



# 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  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

### **Policies and Personnel Committee Minutes Monday, September 16, 2024 3:30 p.m. Administrative Office-Board Room 401 Amador Street**

**In Attendance:** Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

**Meeting Began:** 3:32 pm

#### **1. Public Comment**

None.

#### **2. Policy Review:**

##### Policy 2015, Hours of Work-Overtime

- HR Director explained changes were made as per the Committee's suggestions during the last meeting.
- Director Judt asked how staff update policies when MOU and state law changes, and how do employees know where to find the information. HR Director explained that new employees are told they can find them on the District's website and that one of the reasons staff is recommending an employee handbook is to make it easier and quicker to update policies. The General Manager explained that part of HR and administration's jobs is to keep the policies updated.
- Next Steps: HR Director will add language that the policy is applicable to hourly employees and if items in the policy differ from current bargaining agreements, the bargaining agreements shall prevail.

##### Rules & Regulations, 2015, Hours of Work-Overtime

- Director Judt asked about the sentence "Employees shall receive a minimum of two and one-half (2.5) hours and four (4) hours for holidays, regardless of time worked on a call-out." and if it should read "or" instead of "and". General manager explained the MOU reads they are paid 2.5 hours on a non-holiday and 4 hours if called out on a holiday.
- Next Steps: HR Director will present to the board of directors.



#### Policy 2280, Volunteer Services

- Director Aliga asked if training was online or in-person, and suggested it be clarified in the policy. HR Director explained that the child abuse neglect and reporting training requirement is a free on-line training provided by the CA Department of Education.
- Next Step: HR Director will present to the full board.

#### Rules & Regulations, 2280, Volunteer Services

- HR Director explained that parent volunteers in the sports program are exempt from the fingerprint requirement but are not allowed to be alone with children. She reminded the board that legal reviewed the RR.
- HR Director explained that the timesheet requirement was removed because volunteers only sign in/out logs.
- Next Steps: HR Director will add “at no point shall parent volunteers be alone with children” and will present to the full board.

### 3. Discussion Items:

#### Policy Tracking Spreadsheet

- Directors Aliga and Judt discussed how to determine policy priority before the committee changes next year. The General Manager said he and the HR Director can provide recommendations on which policies to focus on for Committee review.
- HR Director explained the Committee would not need to include the personnel policies and she can remove from the spreadsheet.
- Next Steps: HR Director will remove the Personnel policies from the spreadsheet and staff will make recommendations on which policies to make a priority.

#### Handbook Sample, Murphys Cemetery District Employee Handbook

- HR Director reminded the Committee that they requested to see a sample handbook while discussing removing personnel policies from the Policy Manual and creating an employee handbook.
- The employee handbook would require board approval and union review after first created; and certain policies may need to be approved by the full board and unions thereafter.
- The General Manager explained that the Committee could review the format and let staff know what they don't like. There is no need to review the contents.



- Directors Aliga and Judt agreed the writing style should be easy to read and understand and should not include legal verbiage that employees cannot understand.
- Director Aliga said the handbook needs to be easily accessible and easy to find content. The General Manager let the Directors know that employees can currently search policies by using a word search feature that is on the Policy Manual located on the website.
- Director Judt recommended explaining the purpose of the policy because it may make employees more likely to understand and follow them.
- Next Steps: HR Director will remove the personnel policies in the tracking spreadsheet and include in the next Committee meeting packet.

#### **4. Future Discussion Items**

- Rosenberg Rules

Meeting Adjourned: 4:44 pm