



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and programs.*  
Website: [www.gvrd.org](http://www.gvrd.org)

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Board of Directors  
Rizal Aliga  
Ron Bowen  
Robert Briseño  
Wendell Quigley  
  
General Manager  
Gabe Lanusse

**Policies and Personnel Committee Minutes**  
**Monday, March 27, 2023**  
**9:30 a.m.**  
**Administrative Office-Board Room**  
**401 Amador Street**

**In attendance:** Director Briseño, Director Bowen, General Manager Lanusse,  
Human Resources Clerk Morehouse

Meeting began: 9:32am

**1. Public Comment**  
2 Public Speakers

**2. Discuss Part Time Handbook**

- a. Committee asked if the PT handbook is different from the FT policy manual and if the PT handbook is cost effective. Staff responded that we are moving forward with updating and cleaning up the PT handbook, and the goal is to make just one handbook accessible online by adding a PT section to the online FT policy manual. Staff also noted that the PT handbook is broken up by different departments. There is also a form at the end of the handbook in which the employee acknowledges receipt of the handbook. A discussion followed regarding minors signing off. Staff will have legal counsel review.
- b. Committee asked if PT staff receives bereavement leave. Staff commented that the California law has changed to giving employees 5 days bereavement leave and it does not have to be paid leave. GVRD does pay FT staff bereavement leave and PT staff is allowed to take bereavement leave but it is not paid leave.

**3. Committee Comments**

- a. Committee asked if we have posted the job posting for the Human Resources Director position. Staff responded that we have met with Theresa Phillips with MRG who is helping us with recruitment for the Human Resources Director position this week.
- b. Committee asked what is happening with previous policies that have been brought to the committee for discussion and review. Staff explained that the process previously had legal at various stages, and legal will now review before a policy goes to the board for first read approval.

Adjourned at 9:53am