



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
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In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Salvadori and Aliga

**Agenda
Monday, March 14, 2022
4:00pm
Administration Office - Board Room
395 Amador Street**

- 1. Discuss the use of Track Changes in Policy Updates**
- 2. Discuss Policy XXXX-Refund Policy**
- 3. Discuss Policy XXXX-Discounts**
- 4. Discuss Policy XXXX-Youth Scholarship Policy (Financial Assistance Program)**
- 5. Discuss Policy XXXX-Non-Resident Fees**
- 6. Discuss Updates to Policy 2015-Hours of Work and Overtime**
- 7. Discuss Updates to the Catastrophic Leave Bank-Policy and RR 2040**
- 8. Discuss Updates to Policy 2090 – Probation**

Next Meeting: April 11, 2022

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Refund Policy
POLICY NUMBER: XXXX

PURPOSE

The Greater Vallejo Recreation District has established a policy to reserve the right to cancel, postpone or combine classes, events, rentals or programs, or change instructors in order to provide the most quality service possible.

POLICY

It is the policy of the District in the event the division cancels a class, rentals, event, for any reason a full refund will be issued.

PROCEDURE(S)

Refund or transfer requests from GVRD Customers must be received 7 business days prior to first class/activity. Transfers or credits to a customer's account will be assessed a \$5 administrative processing fee. A refund will be issued by check or to a customer's credit card will be assessed a \$10 processing fee. Processing fees are assessed for each participant and each class/activity that is being changed or canceled. No fees will be charged if the class/activity is canceled or changed by the District.

- There are no refunds, prorating or make-ups for missed classes except for medical reasons (see below).
- Failure to attend a program (no shows) will not be granted a refund.
- Refunds will not be issued for requests received after the program has concluded.

Refund Expectations:

There are no refunds for community events.

Refunds will be in either the form of a check or refunded to a customer's credit card

Medical Refunds:

Transfers, credits, or refunds for medical reasons require documentation from a doctor/health care provider and will be pro-rated from receipt of notification if class/activity has begun. Evaluation will consist of evaluating length of participation. No processing fees will be assessed for medical refunds.

Class Cancellations:

1. Full refunds will be issued for any class, program, or private event cancelled by GVRD.

2. Effective **July 1, 2022**, classes that have not met minimum enrollment 7 business days before camp and 3 business days before first class meeting will be cancelled.

Credit:

1. A Credit Request Form is available at the District Office or online, Request(s) must be submitted in writing to GVRD to receive credit for an activity.
2. GVRD Credit will be issued for all other granted requests.
3. GVRD Credit can be used towards the cost of any GVRD ran programs.
4. No GVRD Credit will be issued for non-attendance.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Discounts
POLICY NUMBER: XXXX

PURPOSE

The Greater Vallejo Recreation District has established a policy to define the variety of discounts the District offers.

POLICY

Discounts are available for any Vallejo Resident, Seniors, Individuals with Disabilities and Military Veterans.

PROCEDURE(S)

Early Bird Discount:

Receive \$10 off each child's registration fee, per program. Full payment must be received on or before the due date of each month to receive the early bird discount. Applies only to the following programs: Kids Club, After school at the pool, or any youth summer camp. Early bird discount will be applied **automatically** for online or in-person registrations.

Multiple Family Discount:

When a customer registers two or more family members in programs with the teen, youth, or early childhood age group labels on the same receipt, the most expensive program is full price, and the additional programs are discounted by **\$10**. Discount is available for online and in-person orders but cannot be combined with other discount programs (financial assistance, military, or senior). All family members should be included in the same family account in the registration system to qualify.

Senior Discount:

For seniors (age 60 and over) classes are **\$10 off** for program \$25 or more. This discount will be applied **automatically** when registering online. The discount will also be applied when registering in-person at our main office or aquatic complex. Seniors looking to apply discount must show proof of ID and register for all classes or programs in person.

Military Discount:

Active-duty military personnel qualify for a discount of all GVRD programs, and dependents/immediate (spouse or children) **family members qualify for a \$10 discount**. Proof of active-duty status is required when registering. Acceptable proof includes the CAC card (Common Access Card) for active-duty and reserves, and the **DD Form 1173 for dependents**. Since proof of status is required, this discount is only available for in-person registration (it

is not available for online registrations), and it cannot be combined with other discount programs (family, early bird, ADA or senior). All family members should be entered into one account on the registration system.

ADA Disabilities Discount:

For persons with disabilities (valid verification required) receive a \$10 discount for classes or programs. This discount must be applied manually (it is not available for online registrations) by registration staff when registering for any program and must be done in-person at our main office or aquatic complex. Discount cannot be combined with other discount programs (family, early bird, military or senior).

Group Discounts:

- Schools and Non-profits receive a group discount for large groups events, reservations, or field trips.
- Children's Wonderland group discount is \$1 off.
- Fixed non-profit rates are available to user groups who possesses a 501c3 active non-profit status.
- Business rates are available to user groups who possess an active business license for community centers only.

Passes:

GVRD offers several drop-in pass options. Passes are designed for participants who made not use our services on a consistent basis. Additionally, passes provide services at a discounted rate as an incentive. GVRD Passes: Kids Club & Summer Camp Punch Pass, Lap Swim Pass, Parking Pass, and Children's Wonderland Pass.

Payments:

Full payment is required when paying for any GVRD program, merchandise or in-person events. No proration of any merchandise, events, or programs.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Youth Scholarship Program (Financial Assistance Program)
POLICY NUMBER: XXXX

PURPOSE

The Greater Vallejo Recreation District has developed a policy to provide staff guidance for managing residents in need of financial assistance to attend identified recreation programs and services.

POLICY

The Greater Vallejo Recreation District Youth Scholarship program is a financial assistance program designed to assist in providing recreational experiences to families through donations and grants. Scholarship recipients must receive some form of public assistance to be considered for eligibility.

PROCEDURE(S)

Families must be residents of Vallejo and/or attend Vallejo City Unified School District to receive one or more of the following:

- Partnership Health Plan of CA coverage
- MediCal
- CalFresh/Golden State Advantage EBT card
- WIC (Women Infant & Children) program
- CalWORKs documentation
- Free or reduced meals letter from school
- Foster care verification letter
- Medicaid
- Subsidized housing

Youth Scholarship Program Procedure:

- Applications will only be processed at the District's Main Office, 395 Amador Street, Vallejo.
- The total annual amount allocated for this program may vary, and program may end if all funds are expended.
- The Youth Scholarship Application is to be completed and proof of eligibility provided at the time the applicant is signing up for the District program.
- This application shall be valid for one fiscal year, July 1-June 30.
- A new application with qualifying documents must be completed each fiscal year. In order to qualify for Youth Scholarship Program.
- The GVRD Youth Scholarship Application must be completed by the parent or legal guardian.

- Show a photo identification
- Show proof of Vallejo residency (PG&E, water, garbage, or telephone bill).

Programs eligible for Scholarship Program:

- Summer, Break and Aquatic Camps
- Sports Programs
- Swim Lessons, includes After School at the Pool
- Kids Club Before and After School Programs

Programs not eligible for Scholarship Program:

- Kids Club Programs
- Any programs designed for adults 18+

For those who meet the eligibility requirements:

- Scholarship funds are not retroactive and can't be used for registrations that occurred prior to the official award date of scholarship funds.
- A Liability Wavier must be completed for each participant at the time of registration.
- Attendance is mandatory in order to maintain scholarship eligibility and scholarship recipients may be withdrawn from the program, lose scholarship, and become ineligible for future scholarships due to excessive absences.
- Scholarship awards are nonrefundable, transferable, or redeemable for cash or check.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Non-Resident Fees
POLICY NUMBER: XXXX

PURPOSE

The Greater Vallejo Recreation District has developed a policy for calculating a non-resident pricing fee for GVRD programs, parks, and facilities.

POLICY

Department fees are based on residency, with Vallejo resident fees and non-resident fees as listed on printed information, on our website and online through Sportsman (our recreation registration software).

PROCEDURE(S)

Non-resident fees are higher than resident fees. The amount of the non-resident fee will be determined based on the program or activity, demand, and market. Market shall be determined by neighboring agencies' non-resident fees. Non-residents often are the additional participants needed to fill the minimum participant requirement for a class. However, if the fee is too high or higher than other agencies, it may cause a lack of registration(s), causing a program or activity to be cancelled.

Non-residents will be required to pay a non-resident fee. For most classes and activities, non-residents will be assessed a 20% surcharge to the normal, resident rate.

For example: resident rate =\$40.00, non-resident rate = \$48.00

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.

It is highly recommended that ~~e~~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. It is highly recommended that ~~E~~mployees 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~~ the Department Head/General Manager 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.

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 by Department Head/General Manager.
- 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. Flex time is defined as a modification to an employee's assigned start and stop time within a given work week. An employee may request to flex their assigned start and stop by up to one (1) hour. The granting of flex time is at the sole discretion of the Department Head/General Manager~~
- 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-ten~~ (10) paid Executive Leave days per fiscal year, to compensate for extra time worked.

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 90th 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

Approved 2/2008
Revised 10/2010, 12/2011, 02/2015
Electronic Copy Created: 06/22/2021

RR2040-1

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 Leave Bank will allow other DISTRICT employees to donate time to the Leave Bank so that the applicable employee can remain on a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition. Employee can buy into the leave bank with 8 hours of Vacation time, or sick leave. On an annual basis, 1 (one) hour will be deducted and placed into the catastrophic leave bank, unless the employee wishes to exit the leave bank, forfeiting their participation, and any future benefits unless they rejoin. Termination from the Catastrophic leave by the employee's choice, does not allow reimbursement of said donated hours to that point.

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 employee probationary period.
- Donate a minimum of eight (8) and maximum of forty (40) hours leave credit(s) per calendar year. Employee can buy into the leave bank with 8 hours of annual or sick leave. On an annual basis, 1 (one) hour will be deducted and placed into the catastrophic leave bank, unless the employee wishes to exit the leave bank, forfeiting their participation, and any future benefits unless they rejoin.
- 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.
- Termination from the Catastrophic leave by the employee's choice, does not allow reimbursement of said donated hours to that point.

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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 CLB Administrator(s) 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.

Catastrophic Leave Bank Committee

MINUTES

Wednesday, December 14, 2021

Committee Members: Brice Sweet (IBEW), Sandy Tawaratsumida (SEIU), Kimberly Pierson

1. Review Policy and RR 2040

Committee discussed needed changes to RR 2040.

Recommendation 1: Review Donation Section of RR: minimum and maximum leave bank requirements-a discrepancy exists between the electronic copy and the copies in printed policy manuals. (Revise date match on both documents-2/2015)

Recommendation 2: Review Leave Bank Administration section of RR

Recommendation 3: Review Applying for a Withdrawal section of RR

Recommendation 4: Discuss the possibility of an additional donation requirement should the balance become too low

2. Review Union MOUs for recent updates to memberships

Current SEIU and IBEW MOUs state members must contribute 8 hours of leave to join the Catastrophic Leave Bank and members must contribute 1 hour each January to remain an active member. Committee discussed the discrepancy between the new MOUs and the current policy.

3. Review current hours in bank

Current leave bank balance is 473.37 with 14 active members. Committee discussed ideas for getting the details of the program out to new employees and employees who have recently passed probation.

4. Committee Recommendation:

The Committee recommends updating Policy/RR 2040 to match the current MOUs with the recommendations above in item 1. (Committee members are available to assist with policy revisions)

Committee will update the Catastrophic Leave Bank Donation Form and associated memo to match current language. Committee will notify current members of their active status and the requirement to donate 1 hour in January 2022. All employees will also be contacted and given the opportunity to join if they meet the eligibility requirements.

Additional recommendation: Since the current language would not allow a withdrawal for most COVID illnesses, committee recommends moving forward with the proposed Sick Leave Donation Policy.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Probationary Period
POLICY NUMBER: 2090

Probationary Period

~~All original~~ Newly hired full-time employees shall be subject to a probationary period of twelve (12) months and and promotional appointments (defined as someone promoting from one full-time position to another full-time position) 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 Manger may extend the length of the newly hired or promotional 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, inability or failure to follow GVRD Policies, and/or inability or failure to consistently adhere to their scheduled work times may be reinstated to the same or similar position, if available, from which ~~he/she~~ they ~~were~~ was promoted unless ~~he/she is~~ they were 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.