



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Ron C. Bowen
Adjoa McDonald
Rizal Aliga

General Manager
Gabriel Lanusse

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Salvadori and Aliga

**Agenda
Monday, September 13, 2021
4:00pm**

Due to COVID-19, and in accordance with California Executive Orders N-25 and N-29-20, our Committee Meeting will be held remotely via Zoom Meetings
(The Zoom platform is ADA compliant)

<https://zoom.us/join>

**You may also call in at +1 669 900 9128 US
Meeting ID: 4425425788 Password: 1944**

- 1. Discuss Draft of Updated Part-Time Handbook**
- 2. Discuss Full Time Salary Scales and Proposed Changes**
- 3. Discuss Changes to Policy and RR #2020- Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday**
- 4. Discuss Changes to Policy and RR #2120 - Workers' Compensation/Occupational Sick Leave**
- 5. Discuss Changes to Policy #2315 – Employee Code of Conduct**
- 6. Discuss New Policy Regarding Social Media**
- 7. Policy Manual Updates and Board of Directors Request to Track Changes**

Next Meeting: TBD

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

Greater Vallejo Recreation District
Pay Range Table - Full Time Employees

Effective 07/01/21

<u>Range</u>	<u>Title</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
39S	Administrative Support Accounting Assistant	Hourly 07/01/21	21.71	22.80	23.94	25.14	26.40
		Bi-weekly	1,736.80	1,824.00	1,915.20	2,011.20	2,112.00
		Annually	45,156.80	47,424.00	49,795.20	52,291.20	54,912.00
42IB	Maintenance Worker I	Hourly 7/1/21	23.13	24.29	25.51	26.79	28.13
		Bi-weekly	1,850.40	1,943.20	2,040.80	2,143.20	2,250.40
		Annually	48,110.40	50,523.20	53,060.80	55,723.20	58,510.40
43S	HR Clerk	Hourly 07/01/21	23.94	25.14	26.40	27.72	29.11
		Bi-weekly	1,915.20	2,011.20	2,112.00	2,217.60	2,328.80
		Annually	49,795.20	52,291.20	54,912.00	57,657.60	60,548.80
46S(A)	Administrative Specialist	Hourly 07/01/21	25.53	26.81	28.16	29.57	31.05
		Bi-weekly	2,042.40	2,144.80	2,252.80	2,365.60	2,484.00
		Annually	53,102.40	55,764.80	58,572.80	61,505.60	64,584.00
46IB	Maintenance Worker II	Hourly 7/1/21	25.54	26.82	28.17	29.58	31.06
		Bi-weekly	2,043.20	2,145.60	2,253.60	2,366.40	2,484.80
		Annually	53,123.20	55,785.60	58,593.60	61,526.40	64,604.80
46S	Recreation Coordinator	Hourly 07/01/21	25.81	27.11	28.47	29.90	31.40
		Bi-weekly	2,064.80	2,168.80	2,277.60	2,392.00	2,512.00
		Annually	53,684.80	56,388.80	59,217.60	62,192.00	65,312.00
52S	Accounting Specialist	0	30.00	31.50	33.08	34.74	36.48
		Bi-weekly	2,400.00	2,520.00	2,646.40	2,779.20	2,918.40
		Annually	62,400.00	65,520.00	68,806.40	72,259.20	75,878.40
53S	Admin Coord/Board Clerk	Hourly 7/1/21	30.43	31.96	33.56	35.24	37.01
		Bi-weekly	2,434.40	2,556.80	2,684.80	2,819.20	2,960.80
		Monthly	5,274.53	5,539.73	5,817.07	6,108.27	6,415.07
		Annually	63,294.40	66,476.80	69,804.80	73,299.20	76,980.80
54IB	Maintenance Specialist Lead Maintenance Wkr LMW-Irrigation Specialist	Hourly 7/1/21	31.19	32.75	34.39	36.11	37.92
		Bi-weekly	2,495.20	2,620.00	2,751.20	2,888.80	3,033.60
		Annually	64,875.20	68,120.00	71,531.20	75,108.80	78,873.60
63S	Maintenance Supervisor Recreation Supervisor	Hourly 7/1/21	39.42	41.40	43.47	45.65	47.94
		Bi-weekly	3,153.60	3,312.00	3,477.60	3,652.00	3,835.20
		Annually	81,993.60	86,112.00	90,417.60	94,952.00	99,715.20
67	Recreation Superintendent Maintenance Superintendent HR Manager Finance Director	Hourly 7/1/21	47.35	49.72	52.21	54.83	57.58
		Bi-weekly	3,788.00	3,977.60	4,176.80	4,386.40	4,606.40
		Monthly	8,207.33	8,618.13	9,049.73	9,503.87	9,980.53
		Annually	98,488.00	103,417.60	108,596.80	114,046.40	119,766.40

Greater Vallejo Recreation District
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Effective 07/01/21

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39S	Administrative Support Accounting Assistant	Hourly 07/01/21	21.71	22.80	23.94	25.14	26.40
		Bi-weekly	1,736.80	1,824.00	1,915.20	2,011.20	2,112.00
		Annually	45,156.80	47,424.00	49,795.20	52,291.20	54,912.00
42IB	Maintenance Worker I	Hourly 7/1/21	23.13	24.29	25.51	26.79	28.13
		Bi-weekly	1,850.40	1,943.20	2,040.80	2,143.20	2,250.40
		Annually	48,110.40	50,523.20	53,060.80	55,723.20	58,510.40
43	HR Clerk	Hourly 07/01/21	23.94	25.14	26.40	27.72	29.11
		Bi-weekly	1,915.20	2,011.20	2,112.00	2,217.60	2,328.80
		Annually	49,795.20	52,291.20	54,912.00	57,657.60	60,548.80
46S(A)	Administrative Specialist	Hourly 07/01/21	27.72	28.56	29.42	30.31	31.22
		Bi-weekly	2,217.60	2,284.80	2,353.60	2,424.80	2,497.60
		Annually	57,657.60	59,404.80	61,193.60	63,044.80	64,937.60
46IB	Maintenance Worker II	Hourly 7/1/21	29.54	30.43	31.35	32.30	33.27
		Bi-weekly	2,363.20	2,434.40	2,508.00	2,584.00	2,661.60
		Annually	61,443.20	63,294.40	65,208.00	67,184.00	69,201.60
46S	Recreation Coordinator	Hourly 07/01/21	25.81	27.11	28.47	29.90	31.40
		Bi-weekly	2,064.80	2,168.80	2,277.60	2,392.00	2,512.00
		Annually	53,684.80	56,388.80	59,217.60	62,192.00	65,312.00
52S	Accounting Specialist	Hourly 07/01/21	30.00	31.50	33.08	34.74	36.48
		Bi-weekly	2,400.00	2,520.00	2,646.40	2,779.20	2,918.40
		Annually	62,400.00	65,520.00	68,806.40	72,259.20	75,878.40
53	Admin Coord/Board Clerk	Hourly 7/1/21	32.78	34.10	35.47	36.89	38.37
		Bi-weekly	2,622.40	2,728.00	2,837.60	2,951.20	3,069.60
		Monthly	5,681.87	5,910.67	6,148.13	6,394.27	6,650.80
		Annually	68,182.40	70,928.00	73,777.60	76,731.20	79,809.60
54IB	Maintenance Specialist Lead Maintenance Wkr LMW-Irrigation Specialist	Hourly 7/1/21	34.93	35.98	37.06	38.18	39.33
		Bi-weekly	2,794.40	2,878.40	2,964.80	3,054.40	3,146.40
		Annually	72,654.40	74,838.40	77,084.80	79,414.40	81,806.40
63S	Maintenance Supervisor Recreation Supervisor	Hourly 7/1/21	41.30	42.96	44.68	46.47	48.33
		Bi-weekly	3,304.00	3,436.80	3,574.40	3,717.60	3,866.40
		Annually	85,904.00	89,356.80	92,934.40	96,657.60	100,526.40
67	Recreation Superintendent	Hourly 7/1/21	50.75	52.78	54.90	57.10	59.39
	Maintenance Superintendent	Bi-weekly	4,060.00	4,222.40	4,392.00	4,568.00	4,751.20
	HR Manager	Monthly	8,796.67	9,148.53	9,516.00	9,897.33	10,294.27
	Finance Director	Annually	105,560.00	109,782.40	114,192.00	118,768.00	123,531.20

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

POLICY NUMBER: 2020

Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of forty five (45) days which is not more than three hundred sixty 320-360 hours. At termination of employment for any reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.

Approved 3/8/2007

2020-1

Revised 6/26/2008

Electronic Copy Created 06/22/2021

Compensatory Time Off

Compensatory time off may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest

Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	140 days (11280 hours)
All other exempt positions	109 days (8072 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

Occupational Sick Leave

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance, the Catastrophic Leave Bank, and Sick Leave Donations may also provide additional assistance for serious long term health issues. GVRD does not provide additional Occupational Sick Leave.

Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance, and the Catastrophic Leave Bank, and Sick Leave Donations may also provide additional assistance for serious long term health issues.

Leave without pay should only be requested for emergency situations s when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation,

floating or holiday leave available. Any leave without pay must be approved by the General Manager before
employee can use said leave.

Approved 3/8/2007

Revised 6/26/2008

Electronic Copy Created 06/22/2021

2020-3

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday
Rule and Regulation: RR2020

Employees requesting time off shall submit a leave slip or electronic leave request to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip, electronic or on paper, shall be returned to the employee with the reason for refusal written-noted on the leave slip request. Once approved, the original leave slip will be returned to the employees be forwarded to the Administrative Support Supervisor for tracking and payroll purposes to be included with the employee's timesheet submitted to payroll each pay period. Employees should also keep copies of any leave slips should they choose, a copy will be sent to the employee. Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

If an employee ~~who~~ needs to take an unplanned day off, the employee shall notify (by phone call or other district approved electronic communications) their immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. However, if the employee is unable to communicate directly to their supervisor, the employee shall notify the department head during business hours, shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or if you are unable to speak directly to the lead worker, continue calling until you can speak to a supervisor, department head, or General Manager for approval of time off. Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

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Any employee that has exhausted all annual leave, sick leave, compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation may be considered as having voluntarily resigned from the district.

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Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Workers' Compensation/Occupational Sick Leave
POLICY NUMBER: 2120

Worker's Compensation

The District, in accordance with the California Labor Code, shall provide workers' insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers' compensation insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits. Entitlement to workers' compensation benefits is controlled by applicable law, and as detailed in the District's Illness and Injury Prevention Plan, employees are required to immediately report all work-related accidents, injuries and illnesses.

~~compensation insurance coverage for employees who sustain work related injuries.~~ The District is self-insured and works through a Third Party Administrator for the processing of workers' compensation claims. Medical treatment is contracted through a health care provider network. Employees who are injured in a work related injury will be referred to the contracted provider for initial treatment.

Occupational Sick Leave

~~Occupational sick leave for employees injured in the line of duty shall be authorized when the General Manager, after consultation with the Third Party Administrator, determines that the employee is unable to perform his/her normal job duties. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed six (6) months. Annual leave and sick leave will not accrue and step increases or other increases shall not be given to employees while receiving workers' compensation benefits. Employee sick leave shall not be charged against an employee off duty for occupational sick leave.~~

Eligibility

This policy applies to all employees who experience an injury or illness that arises out of the course and scope of employment.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2120 Workers' Compensation/Occupational Sick Leave
Rule and Regulation: RR2120 Good Faith Interactive Process

Procedures for Implementing the Good-faith Interactive Process

If an employee has been injured on the job and has missed work due to injury;

1. The injured employee may not return to work without a release from his/her physician stating that he/she can work without restrictions.
2. If the employee's physician releases the employee to work with restrictions, the following will provide the guideline:
 - A) The employee shall meet with their Supervisor, Department Head, and/or Human Resources ~~Manager~~, to discuss those restrictions;
 - B) Human Resources ~~Manager~~ shall review those restrictions with the Supervisor and Department Head, in relation to the essential functions and the usual duties of the employees job;
 - C) ~~The~~ Human Resources ~~Manager~~ will then meet with the General Manager and present a recommendation on the employees' ability to perform those usual duties of his/her job, with the restrictions placed by the physician. The General Manager may consult with the employee's supervisor prior to making the decision;
 - D) If it is determined that the employee can perform the duties, with the restrictions, then the employee may return to work;
 - E) If it is determined that the employee cannot perform the usual duties with restrictions, then ~~the~~ Human Resources ~~Manager~~ will discuss other vacant positions or other work that may be available for the employee, with the General Manager. This evaluation will include reasonable accommodations that may be made, allowing the employee to resume work.
 - F) After meeting with the employee the General Manager will determine whether to accommodate restrictions or assign the employee to an equivalent vacant position the employee is qualified to perform. The District shall provide reasonable accommodations as needed, or a lower graded position if available, or may temporarily assign tasks the employee will be able to perform while recovering;
 - G) If after conferring with the employee, and the General Manger determines that the District cannot accommodate the restrictions, then once the employees condition improves and restrictions are lessened or removed, then the General Manger will again review as outlined above;
 - H) If the General Manager determines that the restrictions can be accommodated, then the employee will return to work on the ~~df~~ate allowed by his/her physician provided a signed work release is received by the District prior to or on the first day of work.
 - I) If the employee refuses work offered to him/her that he/she can do within the restrictions outlined by the physician, then the employee will be considered as if he/she has abandoned his/her position and may be terminated.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Employee Code of Conduct
POLICY NUMBER: 2315

The Greater Vallejo Recreation District (GVRD) is committed to the principles of integrity, accountability and employees rendering the best possible service to maintain the highest standards of conduct towards co-workers, customers, stakeholders and the community. GVRD expects all employees to follow the District Code of Conduct to demonstrate our values, deliver quality public service and to protect the interests and safety of all employees and the District.

The District has outlined the components of our Code of Conduct policy below and this applies to all GVRD employees including, but is not limited to, full-time, part-time, seasonal, contract, students, volunteers and interns.

All employees should respect their co-workers and customers. The District will not allow any kind of discriminatory behavior, harassment, threats, intimidation, violence or victimization. All employees have the right to work in a positive environment. Employees should follow our Equal Opportunity Policy 2225 in all aspects of their work, from recruitment and performance evaluations to interpersonal relations.

Protection of District Property

All employees should treat the District's property, whether material or intangible with respect and care.

Employees shouldn't misuse District equipment and operate equipment safely at all times and follow all safety precautions. This includes trademarks, copyright and other property information (District). Employees should only use this information to complete employee's job duties.

All valuable articles found in parks or areas under the jurisdiction of the District must be returned to the GVRD main office, 395 Amador Street, Vallejo, CA. The District will make every effort to contact the owner (when information is available to return item(s) to customer, individual or organization.

Employee Behavior

All employees must show integrity and professionalism in the workplace by being respectful and courteous to co-workers and the general public.

Employees are required to follow the proper chain of command, follow directives given to them by Supervisors, and are prohibited from using derogatory, defamatory, discriminatory, profane, or vulgar language.

Be aware of how others perceive you.

Gifts and Gratuities

Employees may not give or accept gifts, entertainment, or any other personal benefit or privilege that would in any way influence or appear to influence any business decision. Accepting money, gifts, entertainment or any other benefit or preferential treatment from any existing or potential customer, vendor or business associate of the District, is strictly prohibited, except occasional gifts of modest value (less than \$20.00) and entertainment on a modest scale as part of customary business practice.

GVRD employees may accept edible gifts of nominal value (less than \$20.00) that are offered equally to an entire work group.

District employees may accept items that can be displayed in public areas of GVRD facilities (such as flowers or food items).

Employees may accept handmade items by and from children under age 16.

This policy does not affect the authority of GVRD to accept gifts (for example, donations or bequests) in furtherance of its public agency purposes.

Procedures

Upon being offered or receiving a gift prohibited by this policy, an individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the GVRD Main Office, 395 Amador Street, Vallejo, CA. and the gift will be donated to a charitable organization or placed in an employee random drawing.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about District policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the General Manager or the Human Resources department.

We take seriously the standards set forth in the Code, and if a violation occurs, an employee may be subject to warning, reprimand or suspension up to and including dismissal for the violation of the Code of Conduct.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Social Media Policy
POLICY NUMBER: TBD

Guidelines

Guidelines for functioning in an electronic world are the same as the values, ethics and confidentiality policies employees are expected to live everyday, whether you're Twittering, talking with customers or chatting over the neighbor's fence. Remember, your responsibility to the Greater Vallejo Recreation District doesn't end when you are off the clock. For that reason, this policy applies to both company sponsored social media and personal use as it relates to the District.

What You Should Do

- **Disclose your Affiliation:** If you talk about work related matters that are within your area of job responsibility you must disclose your affiliation with GVRD.
- **State That It's YOUR Opinion:** When commenting on the business. Unless authorized to speak on behalf of GVRD, you must state that the views expressed are your own. Hourly employees should not speak on behalf of GVRD when they are off the clock.
- **Protect Yourself:** Be careful about what personal information you share online
- **Act responsibly and ethically:** When participating in online communities, do not misrepresent yourself.
- **Honor Our Differences:** Live the values. GVRD will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances).

What You Should Never Disclose

- **The Numbers:** Non-public financial or operational information. This includes strategies, forecasts and most anything with a dollar-figure attached to it. If it's not already public information, don't disclose it.
- **Personal Information:** Never share personal information about our customers.
- **Legal Information:** Anything to do with a legal issue, legal case, or attorneys without first checking with legal.
- **Anything that belongs to someone else:** Let them post their own stuff; you stick to posting your own creations. This includes illegal music sharing, copyrighted publications, and all logos or other images that are trademarked by GVRD.
- **Confidential Information:** Do not publish, post, or release information that is considered confidential or top secret. Basically, if you find yourself wondering if you can talk about something you learned at work -- don't talk about it.

Policy	Edits	Policy and Personnel Committee Review	First Read	Meet and Confer	Second Read	Final Read/adoption
Policy 2250 (Separation from District)	Making Edits					
RR 2250	Making Edits					
Policy 2315 (Code of Conduct)	Making Edits	X				
Policy 2120 (Workers Compensation)	Making Edits	X				
RR 2120	Making Edits	X				
Policy 2020 (Time off)	Making Edits	X				
RR 2020	Making Edits	X				
Policy 2030 Holidays		X	X	X	X	X