



GREATER VALLEJO RECREATION DISTRICT

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

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Sheryl Pannell Lea
Adjoa McDonald

General Manager
Gabe Lanusse

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Policy and Personnel Committee Minutes Monday, July 12, 2021

**Due to Solano County and the State of California's shelter in place orders our
Committee Meeting was held remotely via Zoom Meetings**

In attendance: Director Lea, Director Briseno, General Manager Lanusse

Meeting began 10:00 am

1. Discuss Changes to Policy #2315-Code of Conduct:

This policy is already in existence, but some changes are requested regarding Employee behavior in regards to professionalism, chain of command, following directives, and being prohibited from using derogatory, defamatory, discriminatory, profane, or vulgar language. There is also an item at the end that if violations occur, an employee may be subject to warning, reprimand, or suspension up to and including dismissal for violation of any portion. This will go to the board for a first read in the near future.

2. Review Proposed New Policy for Sick Leave Donations:

This is a new policy regarding donations. We currently have a catastrophic leave bank in which employees can donate their hours for use when sick leave is depleted. This would enable employees to directly donate to an individual who has exhausted their sick leave. This would give an additional layer of support to employees. This would not be taxable, as money is not donated, but hours are. It would also reduce the District's liability on the amount of sick leave. This will appear at a future board meeting for a first read.

3. Update on Part-time Employee Policy Manual:

HR Manager Halcro has retained the services of Synthesis Planning, who just completed an update for the Injury Illness and Prevention Plan to assist in the update of the Part Time manual. There are items in the regular manual that

pertain to full time employees, and not PT. This has caused confusion. There are also different policies for different departments regarding discipline, attire, and other items as well.

4. Update on Policy Manual:

The Policy manual is still moving forward with proposals each month for review. HR Manager Halcro was supposed to present to the board the flow chart of how a policy is altered or created, but it was moved to the next board meeting. The Policy manual was updated to a searchable document and will have a link on our website to search. Other agencies have it on their website, as it is a public document. The committee recommended that staff provide a timeframe with percentages of completion so that board members know the progress. The committee would also like to see all policies reviewed. As sometimes the process deviates from actual policy, it would be beneficial for current, and future board members to have policies and practices align.

5. Agenda Items for Future Meetings:

Provide the policy number regarding the creation of policies, and process to changes the policies.

Adjourned at 10:27 am

Next Meeting: August 2021