



GREATER VALLEJO RECREATION DISTRICT

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

Website: www.gvrd.org

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

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 Agenda

Directors: Bowen and Briseño

Monday, August 22, 2022

9:30 a.m.

Administrative Office – Board Room

395 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. Assign Committee Chairperson
2. **Public Comment**
Members of the public may speak on any item within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
3. Review and Discuss the Grievance Procedure and Form under The American with Disabilities Act
4. Discuss District Succession Planning
5. Update on the Classification Study
6. Discuss Additional Employment Positions

Next Meeting: September 26, 2022



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Public Notice and Posting

Greater Vallejo Recreation District, in keeping with our ongoing efforts to serve all members of the community, is developing an Americans with Disabilities Act (ADA) self-evaluation and transition plan. This accessibility plan will provide a comprehensive design for access for individuals with disabilities to the District facilities, parks, programs, services, activities and events.

Greater Vallejo Recreation District is seeking input from agencies, organizations, and individuals with disabilities. The value of stakeholder guidance will help to address and prioritize current and future needs. Individuals who would like to provide input are invited to complete a survey, call or email the ADA/504 Coordinator. Surveys are available for organizations that represent individuals with disabilities, patrons, community members, employees, and other interested individuals who wish to participate in the evaluation.

Your comments and opinions are important to us and will provide valuable information regarding how Greater Vallejo Recreation District can better serve individuals with disabilities. Surveys are available from the District's ADA/504 Coordinator and on the District's website at <https://www.gvrd.org>.

Casey Halcro, ADA/504 Coordinator
Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
Phone: (707) 648-4606
TTY through California Relay at: 7-1-1
chalcro@gvrd.org

Please contact Casey Halcro, ADA/504 Coordinator, if you have questions or comments or would like to request a survey in an alternate format.

Information regarding the Americans with Disabilities Act can be obtained from the ADA/504 Coordinator.

Greater Vallejo Recreation District complies with the Americans with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability.



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NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

Nondiscrimination Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Greater Vallejo Recreation District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Greater Vallejo Recreation District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Greater Vallejo Recreation District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Greater Vallejo Recreation District programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Greater Vallejo Recreation District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Greater Vallejo Recreation District offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Greater Vallejo Recreation District, should contact the office of Casey Halcro, ADA/Section 504 Coordinator, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Greater Vallejo Recreation District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Greater Vallejo Recreation District is not accessible to persons with disabilities should be directed to:

Casey Halcro
ADA/Section 504 Coordinator
Greater Vallejo Recreation District
395 Amador St., Vallejo, CA 94590
Email: chalcro@gvrd.org
Phone: (707) 648-4606
FAX: (707) 648-4616

Greater Vallejo Recreation District will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



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GREATER VALLEJO RECREATION DISTRICT Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Greater Vallejo Recreation District. The District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

A complainant is encouraged to file a grievance within 60 days of the date of becoming aware of any alleged discrimination or access violation. Failure to report an alleged violation within 180 days may impact the complainant's ability to redress his or her grievance. Grievances should be submitted to:

Casey Halcro
ADA/Section 504 Coordinator
Greater Vallejo Recreation District, 395 Amador St., Vallejo, CA 94590
Email: chalcro@gvrd.org
Phone: (707) 648-4606 FAX: (707) 648-4616

Within 15 calendar days after receipt of the complaint, Casey Halcro or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Casey Halcro or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Greater Vallejo Recreation District and offer options for substantive resolution of the complaint.

If the response by Casey Halcro or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the General Manager or his designee.

Within 15 calendar days after receipt of the appeal, the General Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the General Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Casey Halcro or her designee, appeals to the General Manager or his designee, and responses from these two offices will be retained by Greater Vallejo Recreation District for at least three years.



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Americans with Disabilities Act Section 504 of the Rehabilitation Act of 1973 Grievance Form

Instructions: Please fill out this form completely. A printed or typed response is recommended. Sign and return to the address on last page by email, fax, mail or in person. If you need an accommodation to complete or submit this form, please contact the ADA/Section 504 Coordinator as indicated on this form.

1. Complaint: _____
Address: _____
City, State and Zip Code: _____
Telephone: Home: _____ Business: _____

2. Person Discriminated Against: (if other than the complainant): _____
Address: _____
City, State, and Zip Code: _____
Telephone: Home: _____ Business: _____

3. Department or person which you believe has discriminated (if known):
Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
When did the discrimination occur? Date: _____

4. Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated:

5. Have efforts been made to resolve this complaint?
Yes _____ No _____
If yes: what efforts have been taken and what is the status of the grievance?



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6. Has the complaint been filed with another bureau, such as the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes _____ No _____

If yes:

Agency or Court: _____

Contact Person: _____

Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Date Filed: _____

7. Do you intend to file with another agency or court?

Yes _____ No _____

Agency or Court: _____

Street Address: _____

City, State and Zip Code: _____

Telephone Number: _____

8. Additional comments or information:

Signature: _____ Date: _____

Return to:
Casey Halcro
ADA/Section 504 Coordinator
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