses prior to using them on District computer equipment.

### Internet Use

- Employees should use the internet to gather and exchange information that is job related or critical to the District mission. Minimal personal use is acceptable within the parameters of this policy. Minimal use is considered to be on an irregular basis for a short period of time during non-work time. Personal use of the internet shall not interfere with the performance of the employee's job duties. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.
- Employees should not access a web site or location where a fee is charged without prior approval of the Department Head. Employees responsible for charges that are not approved shall reimburse the District in full.



- Employees should not upload or download files that are not related to District business. Employees should get prior approval from their Department Head prior to downloading files and files should be scanned for viruses before they are accessed.
- Employees should not use the internet to access, send or solicit material that is indecent, pornographic or offensive in nature, or in violation of the District's sexual harassment policy or any other District policy.
- List servers, newsgroups, and chat rooms are to be subscribed to and used only for legitimate business purposes. Any messages sent or posted may be interpreted as the District's position or policy. The content of any messages should be appropriate for the workplace.

#### Electronic Mail

- Confidential information, such as personnel or legal decisions, should be communicated using a more secure method such as written memorandum or personal conversation.
- Electronic mail messages that could be construed as indecent, offensive, harassing or defamatory are prohibited.
- Electronic mail messages should not be used to campaign for or against a candidate for nomination or election to a political office, or any other political activity including political statements and opinions.
- Electronic mail messages should be considered as any other form of correspondence and may be subject to the California Public Records Act. Therefore, email messages should be able to withstand public scrutiny without embarrassment to the District.
- Employees should not attempt to access another employee's email without authorization.
- Employees should routinely delete unnecessary or out-of-date email messages. Employees should be aware that deleted messages might not have been deleted from the email system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, messages may be stored on the computer's back-up system.
- The General Manager may at his/her discretion review employees' email to ensure proper use of District's equipment, use of time, and compliance with policies.

#### Smart Phones

- The District has provided smart phones for staff to use during business hours and emergencies after hours.
- Smart phone are to be synced with Ring Central, the District's public telephone system, for phone calls and text messages. For email messages, work calendars, phones will be synced to Outlook in order to efficiently conduct District business while away from the office.
- Phones are not for personal use.
- Phones are considered District property and are to be returned when staff member leaves employment
- The tracking feature must be enabled; you must share your location with your supervisors.
- Downloading applications is not permissible without prior Supervisors' approval

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Telephone Usage  
**POLICY NUMBER:** 2275

Employees are to use District telephones, including cell phones, only for conducting official District business. Employees are prohibited from utilizing District telephones to place personal calls except in an emergency.

Personal cellular telephone usage will not be permitted by employees who are engaged in overseeing recreation activities at the pool or before and after school programs or other recreation program unless approved by the supervisor.

Personal cellular telephone shall be turned off while working and usage shall be confined to rest and lunch breaks, and in locations such that the conversation is not disruptive to other employees or District business.

Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:**       **2275**       **Telephone Usage**  
**Rule and Regulation: RR2275**

### Purpose

In order to provide our employees with the best tools to serve our customers, Greater Vallejo Recreation District makes cell phones available to employees. Greater Vallejo Recreation District encourages the use of cell phones because they can make communication more efficient and effective. However, all employees should remember that the cell phones provided by the District are District property and their purpose is to facilitate and support District business. All users of District cell phones have the responsibility to use these resources in a professional, ethical lawful and safe manner.

The following procedures have been established for the use of the District cell phones. No procedure can lay down all the rules to cover every possible situation. Instead, it is designed to express Greater Vallejo Recreation Districts philosophy and set forth general principles when using cell phones.

### Procedure

- Employees are issued a cell phone when having one promotes better service to customers, facilitates efficient communications with fellow employees, and supports other District business
- When an employee is issued a District cell phone as a condition of employment for the benefit of the district, it is to be used as directed by the employee's supervisor
- Employees issued District cell phones are required to carry and use them during normal hours of employment, and all other times reasonable to conduct the affairs for which he or she was employed
- Department managers must approve replacement of phone units, related accessories only when the item is no longer usable due to condition or obsolescence
- Any equipment or accessory being replaced must be surrendered before the new equipment or accessory is issued
- Employees issued a District cell phone are responsible for charges incurred from personal use, or replacement costs of equipment loss or damaged due to gross negligence. The General Manager or her/his designee will authorized any exceptions on a case by case basis
- Employees issued will be required to sign the Greater Vallejo Recreation District cell phone issuance form
- When a cell phone is lost, stolen or has been damaged beyond repair, the employee is responsible to inform their supervisor, who will inform the administrative support supervisor. An incident report shall be completed and turned in for District files.

### Safety and Distracted Driving

California State Law and Greater Vallejo Recreation District safety policy prohibit using a wireless/cellular telephone without a "hands free" device while driving a moto vehicle for District business, including district owned leased or rented vehicles.

Employees issued a hands- free device for use with a District cell phone may receive and answer incoming calls if safe to do so, but may only place emergency calls while driving. When employees reach their destination, or park their vehicle in a safe location, calls may be placed.

Employees with District cell phones who are not issued a hands-free device shall not receive or place calls with their cell phones while driving on District time. If a phone call comes in while driving, employees shall allow the voicemail feature to answer the incoming call. When employees reach their destination, or park their vehicle in a safe location, voicemail messages may be retrieved and return calls made.

In order for the district to maintain effective communication, cell phone voicemail messages are to be retrieved on a regular basis and return calls made of receiving voicemail within 30 mins.

#### Prohibited Communications

Cellphones cannot be used to knowingly transmit, retrieve, or store any communication that is:

- Derogatory to any individual or group
- Obscene sexually explicit or porno graphic
- Defamatory or threatening
- Discriminatory or harassing and or
- Engage in for any purpose that is illegal or contrary to Greater Vallejo Recreation District's policy or Business interests

#### Access to Employee Communications

Information created and or communicated by an employee using cell phones may be reviewed by the district (telephone numbers dialed sites accessed, call, length, and time at which calls are made etc.) for the following cost analysis resource allocation technical management of information resource and detecting patterns of use that indicates violation of district policies or engaging in illegal activity.

Greater Vallejo Recreation District reserves the right, at its discretion, to review any employee's cell phone logs and messages to the extent necessary to ensure cell phones and services comply with the law, this procedure and other District policies.

Employee should not assume electronic communications are completely private. Accordingly, if they have sensitive information transmit, they should use other means.

#### Violations

Acceptance of the district cell phone constitutes you agreement that you will be responsible for and subject to disciplinary action, if appropriate, for all charges incurred from personal use, or replacement of equipment last or damaged due to gross negligence. The General Manager or his/her designee will authorize any exceptions on a case-by-case basis.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Volunteer Services**  
**POLICY NUMBER: 2280**

### Volunteer Definition and Qualifications

A volunteer is any individual who performs service 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, or other valuable consideration for the performance of his or her services. Volunteers may be reimbursed of costs at the discretion of their supervisors.

### Scope of Activity

The role of 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 to prevent injury and illness.

### Use of Tobacco Products/ Drug and Alcohol Abuse

Volunteers will adhere to the Greater Vallejo Recreation District 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 confidential customer/ employee data, or participate in conversations in which confidential information is discussed. Each volunteer shall keep strictly confidential all information he or she may learn during the course of 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.

### 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

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. (Policy Title: Volunteer Workers' Compensation Insurance, Policy Number: 2115 )

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: 2280 Volunteer Services**

**POLICY NUMBER: RR2280**

### Before Volunteer Services Begin

1. Volunteer applicants must fill out the following three forms; (1) Volunteer Application, (2) Volunteer Waiver of Liability, and (3) Workers Compensation. 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.
2. Volunteer applicant must obey the following fingerprinting guidelines:
  - a. All adult volunteers (ages 18+) must be fingerprinted and incur the fee, exception: parent volunteers in the Sports Programs are exempt from the fingerprinting requirement as long as staff is on site and supervising.
  - b. Underage volunteers (under 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.
3. Once volunteers have submitted the three forms and their fingerprints clear (if fingerprints required), the Recreation Superintendent or the Maintenance and Development Manager will refer approved volunteers to coordinators or Park Landscape Supervisors for duties

### Volunteer Supervision

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

### Volunteer Timesheets

Volunteers are to turn in their completed timesheets to their supervisor for signature. Volunteers should follow the same GVRD timesheet that all GVRD employees follow.

### Volunteer Breaks/Lunches

Like employees, volunteer must also follow California Labor Code (CLC). Please refer to GVRD Policy 2015 Hours of Work and Overtime for CLC laws.

### Volunteer Support

Volunteer 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 results in an effective resolution, volunteers should contact the Recreation Superintendent or Maintenance and Development Manager.

### Volunteer Conduct

Volunteers will serve as positive role models, use appropriate language, and discuss age appropriate topics when assigned to assist minors. Volunteer 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.

Dress Code

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



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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Vehicle Policy, Driver Training and Records Review  
**POLICY NUMBER:** 2295

### Purpose

It is the policy of the District not to furnish basic "to and from work" transportation for District employees. Vehicles are made available to District employees to facilitate and conduct District Business. These vehicles are provided for the sole purpose of conducting authorized district business and shall be operated only by the District employees possessing valid California driver's licenses of the appropriate class for the vehicle. Transporting members of the public, including employee family members, shall not be allowed in District vehicles unless such action is directly related to specific District business. Conducting personal business while using a District-owned vehicle during and outside of scheduled work hours, shall not be allowed, except as provided for in this policy.

In addition to this policy, the District's Vehicle Fleet Safety- Driver Training and Record Review RR2295, shall be followed.

### **1. Assignment:**

#### General

It is policy of the District to limit assignment of District Vehicles for take home use. Unless the authorization to use a District vehicle on an ongoing basis confers a benefit to the District and is in the District's best interests, requests to take District vehicle home will not be approved. Use beyond normal working hours and parking/garaging District vehicle at employee's place of residence at night shall be requested by the Department Head and approved by the General Manager.

The department head, in consultation with the General Manager, is responsible for determining the need to assign District owned vehicles to specific employees who may use such vehicle for home to work transportation. Assignment must be justified in writing to the General Manager prior to assignment and is subject to periodic review. The General Manager may authorize such assignment in accordance with the following:

- a. District personnel who, by nature of their specific job responsibilities, are required to respond directly from their home in an emergency or disaster situation requiring emergency response equipment, warning lights, special apparatus and supplies.
- b. Department heads or other administrative employees whose official duties require response in emergency situations, who are expected to be available to the public on a continuous basis, who must attend frequent public meetings beyond normal working hours, and/or whose job responsibilities take them away from their established work area.

### **2. Department Head Authority**

In the following situations, the department head shall have the authority to authorize short term take home vehicle use (short term defined as less than seven consecutive days). Longer term assignments

of vehicles are authorized by the General Manager. Department heads may authorize vehicle used for listed situations:

- A. Employee who will either be attending an out of town meeting or training, where departure will be before normal working hours the next working day where an employee will be attending an evening meeting away from normal District facilities requiring his/her attendance for District business.
- B. Specified employees who serve on "stand by basis" for specific assigned periods. Employee's assigned vehicles for "stand by" duties shall not be in excess of thirty minutes from corporation yard.

**3. Use of Private Vehicle In- Lieu of District Vehicle:**

- A. An employee may use his/her personal vehicle when he/she requires transportation for District Business and upon authorization by his/her department head.
- B. Employees so authorized to use personal vehicles on District business must provide proof of insurance to the Administrative Support Supervisor. In the State of California, insurance follows the vehicle and the owner must maintain at least the minimum insurance requirement 15k bodily injury, 30k total bodily injury per accident and 5k property damage.
- C. It is the responsibility of the employee utilizing his/her privately owned vehicle to maintain accurate records of the purpose, and extent of his/her travel, and make substantiated claims for reimbursement.

**4. Listing of employees within the District authorized to drive District vehicles:**

A listing of all District personnel authorized to drive District vehicles will be maintained by Human Resources. Human Resources will furnish a listing to all supervisors who use vehicles in their departments for verification. An updated list, of approved drivers of District vans, will be supplied to the Front Office, which will be checked when staff come into to check out the vans.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Vehicle Policy, Driver Training and Records Review  
**POLICY NUMBER:** 2295

All employees whose job responsibilities require the ability to drive a motor vehicle shall throughout the duration of their employment with the District maintain a valid California driver's license, appropriate to the kind of vehicle they are required to drive, and an acceptable driving record.

Additionally, it is a CAPRI requirement that the District verify at least annually the driving record of anyone who drives a District vehicle or who drives his/her own vehicle on District business. Employees shall provide a copy of their DMV record when hired and thereafter on an annual basis. Employees may authorize the District to request their record from DMV through the Employer Pull Notice Program.

Any employee who does not maintain both a valid, appropriate California driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer or termination.

Employees who drive their personal vehicle on District business shall also provide proof of insurance with the California minimum limits for auto liability insurance.

**These procedures need to be shared and reviewed with the safety committee prior to including as part of the Rules and Regulations of this policy.**

### Disciplinary Procedures.

A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within 36 months of report date; or,
- (b) they receive any moving violation in a District vehicle within 36 months of report date; or,
- (c) they are involved in an accident within 36 months of report date.

A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within 24 months of report date; or,
- (b) they earn six or more points within 36 months of report date; or,
- (c) they receive a conviction for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
- (d) if they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date.

If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

A driver will be permanently suspended of District driving privileges if:

- (a) they receive a conviction for DUI, reckless driving, or speed contest during District business within 36 months of report date; or,
- (b) they receive two convictions for DUI, two citations for reckless driving, or two convictions for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:       Miscellaneous**  
**POLICY NUMBER:  2300**

### Gifts and Gratuities

No employee or his/her immediate family may accept from, or provide to, individuals or companies doing or seeking to do business with the district, gifts, entertainment and/ or other services or benefits.

The board of Directors of the Greater Vallejo Recreation, in adopting this policy regarding gifts and gratuities as it relates to Directors, is aware of the need to have a wide spectrum of the community serve as Board members, including small business owners. The wide spectrum in the directors' background is of benefit to the District. Any Director who is a small business owner providing services to the citizens of the Greater Vallejo Recreation district shall not be in violation of this policy if he/she does business with individuals, companies, and/or corporations who do business with the district, provided that the business relationship is not significant. The director shall provide the Board of Directors, General Manager and the District's attorney with the identity of the customers with whom he/she provides services or benefits on a regular basis, no less than annually. In the event that the relationship between the director and his or her customer is deemed to be significant as identified by this policy, the Director shall inform General Manager, Board of Directors, and the District's attorney of that relationship prior to any vote on any issue regarding that customer. A decision regarding a potential conflict shall then be made on case by case basis.

### Memberships

Staff members may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to their functions in the District. Costs involved may be defrayed with prior approval of the General Manager.

### Commendations

When letters of commendation are received on District employees, a copy will be provided to the Board, the employee, and placed in the employee's personnel folder.

### Recuperation for Blood Donations

With advance approval, for hours of recuperation time will be allowed fulltime permanent employees to donate to a District employee's blood account. This is to be exclusive of sick or annual leave, and is ,limited to twice a year.

### Official Badge or Insignia

District employees who use a badge or insignia as evidence of his/her authority shall not allow it to be used by any other individual nor shall it be used to advance a private interest. Any infraction shall result in immediate disciplinary action.

### Use of District Equipment

Approved 7/12/2007  
Electronic Copy Created 06/23/2021

No employee shall use or borrow District equipment without prior written approval of the General Manager.

Payroll Deductions

Payroll deductions from employee's wages shall be made in accordance with prevailing laws, contracts, and the employee's written authorization.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Employer – Employee Relations  
**POLICY NUMBER:** 2310

This policy implements the State of California Government Code Chapter 10, Division 4, known and cited as the “Meyers-Milias- Brown Act. The purpose of this act is to promote full communication between the District and employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the District and its employee organizations. It is also the purpose of this act to promote the improvement of personnel management and employer-employee relations within the District by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by those organizations in their employment relationship with the District. However, nothing shall prohibit any employee from appearing in his/her own behalf in his/her employment relations with the District.

Nothing in this policy shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include, but are not limited to, the following:

- the exclusive right to determine the mission of the District;
- set standards of service;
- determine the procedures and standards of selection for employment and for termination;
- direct its employees; take disciplinary action; lay off employees; relieve its employees from duty because of lack of work or other lawful reasons;
- maintain the efficiency of governmental operations;
- determine the methods, means and personnel by which the District operations are to be conducted;
- take all necessary action to carry out its mission in emergencies;
- exercise complete control and discretion over its organization and the technology of performing its work.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY NUMBER/TITLE:** 2310 Employer – Employee Relations  
**Rule and Regulation:** RR2310

### Purpose

This rule and regulation provides procedures for the administration of employer-employee relations between the District and its employee organizations. It is intended to strengthen merit and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the District. It also provides procedures for meeting and conferring in good faith with recognized employee organizations regarding matters that directly affect and primarily involve the wages, hours, and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law.

### Definitions

As used in this Rule and Regulation, the following terms shall have the meanings indicated:

- "Appropriate unit" means a unit of employee classes or positions, established pursuant to these Personnel Rules and Regulations;
- "District" means the Greater Vallejo Recreation District, and, where appropriate herein, refers to the Board of Directors or any duly authorized District representative as herein defined;
- "Confidential employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the District's administration of employer-employee relations;
- "Consult/consultations in good faith" means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet-and-confer process, does not involve an exchange of proposals and counter-proposals with an Exclusively Recognized Employee Organization in an endeavor to reach agreement in the form of a Memorandum of Understanding;
- "Day" means calendar day unless expressly stated otherwise;
- "Employee Relations Officer" means the General Manager or his/her duly authorized representative;
- "Impasse" means that the representative of the District and a recognized employee organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
- "Management employee" means an employee having responsibility for formulating, administering, or managing the implementation of District policies and programs.
- "Proof of employee support" means (1) an authorization card recently signed and personally dated by 30% of the employees in a unit claimed to be represented, or (2) a verified authorization petition or petitions recently signed and personally dated by 30% of the employees in a unit claimed to be represented. The words "recently signed" shall mean within ninety (90) days prior to the filing of a petition;



- "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the District as the sole organization representing the employees in an appropriate representation unit pursuant to Chapter 4 hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees;
- "Supervisory employee" means any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

## 1. **Representation Proceedings**

### A. **Filing of Recognition Petition by Employee Organization**

An employee organization that seeks to be formally acknowledged as the Exclusively Recognized Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- 1) Name and address of the employee organization;
- 2) Names and titles of its officers;
- 3) Names of employee organization representatives who are authorized to speak on behalf of the organization;
- 4) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District;
- 5) A statement of whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner with, a local, regional, state, national, or international organization, and, if so, the name and address of each such other organization;
- 6) Certified copies of the employee organization's constitution and bylaws;
- 7) A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose;
- 8) A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, or physical or mental disability;
- 9) The job classification or position titles of employees in the unit claimed to be appropriate and the appropriate number of member employees therein;
- 10) A statement that the employee organization has in its possession proof of employee support as herein defined to attempt to establish that it is the majority representative of the employees in the unit claimed to be appropriate. Such written proof shall be submitted for preliminary confirmation to the State Mediation and Conciliation Service;
- 11) A request that the Employee Relations Officer formally acknowledge the petitioner as the exclusively recognized organization representing the employee in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct, and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

### B. **District Response to Recognition Petition**

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- there has been compliance with the requirements of the recognition petition; and,

- the proposed representation unit is an appropriate unit in accordance with Representation Proceedings, Subsection 1D.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters is not affirmatively determined, the Employee Relations Officer shall inform that organization of the reasons therefore in writing. The petitioning employee organization may appeal such determination in accordance with Representation Proceedings, Subsection H.

C. Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the Exclusively Recognized Employee Organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least 30% and otherwise in the same form and manner as set forth in Representation Proceedings, Subsection 1A.

If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Subsection F of this Section. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Representation Proceedings, Subsection 1H.

D. Policy and Standards for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be:

- the effect of a proposed unit on the efficient operations of the District;
- the unit's compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public; and
- providing employees with effective representation based on recognized community of interest considerations.

These policy objectives require that the appropriate unit shall be the broadest feasible grouping positions that share an identifiable community of interest. Factors to be considered shall be:

- Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions;
- History of representation in the District and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized;
- Consistency with the organizational patterns of the District.
- Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units;
- Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classification among two or more units.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with these provisions.

Notwithstanding the foregoing provisions, the relationship between managerial and non-managerial employees, supervisory and non-supervisory employees, and confidential and non-confidential employees, as described in the Definitions section, are important factors in establishing appropriate units. Employees in one bargaining unit may not represent employees in another bargaining unit.

E. Election Procedure

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by the State Mediation and Conciliation Service in accordance with its rules and procedures and subject to the provisions of this Resolution. All employee organizations which have duly submitted petitions which have been determined to be in conformance with this section shall be included on the ballot.

Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation, or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election.

An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or runoff election in which it receives a majority of the votes cast. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a runoff election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election shall be applicable to a runoff election.

There shall be no more than one valid election under this Rule and Regulation pursuant to any petition in a twelve (12) month period affecting the same unit.

F. Procedure for Decertification of Exclusively Recognized Employee Organization

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the first month following the first full year of recognition. Thereafter, a petition of decertification may be filed during the thirty (30) day period commencing ninety (90) days prior to the termination date of a Memorandum of Understanding then having been in effect three (3) years or less or at any time during which a Memorandum of Understanding is not in effect. If the Memorandum of Understanding has expired, there shall be no decertification petition filed for the first sixty (60) days from which the Board agrees to go to mediation and for any future extensions of the Memorandum of Understanding by the parties. A Decertification Petition may be filed by employees or their representative, or any employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct, and complete:

- 1) The name, address, and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information;
- 2) The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as the representative of that unit;

- 3) An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto;
- 4) Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent recognized employee organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this section.

An employee organization may, in satisfaction of the decertification petition requirements hereunder, file a petition in the form of a recognition petition that evidences proof of employee support of at least thirty (30) percent of the employees in the bargaining unit, that includes the allegation and information required under Representation Proceedings, Subsection 1C, and otherwise conforms to the requirements of Subsection 1A.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of the Representation Proceedings section. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Representation Proceedings, Subsection 1H. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he/she shall give written notice of such decertification or recognition petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

If his/her determination is positive, the Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a recognition petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Representation Proceedings, Subsection 1E.

G. Procedure for Modification or Clarification of Established Appropriate Units

Requests by employee organizations for modifications or clarifications of established appropriate units may be filed and considered by the Employee Relations Officer only during the open periods specified in Representation Proceedings, Subsection 1F. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Subsection A of this Section, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Subsection D hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this section.

The Employee Relations Officer may on his/her own motion propose during the open periods specified in Subsection F of this Article that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modifications(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard.

Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Representation Proceedings, Subsection 1D, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Representation Proceedings, Subsection 1H. If a unit is significantly modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Representation Proceedings, Subsection 1A.

#### H. Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer under this section may appeal such determination to the Personnel Committee of the Board of Directors for decision with fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of proceedings pursuant to Government Code Section 3507.3, whichever is later.

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Subsection 1A), Challenging Petition (Subsection 1C) or Decertification of Recognition Petition (Subsection 1F) -- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Subsection 1F) -- has not been filed in compliance with the applicable provisions of this Section may, within fifteen (15) days of the mailing of notice of such determination, appeal the determination to the Personnel Committee of the Board of Directors for decision. A copy of the appeal should be served on the Employee Relations Officer. The Personnel Committee shall consider the matter within thirty (30) days of filing of the appeal.

A party aggrieved by a decision of the Personnel Committee may file an Appeal with the Board of Directors within thirty (30) days of the mailing of notice of the decision. Appeals to the Board of Directors shall be filed in writing with the Employee Relations Officer, and a copy thereof served on the Employee Relations Officer. The Board of Directors shall commence to consider the matter within thirty (30) days of the filing of the appeal. The Board of Directors may, in its discretion, refer the dispute to a third party mediator supplied by the California State Mediation and Conciliation Service to attempt to resolve the dispute. Any decision of the Board of Directors on the use of such procedure, and/or any decision of the Board of Directors determining the substance of the dispute in the event mediation is unsuccessful, shall be final and binding.

### **2. Administration**

#### A. Submission of Current Information by Recognized Employee Organizations

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under items 1) through 8) of its Recognition Petition under Subsection 1A of this Rule and Regulation shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

#### B. Employee Organization Activities -- Use of District Resources

Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures (approved by Board of Directors), shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not to such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of District operations.

### **3. Impasse**

A.      Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues.

An "Impasse Meeting" shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- to review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

B.      Impasse Procedures

Impasse procedures are as follows:

- 1) If the parties agree to submit the dispute to mediation, the dispute shall be submitted to mediation under the State Mediation and Conciliation Service. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- 2) If the parties do not agree to submit the dispute to mediation, or having so agreed the impasse has not been resolved through the mediation process, the dispute shall be referred to the Board of Directors. The Board of Directors may take such action regarding the impasse, as it in its discretion deems appropriate in the public interest. Any legislative action by the Board of Directors on the impasse shall be final and binding.

**4.      Miscellaneous Provisions**

A.      Construction

This rule and regulation shall be administered and construed as follows:

- 1) Nothing in this Rule and Regulation shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers and authority granted by applicable law.
- 2) This Rule and Regulation shall be interpreted so as to as set forth in the Purpose.

B.      Severability

If any provision of this Rule and Regulation, or the application of such provision to any persons or circumstance, shall be held invalid, the remainder of this Rule and Regulation, or the application for such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Employee Code of Conduct  
**POLICY NUMBER:** 2315

The Greater Vallejo Recreation District (GVRD) is committed to the principles of integrity, accountability and employees rendering the best possible service to maintain the highest standards of conduct towards co-workers, customers, stakeholders and the community. GVRD expects all employees to follow the District Code of Conduct to demonstrate our values, deliver quality public service and to protect the interests and safety of all employees and the District.

The District has outlined the components of our Code of Conduct policy below and this applies to all GVRD employees including, but is not limited to, full-time, part-time, seasonal, contract, students, volunteers and interns.

All employees should respect their co-workers and customers. The District will not allow any kind of discriminatory behavior, harassment, threats, intimidation, violence or victimization. All employees have the right to work in a positive environment. Employees should follow our Equal Opportunity Policy 2225 in all aspects of their work, from recruitment and performance evaluations to interpersonal relations.

### **Protection of District Property**

All employees should treat the District's property, whether material or intangible with respect and care.

Employees shouldn't misuse District equipment and operate equipment safely at all times and follow all safety precautions. This includes trademarks, copyright and other property information (District). Employees should only use this information to complete employee's job duties.

All valuable articles found in parks or areas under the jurisdiction of the District must be returned to the GVRD main office, 395 Amador Street, Vallejo, CA. The District will make every effort to contact the owner (when information is available to return item(s) to customer, individual or organization.

### **Employee Behavior**

All employees must show integrity and professionalism in the workplace by being respectful and courteous to co-workers and the general public.

Be aware of how others perceive you.

### **Gifts and Gratuities**

Employees may not give or accept gifts, entertainment, or any other personal benefit or privilege that would in any way influence or appear to influence any business decision. Accepting money, gifts, entertainment or any other benefit or preferential treatment from any existing or potential customer, vendor or business associate of the District,

is strictly prohibited, except occasional gifts of modest value (less than \$20.00) and entertainment on a modest scale as part of customary business practice.

GVRD employees may accept edible gifts of nominal value (less than \$20.00) that are offered equally to an entire work group.

District employees may accept items that can be displayed in public areas of GVRD facilities (such as flowers or food items).

Employees may accept handmade items by and from children under age 16.

This policy does not affect the authority of GVRD to accept gifts (for example, donations or bequests) in furtherance of its public agency purposes.

### **Procedures**

Upon being offered or receiving a gift prohibited by this policy, an individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the GVRD Main Office, 395 Amador Street, Vallejo, CA. and the gift will be donated to a charitable organization or placed in an employee random drawing.

### **Accountability**

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about District policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the General Manager or the Human Resources department.

We take seriously the standards set forth in the Code , and if a violation occurs, an employee may be subject to warning, reprimand or suspension up to and including dismissal for the violation of the Code of Conduct.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Master Plan  
**POLICY NUMBER:** 3010

The master plan is a long-range plan with established priorities that are to be reviewed annually. It shall be kept current in both inventory of present facilities and the financial feasibility of proposed facilities.

The major purposes of the master plan are listed below:

- Acquire parkland for present and future needs.
- Improve and develop parks and playfields to provide each park with a theme unique to that park, such as landscaping arrangement or recreational facility planned as a focal point of interest to attract residents to the use of the park site.
- Provide recreation facilities for the special interests of people of all age groups with emphasis on the needs of youngsters.
- Expand recreation programs to include residents of all ages.
- Cooperate with other community organizations whose purposes are consistent with fostering recreation. Coordinate park district developments and recreation policies and programs with school district and the county.
- Support and share in community beautification and improvements to create more attractive neighborhoods and commercial and industrial properties.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Partnerships with Public and Community Agencies  
**POLICY NUMBER:** 3015

To ensure that the goals and objectives of the District are met, it is incumbent upon the District to partner with the City of Vallejo and the Vallejo City Unified School District.

The General Manager or his representative will work with the City and School District staffs in a coordinated effort to:

- resolve issues that may hinder the recreational or leisure activities of the community;
- take advantage of economies of scale where none exist; and
- identify possible opportunities where mutual cooperation would provide a benefit all parties.

The District will look for ways to partner with other public, community, or non-profit agencies where collaboration will provide a mutual benefit to both parties in meeting our goals and objectives.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Joint Use Agreement  
**POLICY NUMBER:** 3020

The District has a written agreement with the Vallejo City Unified School District for the joint use of school properties.

This covers use of school facilities at no cost, i.e., gymnasiums, playgrounds, etc. Likewise at no cost the schools can use community centers, etc. This cooperative relationship has and continues to benefit the community as new needs and opportunities arise. However, the School District does pay an annual fee for the use of Cunningham Pool.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Accounting for Financial Transactions  
**POLICY NUMBER:** 3025

It is the intent of the Board of Directors to maintain the finances in a manner where controls are exercised and records are kept which will fairly and legally represent the District activities. Board policy, the California Government and Public Resources Codes and sound accounting practices will guide the District in its financial management. The Budget and Finance Committee composed of two Board members is responsible for overseeing budget development and financial aspects prior to final Board approval.

Records shall be accurately maintained by the District for reporting and auditing purposes. A monthly statement of all revenue and expenditures shall be submitted to the Board for review and approval.

Monthly and yearly transactions are to be prepared from the cash receipts, payroll registers and cash disbursements of the District. Supporting evidence should be attached to each check where possible.

The District's records, accounts, and procedures shall be audited annually by an independent certified public accountant. The Auditors proposal is to be submitted annually during the month of February. The District Board of Directors will grant the audit by one accounting firm up to a period of five (5) years, with review on an annual basis. The Board of Directors may extend an auditors agreement for an additional two (2) years.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3025 Accounting for Financial Transactions  
**Rule and Regulation:** RR3025

The Board of Director's shall be responsible for hiring an independent certified public accountant to perform a yearly audit for the District. Board directs staff to fully cooperate with auditor by providing any and all requested information in a reasonable and timely manner. The Board of directors shall approve final Financial Statement no later than the first regular Board meeting in December.

### Monthly Transactions:

- All cash receipts other than taxes, i.e., pool receipts, lesson fees, rents, shall be received at the District office, receipted and deposited regularly in local banks. Accurate records of these transactions shall be maintained in the District office.
- Purchases for materials, services, etc., made by the District in compliance with the budget shall be submitted to the Board of Directors for approval at their first regularly scheduled meeting each month.
- Prepare bi-weekly payroll. Checks for payroll taxes, retirement and employee contributions to various agencies are included in the payroll transactions.

### Yearly Transactions

- Set up original budget for new fiscal year on District computer.
- Ensure all year-end expenses and revenue are recorded in correct fiscal year.
- Year-end transfer and adjustments shall be made before the close of the fiscal year.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Budget Process and Reserve Fund  
**POLICY NUMBER:** 3030

The budgeting process shall be thought out and practical, and result in a budget that supports the District's Strategic Action Plan, best serves the residents of the District and complies with state law.

The preparation of the budget is a planning process allowing for adequate participation of staff, Board members, and the public. It includes review sessions, evaluation of programs, short range and long range capital expenditure needs, and a review of the District's overall financial picture. The budget year is from July 1 to June 30.

### Reserves

Based on the Greater Vallejo Recreation District's experience with unreliable revenue sources from the State, Solano County, and the City of Vallejo, and expenses arising from sudden and unforeseen circumstances, the Board of Directors desires a budget reserve to be established to assist in maintaining the financial stability of the District. The goal set by the Board of Directors is 15% of general fund revenues.

### Purpose of Reserve Policy

An adequate reserve fund set aside for various legitimate purposes is essential to the successful and stable, short and long- term operation of the Greater Vallejo Recreation District.

Adequate reserves for District operations ensure that customers can experience and enjoy the services from parks and recreation. Adequate reserves and proper fiscal oversight ensure that the District will have sufficient funding available to meet its operating, capital debt obligations, as well as any unfunded mandates.

GVRD manages its operation in a manner that allows the District to provide funding for costs consistent with its annually updated multiyear plan. This allows GVRD to avoid significant deficit fluctuations due to changes in cash flow requirements. The ability of the Greater Vallejo Recreation District to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength.

Annually during the budget adoption process, the Greater Vallejo Recreation District Board reviews and approves the appropriate levels and uses for reserve funds based upon the needs of the district.

### Operating Reserve Fund

The Operating Reserve will vary over time. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time tax revenues are collected.

### Capital Reserve Fund

The purpose of this fund is to establish funds that are intended for projects not considered routine maintenance. The funds come from grants, other agencies or from funds that were budgeted on capital projects in prior years but unspent. This fund is spent directly on capital projects and is not held in reserve for some other purpose.

The Capital Reserve Fund is drawn down annually as planned capital expenditures amounts are made. At the end of each fiscal year, any unspent budgeted capital funds will be reallocated to this fund and may be used in the following year's capital budget.

### Unrestricted Reserves

The purpose of Unrestricted Reserve also termed "General Reserve" is for unforeseen events, extraordinary expenses or a loss of revenue. This fund should maintain a minimum of 15% of our annual operating expenses.

### Summary

The reserve fund policy states that designated reserves will be maintained to allow for funding of the District's operating and capital obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the District to fund costs consistent with the Multi Year Financial Plan and Strategic Action Plan and other Board adopted actions. The District's reserve fund policy shall be periodically reviewed and adjusted to meet the needs of the District.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3030 Budget Process  
**Rule and Regulation:** RR3030

The preparation of the budget is a planning process which includes review sessions, evaluation of programs, short range and long range capital expenditure needs, and a review of the District's overall financial picture.

### Strategic Planning Meeting:

During the annual Strategic Action Plan goal session the General Manager and the Board of Directors will establish priorities and give direction for the budget preparation for the upcoming fiscal year. Prior to the meeting the General Manager shall work with staff to develop a list of key issues that may affect the budget. The process for strategic planning starts in January.

### Budget Calendar:

The General Manager and Finance Department shall develop a budget calendar to outline the key dates for the completion of the budget. It will include work sessions for the staff and Board and due dates for assignments. This calendar will be prepared in January.

### Outline Fiscal Circumstances:

Staff shall prepare a list of "financial circumstances" that the District faces. These shall be the assumptions under which the budget shall be prepared. This includes but is not limited to Strategic Action Plan goals and objectives, contract requirements, inflation, capital repairs and expenditures, state of the economy, anticipated cost in benefits, risk management costs, and others. This should be conducted in March.

### Review of Fees:

Staff shall review all the fees that are being charged as a part of the District doing business. These include but are not limited to park reservation fees, entry fee into sports leagues, after school program, center rental fees, and community education classes. In reviewing these fees staff shall take into consideration the direct and indirect costs of providing the service or program, other agencies charges for similar programs, increased fees affect on the program, and other factors unique to the program or service. This review shall be completed in March in order to submit a new fee schedule to the Finance Committee for recommendation to the Board. The approved fees shall be used to calculate the revenue projections in the budget.

### Preliminary Budget:

Develop the preliminary budget for the General Fund, and Capital Projects Fund in February. The preliminary budget as approved by the Board during review shall be adopted at its first regular meeting in April.



### Publication

As prescribed by the Public Resource Code, "on or before July 1 of each year, the Board of Directors shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget that is available for inspection at a time and place within the district specified in the notice.
2. The date, time, and place when the Board of Directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The Board of Directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the District pursuant to Section 6061 of the Government Code."

### Final Budget:

Publicize the date of the Public Hearing and adoption of the Final Budget. Notice must be published no later than one month prior to final budget adoption, which should occur prior to the beginning of the fiscal year, July 1<sup>st</sup>. Adoption of Annual Proceeds of Taxes and appropriation Limitation (State Constitution Article XIII B) shall occur in August. GVRD will follow all state and local laws as timelines and budget submittals as required.

### Budget Forecasts:

Staff shall complete a budget forecast that will be a best effort at estimating the final revenue and expense amounts for the current fiscal year. This shall be completed in January.

### Budget Reopener:

GM may recommend a budget reopener based on revenue and expense forecasts and other financial information available to realign and adjust the budget to best reflect the anticipated needs of the district. The reopener shall comply with applicable state law.

### Budget Categories:

#### Revenues:

- Property Taxes
- Fees
- Local Revenues
- Insurance rebates
- Rents and concessions
- Grants
- Refunds and miscellaneous

#### Expenditures:

- Salaries and Employee Benefits
- Utilities
- Materials and Supplies
- Operating costs
- Capital Outlay
- Reserve for Priority Allocations

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Financial Controls  
**POLICY NUMBER:** 3034

All checks received and source documents will be reviewed by the General Manager and Budget and Finance Committee prior to the approval at the regular Board meeting.

- Checks, including payroll checks, for under \$1000 must have one signature. Checks over \$1000 must have two authorized signatures.

All payments shall be processed by the Finance Department. The list of checks will be approved by the Board of Directors at the first regular Board meeting of the month.

All revenue received by the District shall be recorded per the controls established by the Finance Department according to the Accounting Procedures Manual maintained in that Department.

The following records will be kept on District transactions:

- Check publication list – by account, check number, vendor, and amount
- Source documents – includes invoices, check requests, etc. attached to a copy of the check stub.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE: Financial Controls**

**Rule and Regulation: RR3034**

Signature cards for all Directors and select staff will be given to the bank authorizing the person to sign checks. The General Manager will determine which staff members will be authorized to sign checks.

Directors have the option of requesting a "signature" hand stamp for use on checks requiring two signatures. Directors choosing this option will maintain custody of the stamp at all times. Only the person whose signature appears on the stamp may use that stamp.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Expense Authorization  
**POLICY NUMBER:** 3035

All purchases made for the District by staff shall be authorized by the General Manager or designated supervisor and shall be in conformance with the approved District budget. The General Manager's purchase authorization outside of previously approved budget amounts is limited to \$25,000. Any commitment of District funds for purchases over \$25,000 needed on an emergency basis shall be submitted to the Board of Directors for approval at the next regular meeting unless the purchase was previously budgeted.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$250.00. Cash/change funds will be assigned to appropriate staff for the purpose of making change for customer service. Assigned staff is responsible to ensure the balance of their change fund remains consistent with the dollar amount assigned. The assigned cash/change funds shall be included in the District's annual independent accounting audit.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3035 Expense Authorization  
**Rule and Regulation:** RR3035

Whenever employees incur "out-of-pocket" expenses of \$25.00 or less for item(s) or service(s) relating to District business and verified by valid receipts, a petty cash form shall be prepared for reimbursement. For amounts over \$25.00, a check request form shall be prepared for reimbursement. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager prior to remuneration.

Advances to staff or Directors may be made with prior approval for procuring items(s) or service(s) for the District. After said item(s) or service(s) have been obtained, the receipt(s) for same shall be submitted to the Finance Department and any remaining advanced funds shall be returned.

A "petty cash" fund shall be maintained in the district accounting office having a balance- on-hand maximum of \$250.00. Cash/Change funds will be assigned to appropriate staff for the purposes of making change for customer service. Assigned staff is responsible to ensure the balance of their change fund remains consistent with the dollar amount assigned. The assigned cash/change funds shall be included in the District's annual independent accounting audit. No personal checks shall be cashed in the petty cash fund.

Staff may purchase without prior approval of the General Manager the following designated amounts provided the amount is within budgeted accounts:

- Superintendents \$2500.00
- Supervisors \$2500.00
- Coordinators \$1000.00
- Maintenance Staff \$1000.00

As administrative guidelines, the following quotes are required for purchases:

- \$0 to \$2500 None
- \$2500.01 to \$5000 At least two telephone quotes
- \$5000.01 to \$45000 At least three telephone quotes
- \$45000.01 to \$175,000 Three written quotes
- \$175,000.01 and above Formal bidding procedures and Board approval

When purchasing any District property for which it is not necessary to advertise for bids, the General Manager or designee may solicit and accept advantageous trade-in allowances for the District property. An accurate record shall be kept regarding the method of disposition and all related information.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Capital Outlay

**POLICY NUMBER:** 3040

The Board of Directors has established the following capital outlay policies:

- The master plan shall serve as a guide in all capital outlay projects.
- A priority list for the acquisition and development of land and facilities shall be established and reviewed annually by the Board of Directors. This list shall serve as a guide for the Board and staff in budgeting for land, facilities, and capital outlay expenditures.
- The District shall follow the appropriate governing codes and opinions of legal counsel in the utilization of force account development.
- The District may accept maintenance and operation of facilities, offered by public or private groups, that conform to the master plan and are beneficial and economically feasible to maintain and operate.
- The District shall appropriate funds as available each year for capital outlay.
- All District facilities shall be developed for maximum use. District funds shall not be used to develop facilities for private organizations or special interest groups that do not benefit the public as a whole.

### Park Dedication Fees:

- Park dedication fees may be used for Board approved expenditures that are in accordance with City of Vallejo Municipal Code, Section 3.18, Land Dedication and Fees for Park and Recreational Purposes.
- At the discretion of the Board, park dedication fees collected may be used as follows:
  - Fifty percent within the local quadrant of the housing development;
  - Fifty percent within the District for development of facilities that benefit the whole community.
- Unexpended Park Dedication funds for a project shall only be used for projects approved by the Board of Directors, and which use is in accordance with the City of Vallejo Municipal Code and existing state and federal statutes.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:**        3040                    Capital Outlay  
**Rule and Regulation:**        RR3040

The Budget and Finance Committee shall recommend for Board approval all requests for Park Dedication funds.

Request to the City for Board approved Park Dedication expenditures shall be made by the Finance Manager. Only those funds that will be encumbered within twelve months after the request is made shall be requested

Each Park Dedication project shall be assigned an account number with all Park Dedication funds for that project allocated to that account, and all expenses for that project shall be charged against that account until the project is completed.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Grant Application  
**POLICY NUMBER:** 3045

### Grants for Capital Development and Acquisition

The General Manager is authorized to submit applications for capital and acquisition projects. The Board of Directors will be notified when applications are being submitted, the purpose of the application and the time line for approval. Grants requiring an allocation or match shall be approved by the Board prior to submittal. The General Manager will inform the Board of Directors of the staff costs incurred in preparing grant and as part of grant match.

### Grants for Services and Programs

Prior approval by the Board of Directors is required for grants in this category. The funds are of a specific, limited duration. In presenting the item for Board approval, the General Manager shall address the following items:

1. The source of the funds
2. Any matching requirements. Amount and what restrictions are made with regards to providing both direct or indirect matching funds and the source of the matching funds.
3. Estimated amount of staff time and costs to submit grants
4. How the proposed grant supports the District's Mission
5. Who will be responsible for administration of the grant? The General Manager will address the specific position and how much that cost is expected to be. The issue of existing responsibilities, and how those responsibilities will be accomplished during the period of grant preparation, shall be included in the submittal to the Board of Directors.
6. How service and/or program will affect the budget over time. Will this require or dedicate a portion of General Fund budget and how much.

It is the District's intent to make sure that any staff employed as a result of a grant, either permanent or part time, are fully informed of the nature and context of the grant. Notification will be given that the grant is of a limited duration and that their employment is strictly dependent upon the availability of grant funds, and that there are no assurances of continuation past the ending date of the grant.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Fixed Asset Accounting  
**POLICY NUMBER:** 3050

The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

All fixed assets will be recorded in the Fixed Asset ledger by the Finance Department. Applicable purchases for inclusion shall be the following:

- Equipment, tools, and vehicles that individually have an original total cost of more than \$1000 and have a life expectancy of more than three (3) years.
- All land and building acquisitions regardless of price; and,
- Additions or major improvements to the District's service infrastructure.

A physical inspection of all fixed assets shall be conducted on an annual basis.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3050 Fixed Asset Accounting  
**Rule and Regulation:** RR3050

### Definitions:

Fixed Assets are tangible assets of significant value having a utility which extends beyond the Current year. The fixed assets to be included in the system are land, structures and improvements, and equipment.

Land includes real estate investment and held in fee title.

Structures and Improvements are physical property of a permanent nature, examples of which are buildings, structural attachments and parking areas. Sidewalks and drives in connection with other structures or parks should also be capitalized. Structures and improvements of \$1000 and over shall be capitalized.

Fixtures are permanent attachments to structures which are not intended to be removed and which function as part of the structure, such as boilers, lighting fixtures or plumbing.

Equipment includes moveable personal property of a relatively permanent nature and of significant value, such as furniture, machines, tools and vehicles. "Relatively permanent" is defined as a useful life of three years and longer. "Significant value" is defined as \$1000 and over. The cost test may be applied in some instances to aggregates of units of similar type or purpose, such as blocks of folding chairs, shelving and filing drawers, rather than to the unit itself.

Treatment of Costs Subsequent to Acquisition. Expenditures on fixed assets which are incurred after their original acquisition are defined and recorded as follows:

- Maintenance is defined as expenditures which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs shall not be capitalized.
- Betterments consist of the replacement of a unit of an existing asset by an improved or superior unit, usually resulting in a more productive, efficient or longer lived property. Significant betterments are considered as fixed assets and are added to the value of the property improved. Replacement of a part of an existing asset by another of like quality is not betterment, even though the useful life of the asset is maintained or extended. If a betterment exists, the amount of betterment is measured by the difference between the cost of the new asset and that of the asset replaced. In cases where the original cost of a replaced asset is not readily available, the best estimate of such cost may be used.

Additions are new and separate units, or extensions of existing units, and are considered to be fixed assets. As with betterments the test of significance should be applied.

Alterations are changes in the physical structure or arrangement of fixed assets, the cost of which does not qualify as an increase in fixed assets under the foregoing definitions of betterments and additions. Alterations shall not be capitalized.

Valuation:

Reasons for Assigning Value. A dollar-value should be assigned each fixed asset item for the following reasons:

- Values serve as a control device; they are an important aspect of identification of a particular item or group of items.
- Values make it possible to present to the public the governmental agency's investment in fixed assets.
- Values provide a check on the adequacy of the governmental agency's insurance coverage.
- Values on individual items provide information for cost accounting.

Basis: Generally the investment in fixed assets should be recorded at historical cost. The objective is to account for the investment, not present market or replacement values.

Land Cost: The cost of land includes all expenditures in connection with its acquisition, such as:

Purchase price	Payment of damage
Appraisal and negotiation fees	Clearing land for use
Title search fees	Demolishing or removing structures
Surveying fees	Filling costs
Cost of consents	

Receipts from the sales of salvage should be credited against the land cost.

Structures and Improvements Cost: The cost of structures and improvements includes all expenditure in connection with their acquisition, such as:

- Purchase price or construction cost
- Fixtures attached to the structure
- Architects' fees
- Cost of permits and license
- Accident or injury costs
- Payment of damages
- Insurance during construction

The cost should be reduced for:

- Sales of salvage from materials charged against the construction.
- Discounts, allowances and rebates secured.
- Amounts recovered through surrender of liability and casualty insurance.

Equipment Cost: The cost of equipment includes:

- Purchase price or construction cost, before trade-in allowances, less discounts.
- Freight or other carriage charges.
- Sales, use or transportation taxes.
- Installation costs.

Donated Assets: Fixed assets donated should be entered in the accounts at their fair market value as of the date of the gift.

### Identification of Equipment

When any equipment, tool, or motor vehicle with a value of \$1000 or greater is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

Information to be maintained in inventory records shall include at least the following:

- Asset number;
- Description;
- Manufacturer's serial number;
- Storage location;
- Original cost;
- Acquisition date;
- Life expectancy; and,
- Classification code (e.g., office equipment, vehicle, etc.).

### Physical Inspection of Fixed Assets

Annually District staff will locate and inspect each item that is included in the Fixed Asset Ledger, noting its location and condition. A listing of assets not found or no longer usable will be prepared for review by the General Manager. The results shall be prepared and reported to the Board of Directors.

### Removal from Inventory

The Board of Directors may authorize the removal of items from inventory and their disposal. The General Manager shall submit annually (or more frequently if needed) a list of items to be declared surplus with a recommendation or method of disposal.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Public Projects  
**POLICY NUMBER:** 3055

The Board of Directors has established the following policy with regard to public projects:

- Projects of forty-five thousand dollars (\$45,000) or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order.
- Projects of one hundred seventy-five thousand dollars (\$175,000) or less may be contracted by informal bidding.
- Projects of more than one hundred seventy-five thousand dollars (\$175,000) shall be contracted by formal bidding.

Public Contract Code Section 2200 © defines public project as:

1. "Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publically owned, leased, or operated facility" as well as "painting or repainting of any publicly owned, leased, or operated facility," Pursuant to subdivision (d), public project does not included maintenance work.

### Public Contract Code Section 22034 Informal Bidding Ordinance

"Each public agency that elects to become subject to the uniform constructions accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance (procedure) to govern the selection of contractors to perform public projects pursuant to subdivision (b) of section 22032. The ordinance (procedure) shall include all of the following ":

- a) "The Public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the public agency;
- b) All contractors on the list for the category of work being informally bid, shall be mailed, emailed or faxed a notice inviting informal bids unless the product or service is proprietary;
- c) All mailing of notices to contractors and construction trade journals pursuant to subdivision (b) shall be completed not less than 10 calendar days before bids are due;
- d) "the notice inviting informal bid shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids" and time and place of a pre-bid "walk through" if being held and/or required
- e) "The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person
- f) "If all bids received are in excess of one hundred seventy five thousand dollars (\$175,000) the governing body of the public agency, may be adoption of a resolution by a four-fifths vote, award the contract, up to one hundred eighty seven thousand five hundred dollars (\$187,500) or less to

the lowest responsible bidder, if it determined the cost estimate of the public agency was reasonable.”

In cases of emergency when repair or replacements are necessary, the Board of Directors delegates to the General Manager the power to proceed at once to replace or repair any District facility. Such work shall be without adopting plans, specifications, working details or giving notice for bids to permit the continued conduct of the operation or services of the District or to avoid danger to life property. The General Manager of the District shall provide a full report on the emergency work performed to the Board of Directors.

The District reserves its right to reject all bids and after reevaluating its cost estimates of the project, has the option of the following:

- Abandoning the project or re-advertising for bids
- By a four –fifths (4/5) vote declare that the project can be performed more economically by the employees of the district, and have the project done by force account.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3055 Public Projects  
**Rule and Regulation:** RR3055

### Informal Bid Procedures

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submissions of bids and the time and place of a pre-bid "walk-through" if being held and/ or required.

Notices shall be mailed, emailed or faxed to contractors for the category of work, and construction trade journals, not less than 10 calendar days before bids are due. In the event that work needs to be accomplished sooner, the G.M. can request bids in a shorter time frame.

If the product or services are proprietary in nature so that it can only be obtained from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor(s). The G.M. may reject any or all bids received.

At the time provided in the notice inviting informal bids, the General Manager or designate shall open all bids received and may award a contract to the lowest responsible bidder. If two or more bids are the same and lowest, the General Manager may choose the contractor to whom the contract is being awarded. If there is only one bid, the G.M. has the option to accept it or open the process to receive more bids.

If no bids are received, the General Manager may again solicit informal bids, perform the work with District employees, or negotiate an informal contract with a contractor chosen by the general Manager. G.M. may reject any or all bids received.

### Formal Bid Procedures

The notice inviting formal bids shall state the time and place for receiving and opening of sealed bids and distinctly describe the project.

The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, oriented and published in the jurisdiction of the District.

The notice shall also be mailed to all construction trade journals. The notice shall be mailed at least 14 calendar days before the date of opening the bids.

## RFP Preparation Checklist

To initiate the bidding process, the District has established the following policy with regard to public projects:

### Policy 3055- Public Projects

1. Projects in the amount of \$45,000 or less may be performed by District staff by force account, negotiate contract or by purchase order.
2. Projects in the amount of \$175,000 or less may be contracted by informal bidding
3. Projects of more than \$175,000 shall be contracted by formal bidding.

### Policy 3035-Expense Authorization

Quotes:

- \$0 to \$2500 -none
- \$2500.01 to \$5000 - Two telephone quotes
- \$5000.01 to \$45000 -Three telephones quotes
- \$45000.01 to \$175000 -Three written quotes
- \$175000.01 and above -Formal bidding procedure and Board Approval

### Bidding Process

\_\_\_\_\_ Department code to be charged for newspaper advertisements or other expenses

\_\_\_\_\_ District shall maintain a list of qualified contractors, identified according to categories of work

\_\_\_\_\_ Notice Inviting Informal Bids – contractors on GVRD list shall be mailed a notice inviting informal bids

\_\_\_\_\_ Mailing notices to contractors shall be completed not less than 10 calendar days before bids are due

\_\_\_\_\_ Notice Inviting Bids shall describe project and how to obtain more information about project, due date, time and place of REP submittal.

\_\_\_\_\_ Project Specifications

\_\_\_\_\_ Pre-Bid Conference – date, time and location generally held 15 days after Notice of Inviting Bids

\_\_\_\_\_ Number of copies of the proposals needed for the evaluation of bid proposal and whether paper copies, electronic copies or both are preferred

\_\_\_\_\_ Description of Requested Bid Response Requirements and Submission Instructions (Description of what the selected vendor is expected to do. Designate “mandatory” requirements

\_\_\_\_\_ If pre-bid conference mandatory, list of any contractors the department wants to receive the bid Pre-bid conference sign-in sheet must include name of the firm and name, phone, and email of a direct contact within the company

### Notice of Intent Award

Administrative Requirements:

\_\_\_\_\_ Received by Deadline \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Bids received in sealed, marked “confidential” envelope \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Original plus 1 copy of Bid Proposal \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Signed Original Cover Letter \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Required Attachments Included- Addendum \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Registered with DIR \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ City permits \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_ Reference checked \_\_\_\_\_yes\_\_\_\_\_no

Licensed Contractor:



Licensed Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification or Training: \_\_\_\_\_

\_\_\_\_\_ Certification or Training Date:

\_\_\_\_\_ Bid Response – Contractor provided all bid documents requested by GVRD

\_\_\_\_\_ Meets prevailing wage requirement

\_\_\_\_\_ Certified Payroll – contractor to be provided to district

\_\_\_\_\_ Meets GVRD insurance requirements

\_\_\_\_\_ Davis –Bacon Act

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Vehicle Fleet Safety Policy  
**POLICY NUMBER:** 3059

### Introduction

The operation of vehicles is required in many aspects of local government employment. How each vehicle is handled and maintained directly affects effectiveness, safety, and efficiency of government services. The District is dedicated to eliminating that which adversely affects the well-being of employees and otherwise threatens financial stability through accidental losses.

### Purpose

The purpose of the Vehicle Fleet Safety policy is to ensure that each employee who operates a District owned or their own personal vehicle on District business maintains acceptable standards of proficiency and safety. Violation of laws and District rules will result in the removal of driving privileges and may affect employment status.

### Policies

Employees shall operate all vehicles used for District business in a safe and economical manner. In order to accomplish this, the following practices will be in effect:

#### A. Use of vehicles

1. District Vehicles are for official use only
2. All drivers must have a valid California driver's license for the vehicle operated. All drivers of District vehicles shall be 18+ years of age, have fingerprints taken (for those drivers transporting children), and have DMV report on file in the Human Resources department. Verification of employee driving record will occur at least every 12 months to ensure the driving record is acceptable.
3. Any employee performing work that requires the operation of a District vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended restricted, or revoked, an employee who fails to report such license status and continues to operate a District vehicle shall be subject to disciplinary action, including demotion or termination.
4. Each driver's privileges to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. A record of preventable accidents or excessive moving violations shall be cause for appropriate disciplinary action.
5. No person other than the employee assigned to the vehicle, shall operate the District vehicle unless that person is an employee of GVRD and is listed on the approved drivers list or the employee has the written permission from the person to whom the vehicle is assigned or from the supervisor. Employees shall not be in violation of GVRD Drug and Alcohol policy #2190. Any level of alcohol in blood stream,

is unacceptable, and may lead to termination of employment. Possession, transportation, or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.

6. District vehicles shall be taken home overnight except as follows:
  1. With prior approval from the General Manager, employees may take a District vehicle home, for one night when attendance at an off-site meeting takes place after or prior to normal working hours.
  2. Those employees designated by the supervisor to be "24-hour call" for standby duty to respond to emergencies.
  3. For more than one night unless specifically authorized by the General Manager.
7. District vehicles shall be legally and appropriately operated and/or parked at all times. Violations issued to the driver will be responsibility of the driver and not the district.
8. Seatbelts must be worn at all times while either operating or riding as a passenger.
9. Vehicle accidents shall be reported and investigated in accordance with related policies and procedures see vehicle accident kit in glove box for instructions in case of accident.
10. Vehicles will be operated only when they are in safe operating condition. Each employee driving a vehicle on business shall visually inspect the vehicle to assure it is in sound operating condition and report any problems with the vehicle to their supervisor. The employee is responsible for keeping the vehicle clean and orderly, as job conditions permit. Vehicle will be returned in clean condition.
11. District vehicles are available for employee use while on District business. Employees are encouraged to use District vehicles instead of their own for official District business whenever possible. Personal vehicles should not be used on official business unless there is no District vehicle available for the employee receives a mileage reimbursement.

Personal vehicles may be used for official District business with the prior approval of the employee's Supervisor. Employees using their personal vehicles will be reimbursed at the prevailing rate established by the District. Any employee using a personal vehicle on District business shall maintain auto liability insurance of at least the following limits (limits may be periodically adjusted per our insurance carrier's recommendation):

- a) Bodily injury or death: \$15,000 Each Person, \$30,000 injury or death of two or more people.
- b) Property Damage: \$5,000 Each Occurrence

Proof of required insurance will be provided to the Administrative Support Supervisor who will keep a copy on file. The insurance covering the employee's car is considered primary for payment of any claims that result from its operation while on District business to his or her auto insurer.

#### B. Safety and Distracted Driving

1. California State Law and Greater Vallejo Recreation District safety policy prohibit using a wireless/cellular telephone without a "hands free" device while driving a motor vehicle for District business, including District owned leased or rented vehicles.

2. Employees issued a hands-free device for use with a District cell phone may receive and answer incoming calls if safe to do so, but may only place emergency calls while driving. When employees reach their destination, or park their vehicle in a safe location, calls may be placed and messages checked.
3. Employees with District cell phones who are not issued a hands-free device shall not receive or place calls with their cell phones while driving on District time. If a phone call comes in while driving, employees shall allow the voicemail feature to answer the incoming call. Texting and emails (reading or sending) are not allowed under California state law while driving. When employees reach their destination, or park their vehicle in a safe location, voicemail, texting and emails messages may be retrieved and responded to.
4. In order for the District to maintain effective communication, voicemail messages should be checked on a regular basis and return call made within 30 minutes of receiving the voicemail.

#### C. Driver Selection & Training

##### 1. Driver Records

- a. All employees who will be assigned work necessitating the operation of a vehicle must agree to ongoing Department of Motor Vehicles driving record checks as a condition of employment.
- b. A report indicating a suspended or revoked license status shall be cause to deny an employee authorization to operate a vehicle while representing the District. And may be cause to change assignment or terminate employment. General Manager may work within guidelines of a temporary license when issued to an employee by the judicial system.
- c. An employee with two or more points on their driving record over the past three years may be denied authorization to operate a vehicle while representing the District. Before this occurs though, every effort will be made to provide the employee with defensive driving training.

#### D. Points on the Driver Record

The CA Department of Motor Vehicles keeps a public record on all your traffic convictions and accidents. Each occurrence stays on your record for 36<sup>th</sup> months or longer, depending on the type of conviction.

Most driving offenses, such as hit and run, reckless driving, and driving under the influence, are designated as 2 points and will remain on your record for seven years from the violation date. Most other offenses are designated as 1 point and will remain on your record for three years from the violation date. Any "at fault" accident is normally counted as one point.

You will be considered a negligent operator if your driving record shows any of the following point count totals:

Example of ONE- point violations:

- A traffic conviction
- An at- fault accident

Example of TWO- point violations:

- Reckless driving
- Driving under the influence of alcohol/ drugs

- Hit and run driving
- Evading a peace officer
- Driving while suspended or revoked
- Driving on the wrong side of the road

Consideration of your driving record by the District, may occur once it received notification of at least two “points”, on your DMV record. A violation received in a commercial vehicle carries one and one half times the point count normally assessed.

If the employee must operate a vehicle as part of his or her job requirements such denial of authorization may lead to appropriate disciplinary action, up to and including termination of employment.

2. Evaluation of driver qualification will use the following criteria:
  - Previous employer’s reference check- for new hires, to verify employment and to help determine the driving qualifications and history of the applicant.
    - a. Motor Vehicle Record Check- before hiring and ongoing, via the CA DMV Employer Pull Notice (EPN) Program (CVC 1808.1)2.
    - b. Personnel File- review to consider driver training received, record of preventable accidents, driving history, driving certificates, etc. supervisors shall be responsible for reporting any vehicle operator information they become aware of to the Human Resources such as loss of license, accidents etc..
3. Driver of District vehicle may be considered qualified to drive when they meet the following criteria:
  - a. Possess a valid driver’s license of the proper class.
  - b. Capable of passing a physical examination when a question of fitness to drive arises because of illness or injury.
  - c. Capable of passing a driving test
  - d. Have demonstrated proficiency with the particular type of vehicle or equipment routine.
  - e. Have proof of adequate insurance on file with the District.
4. Driver Training:  
 The District shall periodically administer or arrange for attendance at a defensive driving course. Assignments for the course shall be made as follows:
  - a. Mandatory attendance within first year of employment for those employees who must operate District vehicles as part of their job requirements
  - b. Mandatory attendance for employees who have been involved in a preventable accident or have received a moving violation
  - c. Mandatory attendance for employee who have not attended a Defensive Drive Course in the past 5 years or anytime that the General Manager determines that an employee ( s) should attend
5. New Technologies  
 Vehicle may be tracked to ensure the following:
  - a. If the vehicle is stolen
  - b. Vehicle is where it is expected to be
  - c. Vehicle is obeying the rules of the road
  - d. Vehicle is not being operated in and hazardous manner
  - e. If the vehicle is equipped with a camera, it can be used to determine “at fault”

In reference to Greater Vallejo Recreation District's Drug and Alcohol Policy #2190 "in any accident, no matter who is at fault, a drug test will occur as soon as possible."

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Insurance  
**POLICY NUMBER:** 3060

The General Manager is responsible to insure the District maintains the proper insurance coverage required by the District's insurance carrier, including general liability, automobile liability, physical damage, fire, vandalism and malicious mischief. Also, the General Manager will obtain any other special policies that may be necessary in the operation of the District.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 3065

### Premise

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Sections 53600.6 (CGC §53600.6) and 53630.1).

California Government Code Sections 5921 and 53600 et seq. allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency.

The General Manager of the Greater Vallejo Recreation District is responsible for investing these funds. An annual statement of the District's investments and policy shall be prepared and submitted to the Board of Directors, Budget and Finance Committee for review. Any modifications shall be approved by the Board of Directors (CGC §53646(a)). The purpose of this policy is to establish cash management and investment guidelines for the District officials responsible for the stewardship of District funds.

The Greater Vallejo Recreation District shall invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all statutes governing the investment of Greater Vallejo Recreation District funds.

This investment policy applies to all financial assets of the Greater Vallejo Recreation District. These funds are accounted for in the annual District audit.

### Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### Objectives

The specific objectives for all funds invested are listed below in priority order:

- Legality - Each transaction and the entire investment program must comply with the California Government Code §53600 to 53686 and the Board's investment policy as defined herein.



- Safety - The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether they are from securities or erosion of market value.
- Liquidity - The investment program should remain sufficiently flexible to enable the District to meet all operating requirements which may be reasonably anticipated in any fund.
- Return on Investments – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
- Public Trust - In managing District investments, District officials should avoid any transactions that might impair public confidence. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

#### Delegation of Authority by General Manager

Authority to manage the investment program is derived from California Government Code Sections 53600; et seq. Management responsibility for the investment program is hereby delegated to the General Manager, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

#### Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### Authorized Financial Institutions and Dealers

The General Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Greater Vallejo Recreation District or General Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Greater Vallejo Recreation District's account with that firm has reviewed the Greater Vallejo Recreation District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Greater Vallejo Recreation District that are appropriate under the terms and conditions of the investment policy.

#### Authorized and Suitable Investments

The Greater Vallejo Recreation District is authorized to invest District funds under the provisions detailed in CGC §53601, which is included by reference in this investment policy.

### Prohibited Investments

Under the provisions of CGC §53601.6 and §53631.5, the Greater Vallejo Recreation District shall not invest any funds covered by this investment policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase or reverse repurchase agreements will adhere to the amount required under CGC §53601(i) (2).

### Safekeeping and Custody

All security transactions entered into by the Greater Vallejo Recreation District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Greater Vallejo Recreation District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

### Diversification

The Greater Vallejo Recreation District will diversify its investments by security type and institution. It is the policy of the Greater Vallejo Recreation District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general rules and constraints shall apply:

- Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- Maturities selected shall provide for stability of income and liquidity.
- Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

### Reporting

In accordance with CGC §53646(b)(1), the General Manager shall submit to each member of the Board of Directors an annual investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Greater Vallejo Recreation District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if all funds are placed in LAIF, FDIC insured accounts and/or in the county treasurer's investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Greater Vallejo Recreation District will meet its expenditure obligations for the next six months is required by CGC §53646(b)(2) and (3) respectively. The General Manager shall also maintain a complete and timely record of all investment transactions.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Use of Parks and Facilities  
**POLICY NUMBER:** 3070

It is the general policy of the Greater Vallejo Recreation District that the present facilities, and any other facilities obtained at a later date under the District's jurisdiction are intended primarily for recreation use by the general public in conjunction with the District's recreation programs.

Facilities are defined as any or all body of water, grounds, building, structure, equipment, machinery, or other appurtenance owned, managed, controlled, or operated by the District. The purpose of these facilities is to:

- Provide and encourage recreation for the people of the District;
- Make available to the general public, by reservation, use of facilities for group recreation activities;
- Foster widespread group participation in recreational activities by encouraging maximum use of facilities.

All recreation facilities under the jurisdiction of the Greater Vallejo Recreation District will be available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, religion, sex, sexual orientation, physical handicap, or age. Any activity in which the District's facilities are utilized will be conducted according to law, and will conform to the oral and written standards of the district. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of District facilities. The Board of Directors will consider requests for a waiver of fees from non-profit groups and organizations that do not involve fund-raising activities on a case by case basis.

The District shall not be held responsible for accidents, injury or loss of individual property at District facilities. Individual or groups using the facility shall be held responsible for payment of any damage or loss of District property.

Written permits may be required for groups using certain District facilities. Permits completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the permit.

The General Manager may add all reasonable and necessary rules and regulations to enforce these policies.

Refer to Policy 3075, Use of Community Centers, for policies, rules and regulations specific to these facilities.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3070 Use of Parks and Facilities  
**Rule and Regulation:** RR3070

In order that residents of the Greater Vallejo Recreation District may receive maximum benefit from District facilities and programs, the Board of Directors of the Greater Vallejo Recreation District has established the following conditions of use, the violation of which is a misdemeanor, punishable by fine or by imprisonment in the County jail, or both, as set forth in Public Resources Code 5786.17(b) and other applicable laws.

The following rules and regulations originally adopted by the Board of Directors on September 14, 1966, in the form of District Resolution No. 66-5 reflect additions and changes that were reviewed, revised or amended by succeeding Board of Directors.

### Facility Use Permits

- Facility use permits are used to reserve park picnic sites. Reservations may be made eleven (11) months in advance of the event but no later than 24 hours from event.
- Parking fees are charge from, the first weekend in April through the second weekend in October for sites at Dan Foley, Blue Rock Springs, Crest Ranch, Richardson, Highlands, and Hanns Parks
- Facility use permits must be signed by an adult (21 years or older).
- Each adult obtaining a facility use permit must read the governing policies before signing the permit.
- The person to whom the facility use permit is issued must remain on the premises until everyone in their group has left.
- Any group comprised of 50 or more individuals shall obtain a facility use permit prior to the use of any District facility.
- Parks having reserved picnic areas are open to the public for picnicking when not reserved. The remainder of the parks in the District are available for appropriate use on a first come, first served basis.
- Groups using a picnic site reserved by a facility use permit, but who do not possess such permit, shall vacate the area when there are signs indicating the area is reserved or the holder of the permit present themselves.

### Special Event Permits

A special event is defined as any event open to the public, such as, but not limited to, health fairs, community picnics, church festivals, and cultural events.

- A "Special Event Permit Application" must be completed and approved by the General Manager.

- Special event applications may be turned in eleven (11) months in advance of the event, but no later than three (3) weeks before the event.
- Special events require insurance coverage in the amount of \$1,000,000 per occurrence naming the District as additional insured to be on file at the main office prior to the event.
- Special events may require approved security, portable bathrooms and garbage service at the applicant's expense.

#### Filming Permits

- A Filming Permit Application" must be completed and approved by the General Manager for commercial filming operations to film in all District parks and roads.
- Filming permits require insurance coverage in the amount of \$1,000,000 per occurrence naming the District as additional insured to be on file at the main office prior to the event.
- The applicant is responsible for paying for uniformed traffic control officers needed during the filming.
- The permit does not give the applicant exclusive rights to use the park or road.

#### General Rules

- Groups must enter and leave at the time specified on the permit.
- Groups shall leave the facility in a clean and orderly condition.
- Groups are requested to observe and help enforce the common rules of the District: clean speech, respect for personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facilities or residents of the immediate neighborhood.
- Activities sponsored or co-sponsored by the District have priority over groups or individuals in the scheduling of District facilities.
- Amplified music, public address systems, generators, or compressors shall not be allowed at any park facility without first obtaining a sound permit approved by the Vallejo Police Department and the General Manager.
- No person, group, or organization shall use a District facility for a purpose other than intended. Petitions of any kind will not be permitted at District facilities.

#### Hours of Use

No person shall enter, loiter or remain in or on any District park at any time between the hours of sunset and 6 a.m. except as may be otherwise posted at the entrance to the facility, arranged according to permit at centers or with permission of the General Manager or his/her designee.

#### Care of Public Property

No person shall mark, disfigure, tamper with, or attach to any District property or appurtenances, table, bench, railing, fencing, paving or public utilities boxes, poles or lines any signs, notice, placards monuments, stakes, posts or other markers.

#### Restrooms, Dressings Rooms, and Washrooms

No person shall deface, remove or destroy any fixture on any restroom within the District. Further, no person shall loiter or sleep in or about such facility or use the facility for purposes other than those intended. No person shall use restrooms or washrooms designated for the opposite sex, except children age 6 and under or those who are disabled when accompanied by an adult.

#### Care of Trees, Shrubbery, Lawns

No person shall misuse, damage, cut, carve, transplant or remove any tree, plant, wood, turf, or ground cover, or pick the flowers or seeds of any tree or plant, or attach any rope, wire, or other object to any tree or plant, without permission of the General Manager or his/her designee.

#### Climbing Trees or Other Objects

No person shall climb any tree, or walk, stand or sit upon monuments, vases, fountains, railing, fences, or upon any other property not designated or customarily used for such purposes.

#### Care of Wild Animals and Birds

No person shall hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw objects at any animal, reptile or bird. Or remove or have in his possession the young of any wild animal, or the eggs or nest or young of any reptile or bird. The District prohibits the feeding of any animals, including wild or feral cats at any District facility.

#### Fishing

No person shall take or collect fish or any other marine life except in areas and at times designated. (A fishing license is required at Lake Chabot.)

#### Possession of Firearms and Other Weapons

No person, other than law enforcement officers in the discharge of their duties, shall use, carry or possess firearms on District property. No person shall cause a bullet or other projectile to pass through or enter into District property. The General Manager may permit the use and discharge of air rifles in designated parks for youth activities sponsored by recognized youth organizations, e.g., Boy Scouts. A facility use permit must be approved by the General Manager prior to the activity.

No person shall use carry or possess explosives or dangerous weapons on District property, including but not limited to hatchets, axes, machetes, bow, crossbows, spears, air or gas weapons, or any other weapon potentially dangerous to human or wildlife safety.

#### Refuse, Trash and Litter

No person shall dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, cigarette butts or other tobacco related products, waste, garbage, or refuse or other trash except in the receptacles provided by the District. No person shall drop or deposit dirt, rocks, branches, household garbage, hazardous materials, litter, lawn cuttings or any other green waste on District property.

#### Advertising and Selling

No person shall distribute, circulate, give away, throw or deposit in or on any District facility any handbills, circulars, pamphlets, papers, or advertisements. Or post or affix the same to any tree, fence, or structure in any District facility without first obtaining **written** permission of the General Manager. No person shall carry on or conduct any trade, occupation business or profession, or sell tickets on District property without first obtaining written permission of the General Manager.

#### Automobiles and Other Conveyances

No person shall operate or drive an automobile, bicycle, motorcycle, truck, trailer, wagon, motor scooter, or other conveyances anywhere other than roads or paths designated for that purpose except with permission of the General Manager or his/her designee. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or trail or path reserved for pedestrian use.

Automobiles, bicycles, skateboards, roller skates, roller blades, motorcycles, trucks, trailers, wagons, motor scooters or other conveyances shall at all times be operated with reasonable regard to the safety of others. In no event, shall the maximum speed of any such conveyance exceed the posted speed limit.

All such conveyances when left unattended shall be parked in an area and manner designated. No such conveyance shall be left unattended in any place or position where other persons may trip over or be injured by them.

#### Loitering and Boisterousness

No person shall engage in boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior resulting in a breach of the public peace and/or enjoyment of the facility. No person shall be allowed to operate a vehicle radio or boom box tuned so that the sound does not carry more than ten (10) feet from the speaker.

#### Pets and Other Animals

Except in the District's dog park, all pets shall be restrained at all times on a leash and in possession of some human in complete control of such pets. All animal waste must be picked up and discarded.

No person shall bring onto or permit any dangerous animal to enter or remain on District property. For purposes of this subsection, a dangerous animal is defined as any animal which is declared a dangerous animal by a county or city, is unusually aggressive, is an exotic animal, or is known to be dangerous by the owner.

No person shall abandon, leave or deposit dogs, cats, fowl, fish or other animals, whether dead or alive, within the boundaries of land or water owned, managed, controlled or operated by the District.

No dogs are allowed in Blue Rock Springs Park, in buildings, or any athletic fields or courts except for assist dogs for the disabled.

#### Kindling of Fires

No person, other than one acting under authorization, direction or written permission of the General Manager shall build, light, kindle or maintain any open or outdoor fire at any place within the boundaries of land or water owned, managed, controlled or operated by the District except in areas or facilities specifically built and designated for this purpose.

#### Fireworks

No person shall possess, sell, display or discharge any fireworks of any type on District property.

#### Alcoholic Beverages

No person shall sell or possess alcoholic beverages within the boundaries of land or water owned, managed, controlled, or operated by the District, except beer and/or wine and only with prior written permission of the General Manager. No kegs are allowed in any parks.

Beer and/or wine shall not be consumed within 25 feet of vehicular parking areas.

#### Duplication of Keys

No person other than one acting under authorization, direction or written permission of the General Manager or his/her designee shall duplicate keys used by the District for padlocks and door locks of any type or description.

#### Gambling

No gambling of any kind or description shall be permitted within the boundaries of land or water owned, managed, controlled or operated by the District.

#### Horseback Riding

No person other than one acting under authorization or direction of the General Manager shall ride a horse, pony, mule or animal of any description onto or over land owned, managed, controlled or operated by the District other than upon roads and trails and at times designated for horseback riding.

#### Jump Houses

No person shall have, install or use any air filled play device including, but not limited to, jump houses, trampolines, and slides without a permit.

Permits for jump houses will only be issued for designated parks and can only be placed in designated grass areas within these parks.

No person shall take a vehicle onto park turf in order to load, unload, setup or takedown a jump house.

Jump house vendors must be registered with the District and have current proof of insurance on file at the District office.

Privately owned jump houses may not be used on District property.

The District does not supply electricity for jump houses. Vendors are required to provide their own generators which require a sound permit approved by the General Manager and the Vallejo Police Department.

#### Grazing

No cattle, sheep, goats, horses, or any animal shall graze on land owned, managed, controlled or operated by the District except with written permission of the General Manager.

#### Appropriation or Encumbrance of Real Property

No person shall enter upon any of the public parks, waterfront or submerged lands or any other lands belonging to or held by the District, and set up an encampment, dig up the earth, or deposit any earth, rock or other substance thereon, or shall erect or attempt to erect any building, wharf, or structure of any kind, by driving or setting up posts or piles, or in any other manner appropriate or encumber any portion of the real estate belonging to or held by the District, unless such person shall have obtained written permission from the General Manager.

#### Limitations on Active Sports and Games

No person shall play or engage in sports or games such as golf (including chipping), self-propelled model airplane flying, swimming, boating, self-propelled model crafts usage, go-carting rope swinging, hang gliding, or similar sports involving the potential endangerment of the safety, well being or property of any person, except on facilities set aside for such purpose.

No person shall engage in skateboarding, inline skating and the like in areas such as tennis courts and basketball courts that are designed for specific use, or parking lots where motor vehicles are present.

The District, through the General Manager or his/her designee, may terminate or relocate activities that pose a safety hazard to other park users.

#### Washing or Repairing Autos or Other Conveyances

It shall be unlawful for any person to wash or repair any automobile or other conveyance within any District facilities.

#### Wearing of Proper Footgear

No person shall wear footgear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular games or activities. In areas posted with a sign specifying footgear authorized or approved, no person shall enter any such area in other than the footgear so posted.

#### Use of Tobacco Products (Refer to Policy #2195)



Smoking is prohibited in or within twenty (20) feet of the main entrance, exit, or operable window of a District owned building. No person shall smoke within 25 feet of any District play structure. No person shall deposit or leave cigarette butts, or other tobacco related product within any playground.

#### Possession of Refreshments in Certain Facilities

No person shall consume or ~~to~~ possess refreshments whether liquids or foods of any kind in certain facilities, or portions of facilities, as posted.

#### Boat Permits

No person shall launch a boat of any description on water owned, managed, controlled, or operated by the District without first obtaining a permit.

All persons operating a boat on water owned, managed, controlled, or operated by the District shall comply with conditions and limitations contingent to the issuance of the permit.

#### Limitations on Swimming

No person shall enter any body of water owned, managed, controlled, or operated by the District for the purpose of swimming, wading, or bathing except in those areas as designated.

#### Overnight Parking

No person shall park, abandon, or otherwise allow to remain automobiles and other conveyances in District facilities between sunset and 6 a.m. except with permission of the General Manager or as otherwise posted.

#### Unauthorized Storage

No person or group shall store, leave, or otherwise allow to remain at any District facility materials, supplies, equipment, or other physical accessories without permission of the General Manager or his/her designee.

The District's corporation yard will not be used for storage or equipment other than that belonging to the District unless short term use agreed to by the General Manager, and equipment is being used in a joint program or work effort.

#### Water Pollution

No person shall pollute in any way any water owned, managed, controlled, or operated by the District. No person shall deposit or cause to be deposited any foreign material such as glass, paper, garbage, or rubbish of any kind in said waters. (Revised 4/01)

#### Decorations

No person shall attach to any District facility materials, devices, or equipment for the purpose of decorating that facility or park for any other purpose without first having obtained permission of the General Manager or his/her designee.

#### Skate Park Facilities

Users of any facility designated for skateboards, in-line skates, or other skates and bicycles must adhere to the posted rules and dates of use. Per Ordinance #2003-01, all users must wear a properly fitted helmet, knee pads and elbow pads.

#### Enforcement of Rules

The General Manager or his/her designee shall diligently enforce the provisions hereof and shall have the authority to eject from District facilities any person acting in violation of these rules and regulations. Further, the

General Manager shall have the authority to deny use of facilities to individuals or groups who refuse to comply with or he has a reasonable suspicion of non-compliance of these rules and regulations.

Enforcement of Applicable Laws and Ordinances

All persons entering upon land or water owned, managed, controlled or operated by the District shall abide by the rules and regulations of the District, the laws of the State of California, Federal laws, all applicable County and/or Municipal ordinances and the instructions and directions of duly authorized employees of the District.

Waiver

Upon receipt of a written request to the Board of Directors, the Board may grant in advance a written waiver of one or more of the foregoing Regulations, when in the opinion of the Board, such waiver would contribute to the education, entertainment or physical, mental, cultural or moral development of an individual or group attending observing or participating in activities on District property, without detriment to other users of District property or to the residents of the District.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Refunds  
**POLICY NUMBER:** 3071

The Greater Vallejo Recreation District is a public service agency created for the purpose of providing recreational facilities and programs and conserving the recreational resources of the area. For this purpose, the District offers to the public fee based recreational programs and classes as well as rentals of parks and facilities through a reservation system.

The Board of Directors and District staff desire the public to have enjoyable experiences in all of our recreational programs, activities and facility usage. However, it is understood that on occasion, for a variety of reasons, a customer may wish to cancel or change attendance in programs or use of a facility, and may request a refund of fees. Standard facility and park cancellation fees as well as administrative fees are approved during the budget process.

The Board of Directors authorizes the General Manager to provide rules and regulations to administer the refund process. Refunds or partial refunds of fees and deposits may be given subject to these rules and regulations. The General Manager will be the final authority to resolve any issues associated with refunds or the refund process.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3071 Refunds  
**Rule and Regulation:** RR3071

With the variety of recreation programs and facilities and park reservations offered to the public, cancellation fees and refunds vary depending on the service provided. The following rules outline the processes associated with cancellations and refunds/credits before and after a scheduled rental or recreation program.

### General

- All requests for refunds/credits of fees paid must be requested in writing and may be submitted in person, by fax or email to the District employee who scheduled the rental or activity or the main office.
- Refunds for fees charged on a credit card will be credited to the same credit card using the procedures established by the Finance Department. All other refunds will be made by check. There will be no cash refunds.
- At any time staff feels that a refund should be made when not allowed for in this rule and regulation or a larger refund should be provided, the request for refund can be submitted to the Recreation Superintendent, Maintenance and Development Manager, or General Manager for approval or denial.

### Community Center

#### Cancellations:

- When a customer places a deposit down for an event more than 60 days out, the event may be cancelled within 14 calendars with no forfeiture of the deposit. Cancellations on the 15<sup>th</sup> calendar day or later will incur the same forfeiture as shown below.
- When notification is received that a reservation of a scheduled event is being cancelled, the following forfeiture of building fees will apply to the refund:
  - More than 60 days 10%
  - 60 to 31 days 25%
  - 30 to 8 days 50%
  - 7 to 0 days 100%

Additional fees, such as cleaning and damage deposit, security fees, set-up and take-down, which were paid in advance of the event will be refunded 100%.

#### Changes:

- When a customer wishes to change the date of a scheduled event to a different date or facility, if available, the following charges will apply:
  - More than 60 days from the event No charge
  - Less than 60 days from the event Administrative Fee

## Parks-Picnic Areas

### Cancellations:

- When notification is received that a reservation of a scheduled event is being cancelled, the following forfeiture of fees will apply to the refund:
  - More than 60 days                      Administrative fee
  - 60 to 31 days                              25%
  - 30 to 8 days                                50%
  - 7 to 0 days or after event              100%

### Changes

- When a customer wishes to change the date of a scheduled event to a different date, if available, the following charges will apply:
  - More than 8 days from event              No charge
  - Less than 8 days from event              Administrative Fee

### Inclement Weather

- If the park is closed by the District because of inclement weather, the customer has the option of selecting a future date, depending on availability, or requesting a refund.
- If a customer chooses not to use the facility because of the weather, the District will determine whether a refund is applicable.

## Sports Fields

### Natural Grass:

- Rain-out: Must call 707-648-5389 within 24 hours of rain-out in order to receive credit to account.
- Cancellation: \$10 cancellation fee will be deducted and balance applied to their account, unless a refund check is requested.
- Transfer Fee: \$5 will be charged for each transfer transaction. Payable at the time of transfer.

### Artificial Turf:

- For Artificial Turf Field-due to the all weather surface "rain-outs" will be limited to severe weather only.
- No fees will be charged to transfer, cancel a rental within three working days of initial scheduling of the field. After three working days, the cancellation fees below apply.
- Cancellation Fees: 0-15 days from scheduled date \$20 fee
- Cancellation Fees: 16-30 days from scheduled date \$10 fee

## Recreation Programs

### Withdrawals

- When a customer withdraws from a class the following charges will apply to the refund:
  - More than 5 working days prior to the start of the program      No charge
  - 5 or less working days prior to the start of the program              Administrative fee
  - After the start of the program    Pro-rated up to a maximum of 50% or enroll in another program or class

### Changes

- When a customer wishes to change from one program to another program at a different date, time or session, no administrative fee will be charged.

Leisure Service Contract classes

Requests for refunds for leisure service contract classes will be handled the same as recreation programs. However, when the instructor submits an invoice for the class, the appropriate percentage of the refund shall be deducted from the invoice.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Removal of Temporary Shelters and Abatement of Homeless  
**POLICY NUMBER:** 3072

The Board of Directors for the Greater Vallejo Recreation District desires that the parks and recreational facilities managed by GVRD be clean and free from encampments and the resultant debris.

The Board of Directors receives regular complaints from citizens and businesses throughout the District which relate to the health and safety, criminal activity, and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters.

The GVRD sets forth a process and procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these regulations in a manner that balances the needs and rights of all its citizen, including the occupants of such temporary shelters. This policy does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property.

GVRD shall respond to complaints and concerns arising in and around areas that are owned or managed by GVRD, in which individuals have erected temporary shelters, in a manner that protects the public health, safety, and employment of parks and recreational facilities, and which complies with applicable state, federal, and local laws.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** RR3072 Removal of Temporary Shelters, Storage of Personal Property, and Abatement of Homeless

**Rule and Regulation:** RR3072

### I Purpose

Greater Vallejo Recreation District receives regular complaints from citizens and nosiness throughout the city, which relate to health and safety, criminal activity and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters.

By this Rule and Regulation, GVRD desires to protect the reasonable full access to its parks and recreation facilities for all individuals.

By the rule and regulation, Greater Vallejo Recreation District sets forth its procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these procedures in a manner, which balances the needs and right of all its citizens, including the occupants of such temporary shelters. This procedure does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property. The procedure provided herein does not establish any right to possession of any aspect of GVRD parks and/or recreation facilities.

### II Policy

Greater Vallejo Recreation District shall respond to complaints and concerns arising in and around Greater Vallejo Recreation District owned or managed properties in which individuals have erected temporary shelters, in a manner that protects the public health and safety and which complies with applicable state, federal and local laws. And balances the right of the occupants of such temporary shelters.

### III Procedure

Procedure applicable to the abatement of all trash, garbage, junk, and debris, enforcement of trespass laws and the abatement of encampments are set forth in Sections III, IV and V. Procedures applicable to code enforcement activities are set forth in Section IV.

#### A. Garbage Removal on Greater Vallejo Recreation District Owned and Managed Properties

1. The Maintenance Division (MD) regularly receives requested to remove trash or debris, which have accumulated on or around Greater Vallejo Recreation District owned and managed property. The (MD) shall continue to received and act upon these requests for service consistent with its historical practice. However, absent exigent circumstances, when the (MD) determines that a request for service involves the removal of trash or debris located within 50 feet of an area which contains temporary shelters, said removal shall not



take place without a minimum of seven days advanced written notice which shall be posted and served in a form substantially similar to exhibit A attached Hereto. The General Manager, at his/her discretion may declare an emergency if he/she determines that the temporary shelters represent a physical threat to the users of the park and/or the use of the shelters results in a safety hazard which endangers users of the park.

2. The posting and/ or service of said notice shall be performed in a manner which is reasonably calculated to provide effective notice to any occupants of the temporary shelters. Where possible the notice shall describe the area subject to garbage removal as clearly as possible (e.g. the East side of the 400 block of Olive Avenue).
3. As part of the removal of any trash or debris, the Greater Vallejo Recreation District shall not destroy any materials of apparent value which appear to be the personal property of any individual. Personal property of the apparent value may include clothing, shoes, jackets, tents, sleeping bags, bed rolls, blankets, backpacks, duffel bags, bicycles, tools, watches, jewelry, audio and video equipment, medications toiletries, eyeglasses, purses, handbags, personal papers, equipment, photographs, books, and baby strollers.
4. Trash and debris includes property that appears to have been discarded by its owner, but the fact that property is unattended does not necessarily mean that it has been discarded. Reasonable doubt about whether property is "trash or debris" or valuable property should be resolved in favor of the conclusion that the property is valuable and has not been discarded.

#### **B. Private Property Including Public Property Not Owned or Managed by Greater Vallejo Recreation District**

Greater Vallejo Recreation District will not respond to requests by private property owners, or owners of public property not owned or managed by Greater Vallejo Recreation District, to remove junk, trash or debris accumulated on private property or public property not owned by Greater Vallejo Recreation District, unless a cleanup effort has been approved in advance, by the General Manager or his or her designee and the property owner. In instances in which such approval is granted, Greater Vallejo Recreation District will not remove garbage from private property unless it is managed as part of a coordinated clean up and is approved by the General Manager or designee.

### **IV. Clean Up (s)**

#### **A. Greater Vallejo Recreation District Owned and Managed Properties**

1. In situations where the Greater Vallejo Recreation District has received complaints or information regarding alleged criminal activity at temporary encampments established on Greater Vallejo Recreation District property, the Police Department will be contacted to respond to and handle the situation.
2. If a cleanup involves the collection of personal property of value, then the procedures set forth in Section V. below will be followed. If the Greater Vallejo Recreation District desires to remove garbage in conjunction with any such action, it shall follow the procedures in Section III above.

### **V. Clean-up of Encampments**

For any encampment which has/have been in place for ten days or more, the Greater Vallejo Recreation District shall provide the occupants of such encampment at least seven days advance notice of the need to vacate said property managed by the Greater Vallejo Recreation District or, if public property, authorized for clean- up by the owner of the property by posting and serving a written notice in a form substantially similar to the notice in a form substantially similar to the notice attached hereto as Exhibit A

**A. Clean- up of Encampments and/ or Stored Personal Property on Greater Vallejo Recreation Owned or Managed Property**

1. In situations in which the Greater Vallejo Recreation District intends to eliminate or remove encampments and/or stored personal property located on Greater Vallejo Recreation District owned or managed property, the Greater Vallejo Recreation will provide written notice if the intended removal in a form substantially similar to the notice attached as Exhibit A. the Greater Vallejo Recreation District will collect and dispose of any junk, garbage and/or debris in the area and to the extent possible and will also collect and store any unattended personal property of value ( as described in Section III above ) and animals. Personal property collected by the Greater Vallejo Recreation District shall be stored for, sixty days, without charge, during which time said property shall be available to be reclaimed by the owner. After the expiration of sixty days, any unclaimed property will be destroyed. The Humane Society will pick up animals and the owners thereof shall have ten days to claim the animals.
2. The posting and service of said notice shall be performed in a manner which is reasonably calculated to provide effective notice to the occupants of the temporary shelters, and the owners of the stored personal property. To the extent possible, the notice shall describe the area subject to the abatement (clean-up) and/or removal of encampment and /or stored personal property) effort as clearly as possible. The notice shall also be served by hand delivery, mail, email and/or facsimile on the organizations that assist occupants of escapements including, but not limited to CAP Solano, The Christian Help Center and Mission Solano.
3. Individuals wishing to reclaim personal property and/or animals collected by the (MD) Maintenance Department as part of the clean-up project may do so by contacting Greater Vallejo Recreation District Main Office at 707-648-4600, during the hours of 8-5 pm; days of operation Monday through Friday. The individual will be provided with the location of the personal property and/or animal and a time to retrieve the personal property and/or animal.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Cunningham Aquatic Complex Rules and Procedures  
**POLICY NUMBER:** 3073

### PURPOSE

The Greater Vallejo Recreation District (District) has established a policy for the benefit and protection of all aquatic facility users to ensure the safe operation of the swimming pools and to provide enjoyable recreation for all.

### POLICY

The District reserves the right to refuse admittance into the Cunningham Aquatic Complex when the pool is at full capacity or when the District otherwise deems necessary for the health, welfare, and safety of its patrons.

### PROCEDURE(S)

The following minimum criteria have been established for the safety of all facility users. Failure to abide by these rules and regulations may result in being potentially banned from the pool. Management and pool personnel reserve the right to address any behavior which is considered a safety risk, unsanitary, or a disturbance to other patrons.

#### General Rules:

1. No running, shoving, or general horseplay on the pool deck and in the pool.
2. Anyone using the pool(s) must wear proper swim attire, swimsuit, and sunscreen (recommended). Rash guards, goggles, and swim caps are recommended.
3. Swim diapers are required for children using the pool who are not toilet trained.
4. No playing or hanging on lane lines.
5. Diving is allowed in the deep end only.
6. See Aquatic Staff about swimming with sores or wounds.
7. No glass in the pool complex.
8. No gum or chewy candies allowed in the pool complex.
9. Food and drink must be kept in the bleachers.
10. Follow Aquatic Staff directions regarding procedures and policies during emergency situations.
11. Any behavior or action deemed unsafe or inappropriate by Aquatic Staff is prohibited.
12. The District is not responsible for any lost or stolen items.
13. Any person having active diarrhea or who had active diarrhea within the previous 14 days shall not be allowed to enter the pool.
14. Cigarettes, weapons, alcohol, tobacco, vapes, or illegal drugs are prohibited.
15. Clothing changes will be done in the appropriate locker room. No changing on deck.

### Swim Lessons:

(All General Rules apply plus the following)

1. Swim Lesson participants must listen and follow the directions of the instructor.
2. No life vests or floatation devices allowed during swim lessons.
3. One hand must be on the pool wall when waiting for instruction.
4. Parents or attending adults must observe from the bleachers or designated areas.
5. A parent or attending adult must be on-site for children under the age of 7 or 48" tall.
6. Pre-registration is required for all swimming lessons.
7. Cancellations must be made before the first day of the class for a full refund.
8. Make-up classes are not offered for missed days. No exceptions.
9. If the District cancels any swim lessons, Aquatics Staff will call all affected participants. Cost will be prorated based on refund policy.

### Recreation/Open Swim/Special Events:

(All General Rules apply plus the following)

1. Children under the age of 7 or 48" tall must be accompanied by an adult in the pool. Or the children must meet one of the following criteria listed below:
  - a. Children ages 7 and under may swim without being accompanied by an adult in the pool if they meet one of the following criteria: (a) take a swim test which would identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
2. Masks, fins, or snorkels must be approved for use by Aquatic Staff.
3. U.S. Coast Guard approved floatation devices (life vests) are allowed in the small training pool. A parent or guardian must be in the pool with any children using life vests and be no further than an arm's length away from the child.

### Aquatic Break Camps:

(All General Rules apply plus the following)

1. Campers must listen to the camp counselor and follow their rules.
2. Participants must come prepared for the day. (Swimsuit, Towel, Water, Lunch, Shoes, etc.)
3. Campers must refrain from vulgar language.
4. Campers must participate in all activities.
5. Campers must not leave District property without permission.
6. Vandalism to equipment and our facility is prohibited.
7. Cell phones must be kept in a backpack and not used during camp hours unless approved by GVRD staff.
8. Campers must follow the "hands-off" policy. No fighting, pushing, or inappropriate contact allowed.

### Lap Swim Program:

(All General Rules apply plus the following)

1. Lap swimming is for competent swimmers able to swim laps unassisted.
2. All Lap swimmers must sign a waiver.
3. Lap swimmers ages 7 yrs. old and under must meet one of the following criteria: (a) take a swim test to identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
4. Lap swimming is intended to be a workout program, and patrons must make forward progress from wall to wall unassisted.
5. Lap swimming in designated lanes only. Lap swim lanes are posted in the front office.
6. Lanes are to be shared. If the lane has 3 or more people, patrons will need to circle swim.
7. Masks, fins, or snorkels must be approved for use by Aquatic Staff.

### Lap Swim Etiquette:

1. Tap the foot of the patron to pass them while circle swimming.
2. Rest in the corner of the lane, out of the way of other patrons.
3. Ask guest(s) before hopping in a lane already in use.

### Therapeutic Activities

1. Patrons 18 years and over may utilize the pool for therapeutic or rehabilitative activities.
2. We highly recommend that patrons consult with a doctor or therapist before engaging in any therapeutic or rehabilitative activities.
3. Water shoes must be worn at all times.
4. Appropriate swimwear must be worn at all times. Cotton fabrics are not permitted. Please ask a lifeguard if you are unsure about what to wear.
5. Swimming is not permitted.
6. All activities must stay above the water.
7. Face down floating is not permitted.
8. Times and lanes for therapeutic activities must be arranged ahead of time with the Aquatics Coordinator.

### Emergency Action Procedures:

1. Distressed Victim (Can continue breathing and still call for help):
  - a. One long whistle blast.
  - b. Enter water with stride or compact jump.
  - c. Other lifeguards shift to cover rescuer's designated area.
  - d. Perform swimming extension rescue by handing tube to victim.
  - e. Tell the victim to hold onto the tube and swim them to safety.
  - f. The lifeguard who was on break will replace the primary rescuer.
  - g. Primary rescuer will fill out the accident report and return to the rotation.
2. Active Victim (Struggles to breathe and cannot call for help):
  - a. One long whistle blast.

- b. Enter water with stride or compact jump.
  - c. Other lifeguards shift to cover rescuer's designated area.
  - d. Perform rear rescue.
  - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
  - f. The lifeguard who was on break will replace the primary rescuer.
  - g. Primary rescuer will fill out the accident report and return to the rotation.
3. Submerged Victim (Still Conscious):
- a. One long whistle blast.
  - b. Enter water with stride or compact jump.
  - c. Other lifeguards shift to cover rescuer's designated area.
  - d. Perform a feet first surface dive and complete the submerged victim rescue.
  - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
  - f. Check the victim for level of consciousness and vitals.
  - g. The lifeguard who was on break will replace the primary rescuer.
  - h. Primary rescuer will fill out the accident report and return to the rotation.
4. Submerged Victim (Unconscious):
- a. One long whistle blast.
  - b. Enter water with stride or compact jump.
  - c. Other lifeguards shift to cover rescuer's designated area.
  - d. Perform a feet first surface dive and complete the submerged victim rescue.
  - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
  - f. Check victim for consciousness and vitals.
  - g. At this time, the pool should be cleared, 911 called, and backboard, first aid kit, AED and oxygen tanks bag-valve-mask (BVM) brought out to the rescuer.
  - h. Carry victim to nearest side of pool where backboard is waiting.
  - i. Lift victim out of pool on backboard.
  - j. A gloved secondary rescuer will perform a primary survey.
  - k. Rescue breathing and CPR will be administered as necessary.
    - i. Anytime breathing is necessary, use oxygen with the Bag Valve Mask (BVM).
    - ii. Anytime CPR is necessary, use the AED.
    - iii. Continue to care for the victim until the ambulance arrives.
    - iv. Fill out the necessary forms from the Critical Incident folder.
    - v. Re-open the pool only at the request of a full-time employee in a supervisory role..
5. Passive Victim without breathing (non-suspected spinal):
- a. Two long whistle blasts
  - b. Enter water with stride or compact jump.
  - c. Clear pool
  - d. Perform rear rescue.
  - e. Check the victim for consciousness and vitals.

- f. At this time, the pool should be cleared, 911 called, backboard, 1<sup>st</sup> aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.
- g. Carry victim to nearest side of pool where backboard is waiting.
- h. Lift Victim out of pool on backboard
- i. A gloved secondary rescuer will perform a primary survey.
- j. Rescue breathing and CPR will be administered as necessary.
  - i. Anytime breathing is necessary, use oxygen with the BVM.
  - ii. Anytime CPR is necessary, use the AED.
- k. Continue to care for the victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

6. Spinal Victim:

- a. Two long whistle blasts.
- b. Enter water with stride or compact jump unless the victim is near you or the side of the pool; then use an ease-in entry.
- c. Swim to the victim using heads up breaststroke and use either a head splint or head and chin support carry.
- d. Check the victim for consciousness and vitals, immediately.
- e. At this time, the pool should be cleared, 911 called, backboard, and first aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.

If victim is breathing:

- f. Strap victim to backboard.
- g. Remove victims from the pool, care for shock and wait for ambulance to arrive.
- h. Fill out the necessary forms from the Critical Incident folder.
- i. Re-open the pool only at the request of a full-time employee.

If victim is not breathing:

- a. Relay vital information to lifeguards on deck
- b. Two secondary rescuers will get into the water with the backboard and sink the board for the primary rescuer.
- c. Once the victim is on the backboard, move to the nearest wall.
- d. Maintain control of the head and strap only the underarm strap
- e. Two lifeguards on deck will each grab one side of the head of the board and one side of the head of the victim.
- f. Lift the victim out of the water, (Use care not to bump backboard on deck.)
- g. A gloved secondary rescuer will perform a primary survey.
- h. Rescue breathing and CPR will be administered as necessary.
- i. Anytime breathing is necessary, use oxygen with the BVM.
- j. Anytime CPR is necessary, use the AED.
- k. Continue to care for the victim until the ambulance arrives.

- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

7. On Deck Emergencies

- a. This includes all emergencies that occur out of the water at or near our facilities. Some examples include but are not limited to locker room injuries, falling from a high dive, fights, automobile accidents, and chemical burns.
- b. Check the victim for consciousness and vitals, immediately.
- c. Notify another staff member and call 911 if necessary.
- d. If the victims cannot move on their own, leave them where they are and wait for an ambulance.
- e. If a second rescuer is needed to assist in caring for the victim, clear the pool.
- f. First Aid, Rescue breathing, and CPR will be administered as necessary.
- g. Anytime breathing is necessary, use oxygen with the BVM.
- h. Anytime CPR is necessary, use the AED.
- i. Continue to care for the victim until the ambulance arrives or they are capable of leaving or getting a ride from family or friends. (Staff members cannot give rides to victims)
- j. Continue to care for the victim until the ambulance arrives.
- k. Fill out the necessary forms from the Critical Incident folder.
- l. Re-open the pool only at the request of a full-time employee.

8. Patrons Under the Influence of Alcohol / Drugs. Patrons suspected to be under the influence of alcohol or drugs should not be allowed to enter the facility, but if they enter undetected follow the following procedures:

- a. Ask the patron(s) to leave the facility.
- b. If the patron remains in the facility, do not force the patron to leave and call 911.
- c. Keep other patrons away from the intoxicated patrons.
- d. Maintain visual of the intoxicated patron(s) and leave alone until police arrive.
- e. Do not allow intoxicated patron(s) in the water if possible.

9. Fight - In water:

- a. Attempt to stop the fight verbally or with a whistle.
- b. If unsuccessful, clear the pool immediately.
- c. If the fight is between small children, no less than two lifeguards enter the water and pull the children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not enter the water unless the situation becomes life threatening for any victim(s).

10. Fight - On Deck:

- a. Attempt to stop the fight verbally or with a whistle.
- b. If unsuccessful, clear the area.
- c. If the fight is between small children, no less than two lifeguards pull the children away from each other at the same time.



- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not intervene at any time unless the situation becomes life threatening, and staff can do so safely.

11. Lightning:

- a. Clear pool and gather patrons in locker rooms or courtyard.
- b. Keep patrons and staff away from all glass and tall metal poles.
- c. Avoid using the telephone.
- d. Allow patrons back in pool after 30 minutes with no lightning and/or thunder.
- e. If lightning continues, close the pool with a posted sign, leave equipment out, and do not cover it with tarps.
- f. The same procedures will apply to severe rainstorms and hailstorms, except the tarps will not be used to cover the pool.

12. Power Failure:

- a. Anytime the power goes out, call Facilities Supervisor to reset items in the pump room. If power failure occurs during the daylight hours, keep the pool open until the chlorine drops below 1.0 ppm.:
- b. If power failure occurs after sunset, while lights are in use:
  - i. Close the pool immediately.
  - ii. Clear the pool of all patrons.
  - iii. Check the bottom of the pool for any victims.
- c. If power remains off at the facility or in the area for 15 minutes or longer close the entire facility.
- d. Keep all patrons in the entry way or out front until all have left the facility area.

13. Natural Gas Leaks. If you smell a gas leak:

- a. Call PG&E and the Aquatics Coordinator immediately.
- b. If possible, shut off natural gas lines.
- c. Review Emergency Exit diagram.
- d. Evacuate staff and patrons through Emergency Exits upwind from the leak.
- e. Care for any staff or patrons affected by the gas.

14. Fire:

- a. Clear all patrons from affected area.
- b. Use fire extinguishers located throughout the facilities to put fire out.
- c. If the fire cannot be contained with fire extinguishers, call 911 immediately.
- d. Review Emergency Exist diagram and evacuate the facility through the Emergency Exits and keep patrons away from the facility.
- e. If possible, shut off natural gas lines.
- f. Care for any patrons injured by fire.
- g. Follow directions from the Fire Department.

15. Earthquake:

- a. Once the earthquake stops, clear the pool.
- b. Check the bottom of the pool for victims, cracks, etc.
- c. Evacuate patrons through Emergency Exits to a field upwind from the facilities.
- d. Check for natural gas leak in pump room connected to the Cogen unit and/or in the courtyard.
- e. If a natural gas leak is present, shut off the natural gas in the courtyard.
- f. Maintain crowd control.
- g. Care for any patrons injured.
- h. Call 911, if necessary.

16. Armed Robbery:

- a. All staff are to do exactly what the perpetrator says when staff feels their life is being threatened.
- b. Get a good mental picture for police description.
- c. Call 911.
- d. Fill out the incident report with all details.
- e. Close the pool if necessary.

17. Shooting / Drive by Shooting:

- a. While shooting takes place, drop and find cover.
- b. If guarding or in the guard stand, drop to the deck immediately.
- c. Call 911, whether during the shooting or immediately following.
- d. Care for any patrons injured.
- e. Maintain crowd control.
- f. Collect information pertaining to shooter(s) - sex, age, race, type of car, # of shooters, etc.

18. Bomb Threat:

- a. If a threat is made by phone, follow the Bomb Threat Telephone Procedure located on the next page.
- b. Call 911 immediately and follow directions.

19. Fecal Incident, Well-Formed Stool or Vomit:

- a. Clear the area.
- b. Check for adequate chlorine in the area.
- c. Remove as much of the material as possible using a net or scoop.
- d. Vacuuming is not recommended unless it discharges waste. (If the material is sent back to the filter, it may only spread the problem).
- e. Add additional disinfectant as necessary.
- f. Reopen the area after 30 minutes.

20. Diarrhea:

- a. Clear the pool.
- b. Add chlorine to raise the pool to 20 ppm, or equivalent using other disinfectants.

- c. Remove any chunks or pieces.
- d. Allow some time for the disinfectant to spread and work on the extra organic material. In addition, when applying disinfectants, avoid “hot” spots of disinfectant that swimmers may swim through.
- e. Allow about eight (8) hours of total downtime.
- f. Recheck for adequate chlorine.
- g. Reopen pool.

21. Emergencies with Limited Staff:

- a. Emergency Action Plan (EAP)'s w/ two people – use bystanders as appropriate and certifications allow.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Use of Community Centers  
**POLICY NUMBER:** 3075

Community Centers under the jurisdiction of the Greater Vallejo Recreation District are intended primarily for use by the general public in conjunction with the District's recreation programs. When not in use for District programs, the facilities may be scheduled for use by other groups to encourage recreational and social activities for the maximum use of the facilities.

All Community Centers will be made available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, religion, gender, sexual orientation, physical disability, or age. Any activity in which the District facilities are utilized will be conducted according to State and Federal laws, and will conform to the oral and written standards of the District. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of the Community Center. Fees based on the type of event are classified as Business, Private Parties or Non-Profit. The Board of Directors will consider requests for a waiver of fees from Non-Profit groups and organizations that do not involve fund-raising activities on a case by case basis.

The District shall not be held responsible for accidents, injury or loss of individual property at Community Centers. Individuals or groups using the facility shall be held responsible for payment of any damage or loss of District property. Parents shall be held responsible for the acts of their minor children. Damage to District property shall be imputed to parents having custody or control of the minor as set forth in the Civil Code.

Written permits are required for all groups using Community Centers. Permits completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the permit.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3075 Use of Community Centers  
**Rule and Regulation:** RR3075

### Reservations

1. Reservations may be made a maximum of 11 months in advance. The reservation becomes a contract total fees and charges have been paid and the Permits for Use of Facilities is signed and approved by the District representative.
2. Groups, organizations or individuals that have established priority right, must maintain it. This is done by submitting a letter of intent to retain the date and paying a non-refundable fee prior to the opening of cooking for that month. A priority right is an annual affair that has been held on the same day (i.e. same weekend or week of the month) for a minimum of three consecutive years.
3. Facilities are rented on a first come, first served basis except for those having priority rights.
4. A Permit for Use of Facilities shall be completed by a District employee and signed by an adult (21 years or older) responsible for the reservation.
5. Minimum rental will be for two (2) hours for Business and Non-Profit categories.
6. Additional City, County, State, and Federal clearances may be required based on the type of activity.
7. No group, organization or individual shall be allowed more than two uses per fiscal year for special events at a Center unless a vacancy exists at the site 30 days or less for the reservation.
8. No group, organization or individual shall have a Permit for Use of Facilities approved so long as they have an outstanding debt with the District.
9. Permission to use facilities is subject to observance of all District policies, rules and regulations.
10. Applicants understand that organized public recreation activities or those actively co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel any use of facilities at any time.
11. The District reserves the right to refuse any group, organization or individual use of any District facility due to their destruction, damages, abuse to District property, undue rowdiness or noncompliance with District's rules and regulations.
12. There must be three (3) adults (over 21 years old) for every twenty-five (25) youths (under 21) at youth events.
13. No activity will be permitted which is in violation of local, state or federal statutes or policies of the District.
14. The District, through its designate, may attach conditions to the Permit for Use of Facilities which are deemed necessary or appropriate to assure that the activity will be carried on in conformance

with applicable laws, rules and regulations, in a manner consistent with proper facility use, and in a manner not detrimental to the public interest. Where deemed appropriate, the issuing authority may require suitable insurance, indemnity bond, or other guarantees to protect District property from damage, to protect the public from unusual and undue expense, or to protect the District from liability of any kind or character.

15. No activity will be permitted which is unsafe or unsuited for the purpose of the building or facility, or which discriminates against race, national origin, religion, sex, sexual preference, age political affiliation, social or economic status.
16. Groups using the facilities must observe the safe limit capacity, which is posted in each facility.
17. The District representative on duty has the authority to disperse any group for failure to comply with District rules. The group will forfeit all fees paid. Should it be necessary to have law enforcement to disperse any group or organization, the District representative has the authority to summon the Vallejo Police Department to escort said group, persons, or organization from District facilities. The group or organization will be responsible for any charges incurred by the Vallejo Police Department or other personnel required to respond.

#### Fees

1. Fees for the rental of a Community Center based on the type of event are classified as Business, Private Parties or Non-Profit. A business license is required when a function is open to the public. Proof of non-profit status is required for non-profit category, when a Permit of Use of Facilities is issued.
2. A deposit (minimum of \$200.00) or total payment, depending on the event date, is required when a Permit for Use of Facilities is issued.
3. Total payment is due 60 prior to the scheduled event. Failure to make payment at designated time may result in cancellation of the activity date.
4. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means is required to establish residency verification.
5. Payment for events scheduled ten or less working days from the event date payment shall be in the form of money order, cashier's check, or Visa/MasterCard.
6. Rent is based on a continuous block of time. Rent will be paid from the time the facility is entered until it is exited. No extra time is allotted for set-up, take-down, and maintenance. If the event runs beyond the scheduled hours, appropriate overtime will be billed according to the applicable rates.
7. Additional custodial fees at \$25.00 per hour per person will be charged to any group leaving the premises in such condition that additional cleanup (over and above that ordinarily required) is necessary.
8. Groups classified as Business and Non-Profit organizations have the option to do their own set-up, take-down, and maintenance but must agree to indemnify the District of all liability in doing so, or, for a nominal fee, may have District staff perform these services.
9. Facility equipment is available for rent.
10. A cleaning and damage deposit is required 60 days prior to the event. The deposit will be refunded if the facility is left in a clean and satisfactory condition or the event is cancelled.

11. The following charges will apply to change a scheduled event to a different date or facility, if available:
  - More than 60 days from the event: No Charge
  - Less than 60 days from the event: Administrative Fee
12. Cancellations:
  - A deposit put down to hold a date scheduled for 60 or more days out will be refunded in full if notification of cancellation is received within 14 calendars from the date of the deposit. Notice of cancellation is received on the 15<sup>th</sup> calendar day or later will incur the same forfeitures as shown below.
  - When notification is received that a reservation of a schedule event is being cancelled, the following forfeiture of building fees will apply to the refund:
    - More than 60 days                    10%
    - 60 to 31 days                        25%
    - 30 to 8 days                         50%
    - 7 to 0 days                            100%

Additional fees, such as cleaning and damage deposit, security fees, set-up and take-down, which were paid in advance of the event will be refunded 100%.

### Security

1. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.
2. Activities with 100 or more in attendance will be required to have a minimum of two (2) security officers on duty.
3. The rate will be charged at the current GVRD contracted rate.
4. Security officers must be on duty one-half hour before the activity begins until the facility is vacated.
5. The District reserves the right to require additional security guards based on the size and type of the event scheduled at the facility.

### Alcohol

1. Alcohol may be used without the requirement of a liquor license when it will not be sold in any manner.
2. A liquor license must be obtained when alcohol is to be sold. The license must be posted at the site of alcohol sale. In addition there is a surcharge paid to the District.
3. Alcohol may not be served at events, which are primarily designed for youth under twenty-one years of age.
4. Alcohol is prohibited outside the facility with the exception of the verandah at the Foley Cultural Center.

### Hours of Operation

1. Contact the District or Community Center for office hours.

2. Community Centers reserved for evening use must be vacated no later than 2:00am with the exception of the Vallejo Community Center that must be vacated by 12:30am.
3. Hours of operation may be amended under special circumstances by the General Manager or his/her designee. Center closing times vary with scheduled activities.

### Holidays

1. Community Centers are not available for reservations on New Years Day, Easter, Thanksgiving, Christmas Eve, and Christmas Day. In addition, Foley Cultural Center is not available on Memorial Day, 4<sup>th</sup> of July, and Labor Day.
2. December 31<sup>st</sup> is reserved on a first-come, first-served basis only.

### Decorations

1. All decorations must be fireproof or of fire-retardant materials, according to California Code of Regulation Title 19, Section 3.08, and shall be subject to approval by the District representative.
2. Cellophane adhesive, nails, screws, staples, etc, in walls, on windows, woodwork, acoustic material, or ceilings are prohibited.
3. The organization, individual, or approved designee shall be responsible for putting up and removing all decoration within the time specified on the Permit for Use of Facilities.
4. Use of ladders or standing on tables or chairs to hang decorations is prohibited. All decorations must be free-standing and placed in appropriate areas.

### Kitchen

1. Groups, organizations and individuals using the kitchen must clean up all equipment used.
2. Caterers who misuse or leave District facilities in poor condition may be placed on probation or denied future use. The District will provide the names of caterers who have been placed on probation or denied use of District facilities.

### General Rules

1. Office telephones are for District business only; however, emergency use will be permitted.
2. No advertising/promotion shall be exhibited, no petition circulated, no solicitations and no use of social media without written approval of the District.
3. At no time, shall exits be covered or obstructed.
4. Smoke/vapor machines are prohibited inside Community Centers.
5. Smoking is prohibited inside the facilities.
6. Food and beverage consumption is only permitted in designated areas.
7. Groups are requested to help enforce the common rules of the District: clean speech, respect for personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facilities or residents in the immediate neighborhood



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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Video Recording/ Surveillance  
**POLICY NUMBER:** 3076

### **Purpose:**

The Greater Vallejo Recreation District reserves the right to install and maintain video recording devices for surveillance purposes in public and work areas for specific management and business reasons, such as security, monitoring and protection from vandalism, misuse, abuse, and theft. Visual recording devices may also be temporarily used at special events, sports camps, parks, and other facilities in addition to recreation activities.

The additional protection provided by visual surveillance devices is helpful in maintaining lawful and safe use, as well as protecting the District's property. Proper visual surveillance, where deemed necessary, can be very effective means of helping to keep District facilities and properties operating in a safe, secure and effective manner. This policy provides direction concerning the context, procedures and protocols, within which the District installs and operates surveillance cameras.

This policy applies to all types of visual and audio surveillance systems, surveillance monitors and visual recording devices that are used for security and monitoring purposes at District owned and/or operated facilities, activities and properties.

While visual and audio surveillance cameras are installed primarily for safety and security reasons, the District's visual surveillance systems will be installed and maintained to minimize intrusion on the privacy of the public and employees.

### **Scope:**

The Greater Vallejo Recreation District may incorporate the use of video surveillance technology and other security measures to assist District personnel with protecting the property of the District and the safety of its consumers and staff that use District programs and services and occupy District facilities. In the ongoing operations of District facilities, programs, and services, there are many opportunities for District personnel and the public to utilize video devices at District facilities. It is the intent of this policy to focus on protocols in the use of video surveillance devices while maintaining an equitable balance and competing interest between protecting the privacy rights of individuals and protections provided by video security surveillance.

This policy provides direction concerning the context, procedures and protocols, within which the District allows the use of visual recording devices. The use of visual recording devices for commercial purposes requires a permit and is covered under separate rules and regulations.

There are numerous situations where the District has reasonable business needs to use visual recording devices in the operation of District facilities, program and services. These needs can include, but are not limited to, promotional, educational, recreational, reporting and general management theft prevention purposes. Protocols for these activities will be covered under this policy.

**Notice of Use of Video/ Audio Surveillance Systems**

In compliance with state law, the District shall post signs, visible to employees and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds that video surveillance may be in use.

**Visual Surveillance by District for Business Purpose:**

The District may choose to monitor public and work areas with security cameras or other recording devices. In doing this, the District will comply with all state and federal laws. The public and employees should not expect privacy from visual recording by others in public areas. Employees should not expect video privacy in work-related areas except restrooms and locker rooms.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** 3076 Video Recording/ Surveillance  
**Rules and Regulations:** RR3076

### Protocols for Video Security Surveillance

#### 1. Considerations Prior to Using Video Surveillance

- a. Security surveillance use is based on specific business, management, security, safety or other concerns.
- b. A video security surveillance system should be considered as part of a comprehensive program that includes other measures of control, deterrence, or detection.
- c. Consider the possible effects of the proposed video security surveillance on personal privacy.
- d. The proposed design and operation of the video security surveillance systems should minimize unintended and unnecessary privacy intrusion.

#### 2. Designing and Installing Video Security Surveillance Equipment

- a. Given the open and public nature of the District's facilities and service, filming and /or recording may be done at any time in a 24- hour period because individuals may be present at all hours of the day and night; but we may not monitor the system continually.
- b. The video equipment shall be installed to monitor only those spaces that (GVRD) has identified as requiring visual surveillance program.
- c. The ability of authorized and unauthorized personnel to adjust cameras or other devices shall be restricted so they cannot adjust or manipulate cameras/devices to overlook spaces that are no intended to be covered by the video surveillance program.
- d. Surveillance equipment shall never monitor the inside of locker rooms, changing rooms or restrooms.
- e. Recording equipment must be located in strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the recording equipment. The General Manager or his/her designee shall determine authorized personnel.
- f. Every reasonable attempt should be made by authorized personnel to ensure video monitors are not in a position that enables the public and/or

authorized staff to view the monitors except when the monitoring is purposefully intended for public viewing.

**3. Notice of Use of Video/ Audio Surveillance Systems:**

In compliance with state law, the District shall post signs, visible to employee and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds that video/audio surveillance may be in use.

**4. Personnel Authorized to Operate Surveillance Equipment:**

Only personnel authorized by the General Manager shall be permitted to operate surveillance systems or view surveillance recordings.

**5. Visual Equipment/ Records**

- a. Facilities using video recorders will retain records for a period no longer than the recording systems' recording cycle, up to a maximum 90 days or less depending on the recording device and technology. A record of an incident will only be stored longer than 90 days where it may be required as part of a criminal, safety, or security investigation, evidently purposes, or management purposes.

- b. Access to Visual Records:

Access to the video surveillance equipment and records shall be restricted to District personnel authorized by the General Manager and only in order to comply with their roles and responsibilities as outlined in the Video Surveillance Policy and/or individual job descriptions.

**6. Law Enforcement and Court Ordered:**

The General Manager may approve access to a video surveillance record if required for the purpose of law enforcement or by court order. The General Manager shall consult legal counsel before releasing any information.

**7. Public Requests**

Formal requests for video surveillance records from the public shall be made to the General Manager, who shall make a determination on releasing any information or recordings.

**8. Storage**

All recordings or other storage devices that are not in use must be stored securely in a locked receptacle located in an access- controlled area.

## **9. Custody, Control, Retention, and Disposal of Video Records/ Recordings:**

The District retains custody and control of all original visual records not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the District will not maintain a copy of recording for longer than the recording systems' recording cycle, up to a maximum 90 days. The District will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Old recordings and storage devices must be disposed of in accordance with the District's records retention policy and/or applicable technology asset disposal process. Disposal methods may include shredding, burning, or easing depending on the type of storage device.

## **10. Unauthorized Access and/or Disclosure ( Privacy Breach):**

Any District employee who becomes aware of any unauthorized disclosure of a video record in violation of this Policy, and/or a potential privacy breach has a responsibility to ensure that the General Manager and their Division Manager Is Immediately informed of the breach. The following actions will be taken in accordance with managing a privacy breach:

- a. District staff shall work to mitigate the extent of the privacy breach and to review the adequacy of privacy protection with the existing Policy.
- b. The Division Manager shall inform the general Manager of events that have led up to the privacy breach.
- c. The General Manager in consultation with the Division Manager, in which the breach of policy occurred, shall investigate the cause of the disclosure with the goal of eliminating potential future occurrences.
- d. The Division Manager and the General Manager, or designee should take all reasonable actions to recover the record and limit the record's disclosure as possible.
- e. A breach of this Policy may result in disciplinary action up to and including dismissal. A breach of this Policy by service providers (contractors) to the District may result in termination of their contract.

## **11. Accountability/ Responsibility**

### **General Manager and/or their Designee:**

- Is responsible and accountable for documenting, implementing, enforcing, monitoring, reviewing and updating the District's surveillance policy and privacy and access compliance.
- Approving installation locations for surveillance devices in District facilities
- Delegating the day-to-day operations of video surveillance systems and authorizing specific staff members to view surveillance recordings as needed

- Responding to formal requests to access records, including law enforcement inquiries, in consultation with the district's attorney if necessary.
- Ensuring monitoring and recording devices, and all items related to surveillance are stored in a safe and secure location.
- Investigating privacy complaints related to video surveillance records, and security/ privacy breaches

**Division Managers are responsible for:**

- Recommending proposed installations in their divisions after reviewing security and safety threat assessments and/or existing monitoring Needs
- Ensuring that appropriate District staff members are familiar with this Policy and providing advice, training, and recommendations to staff.
- Immediately reporting breaches of security/ privacy to the General Manager

**Coordinator of each Facility is responsible for:**

- Reviewing security and safety threat assessments and/or the monitoring needs of the District, to determine requirement for potential video surveillance systems.
- Assessing proposed installations in accordance with this Policy in consultation with the appropriate manager.
- Advising the General Manager on installations and operation options
- Conducting periodic internal audits to ensure compliance with this Policy.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Records Management  
**POLICY NUMBER:** 3080

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Greater Vallejo Recreation District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified in Government Code §60200-60204.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: 3080 Records Management**

**Rules and Regulations: RR 3080**

The purpose of this rule and regulation is to provide a guideline to staff regarding the retention and disposal of Greater Vallejo Recreation District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal as specified in government code 60200-60204.

The Greater Vallejo Recreation District will implement and consistently use the Records Management and Retention Schedule (RMRS) created following the Secretary of State approved Local Government Records Management Guidelines. This RMRS will be reviewed every 5 years.

1. Each year immediately after the District's financial audit GVRD shall maintain the current year + two year on-site of the listed document below and send archive records to the offsite storage facility, designated by the district. Records are shredded on-site at the District Main Office. For other specific types of record retention or shredding dates, please contact the Administrative Support Supervisor.
  - a. Signed completed Facility Permits: Fields, Park, Buildings- Three years plus the current year to be maintained, total of four years. Older than four years are destroyed
  - b. Completed employment applications- not hired 0 two years
  - c. Signed Activity Registration forms- Current plus two years, total of three years, older than three years can be destroyed

Each year, following the archiving of new District records to an off-site facility, complete a work order to have the old records removed from the off-site storage facility and transported to the District Main Office for shredding. On the work order should be the box number with the destroy date of each box to be transported.

2. Archive records shall be boxed in the proper size box: Letter/Legal, Binder or Drawing Box
3. An inventory of each box shall be created at the time the box is packed, and a detail description report created and attached to the Browser Contents Report in the Paper Tiger Software. Destruction dates must be listed for contents and a unique box number shall be assigned. The assigned box number shall be registered on the inventory sheet in the paper Tiger Software. All staff who are responsible for



storing documents are to forward the listing of items in each box to front office for entry into the Paper Tiger Software before boxes are delivered to the off-site storage facility.

4. Only one type of record or one project shall be in each box, if practical.
5. Only records with the same destruction date shall be stored in each box. The destruction date shall be marked on the outside of the box. Each year after the audit, the appropriate records in off-site storage will be pulled and brought to the main office for shredding
6. The General Manager or designee shall maintain the records inventorying the records in storage and the dates of the actual destruction.
7. Any type of writings that have names, addresses, birthdays, telephone numbers or any other personal information on them are shredded, do not discard into regular office trash receptacles. Some items but not all, in this category are; Registration Confirmations, facility Reservation forms, and credit card receipts when in doubt shred it.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Credit Card Purchases  
**POLICY NUMBER:** 3090

A credit card program, Cal-Card, has been established in order to have effective control and monitoring of purchases. The Cal-card Visa is to be used for purchases made on behalf of the District at approved businesses accepting the Visa card.

Cal-Card Visa's are available to key District personnel. The CAL-Card should be used for all District walk-in and telephone purchases instead of in-store charge accounts. The card is for official District business and shall not be used for personal purchases. Other restrictions will be applied according to staff level and position. The card shall not be used for cash advances.

Cal-Cards are issued in the name of the individual employed by the District. Authorization to use this card is restricted to the individual employee. Cal-Card accounts are to be maintained in a manner that facilitates a clear audit trail.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3090 Credit Card Purchases  
**Rule and Regulation:** RR3090

### Issuance:

A credit card may be issued to a new full-time employee if the Proposing Official has justification. Once the approval has been authorized by the General Manager, the Proposing Official notifies the Accounting Specialist to issue the card.

### Monthly Audit Procedures:

1. Cardholders are responsible to keep all purchase receipts. If the cardholder is missing a receipt he/she will be required to obtain a duplicate from the merchant. If the cardholder cannot locate a duplicate receipt then a Missing Receipt form must be completed and submitted with the statement for approval.
2. At the end of the billing period, each cardholder will receive a statement of purchases made during that period.
3. The cardholder must compare the purchase receipts to the charges on the statement.
4. An account code and a detailed description of each purchase must be entered for each purchase, in the space provided on the statement. If a cardholder does not know the account code he/she can obtain it from the Supervisor for the account.
5. The cardholder must sign the statement, attach receipts and forward to the Supervisor for approval. Expenses by the General Manager shall be reviewed and approved by the Board Chair/Finance Committee.

### General Guidelines:

1. All corporate credit cards are the property of GVRD and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
2. Each cardholder must read and sign a statement agreeing to adhere to the District's card policy.
3. The Supervisor is responsible that the cardholder receives a copy of the District card policy prior to issuance of a card.
4. Issued cards may not be used for personal expenditures of any kind.
5. No cash advances are allowed.
6. An expense report for credit card purchases must be submitted within 2 days after receipt of the monthly credit card statement.
7. If card is lost or stolen, must report it immediately to the Finance Director.
8. You may not loan your card to another employee.

### Important Information:

1. Monthly statements must be verified and sent to the Approving Official within two days of receipt.
2. Approved statements are due in the billing office by the end of the fourth day after receipt.

3. Any changes to a Cal-Card account must be requested by the Approving Official for that card on the "Request for Change to Cardholder Account" form

**GVRD Internal Contact Information:**

**Agency Program Coordinator** – Finance Director

**Issuance Official**- Accounts Payable

**Billing Official** – Accounting Assistant

**Proposing Official**- Your supervisor

**Approving Official** - Your supervisor

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board Selection  
**POLICY NUMBER:** 4000

The Board of Directors consists of five (5) members who are appointed by the Vallejo City Council and by the Solano County Board of Supervisors. The City Council appoints three members, and the Board of Supervisors appoints two members, nominated one each by the Supervisors from Districts 1 and 2. Each member shall serve for a term of four years. The terms shall be staggered to have three members' terms expire at one time and the remaining members two years later.

Appointments become effective at the first Board meeting in January following the uneven selection years. There is no restriction to the number of succeeding terms a member may serve. The District will notify the appointing authority not less than sixty (60) days prior to expiration of the term requesting that notification of appointment be received by the District prior to December 31.

To be eligible for appointment to the Board, a citizen must reside within the boundaries of the District.

Prior to taking office each Director shall take the official oath. The Clerk of the Board may administer the Oath of Office.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Board Powers, Duties and Responsibilities  
**POLICY NUMBER:** 4005

The Board of Directors of the Greater Vallejo Recreation District, a political subdivision of the State of California, is a separate and independent Board with full responsibility for policy formation and implementation and derives its powers from legislation as set forth in the Public Resources Code and the Government Code. Laws governing park and recreation districts are generally found in the Public Resources Code, Division 5, Chapters 4 and 5, Sections 5780 through 5791. In developing policies to provide effective management for park and recreation services, the Board:

- Defines the District's strategic objectives and goals.
- Carries out its legal responsibility and adopts procedures for the operation of the Board.
- Selects the General Manager; provide strong encouragement and support; work in partnership with him/her – delegating authority and responsibility to him/her so as to provide operating efficiency.
- Approves financial plan and budgets.
- Assures sound personnel policies.
- Encourages and approves the development of a broad variety of programs, facility and services, within budgetary limitations, meeting community needs and demands utilizing the total resources of the community.
- Informs and educates the public about the importance of a need for park and recreation programs, facilities, and services.
- Establishes and maintains an effective public relations program.
- Provides close liaison and coordinates with other related community agencies to insure total cooperative effort for effective, economical services.
- Evaluates the District's programs, facilities, services and relationships annually to assure its goals and objectives are being achieved.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 4005 Board Powers, Duties and Responsibilities  
**Rule and Regulation:** RR4005

The Board of Directors--

1. Shall establish rules for its proceedings.
2. Is the legislative body of the District and shall determine all questions of policy.
3. May (a) organize, promote, conduct and advertise programs of community recreation; (b) establish systems of recreation, including parks, parkways and provide transportation services; and (c) acquire, construct, improve, maintain and operate recreation centers outside or without the territorial limits of the public authority.
4. May cooperate with any city, county, district, state or any subdivision thereof, or federal agency, to carry out the purposes of the District, and to that end may enter into agreements with each other and may do anything necessary or convenient to aid and cooperate in carrying out the purposes of the District.
5. Shall have perpetual succession.
6. Shall have and exercise all rights and powers, expressed or implied, necessary to carry out purposes of District, including power: (a) to sue or be sued (b) to take and acquire real or personal property of every kind or any interest therein, within and without the District by grant, purchase, gift, devise or lease, and to hold, manage, occupy, dispose of convey, encumber and create a leasehold interest therein (c) to exercise right of eminent domain with territory of District (d) appoint, employ and pay necessary and adequately trained persons to maintain and operate the property, improvements and facilities under its control, and to provide for other employment practices either directly or through organizations (e) to employ counsel (f) to enter into and perform all necessary contracts (g) to borrow money, give security therefore, purchase on contract, and do and perform any all acts and things necessary or proper to carry out the provisions governing recreation and park districts contract with other governmental agencies to provide or secure services.
7. May require any employee of the District to be bonded, the cost of such bonds to be borne by the District.
8. May enter into group hospital service or group disability insurance contracts
9. May, in addition to compensation insurance required by law, insure its members and employees against accidental death and injury in performance of their duties.
10. May authorize attendance of its members and employees at professional or vocational meetings and authorize payment of reasonable expenses therefore, including transportation to and from such meetings.
11. May adopt a seal

12. Shall keep a record of all its acts and of all money received and disbursed by it, which books shall be open to public inspection
13. May propose a change in the name of the District to the supervising authority
14. Shall act only by ordinance, resolution or motion adopted or passed by a recorded majority vote of the total membership of the Board of Directors.
15. Shall act through a majority of the Board, which constitutes a quorum for the transaction of business
16. May fix any sum, not exceeding one hundred dollars, to be received by each District Board member for each Board meeting attended, not exceeding five meetings in any calendar month. For purposes of this section, a meeting of the Board included, but is not limited to, closed sessions of the Board, Board field trips, District public hearings, or meetings of a committee of the Board.
17. May allow District Board members actual necessary traveling and incidental expenses incurred in performance of official business of District as approved by the District.
18. May make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the property, improvements and facilities under its management or belonging to the District.
19. Shall estimate and determine amount of money required for District and adopt a preliminary budget on or before the first of July.
20. On or before the first day of July of each year shall publish notice of adoption of preliminary budget, of availability thereof for inspection, of time set for hearing on final budget, and of right of any person to appear and be heard.
21. At the time and place designated in the published notice for the meeting, any person may appear and be heard regarding the increase, decrease or omission of any item of the budget or for the inclusion of any additional items
22. May continue hearing on budget from time to time until concluded
23. Shall report final budget to State of California, no later than August 1 of each year
24. May provide by resolution for transfers or revisions of unencumbered funds within the general classes of the adopted budget, other than transfers from the capital outlay reserve
25. May establish a reserve for capital outlay, and if done, shall declare purposes for which reserve is to be used and include an amount for such purposes.
26. May transfer to any existing capital outlay reserve any unencumbered surplus reserve remaining to the credit of the District at the end of the fiscal year.
27. May, upon finding at the beginning of the fiscal year that a capital outlay reserve account is no longer required for the purposes specified at the time the reserve was established by unanimous vote discontinue the reserve or transfer so much thereof as is no longer required for such purpose to the District general fund.
28. May acquire all necessary and proper lands and facilities, or any portion thereof, by a plan to borrow money or by purchase on contract, providing the indebtedness to be incurred shall not exceed an amount equal to anticipated tax income for two year period.
29. May call election for issuance of bonds if structures or property necessary for District purposes requires expenditures in excess of available funds of District derived from ordinary taxation, provided bonded indebtedness of District shall not exceed ten percent of assessed value of all the taxable property in the District.

#### Duties of the Board

Specific duties of the Board are:



1. To determine policy
2. To conform to legal requirements
3. To adopt by- laws, regulations and operating procedures
4. To select, employ, evaluate, and if necessary, to dismiss the General Manager
5. To control the budget, financial plans ,and the insurance program
6. To cause to care for and maintain property
7. To cause to be responsible for program
8. To assure sound personnel policies
9. To maintain good public relations
10. To appoint, commission, supervise, and receive, reports from committees and the General Manager
11. Accomplish the above by working through the General Manager and not directing other District staff

#### Responsibilities of the Board

The basic responsibilities of the Board include:

1. Understanding the significance and importance of recreation in the community
2. Awareness of the relationship of the recreation service to other community services
3. Keeping abreast of changing conditions and community needs
4. Continuous evaluation of methods used in achieving stated goals and objectives
5. Awareness of their role as Board Members, acting in concert with their fellow Board members without usurping the functions of the General Manager
6. Having courage to resist pressures of all types
7. Insistence upon high standards for the District, particularly in regard to competent, professional personnel
8. Acting as a court of appeal in disagreements arising between the public and employees
9. To act in unison and to support the consensus of the majority of the Board regardless to personal opinion.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 4010

The Board of Directors of the Greater Vallejo Recreation District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents.

The Board of Directors of the Greater Vallejo Recreation District shall adhere to the provisions of the Brown Act.

Each Director shall receive ethics training no later than one (1) year from the first day of service. Thereafter, each Director shall receive ethics training at least once every two (2) years.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 4010 Code of Ethics  
**Rule and Regulation:** RR4010

In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- Directors should practice the following procedures:
  - In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In presenting items for discussion at Board meetings, see Policy #5020.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board/Staff Communication  
**POLICY NUMBER:** 4015

### Requests from Directors to Staff

Requests for information or questions by directors to Staff, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. So that all Board members are equally informed, all written information material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the Staff, Staff either may direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

Individual Directors cannot directly assign work to Staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered

- Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the Staff and, in most cases, the General Manager should directly handle the request for the Director.
- For long term, involved studies or where the matter included confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a board meeting prior to Staff working on the assignments
- In the event that Staff is a participate or representative of a committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group

### Staff Comments at Board Meetings

Staff is encouraged to give their professional recommendations and the Board should recognize that Staff may make recommendations that could be viewed as unpopular with the public and with the individual Board members. Board members may request clarification and ask questions of Staff at public meetings and Directors are encouraged to participate in healthy discussion amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with Staff at Board meetings about Staff recommendations other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a Staff recommendation and that the Board's wishes will be implemented by Staff even if it was contrary to a staff recommendation.

### Directors Comments to Staff

Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of an employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

- Staff will respect the right of Directors to refuse to provide information or answer to Staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of Staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

#### Public Comments at Board Meetings

In accordance with state law, the Board is prohibited from discussing items not on the agenda calendar. The public may address the Board on any item not listed on the agenda. Public comments can be made under the agenda item "Public Comment." These non-agenda matters brought-up by the public may be referred to staff for action or calendared on a future agenda.

Please refer to Policy 5020 Conducting Meetings for specific information regarding the Public Comment period.

#### Correspondence from Directors

Directors may wish to have letters/ correspondence written to the residents, businesses, or other entities Greater Vallejo Recreation District. Typically, the General Manager and/or Board President shall be charged with transmitting the District's position on matters to the residents, businesses, or other entities in the District.

#### Responding to Public Complaints

When Directors receive a complaint or inquiry from the public regarding the District's services and/or staff, the Director should acknowledge the complaint/ inquiry without making any commitment as to what will happen on behalf of the District and forward the message to General Manager.

#### Speaking for the District

When Directors are asked the District's position on an issue, their response should reflect the position of the District as a whole. A Director may clarify his/her vote on an issue. When representing the District at meetings or other venues that the Board of Directors has approved prior to attending, the Director can state the District's position not their individual position in any issue.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

Members of the Board of Directors shall attend all regular, committee and special meetings of the Board unless there is good cause for absence.

A vacancy shall occur if any member fails to attend Board meetings for two consecutive months except as authorized by the Board of Directors.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Remuneration and Reimbursement  
**POLICY NUMBER:** 4030

Members of the Board of Directors shall receive "Director's Compensation" in an amount not to exceed one hundred dollars (\$100) per day for attendance at a meeting of the Board. A meeting of the Board includes, but is not limited to, closed sessions, Board field trips, District public meetings, and Board committee meetings. The maximum compensation allowable to a Director on any given day shall be one hundred dollars (\$100) and no more than five hundred dollars (\$500) in any one calendar month.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board Officers  
**POLICY NUMBER:** 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Members of the Board of Directors  
**POLICY NUMBER:** 4050

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

Directors shall defer to the Chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

Standing committees advise the Board with respect to matters within their respective responsibilities, After the Board officers have been elected, at the following Board meeting, the Board Chairperson shall appoint and publicly announce the two members assigned to each of the standing committees, for the ensuing calendar year. In addition, the Board Chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The members of each committee shall agree upon a committee chair, and if there is no agreement, the more senior member of the committee will become the chair. If there is a tie regarding seniority, then the Board Chair will designate the committee's chair. The designation of committee Chairs shall strive to provide all Board members with opportunities to gain experience. If a Board member chairs multiple committees, it would benefit the District and Board for that Board member to reduce the number of committees they chair.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee;
- McIntyre Ranch Committee; and
- Sports Center Committee.

The Board Chairperson shall appoint such ad hoc committees as deemed necessary or advisable by the Chair and/or the Board. To qualify as an ad hoc committee, the committee must be temporary (i.e., exist for less than a year), be advisory (i.e., no final decision-making authority), and have a discrete task or goal rather than a continuing jurisdiction over a range of policy issues. The Board Chairperson shall outline the duties of ad hoc committees at the time of formation or appointment, and the committee shall dissolve when it has made its final recommendations, or it has run out of time. Ad hoc committees may, but are not required to, post meeting notices and agendas and allow the public to attend.

The General Manager or the General Manager's designee shall be an ex-officio member of all committees. Each committee chair shall inform the Board as to the business transacted at each Board meeting.

The Board's standing committees will meet on an as needed basis as determined by the committee chair and the General Manager, and shall review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Any recommendations resulting from the committee's review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board. As with Board meetings, a quorum of the committee must be present to hold a committee meeting; since each committee has only two members, both committee members must be present to convene. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

#### **The Board's standing Budget and Finance Committee**

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

#### **The Board's standing Facility and Development Committee**

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, and all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities and short and long-range capital improvement plans.

#### **The Board's standing Policies and Personnel Committee**

This committee shall study and make recommendations for the compensation and welfare of District Staff. This committee shall also, as needed, meet with the General Manager regarding the items 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.

#### **The Board's standing Publicity, Program and Community Relations Committee**

This committee shall study and make recommendations for all District recreational programs and policies regarding public affairs and community outreach, including co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

#### **The Board's standing McIntyre Ranch Committee**

This committee shall study and make recommendations for the District's uses of and plans for McIntyre Ranch. This committee shall also solicit feedback and participation from interested community members and groups.

#### **The Board's standing Sports Center Committee**

This committee shall engage in planning and make recommendations for a District Sports Center Complex.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Basis of Authority  
**POLICY NUMBER:** 4070

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure. Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board as a whole unless given authority to do so by the Board.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board of Directors – General Manager Relationship  
**POLICY NUMBER:** 4080

The District's General Manager is selected by the Board of Directors. As the chief executive of the District, the General Manager is responsible for the general direction of all operations and affairs of the District and for advising and making recommendations to the Board of Directors with respect to these matters.

Within the limits of legal restrictions and established policies the General Manager is responsible for, and has commensurate authority to accomplish, the duties set forth by the Board. He/she may delegate portions of his/her responsibilities, with proportionate authority for their fulfillment, but he/she may never delegate or relinquish any portion of accountability for the results.

The paramount function of the Board of Directors is to determine policy while the main function of the General Manager is to execute policy.

To maintain a good understanding and a proper relationship between the Board of Directors and the General Manager, the following policy shall be endorsed:

- The Board of Directors shall endeavor to:
  - Delegate executive responsibility to the General Manager;
  - Support the General Manager in his authorized functions;
  - Adhere to the policy-making function of the Board;
  - Encourage teamwork between the General Manager and the Board; and
  - Not interfere with the administration of policy.
  
- The General Manager shall endeavor to:
  - Provide the Board with adequate information;
  - Efficiently execute policies;
  - Accept responsibility for achieving the objectives of the District;
  - Identify with the policies of the District; and
  - Effectively interpret policy to the staff and to the public.

The Board will annually evaluate the performance of the General Manager. The General Manager will be evaluated upon completion of one year of service and annually thereafter. The annual evaluation shall be during executive session of the second regular meeting in June.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: Memberships in Associations**

**POLICY NUMBER: 4095**

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

The District shall maintain membership in the California Special Districts Association and California Parks and Recreation Society, and shall insure that annual dues are paid when due.



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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5000

Regular meetings of the Board of Directors shall be held on the second and fourth Thursdays of each calendar month at 6:30p.m. in the Board Room at the Administration Office, 395 Amador St., Vallejo. The date and time may be changed upon approval of a majority of the Board.

Special meetings of the Board of Directors may be called by the Board Chairperson. Only those items of business listed in the call for the special meeting shall be considered.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment. If no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be provided in RR5000.

Executive session: Executive Sessions of the Board of Directors may be held in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963.)

Committee meetings: Standing Board committee meetings dates will be set at the beginning of each year after member assignments by the Board Chairperson.

The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 5000 Board Meetings  
Rule and Regulation: RR5000

Rules for notification of Special meetings of the Board of Directors:

- Non-Emergency:
  - All Directors, the General Manager, District Counsel and other designated staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.
  - Newspapers of general circulation in the District, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.
  - An agenda shall be prepared as specified for regular Board meetings in Policy #5010 and shall be delivered with the notice of the special meeting to those specified above.
- Emergency:
  - In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required above. An emergency , which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both as determined by a majority of the members of the Board of Directors. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Board of Directors
  - Newspapers of general circulation in the District which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code

§54950 through §54963) shall be notified at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

Executive session rules:

- No executive session may be held during an emergency special meeting, and all other rule governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.
- Executive sessions may be held with the negotiator(s) prior to the purchase, sale, exchange or lease of real property by the District in order to give instructions to the negotiator(s) regarding price and terms of payment. Before going into executive session, the real property involved and the person(s) with whom its negotiator may negotiate shall be identified in open session.
  - The criteria for discussion of litigation in executive session have been defined as either:
    - An adjudicatory proceeding, judicial or administrative, to which the agency is a party and which has been initiated; or,
    - In the opinion of counsel, a point has been reached where there is significant exposure to litigation against the public agency; or,
    - The Board of Directors is meeting to determine whether a executive session is necessary pertaining to threatened litigation; or,
    - The agency is determining whether or not to initiate litigation.
  - Before declaring a executive session under the litigation exception, the Board of Directors must state in open session the authority for that action and if pertaining to pending litigation, the title of the litigation unless it affects service of process or settlement negotiations.
- The Board of Directors shall meet in executive session to consider the appointment, employment, performance evaluation or dismissal of an employee unless such employee requests a public hearing.
- The Board of Directors shall meet in executive session with its designated representatives for the purposes of discussing salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented or non-represented employees. Executive sessions shall be utilized by the Board to review its positions and instruct its representatives prior to or during consultations with the employees or their representatives.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5010

The General Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 12:00p.m. six business days prior to the meeting date.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least six business days prior to the date of the meeting;
- The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
- The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda but a member of the public wishes to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE: 5010 Board Meeting Agenda**  
**Rules and Regulations: RR 5010**

The agenda of all Board of Director's meetings shall contain the time of the meeting and as described in the Ralph M. Brown Act a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

A draft agenda containing all items on the calendar, including executive session items, shall be created seven days prior to posting date.

Discussion of agenda items shall occur at the weekly administration/ supervisor meeting.

Items approved by the general manager and placed on the agenda shall include all staff reports and supporting documents, saved electronically in the Board Collection file, no later than the Wednesday of the week prior to the board meeting. Administrative support shall format and assemble staff documents and present them to the General Manager for review. The General Manager will make a final review of the agenda before posting.

Three days prior ( Monday) to the board meeting, administrative support will have the agenda uploaded to district website, posted in the main office front window, and electronically mailed to board members, staff and public who have requested a copy no later than 11am on said day.

Should said agenda packet be larger than forty pages, the packet will be posed six days prior board meeting.

Should the Monday before a board meeting be a holiday, the board packet will be transmitted on Friday prior.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Conducting Board Meetings  
**POLICY NUMBER:** 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker or five minutes for a spokesperson for an organization with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 5030

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies;
- Adoption or rejection of a resolution;
- Approval or rejection of any contract or expenditure;
- Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

The Board may take action items of business not appearing on the posted agenda if a majority of the Board determines that an emergency situation exists or upon a determination by a two-thirds (2/3) vote of the Board, or, if less than two-thirds (2/3) of the members are present, a unanimous vote of those members present that the need to take action arose after the agenda was posted. For the purpose of this section, an emergency situation involves matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities; work stoppage or other activity which severely impairs public health, safety or both; or crippling disaster which severely impairs public, health, safety or both.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 5030 Board Actions and Decisions  
**Rule and Regulation:** RR5030

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

- A member abstaining in a vote is considered as absent for that vote.
  - Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

- A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter back to committee or to the General Manager for review and recommendation, etc.).
- Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.



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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 5040

The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Minutes of Board Meetings

**POLICY NUMBER:** 5050

The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

- Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications.
- Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.
- Members of the public may request copies of past Board meeting minutes for the fee set forth in the District's fees and schedules.

Unless directed otherwise, an audio tape recording of any meeting of the Board of Directors, including executive sessions, may be made.

- The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of three (3) years.
- Recordings made during executive sessions are deemed not to be public records.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous.

- All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 5050 Minutes of Board Meetings  
**Rule and Regulation:** RR5050

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Procedural:
  - Date, place and type of each meeting;
  - Directors present and absent by name;
  - Administrative staff present by name;
  - Call to order;
  - Arrival time and name of tardy Directors;
  - Early departure time and name of Directors;
  - Names of Directors absent during any agenda item upon which action was taken;
  - A record of public comment regarding matters not on the agenda, including names of commentators;
  - Time of meeting adjournment.
  
- Board Actions
  - Approval of the minutes or modified minutes of preceding meetings;
  - Approval of financial reports;
  - Record by number (a sequential range is acceptable) of all warrants approved for payment;
  - Complete information as to each subject of the Board's deliberation;
  - Record of the vote of each Director on every action item for which the vote was not unanimous;
  - Resolutions and ordinances described as to their substantive content and sequential numbering;
  - Record of all contracts and agreements, and their amendment, approved by the Board.
  - Approval of the annual budget;
  - Approval of all polices and Board adopted rules and/or regulations;
  - Approval of all purchases and dispositions of District assets.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5060

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board conducts its meetings under formalized rules - Robert's Rules of Order.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.
- Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.
- If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions and business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

- Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing. The Chairperson may also declare a short recess during any meeting.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Concepts and Roles  
**POLICY NUMBER:** 6000

Providing adequate recreational and support facilities is a major responsibility of the Board of Directors and the District administration. The design of facilities, adequacy of space and flexibility of use should all combine to enhance the recreational program.

Since park construction is costly and becomes a permanent part of the community to be used by large numbers of citizens, great care should be taken to make sure that the facilities will fully support the intended recreational and community programs.

The Board of Directors shall:

- Decide what facilities will be constructed and what equipment will be purchased for the facilities;
- Decide on major alterations or additions to facilities;
- Select and purchase facility sites;
- Select architects and/or engineers for construction drawings of facilities;
- Award contract(s) for construction of facilities.

The General Manager shall:

- Be responsible for supervising the development of the District's Master Plan and the implementation of facility improvement in accordance with the annually approved Strategic Action Plan;
- Direct the planning of all recreational and support facilities;
- Maintain overall responsibility for implementation of construction in accordance with the identified recreational needs of the District;
- Act as the authorized agent of the District in all official governmental interactions related to District facilities;
- Oversee the submission of applications and maintain the District's eligibility for State and Federal construction grants and programs;
- Monitor the District funds allocated to finance the facilities;
- Oversee the preparation of bids, award of contracts, and construction administration of facility projects;
- Authorize Project Managers as approved by the Board of Directors.

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# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE:        Naming of Facilities  
POLICY NUMBER:     6010

In order to establish the most equitable standard for naming of facilities, the Board of Directors has established the following policy. *Facilities* are parks, buildings, including structures within a park, diamonds, swimming pools, and tennis courts owned, managed, controlled, or operated by the District.

- Names, other than those of a generic nature corresponding to the facility, shall have geographical, historical, or individual significance generally recognized and known throughout the area or be a major financial contributor to the development of the facility.
- The Board of Directors may enter into an agreement to name a park, facility or improvement after a private citizen, major contributor or business entity upon terms and for consideration agreeable to both parties.
- Names should not be those which have been overly recognized previously.
- A master list of recommended names shall be maintained by the District
- Only one facility will be named for any one person/entity.
- Facilities already named may not be subject to renaming as a result of a financial contribution.
- Facilities with generic designations may be considered for naming.
- The final decision for the name of District owned facilities rests with the Board of Directors.
- The Board of Directors may recommend names to the governing agency for facilities managed or operated by the District.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Master Plan – Recreational Facilities  
**POLICY NUMBER:** 6020

The District master plan for individual recreational facilities shall be current. The plans shall reflect the recreational and support needs of the District and include a financial strategy to accomplish the facility requirements.

Plans should include an analysis of present and future recreational and support needs of the District together with an assessment of those qualitative factors which reflect the characteristics of each facility. Those qualitative factors include, but are not limited to:

- Availability of funding from State and other sources;
- Capacity of facility based on District recreational program requirements;
- Adequacy of support staff to service and maintain the District's facilities recreational programs.



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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 6010 Naming of Facilities  
**Rule and Regulation:** RR6010

The Facility and Development Committee shall recommend for Board approval all requests for the naming of a new facility or renaming of an existing facility.

The General Manager may solicit names as soon as the District has acquired title to a property, has approved funds for financing a project or has received control of the facility through the Master Lease.

- Where consideration for naming involves geographical, or historical connotation, the General Manager may solicit help from historical societies, other groups, and individuals having knowledge of the area.
- Names submitted for individuals (living or dead) should be those who have contributed greatly to the community or appropriate to the function of the facility to be named.
- To avoid duplication and impropriety, all proposed names must be submitted in writing with a detailed resume (for individuals) and justification to the General Manager.
- Staff shall review and research all names submitted and forward to the Facility and Development Committee for a recommendation to the Board of Directors.
- Names recommended for consideration will become part of the master list.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:**            **Determining Needs**  
**POLICY NUMBER:**       **6030**

The General Manager and staff shall maintain planning procedures for recreational and support facilities. The approved Park and Recreation Master Plan shall be the primary planning document directing the development of new facilities. These procedures shall serve as a basis for determining facility needs that will enhance the District's recreational and support programs. The criteria for determining these needs shall reflect the goals and objective of the District's Master Plan and yearly Strategic Action Plan.

The General Manager shall draw upon all necessary resources to assure proposed facilities meet the recreational needs of the District.

The approach to projecting and planning facility needs will include the following:

- Expanding and enhancing the recreational programs including the number of citizens to be served and their specific recreational needs;
- Safety and welfare of those to be served;
- Relationship between existing and proposed new facilities;
- Community planning and zoning requirements;
- Other site specific information that provide guidance in the planning;
- Make use of other community facilities where appropriate.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Participation in Planning  
**POLICY NUMBER:** 6040

The Board of Directors and the General Manager acknowledge responsibility to keep the public informed as to the need for new facilities or renovation and modernization of existing facilities.

Rules and Regulations shall be developed to ensure members of the community are given the opportunity to provide input via the planning process. Consultants and other appropriate resource personnel shall be included in the planning process where such consultation will be a benefit.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Relationship with Other Government Agencies  
**POLICY NUMBER:** 6050

The District will cooperate with City, County, State, and Federal agencies in order to provide the best possible recreational facilities and obtain the greatest efficiency and economy in the use of funds expended for park and recreation construction.

In matters related to the selection and acquisition of park sites and in the construction of new or additions to existing recreational and support facilities, the District will cooperate in the planning stages with all agencies, as appropriate. Special care shall be taken to work closely with the City of Vallejo planning staff that has the responsibility for controlling land development.

When a land development will impact the District, the General Manager will prepare an official declaration of impact for Board approval addressed to the appropriate agency. The purpose of the declaration is to provide a recommendation to the agency to either reject the proposed development or impose specific requirements on the developer as a condition of approval.

The General Manager shall represent the District before the appropriate agency of jurisdiction to report the adequacy of developer fees and/or District/developer agreements for additional recreational facilities required to meet the projected needs created by the proposed development.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Architectural, Engineering and Other Professional Services  
**POLICY NUMBER:** 6060

In accordance with Policy #3055, Public Projects, the General Manager shall contract the services of licensed architects(s), engineer(s), and/or other professional(s) for approved projects. The contract will be reviewed by Legal Counsel and shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the District.

The General Manager shall be responsible for:

- Developing criteria applicable to the selection of architects and other professionals;
- Recommending specific architectural and other professional firms to the Board for each project.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Site Selection and Development  
**POLICY NUMBER:** 6070

The Board of Directors believes facility site selection and development starts from the premise that the recreation or support facility is an integral part of the total community. Besides serving the District's recreational/support needs, an adequate site may show potential for contributing to other community needs. Careful consideration will be given to establishing criteria and procedures which will insure the best possible sites are acquired and developed at the least expense.

Before title to any property is acquired, the General Manager shall make all investigations as required by law. The General Manager shall ensure compliance with the California Environmental Quality Act whenever a proposed development project is subject to its provisions.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:**           **Annexation**  
**POLICY NUMBER:**       **6080**

Property must be annexed to the District prior to receiving consideration for recreational facilities. Furthermore, unconditional commitments to provide recreational facilities to proposed developments will not be granted until said property is annexed to the District.

District approval of development projects will not be granted by the Board of Directors until the entire site has been annexed to the District, or will be granted with the condition that the entire project site be successfully annexed to the District.

Annexation procedures will conform to all requirements established by the Board of Directors and applicable Federal and State laws.

This policy does not preclude the District from purchasing land outside its boundaries.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Development Agreements  
**POLICY NUMBER:** 6090

Prior to the Board of Directors considering a private development project for approval, a development agreement specifying the terms and conditions of said approval, prepared by the General Manager and/or Legal Counsel, shall be executed by the project's developer(s) and property owner(s).

The development agreement shall contain the following information:

- Name(s) of developer and/or project sponsor(s), and owner(s) of subject property;
- Assessor's parcel number of subject property;
- Type and purpose of project (e.g., residential, commercial, industrial, etc.); and,
- A graphic description of the project attached to the agreement as "Exhibit A."
- Financing arrangements for development and maintenance;
  - For additional park land development and maintenance, the Board of Directors has established the following:
    - Special assessment districts or other appropriate funding agreements will be required to provide funding for the development and maintenance of parklands serving the development;
    - The parkland/resident ratio will be at least 4.25 acres per 1000 residents as stipulated in the Vallejo City Code (§3.18);