



GREATER VALLEJO RECREATION DISTRICT

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

Website: www.gvrd.org

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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, November 28, 2022

9:30 a.m.

**Administrative Office – Board Room
401 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 1010-Adoption/Amendment of Policies

3. Policy & RR 2035-Dress Code

4. Policy & RR 4010-Code of Ethics

5. Policy 4020-Attendance at Meetings

6. Policy 4040-Board Officers

7. Policy 5020-Conducting Board Meetings

8. Human Resources Director Position – Update

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9. Discussion on Proposed New Job Positions:

- (1) Assistant General Manager/Marketing/Human Resources (Admin)
- (1) Custodian (Facilities)
- (1) Visitor Services Coordinator FT (Parks)
- (1) Assistant Pool Coordinator (Recreation)
- (1) Facilities Maintenance Worker I (Facilities)
- (1) Customer Service Rep. (Recreation)
- (1) Recreation Coordinator (Recreation)
- (2) Parks Maintenance Worker I (10-year Master Plan)

Next Meeting: December 19, 2022

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the General Manager and requesting that the item be included for consideration on the agenda of the appropriate Committee.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a recorded affirmative majority vote of the total membership of the Board of Directors.

Before considering adopting or amending any policy, the proposed adoption or amendment shall be reviewed by the appropriate Committee in order to make a recommendation to the full Board. Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board as a whole unless given authority to do so by the Board. Copies of the proposed policy adoption or amendment, with the Committee's recommendation, shall be included in the agenda information packet. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The Committee can reject changes to a policy as long as it does not override local, state and federal laws.

The Committee can also recommend not moving a policy along to the board to review.

Only two (2) no votes will inhibit the policy from moving forward to a board review, as long as it does not override local, state and federal laws.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Dress Code -**REVIEW AND DISCUSS**
POLICY NUMBER: 2035

Employees and Board members are expected to wear clothing appropriate for the nature of the District's business and the type of work performed. Specified job positions are required to wear District uniforms. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect all employees will be neat and clean in appearance to present the best possible image of the District to the community and other public agencies.

Employees and Board members should wear clothing that is not distracting or offensive to others. This includes clothing with offensive pictures/images, profane language and statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. They should also not wear logo apparel from another agency, another job they have, or promoting another agency other than GVRD.

Perfume and cologne. Some employees are allergic to the chemicals in perfumes and colognes so wear these substances with restraint. *How does an employee address this?*

Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events, or a school/district property.

If clothing fails to meet these standards, as determined by the department manager/supervisor, the employee will be asked not to wear the inappropriate item to work again, may be sent home to change clothes, and may receive a verbal warning for the first offense. Progressive disciplinary action may be applied if dress code violations continue in accordance with Policy #2260. If it is a board member, then either the Chair, or two board members will discuss with the Board member in violation.

When possible, reasonable accommodation may be made to a person with a disability or to accommodate a person's religious beliefs or gender identity.

Please refer to rules and regulations #2035 for more detailed listing of what is considered appropriate.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 2035 Dress Code

Rule and regulation: RR2035 Dress Code-To be REVIEWED, limits on number of apparel issued.

In order to ensure a safe, healthy and respectful work environment for our employees, the District has established the following dress code guidelines:

Board of Directors and Administration

The District offers a casual work environment for employees. Employees and Board Members are expected to use good judgement and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. *For "Dress Down Fridays", it is considered acceptable to wear sandals, jeans (no holes or tears), and modest tee shirts, and shorts. Flip flops or other abbreviated attire is not considered suitable for a professional work environment.*

Aquatics Department

All staff member are to wear GVRD approved uniforms and swim wear while on duty. All personnel are expected to use discretion in the purchase of their bathing suits. Female staff members working in an aquatics setting must wear modest "one piece suit" (no bikinis). A lifeguard shirt to cover when applicable. Male staff members working in aquatics setting must wear board shorts or swim trunks, no swim briefs (speedo type suits). The District shall furnish Lifeguards, Senior Guards, and Pool Managers two tee shirts, a whistle, and sunscreen.

- Longer hair must be tied back so hair does not interfere with performing CPR or other rescue procedures.
- All piercings and earrings are limited to studs only, and must be removed before any aquatics work begins.
- Quality sunglasses with UV protective lenses should be worn to reduce glare and decrease the fatigue on the eyes.
- Hats must be worn with bills facing forward and are limited to aquatics department and straw hats only.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must be exposed when representing the District during regular business hours, public events or school/district property.

Maintenance- Parks and Facility

All part-time/seasonal employees will receive a minimum of two (2) GVRD shirts and one (1) GVRD hat. Shirts will be replaced as needed. GVRD will also provide gloves and necessary safety equipment.

It is the responsibility of the employee to wear denim jean work pants. Shorts, wear pants or nylon pants are not allowed as well as excessively baggy or torn clothing. You must wear a heavy soled shoe or boot. Tennis shoes or sneakers will not be allowed.

Sports Department and ~~Mare Island Sports Complex~~

Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean, and in good taste at all times. Uniforms must be visible to public and not worn under another shirt, jacket, or sweatshirt.

- Staff ID badges must be worn at all times.
- Athletic attire must be worn when coaching at the sports complex (no leggings, shorts must come to mid- thigh, no sagging, or baggy clothes). Baseball caps with GVRD logo, major league teams, or college teams are allowed. All caps must be worn face forward.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events or a school/ district property.
- All piercings and earrings are limited to studs only, and must be removed before any work begins.
- Baseball caps with single logos may be worn during your shift if worn properly and authorized by your supervisor
- Knee length khaki or denim shorts may be worn no athletic shorts, leggings, sagging or baggy clothes.
- Staff ID Badges and whistles must be worn at all times. Replacement cost for both badge and whistle in the youth department: \$5.00.

Youth and Community Centers

Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean, and in good taste at all times. Uniforms must be visible to public and not worn under another shirt, jacket, or sweatshirt.

- All clothing must be discreet and professional.
- Bare feet or sandals are prohibited, except around an aquatic setting.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events, or a school/district property.
- All piercings and earrings are limited to studs only, and must be removed before any work begins.
- Baseball caps with single logos may be worn during your shift if worn properly and authorized by your supervisor
- Knee length khaki or denim shorts may be worn no athletic shorts, leggings, sagging or baggy clothes.
- Staff ID Badges and whistles must be worn at all times. Replacement cost for both badge and whistle in the youth department: \$5.00.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Code of Ethics and Conduct
POLICY NUMBER: 4010

The Board of Directors of the Greater Vallejo Recreation District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents.

The Board of Directors of the Greater Vallejo Recreation District shall adhere to the provisions of the Brown Act.

Each Director shall receive ethics training no later than one (1) year from the first day of service. Thereafter, each Director shall receive ethics training at least once every two (2) years.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

Arguments within the board, unprofessional behavior, or actions unbecoming of a board member should be brought to the attention of...

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 4010 Code of Ethics and Conduct
Rule and Regulation: RR4010

In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- Directors should practice the following procedures:
 - In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In presenting items for discussion at Board meetings, see Policy #5020.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Conduct between board members, in which a grievance may be filed needs to be addressed.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: **Attendance at Meetings**
POLICY NUMBER: **4020**

Members of the Board of Directors shall attend all regular, committee and special meetings of the Board unless there is good cause for absence.

A vacancy shall occur if any member fails to attend Board meetings, committee meetings, Ad Hoc meetings or any scheduled meetings with prior notification for two consecutive months without a valid excuse except as authorized by the Board of Directors. A medical exemption will occur with a valid doctor note.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. *If none of the members meet this criteria, then the two most senior members can be qualified. If one director meets this qualification, then the second most senior Director will also qualify.* The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

REVISIT THIS SECTION- *The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk.* In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker or five minutes for a spokesperson for an organization with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, **he/she they** may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.