



# Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles  
by providing safe parks and innovative and fun  
recreation programs for all residents.

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

## Policy and Personnel Committee Agenda

Directors: Aliga (Chair) and Judt

Monday, December 16, 2024

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590

3:30 p.m.

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. Closed Session

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION;** pursuant to Government Code  
Section 54957

Title: Recreation Coordinator

### 3. Discussion Items:

3.1 Policy 2090, Probationary Period

3.2 Policy 0000, Introduction- Objectives

### 4. Meeting Adjourn

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# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Probationary Period (Amended)  
POLICY NUMBER: 2090

### Probationary Period

All ~~new original full-time employees~~ and promotional appointments shall be subject to a probationary period of ~~six (6)~~ twelve (12) months ~~for all employees from date of hire or date of appointment~~. The probationary period is ~~to be regarded as~~ an integral part of the selection process and shall be ~~utilized~~ for monitoring the ~~adjustment performance~~ of an employee ~~actually performing of the duties of the new position~~. The length of the probationary period may be extended by the Department Head with the approval of the General Manager.

### Rejection of Probationer

During the probationary period an employee's ~~employment~~ may be ~~terminated~~ rejected at any time by the appointing authority with or without cause, and without the right of appeal. Notification of the ~~rejection~~ termination shall be provided in writing to the probationer.

### Rejection Employment Status Following Promotion

Any employee ~~rejected during the~~ who does not pass the promotional probationary period for inability or failure to ~~perform the duties~~ achieve performance standards of the new position may be reinstated to the same or similar position, if available, from which ~~he/she was~~ they were promoted unless ~~he/she is~~ they are dismissed from the District as provided by Policy #2260, Disciplinary Procedures.

### Transfers

The General Manager may transfer an employee from one position to another position in a comparable classification. For transfer purposes, a comparable classification is one with the same maximum salary, involves similar duties and requires ~~the same~~ similar basic minimum qualifications. The District will strive to match employee skills, experience and interests when making job assignments.

~~In the event that~~ if the District makes a job assignment that requires an employee to perform job duties outside the scope of his or her previous duties, the District will provide the employee with the necessary training and will make reasonable accommodations for the employee during the training period. The training period will ~~normally~~ not exceed six (6) ~~months, but~~ months but may be extended by the Department Head with the approval of the General Manager. If the employee is unable to satisfactorily perform the duties of the new position, at the end of the training period, the employee may be separated from the District. However, if a position of equal or lower salary classification is available, the employee may, at the discretion of the General Manager, be assigned to that position. If the position is at a lower classification, the employee must accept the salary of the ~~lower level~~ lower-level assignment, even if they are placed at Step One in the Pay Range Table.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Introduction

**POLICY NUMBER:** 0000

**History:** The Greater Vallejo Recreation District is a public service agency created by the people using a government structure for the purpose of providing recreational facilities and programs and conserving the recreational resources of the area.

In 1935, the Vallejo Planning Commission took as one of its first major responsibilities the task of studying recreation opportunities in Vallejo. The Vallejo Recreation Commission began active operation on January 1, 1937. The first chairman was John Alltucker and the Commission included Mrs. Charles A. Hicks, Elsa Widenmann, Julia Beede, Luther Gibson, Ernie Wichels and Opal Ralston.

As the result of an election by the people on July 14, 1944, the Greater Vallejo Recreation District was formed and went into operation in 1945. The first District advisory board members appointed were: Oscar E. Setterquist, chairman; Stanley L. Lathen, W. W. Neil, John Alltucker, Marie T. Dunklee, Frank O. Bell and Hubert Hilton.

On December 11, 1958, the Board of Directors unanimously passed a joint resolution to bring the District under the provisions of Chapter 4 of the Public Resources Code, thereby raising the tax limit from 25 cents to 50 cents on each \$100 of assessed valuation; however, a change to the taxing ability of the District through passage of Proposition 13 in June 1978 eliminated the tax rate previously utilized.

Today, the Greater Vallejo Recreation District is governed by a five-member Board of Directors who are appointed for four-year terms. Three members are appointed by the Vallejo City Council and two members are nominated by the supervisors of Districts 1 and 2 and approved by the Solano County Board of Supervisors.

In 2004, having celebrated its sixtieth anniversary of service to the community, the Greater Vallejo Recreation District encompasses over 65 square miles and includes 1,061 acres of land, 345 acres of which are developed park lands, and recreational/cultural facilities of diverse use, type and location throughout the City of Vallejo.

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

**Goal:** The goal of the District is to help enrich and fulfill the lives of the citizens through the provision of facilities and programs that will provide and enhance creative, wholesome and imaginative leisure-time living patterns.

Approved 4/28/2005

Revised 2-26-2009

Approved 5/2012

Electronic Copy Created: 06/21/2021

**Objectives:** The Greater Vallejo Recreation District strives to meet its goal by means of achieving the following objectives:

- Adopting a well-considered overall plan of recreation facilities for the entire community;
- Acquiring and reserving land for recreation facilities;
- Complying with space standards for recreation facilities and acquiring land, even though the limited financial resources of the recreation agency oblige it to delay complete development, operation and maintenance of recreation facilities;
- Dedicating and holding inviolate in perpetuity the lands of recreation sites, whether they be playgrounds, parks or specialized facilities, and protecting these lands against invasion by inappropriate uses;
- Accompanying the preparation of the comprehensive Master Plan, with financial planning for the acquisition, design, development, operation and maintenance of recreation facilities;
- Keeping the location, size and design of facilities flexible in order that they may be readily adaptable to the changing requirements of the population it serves;
- Relating activities to the physical, mental, social and emotional characteristics of the people to be served;
- Reflecting the community's customs, traditions, interests and unique characteristics and resources;
- Planning and organizing, whenever possible, to encourage family participation;
- Fostering activities for children and youth that will provide a basis for their recreation later on as adults;
- Encouraging participants to share extensively in planning, conducting and evaluating their recreation experiences;
- Introducing activities that individuals may continue on their own;
- Utilizing all recreation resources in and out of the community, including the appreciative use of areas of natural beauty and places of historical and cultural significance;
- Including activities co-sponsored with other agencies, and cooperating with community organizations in appropriate programs.

**Description of Greater Vallejo Recreation District:** Beginning at the common corner between Sonoma County, Napa County and Solano County, said common corner is the northwest corner of Vallejo Township in Solano County; thence east along the boundary between Napa and Solano Counties to an angle in the county boundary; thence northerly along said County boundary to the south line of Section 28, T.4N, R3W, MDM; thence east along the south line of said Section 28 and continuing along the south line of Section 27T4N, R3W, MDB, to the common corner between Green Valley, Benicia and Vallejo Townships; thence southeasterly, southwesterly, northwesterly and southwesterly along the boundary between Benicia and Vallejo Townships to the boundary between Contra Costa County and Solano County; thence westerly along the boundary between Contra Costa County and Solano County to the common corner between Contra Costa County, Marin County, Sonoma County and Solano County; thence northwesterly along the boundary between Sonoma County and Solano County to the place of beginning.

In 1988, GVRD boundaries were amended by the Sky Valley annexation which increased the District's boundaries by 548.36 acres, more or less, of regional open space (excluding golf course lands) which will be preserved in its natural state for recreation uses (i.e., trails, trailheads, general open space, grazing and vegetation management programs).

Approved 4/28/2005

Revised 2-26-2009

Approved 5/2012

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