



# 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)

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

Board of Directors

Rizal Aliga

Robert Briseño

Ron C. Bowen

Adjoa McDonald

Gary Salvadori

General Manager

Gabriel 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: Salvadori and Aliga**

**Monday, July 11, 2022**

**4:00pm**

**Administration Office - Board Room**

**395 Amador Street**

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.

- 1. Purchase Vendor List Discussion**
- 2. Discuss Policy 4090 - Training Education Conferences**
- 3. Discuss Policy 2050 - Bereavement**
- 4. Discuss Policy and RR 1030 – Public Complaints**
- 5. Discuss Policy 1070 – Public Donations**
- 6. Discuss Policy 2080 – Union Memberships**

**Next Meeting: TBD**

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Bereavement Leave

**POLICY NUMBER:** 2050

In the event of a death in the immediate family, an employee may be granted paid bereavement leave up to four (4) working days. If the employee is required to travel one thousand (1000) miles or more for the purposes of the bereavement leave, the employee will be entitled to a total of five (5) days of leave.

“Immediate family” is defined as being spouse, parents, children, brother, sister, grandparents, grandchildren, or the corresponding relation of the employee’s spouse.

To qualify for bereavement leave,

- The employee must notify the District of the purpose of the absence on the first day of such absence;
- The absence occurs on a day the employee was scheduled to work;
- The employee, when requested, must furnish proof satisfactory to the District of the death and relationship to the deceased.

Bereavement leave which exceeds four (4) days, or five (5) days as set forth above, shall be deducted from the employee’s annual leave or sick leave at the employee’s option.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1030

The Board of Directors directs that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE:       1030       Public Complaints  
Rule and Regulation:       RR1030

The method of resolving complaints shall be as follows:

1. The individual with a complaint shall first discuss the matter with the Administrative Support Supervisor with the objective of resolving the matter informally.
2. If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Support Supervisor, the complaint shall be filed in writing with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
3. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This procedure is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Public Donations

**POLICY NUMBER:** 1070

Donations from members of the public or organizations to the District for a public purpose that is within the scope of the District's responsibilities may be accepted. Donations must be clearly marked as such. The Finance Director will provide a receipt for said donation with the District's tax identification number thereon to be included with a letter of thanks from the General Manager.

In the event the donation is for a specific purpose/project, the Finance Director will track the funds to insure they are only used as specified.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Union Membership

**POLICY NUMBER:** 2080

All regular full time employees of GVRD, except the General Manager, Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor are eligible for union membership. Employees must join the union, pay dues and initiation fees, or pay a service fee, or execute a written declaration claiming a religious exemption from the requirement. The union(s) are designated to represent both members and non-members in negotiations relative to wages and working conditions.

The Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor shall have the right to negotiate with the General Manager on wages, working conditions, and related subjects individually or collectively by a representative of their choice.

There are three recognized unions within the District, 1) International Brotherhood of Electrical Workers, Local 2376, 2) Service Employees International Union, Local 1021 and 3) Administrative Managerial Officers Association.

All negotiations are subject to Board approval.