

# Policy Update Report



Date **3/9/2023**

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Cash handling training/procedures	This information is in the PT handbook but not the FT Manual								<input type="radio"/>		
Keys	This information is in the PT handbook but not the FT Manual								<input type="radio"/>		
Policy 0005 (Basic Principles)	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc								<input type="radio"/>		
Policy 1070 Donations	The committee and staff discussed donations and determined that the policy should address donations to go to the Greater Vallejo Open Space Foundation, which is a 501c3 entity. As a public agency, it would be best that money go this route. All donations need to be received by the Foundation. 7/11/22	7/11/2022							<input type="radio"/>		
Policy 2005 (Definitions)	Our PT handbook says 1000 hours and our FT Manual says 1200 hours. We need to decide as a District which we will do								<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 2015 (Hours of Work-Overtime)	Language in the PT Handbook is different than the FT Manual. If we have the same expectations for PT and FT, we should ensure these are the same. Additionally, HR recommends amending the process for Exempt staff								<input type="radio"/>	Edit/Updates 3/14/22	
Policy 2020 (Time off)	Edits/Updates	4/11/2022							<input type="radio"/>	Committee discussed changing language allowing annual and sick leave to only be used during a promotional probationary period if it's been approved before the promotional probationary period and adding that an employee cannot change their annual leave to sick leave after the annual leave has ended 4/11/22	
Policy 2020 Annual Leave	Annual Leave, Executive Leave, and Compensatory Time Off, Leave Without Pay and Floating Holiday	9/23/2021	9/23/2021						<input type="radio"/>	Comp Time back to committee with the following: Update to executive leave amounts and annual leave accrual are approved, stike the sick leave donation reference. Research the leave with pay. Motion pass Unanimously 9/23/21	Committee discussed possible updates to Policy 2022. Ultimately, the committee did not feel like updates were necessary at this time. Feb 2022
Policy 2030 Holidays	Edits/Updates	X	X		X	X	X	100%	<input checked="" type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 2035 (Dress Code)	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.								<input type="radio"/>		
Policy 2040 (Sick Leave)	language in PT handbook refers to sick leave carryover but this is not in FT Manual: Unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days		8/12/2021						<input type="radio"/>	Approved 1st read of Vaction/Sick Leave transfer 8/12/21	
Policy 2050 Bereavement	The committee and staff reviewed and discussed this policy. It may need to be updated to include domestic partners. If there is a legal separation, do those relatives still apply to bereavement leave? Updated definition of immediate family will need to be incorporated into this policy. To return at a later date with proposals.7/11/22	7/11/2022							<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 2080 Union Members	The committee and staff reviewed this policy and realized that it states the unrepresented need to choose a representative. This is a contradiction and would then create an association. Language regarding that employees must join the union to employees may choose to join the union. A review by legal should be in order as well for an update 7/11/22	7/11/2022							<input type="radio"/>		
Policy 2085 (Employee Recruitment & Selection)	PT handbook and FT Manual do not match. We need to work on making the policies match								<input type="radio"/>		
Policy 2090 (Probationary Period)	Updates needed to match MOU								<input type="radio"/>	Edits/updates . 3/14/22	
Policy 2120 (Workers Compensation)	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions	
Policy 2150 (Compensation)	There is more detail in the PT Handbook than the FT Manual. We may want to consider putting the same level of detail in the FT Manual								<input type="radio"/>		
Policy 2155 (Whistleblower Protection)	The language is not user friendly and could be updated in the future but is low priority.								<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 2190 (Drug-Alcohol Abuse)	PT Handbook includes prescribed medical marijuana but FT manual does not. We will need to decide District values w/ re: to marijuana additionally, we should consider adding the following lanugage to FT Manual: Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could impair in any way the fitness of an employee to perform his/her job duties. <b>(continues in notes collum)</b>								<input type="radio"/>	An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.	
Policy 2215 (Harassment)	Needs updating due to new regs. I would also change the angle to the company policy on harassment, rather than the FEHA rule on harassment.								<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 2216	Language needs to be changed to: Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.								<input type="radio"/>		
Policy 2250 (Separation from District)	Edits/Updates							0%	<input type="radio"/>		
Policy 2295 (Driver Training & Record Review)	The PT handbook and the FT Manual do not have the exact same information, but are close. We should align them.								<input type="radio"/>		
Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?								<input type="radio"/>		
Policy 2315 (Code of Conduct)	Edits/Updates	9/13/2021	9/13/2021					0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021	
Policy 3031 Debt Management	GVRD staff will work with Legal Counsel and loan funders to answer legal questions. On the second to last page, GVRD staff will define SEC 6/13/22	5/26/2022	5/26/2022 12/8/22						<input type="radio"/>	1st read approved of Debt Management 5/26/22	Board approved 1st read of Policy 3031 12/8/22
Policy 3060 Pension Funding	GVRD staff will work with Legal Counsel and loan funders to answer legal questions. GVRD staff will define UAL on first page. 6/13/22								<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 3066 Pension Funding	1st read of Policy 3066 Pension Funding approved by Board 5/26/22		5/26/2022						<input type="radio"/>	Motion passed on 12/8/22 by the board. Pension funding	
Policy 3072 Temporary Shelter Homeless Encampment	a. Counsel has spoken with the City of Vallejo and was recommended that GVRD update this policy. b. Committee recommends to table this and to be reviewed by the City of Vallejo and legal Counsel. c. Committee recommends showing red line changes and all comments. d. Committee asked if our Policies are being reviewed by another company and has it stopped or been put on hold. 1/25/23	1/25/2023								a. Committee recommends that the City of Vallejo needs to review the policy after the City Attorney reviews then present to the Committee with the red line changes. b. Staff commented that per the City of Vallejo, GVRD must store the homeless Persons property for 3 months. 1/25/23	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 3075 Use of Community Centers	<p>a. Committee recommends a change under Alcohol #1 to 1 additional security guard. b. Committee asked what would staff do if more guests are present than what was told at the time of booking the event, and if staff would call in another guard. Staff answered that a final guest count is reported after the event is over. Staff also said that a note would be placed in the booking persons account that more guests were at the event than what was approved, and that staff would either add a fee for the additional guests or a note in the account stating that they are not allowed to have another event. Committee suggested to put in the policy that their will be a penalty if more guests are present than what was approved.</p>	1/25/2023							○	<p>Continued c. Staff mentioned that each event is a case-by-case basis to require more security.  d. Committee feels that a larger crowd would require more of a security guard presence. Committee suggests talking to the security company to see if they agree with what is proposed in this policy. Staff confirmed that the security company agrees. Committee also suggested to talk with the Vallejo Police Department to get their input. 1/25/23</p>	



Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 4000 Board Selection	Staff brought up two term limits for this policy, along with a restriction that ex-employees could not be on the board. Another option was that exemployees would have to wait possibly 10 years to apply to be appointed. Director Briseno did not agree and pointed out that one person could not sway the board. Staff cited that a couple ex-employees had applied, and that staff were concerned about retaliation. 12/19/22	12/19/2022							<input type="radio"/>		
Policy 4020 Attendance at Board Meetings	Committee discussed the need for consistent board member attendance at board meetings. This again brought up a discussion of sanctioning board members should it ever become necessary.	11/22/2022							<input type="radio"/>		
Policy 4030	Remunertion and Reimbursment (Legal Council)								<input type="radio"/>	Direction given to be added to future agenda. Per Board. Would like Legal Council to include public resource Code Policy 4030. Previous email relating to this policy. 5/26/22	Staff Referenced letter from legal council for special concerns. Mr. Heppell stated he would need to review the letter. Discuss in next meeting. 6/9/22

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 4040 Board Officers	Chairperson requirements. Potentially changing the 2-year experience requirement to 18 months								<input type="radio"/>	a. Committee discussed making changes to the Committee Chair criteria but ultimately decided that the current language is reasonable. b. Regarding the section about the Secretary, Committee discussed making a change to the second to the last sentence of the policy so that it would read, "The Secretary may be called upon..." 11/22/22	After discussion it was deemed that General Manager could move the policy 4040 to the appropriate committee if deemed necessary. 11/10/22
Policy 4060 (Committees of the Board of Directors)	Staff brought up two term limits for this policy, along with a restriction that ex-employees could not be on the board. Another option was that exemployees would have to wait possibly 10 years to apply to be appointed. Director Briseno did not agree and pointed out that one person could not sway the board. Staff cited that a couple ex-employees had applied, and that staff were concerned about retaliation. 12/19/22	6/13/22 10/24/22 12/19/22							<input type="radio"/>	GVRD board members would like to swap committees now knowing that the next committees will be longer in order to sync up timing with calendars to change committees in January to follow new appointments which take place in January. Staff are working with the Solano County to get the County appointments to synchronize in January instead of August and September. 6/13/22	Discussion occurred regarding the time frame of when the Board committees change. It was strongly recommended that the committees line up with the board appointments in January. So, following the BOD change in January, the committees should change after. 10/24/22

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy 4090 Training, Education	Policy that it is separate from employee training, education, and conferences. This This policy only applies to the Board of Directors. Restrictions should be placed up front, and per diem spending should be explained to the board member participating in the training. Other topics were range. If the conference is nearby, do they still get a hotel room? Distance. Is there a radius of distance for conference location travel? How many times a board could use it during a year, or 4-year term? To be examined again by the committee with proposed changes. 7/11/22	7/11/2022							<input type="radio"/>		
Policy 5000 Committee Board of Directors	Potential changes to allow for Rotating Board meetings.	12/1/2021 10/24/22							<input type="radio"/>	Committee agreed it would lead to less civic engagement and the possibility for more confusion. Dec 2021	Discussion of possibly moving the day of the week from Thursday night to another night, as well as rotate the meeting locations.
Policy 5020 Conducting Board Meetings	Committee discussed changing pronouns in this and all other policies from he/she to they/them 11/22/22	11/22/2022							<input type="radio"/>		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Policy TBD	Unemployment insurance information is included in PT handbook but not FT Manual								<input type="radio"/>		
Policy TBD	PT Handbook has info about Violence Free Environment but FT Manual does not. We need to ensure that both match. I'd recommend adding Violence Free Policy							0%	<input type="radio"/>		
Policy 2012 Pricing Policy	Pricing Policy. Rec Team is working on this	May of 2021	2/24/2022						<input type="radio"/>	1st read approved Add pricing elevator back into policy and include a Min. \$ amount for Board Approved Board Approved Fees Waiver. Motion Passed. 2/24/22	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
Proposed Policy 3073 Cunningham Aquatic Complex Procedures and Expectations	<p>already have a policy in place for the Aquatics Complex. Staff responded that no we did not. b. Committee asked what we did before if we didn't have a policy in place. Staff responded that we have rules and were told by word of mouth. Staff wanted to capture all the rules and have them placed in a policy. Board of Directors Rizal Aliga Ron Bowen Robert Briseño Adjoa McDonald Wendell Quigley General Manager Gabe Lanusse 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 c. Committee asked if this is how GVRD</p>	1/25/2023							○		
Proposed Policy 3074 Fee Waiver	<p>a. Committee recommends that there be a 30-day timeline. b. Committee suggested that we establish a clear procedure for any organization to have fee's waived and that this should be determined by the General Manager first if it is a smaller amount before it goes to the Board of Directors to determine.</p>								○		
									○		

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
<b>Rules and Regulations</b>											
RR 1010	Adoption/Amendment of Policies								<input type="radio"/>	Director Briseno suggested changing the word 'override' to 'conflict with' 11/28/22	
RR 1030	Complaints								<input type="radio"/>	The committee and staff discussed the policy but realize that there is more depth to what is going on. The definition of complaints was discussed and the difference of complaints regarding the district, specific employees, the General Manager, and complaints against the board were discussed. Staff will research how other agencies process complaints and who handles which ones. Discussion that the GM handle all complaints was debated, but if the complaint was against the GM, should it not go a different route? A complaint about a board member would need to go to the Board Chair. Staff could create an online form. All public complaints need to go to some sort of clearing house. Look to CSDA? GM to create an online form. 7/11/22	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
RR 2020 Annual Leave, Exec Leave, Compensatory Time off, Leave no pay and Floating Holiday	Edits/Updates	9/13/2021	9/22/2021					0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021	Refer RR:2020 Annual Leave, Executive Leave, Comp time back to committee with the following: incorporate changes made to Policy #2020. Motion Passed 9/22/21

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
RR 2035 Dress Code	Board Dress code and Staffing Dress code	11/28/22 1/25/23							<input type="radio"/>	a. Director Briseno suggested that, if we are to update a dress code policy we would want to create separate policies for Staff and Board Members b. Committee discussed Board Members wearing logo apparel from another agency during board/committee meetings and Committee Chair did not see an issue with this c. Committee discussed perfume and cologne and HR Director suggested that, should employees need it, GVRD could move toward a low scent/scent free environment d. RR needs to be updated to match the changes made in the aquatics department e. Staff suggests that it's important to consider that employees from diverse experiences will have diverse understandings of what "dress code" is necessary. It's important to consider multiple perspectives. 11/28/22	recommended that there should be a different standard dress code for the Board of Directors. b. Committee did not agree that there should be a separate dress code policy for the Board of Directors. One of the Directors suggested to add Board Members to GVRD's employee dress code policy. Another Director
RR 2040	Catastrophic Leave Bank. Edits/Updates								0	Committee discussed Catastrophic Leave Bank and RR 2040 and staff will bring this to the policy committee next month. 2/14/22	Edits/Updates 3/11/22
RR 2040	Sick Leave								<input type="radio"/>	Committee discussed policy and suggested we consider adding language that, if an employee returns from vacation leave, they cannot ask to change their vacation leave to sick leave after the fact. 4/11/22	



Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2
RR2120 Workers' Comp/Occupational Sick Leave Good Faith Interactive Process	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions	
RR 2250 Separation from the District Employment	Edits/Updates							0%	<input type="radio"/>		
RR 2260	Disciplinary Action								<input type="radio"/>	Committee discussed and will move this forward to meet and confer with Unions 9/26/22	
RR 3076 Video Recording/Surveillance	Committee discussed creating a review log to understand why an employee is accessing video recording								<input type="radio"/>	Edits/updates . 4/11/22	
RR 4010	Code of Ethics								<input type="radio"/>	a. Committee discussed that complaints between board members should be reported to and addressed by the Committee Chair. If the complaint is about the Committee Chair and at least two members of the Board have a similar concern, then Board members meet, absent of Committee Chair to discuss. b. Committee also discussed looking into if and how consider having an opportunity to sanction a member of the board should it ever be needed. c. Committee discussed adding in some language to the policy regarding what would happen were a board member to break the confidentiality of Executive Session. 11/28/22	
									<input type="radio"/>		
									0		