



# 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  
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, September 26, 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. 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.

**2. Policy and RR 4005-Board Powers, Duties and Responsibilities-**  
discussion on updates/changes to policy

**3. Discuss Grievance Policies**

**4. Discuss Emergency Planning**

**5. Create a draft job description for Assistant General Manager position**

**6. Discuss Adding Full-time Maintenance Worker I to Facilities Dept.**

**7. Discuss Adding Full-time Visitor Services Coordinator**

**8. RR2260-Disciplinary Action**

**9. Discussion-Policy Updates Spreadsheet**

**10. Items for future agenda**

**Next Meeting: October 24, 2022**

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2260 Disciplinary Action  
Rule and Regulation: RR2260

### Applicability

This Rule and Regulation shall only apply to regular full-time employees, and shall not apply to any other category of employee including, but not limited to, probationary employees, part-time employees, temporary employees, or other employees who serve in an “at-will” capacity.

### Disciplinary Action

Employees may be disciplined for violations of District policies or regulations. Some of the reasons for disciplinary action include, but are not limited to, unauthorized absence, dishonesty, inefficiency or failing to perform the duties of his/her position, refusal to obey reasonable orders of supervisor, ~~or~~ discourteous treatment of a member of the public or another District employee, etc. The disciplinary action may be one or a combination of the following appropriate to the facts and circumstances involved:

- Verbal warning notifying ~~Warning—verbal notification to~~ an employee that there is dissatisfaction with his/her service or conduct, and that if the cause is not corrected further disciplinary measures will be taken. A verbal warning shall not be subject to appeal;
- Formal letter of reprimand notifying the employee that there is dissatisfaction with his/her service or conduct, and that further disciplinary measures may be taken if the cause is not corrected. The employee may provide a written response to the letter of reprimand within 30 calendar days. The letter of reprimand and any response shall be placed in the employee’s personnel file. Provided that no further incident or discipline occurs, the written reprimand and any response shall be removed from the employee’s personnel file after ~~three~~ (32) years from the date the reprimand was issued. A letter of reprimand shall not be subject to appeal; ~~Unless revoked completely on appeal, the reprimand as amended or modified, along with any written responses, shall be placed in the employee’s personnel file. Provided that no additional incident occurs of a like nature, the written reprimand and response shall remain in the employee’s file for a period not to exceed two (2) years from the date the final reprimand was issued;~~
- Demotion in classification or rank to a lower classification or rank with reduction in salary. Demotion may be permanent or temporary. Reduction in pay is effective at the beginning of the next payroll period following the effective date. The final notice of disciplinary action and any related documents shall be placed in the employee’s personnel file. A demotion shall be subject to the notice and appeal process set forth below;
- Reduction of step within range granted for merit and/or length of service. Reduction in pay is effective at the beginning of the next payroll period following the effective date of the disciplinary action. The final notice of disciplinary action and any related documents shall be placed in the

employee's personnel file. A reduction of step shall be subject to the notice and appeal process set forth below;

- Suspension without pay for a period not to exceed thirty (30) work days per incident. A suspended employee forfeits rights as an employee, including use and accrual of leave, while serving such suspension, except for insurance coverage. The final notice of disciplinary action and any related documents shall be placed in the employee's personnel file. A suspension without pay shall be subject to the notice and appeal process set forth below;
- Termination – permanent discharge from the District's service. The final notice of disciplinary action and any related documents shall be placed in the employee's personnel file. A termination shall be subject to the notice and appeal process set forth below.

The department head/supervisor has the authority to take disciplinary action following review and concurrence by the Human Resources Manager~~General Manager~~.

#### Notice of Intent to Discipline (Demotion, Reduction, Suspension, Termination)

Disciplinary action constituting a loss of compensation (i.e., demotion, reduction, suspension, termination) shall be set forth in a Notice of Intent to Discipline issued by the department head/supervisor that includes the following: All disciplinary action with the exception of verbal warnings will be accompanied by a letter signed by the General Manager or designee to the employee specifying:

1. A description of the proposed action ~~taken~~ and its effective date or dates;
2. A clear and concise statement of the reason(s) for such proposed actions, including the acts or omissions on which the disciplinary action is based;
3. A statement advising the employee of the right to respond either verbally or in writing to the General Manager or his/her designee, authority proposing the action prior to its effective date, including the time within which such response must be made.

The written notice shall be served on the employee at least five (5) ten (10) working days prior to the effective date of any disciplinary action against an employee.

#### Pre-Disciplinary ("Skelly") Response

Following receipt of a Notice of Intent to Discipline, the employee may provide a written or verbal response (i.e., a "Skelly" response) to the General Manager or his/her designee. Any written response or request to verbally respond must be in writing and received in the General Manager's office within five (5) working days from receipt of the Notice of Intent to Discipline.

#### Notice of Disciplinary Action

Following completion of the "Skelly" response process, or in the event no response is received, the General Manager or his/her designee may decide to proceed with the proposed discipline by issuing a Notice of Disciplinary Action, or may modify or withdraw the proposed discipline. The Notice of Disciplinary Action shall set forth the effective date or dates of the discipline. A decision by the General Manager or his/her designee to impose a suspension without pay for five (5) days or less shall be final and not subject to further appeal.

#### Appeals – Policies and Personnel Committee

A Notice of Disciplinary Action constituting a loss of compensation (i.e., demotion, reduction, suspension without pay for more than five (5) days, termination) may be appealed to Policies and Personnel Committee. Any request to appeal must be in writing and must be received in the General Manager's office within five (5) working days

from receipt of the Notice of Disciplinary Action. Thereafter, a hearing shall be scheduled before the Policies and Personnel Committee as soon as feasible.

Following conclusion of the hearing, the Policies and Personnel Committee shall issue a written decision. Either party may appeal the decision to the Board of Directors.

#### Appeal – Board of Directors

Following a decision by the Policies and Personnel Committee, either party may appeal the decision to the Board of Directors. Any request to appeal must be in writing and must be received in the General Manager's office within five (5) working days from receipt of the decision by the Policies and Personnel Committee. Thereafter, a hearing shall be scheduled before the Board of Directors as soon as feasible. Pursuant to the Brown Act at Government Code section 54957, the appeal shall be heard in closed session unless the employee makes a written request to have the matter heard in open session.

Following conclusion of the hearing, the Board shall issue a written decision. The written decision of the Board shall be final and binding.

~~The employee is entitled to respond to the action within ten (10) working days of the receipt of the written notice. The ten (10) working day response period begins the day following the date the written notice was served on the employee either in person or by the proof of service date if mailed.~~

~~If the employee elects to respond in person, a meeting shall be scheduled with the General Manager at which the employee shall be afforded the opportunity to respond to the proposed action. The employee may be represented by another in presenting a response. The General Manager may amend, modify, revoke or sustain any or all of the charges contained in the written notice.~~

~~After hearing and considering the response of the employee the General Manager shall issue a decision indicating:~~

- ~~1.— The original action is affirmed, or~~
- ~~2.— The original action is affirmed as modified or amended by the General Manager; or~~
- ~~3.— The original action is revoked and the charges against the employee are dismissed.~~

~~If the decision is either 1 or 2 as noted above, the General Manager will include in the notice to the employee that he/she has the right to appeal to the Policies and Personnel Committee and the date which that appeal must be made. Appeals to the Policies and Personnel Committee must be filed in writing within ten (10) calendar days of the receipt of the decision of the General Manager.~~

~~The Policies and Personnel Committee will hear the appeal in closed session within fifteen (15) calendar days of receipt of the appeal. The Committee's decision shall be announced in open session immediately after the closed session in which it was made. In addition, the employee shall receive written notification of the decision.~~

~~The decision of the Policies and Personnel Committee for appeals of a formal letter of reprimand or a suspension of five (5) or less days shall be final and binding.~~

~~For all other disciplinary actions, either party may appeal the decision of the Policies and Personnel Committee to the full Board. Appeals to the Board shall be in writing and must be made within five (5) days of the~~

~~issuance of the Policies and Personnel Committee decision. The appeal will be heard at the next regularly scheduled Board meeting in closed session to hear the reasons for the General Manager's and Policies and Personnel Committee's decisions. The final and binding decision of the Board of Directors shall be announced in open session immediately after the closed session in which it was made. In addition, the employee shall receive written notification of the decision.~~

#### Immediate Suspension of an Employee

In the event that an employee's behavior while on duty threatens the health and safety of any person; causes serious damage to public property, is an offense which seriously impedes District operations, or the employee is arrested and charged with disorderly or immoral conduct as defined in Public Resources Code, Section 5164, and any amendment thereto, the General Manager may immediately suspend the employee from his/her duties. The written notice of suspension shall be in writing and delivered to the employee at the earliest possible time considering the circumstances. The suspended employee shall not receive pay during the period of suspension. The employee shall be provided with an opportunity to respond to the suspension without pay prior to it being implemented. If the suspension is affirmed, modified or revoked, the disposition of the salary shall be addressed.

#### Compulsory Dismissal

Upon receipt of written electronic notification from the Department of Justice of a conviction for a crime defined in the Public Resources Code, Section 5164, and any amendment thereto, the employee shall be terminated automatically and without regard to any other termination procedure. The employee shall be provided with an opportunity to respond to the compulsory termination prior to it being implemented.

# HR Policy Update Report



Date **9/22/2022**

Policy	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
<b>Policy</b>									<input type="radio"/>	
Policy 2250 (Separation from District)	Edits/Updates							0%	<input type="radio"/>	
Policy 2315 (Code of Conduct)	Edits/Updates	9/13/2021	9/23/2021		10/18/2021			0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
Policy 2120 (Workers Compensation)	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions
Policy 2020 (Time off)	Edits/Updates								<input type="radio"/>	
Policy 2030 Holidays	Edits/Updates	X	X	X	X	X	X	100%	<input checked="" type="radio"/>	
Policy 4060 (Committees of the Board of Directors)	Edits/Updates/training								<input type="radio"/>	
Pricing Policy	Rec Team is working on this								<input type="radio"/>	
Policy 2090 (Probationary Period)	Updates needed to match MOU								<input type="radio"/>	
Policy 0005	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc								<input type="radio"/>	

Policy	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy 2215	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 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 2155	The language is not user friendly and could be updated in the future but is low priority.								<input type="radio"/>	

Policy	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy 2085	PT handbook and FT Manual do not match. We need to work on making the policies match								<input type="radio"/>	
policy 2190	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 collumn)</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	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy TBD	Unemployment insurance information is included in PT handbook but not FT Manual								<input type="radio"/>	
Policy 2005	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 2150	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 2015	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"/>	

Policy	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy 2040	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								<input type="radio"/>	
Policy 2035	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.								<input type="radio"/>	
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 2295	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	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?								<input type="radio"/>	
Policy ?	Cap needed on how much annual leave an employee can take								<input type="radio"/>	
RR 3076 - Vidoe Recording/Surveillan ce									<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"/>	
									<input type="radio"/>	
									<input type="radio"/>	
<b>Rules and Regulations</b>										
RR 2250	Edits/Updates							0%	<input type="radio"/>	
RR 2120	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions
RR 2020	Edits/Updates	9/13/2021	9/23/2021					0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
								0%	<input type="radio"/>	