



Greater Vallejo Recreation District

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

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

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

Policy and Personnel Committee Agenda Directors: Briseño and Kennington Monday, January 22, 2024, 6:30 p.m. Administrative Building – Board Room, 401 Amador Street

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

1. Public Comment:

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

2. Policy Review:

- a. Policy 1010, Adopt/Amendment of Policies (Amended)
- b. Policy 3076, Child Abuse Prevention and Neglect Reporting (New)

3. Discussion Items:

- a. Policy and RR 5010, Board Meeting Agenda
- b. Part-Time Employee Pay Scale Change
- c. How to Change a Policy Flow Chart

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies (Amended)
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 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any District 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.

~~_____The Adoption of a new policy or amendment of an existing policy shall be accomplished 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. of Directors or without its Proposed policies that require consultation with any unions representing District employees may require a second read, after that consultation is complete.~~

Before the Board of Directors ~~considering the adoption or amendment of adopting or amending~~ any policy, the proposed adoption or amendment shall be reviewed by the appropriate Committee ~~in order 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 ~~as a whole unless~~ given authority to do so by the Board. ~~#After the Committee has considered the adoption/ or amendment of policies any policy during two Committee meetings, the such policy is to~~ 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 ~~information~~ packet. The meeting 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.

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. Proposed policies that require consultation with any unions representing District employees may require a second read, after that consultation is complete.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Child Abuse and Neglect Prevention and Reporting
POLICY NUMBER: 3076 (NEW)

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.

Commented [AS1]: Suggest specifying when or how often this must be done. And perhaps we don't need to spell it out in the policy itself, but how will we track compliance with the training requirement?

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.

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.

Greater Vallejo Recreation District
 Part-time Pay Range Table
 Effective 1/01/23

Job Titles	Step 1	Step 2	Step 3
Recreation Leader I	\$16.50	\$16.75	\$17.00
Recreation Leader II	\$17.00	\$17.75	\$18.25
Lifeguard, Swim Instructor	\$17.50	\$18.00	\$18.50
Senior Lifeguard	\$18.50	\$18.75	\$19.00
Custodian	\$18.25	\$18.75	\$19.00
Maintenance Worker			
Senior Recreation Leader			
Visitor Services Monitor			
Center Monitor	\$18.75	\$19.50	\$20.00
Customer Serv. Rep.			
Facility Maint. Worker			
Maintenance Eq. Operator			
Prog/Pool/Camp Specialist	\$19.00	\$19.75	\$20.25
Recreation Leader III			
Aquatic Programs Specialist	\$20.50	\$20.80	\$21.10
Visitor Services Coordinator			
Admin. Clk.	\$21.50	\$22.10	\$22.90
Assistant Coordinator	\$22.25	\$22.50	\$23.00

Greater Vallejo Recreation District
Part-time Pay Range Table
Effective 1/01/24

Job Titles	Step 1	Step 2	Step 3
Recreation Leader I	\$16.50	\$16.75	\$17.00
Recreation Leader II	\$17.00	\$17.75	\$18.25
Lifeguard, Swim Instructor	\$17.50	\$18.00	\$18.50
Senior Lifeguard	\$18.50	\$18.75	\$19.00
Custodian	\$18.25	\$18.75	\$19.00
Maintenance Worker			
Senior Recreation Leader			
Visitor Services Monitor			
Center Monitor	\$18.75	\$19.50	\$20.00
Customer Serv. Rep.			
Maintenance Eq. Operator			
Prog/Pool/Camp Specialist	\$19.00	\$19.75	\$20.25
Recreation Leader III			
Aquatic Programs Specialist	\$20.50	\$20.80	\$21.10
Visitor Services Coordinator			
Admin. Clk.	\$21.50	\$22.10	\$22.90
Assistant Coordinator	\$22.25	\$22.50	\$23.00
Facility Maint. Worker			



How to change a policy

AT GREATER VALLEJO RECREATION DISTRICT

