



GREATER VALLEJO RECREATION DISTRICT

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

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Policies and Personnel Committee Meeting Monday, June 14, 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 Briseno, Director Pannell Lea, Human Resources Manager Manager Halcro, General Manager Lanusse

Meeting began: 10:00 am

1. Discuss Job Description for HR Coordinator

- a. The committee discussed possibilities for this new position, what would be the appropriate salary range, and how this position would help the District.

2. Discuss Job Description for Marketing and Social Media Coordinator

- a. The committee discussed possibilities for this new position, what would be the appropriate job responsibilities, what would be the appropriate salary range, to whom this position might report, and how this position would help the District.

3. Review New Policy for Sick Leave Donations

- a. The committee discussed the possibility of creating a new policy allowing employees to donate their accrued sick leave to other employees. This possible policy would be in addition to the catastrophic leave bank.

4. Review Updates to Policy #2315 – Code of Conduct

- a. Committee discussed possible updates/changes to Policy 2315. HR will reassess and bring this policy back to the Policy and Personnel Committee for further conversation at a future meeting.

5. Discuss Policy #2120 – Workers Compensation/Occupational Sick Leave

- a. Committee discussed possible changes/updates to Policy 2120. HR will create possible edits and bring this policy back to the Policy and Personnel Committee for further conversation at a future meeting.

6. Discuss Auxiliary Benefits Parity for At-Will Employees

- a. Committee discussed benefits parity for at-will employees and requested that HR return at a future meeting with more information, including the fiscal impact.

7. Discuss New Human Resources Information System (HRIS)

- a. HR gave the committee an update on the new HRIS and the process of implementing the Time Tracking module.

8. Update on Part-time Policy Manual

- a. HR updated committee to let them know that GVRD has contracted with an outside consultant to help update the Part-time Policy Manual.

9. Discuss GVRD Future Staffing Plans

- a. Attrition and reorganization
 - i. Committee discussed GVRD future staffing plans in light of COVID, natural attrition, and possibilities for future reorganization.

Meeting adjourned 11:41 am