



Greater Vallejo Recreation District

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

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

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

Policy and Personnel Committee Agenda

Directors: Briseño and Kennington

Monday, November 27, 2023

6:30 p.m.

Administrative Office – Board Room

401 Amador Street

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

1. Public Comment

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

2. Policy Review:

- a. Policy 2050-Bereavement Leave (Updated)

3. Discussion Item:

- a. Policy 1010-Adoption/Amendment of Policies
- b. Compensation Study and Comparable Municipalities
- c. Artificial Intelligence

4. Policy Updates:

- a. Child Abuse Prevention Reporting (New) – To legal for Second Review
- b. Compensation Study and Comparable Municipalities

5. Meeting Adjourn

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Bereavement Leave (Updated)

POLICY NUMBER: 2050

In the event of a death in the immediate family, an employee may be granted paid bereavement leave up to ~~five four~~ (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 ~~five six~~ (56) days of leave. The bereavement leave must be taken within six months after the death.

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

To qualify for bereavement leave,

- The employee must notify the District 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 proof satisfactory to the District of the death and relationship to the deceased within 30 days of the first day of bereavement leave.

Bereavement leave which exceeds ~~four five~~ (45) days, or ~~five six~~ (56) days as set forth above, shall be deducted from the employee’s annual leave or sick leave at the employee’s option.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the General Manager. The proposed adoption or amendment is initiated 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.

Adoption of a new policy or amendment of an existing policy shall be accomplished 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.

Before considering adopting or amending any policy, the proposed adoption or amendment shall be reviewed by the appropriate Committee in order to make a recommendation to the full Board. 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. Copies of the proposed policy adoption or amendment, with the Committee's recommendation, shall be included in the agenda information packet. The agenda information 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.