



# GREATER VALLEJO RECREATION DISTRICT

Board of Directors  
Robert Briseno  
Gary Salvadori  
Sheryl Pannell Lea  
Ron C. Bowen  
Adjoa Mcdonald  
  
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: Pannell Lea and Briseno**

**Agenda  
Monday, July 12, 2021  
10:00am**

**Due to Solano County and the State of California's shelter in place orders our  
Committee Meetings will be held remotely via Zoom Meetings**

<https://zoom.us/join>

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

- 1. Discuss Changes to Policy #2315-Code of Conduct**
- 2. Review Proposed New Policy for Sick Leave Donations**
- 3. Update on Part-Time Employee Policy Manual**
- 4. Update on Policy Manual**

**Next Meeting: TBD**

### **Mission Statement:**

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

Website: [www.gvrd.org](http://www.gvrd.org)

---

# 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

## Rules and Regulations

POLICY NUMBER/TITLE:       XXXX           Sick Leave Transfer  
Rule and Regulation:        XXXX

### Vacation/Sick Leave Donation Policies:

**PURPOSE:** To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued vacation/sick leave balance to be transferred to assist another employee who has exhausted sick leave, and vacation, due to their extended illness or disability.

**POLICY:** All full-time employees who have completed the probation period will be considered eligible to participate in this program.

### PROCEDURES:

1. Donations of accrued vacation/sick leave must be in whole hours, with a minimum of one hour per donation, a separate form must be completed for each pay period in which a donation is desired.
2. The donating employee shall specify the employee to receive the value of the donation.
3. Prior to proceeding the first donation(s) to an employee, the GVRD will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid sick leave) and request the individual's written consent to receive donations. No donations will be processed until this written authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.
4. The donated vacation/sick leave will be transferred to the recipient, and processed by the finance department.
5. The IRS has ruled that the donating employee realizes no income and incurs no tax deductible expense or loss, either upon donation or payment to the recipient.
6. The City will not inform the recipient of the names of those donating hours or the number of hours donated.
7. The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her schedule hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.
8. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been transferred.
9. **ADMINISTRATIVE RESPONSIBILITY:** The Finance Department shall be responsible for implementing and maintaining this program.

Greater Vallejo Recreation District \_\_\_\_\_ VACATION/SICK LEAVE DONATION PROGRAM Vacation/Sick Leave Waiver & Donation Authorization Form Having read and understood the GVRD Vacation/Sick Leave Donation Program on the back of this form, and subject to the terms and conditions set forth therein, I hereby voluntarily waive my entitlement to and donate...

\_\_\_\_\_ hour(s) of my accrued vacation,  
\_\_\_\_\_ hour(s) of my accrued sick leave

to the employee I have identified below: EMPLOYEE TO RECEIVE DONATION: Print name:

\_\_\_\_\_ Department: \_\_\_\_\_ (Last)

(First) I understand that, upon submission of this form, I cannot control the timing of the deduction of the donated hour(s) from my vacation/sick leave balance and that, while I will not be specifically notified when the donation is processed, I may determine this by monitoring the vacation/sick leave balance reported to the GVRD Board of Directors and department heads monthly.

Donor's Name (print): \_\_\_\_\_ (Last) (First) Donor's

Social Security Number: \_\_\_\_\_ Donor's Department Name:

\_\_\_\_\_ Donor's Work Phone Number:

\_\_\_\_\_ Donor's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_ Return

form to: \_\_\_\_\_

DRAFT