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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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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, February 27, 2023

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 TBD-Purchase of Meals, Refreshments and other discretionary spending**
- 3. Update on Term Limits**
- 4. Update on Former Employees becoming Board Members**
- 5. California Special District Association (CSDA) Policy Manual Subscription**
- 6. RFQ for Policy Manual Updates**
- 7. Update on Human Resources Director Position**

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Purchase of Meals, Refreshments, and Other ~~Discretionary Purchases~~Non-Cash Items

POLICY NUMBER: TBD

Purpose

To establish a uniform policy ~~for the GVRD pertaining to~~regarding the purchase of meals, refreshments, and other ~~discretionary purchases~~non-cash items for GVRD employees.

Policy

~~GVRD may only spend district~~ District funds ~~shall not be expended for on~~ meals, refreshments, other miscellaneous food, gifts, cards, flowers, gift certificates or tokens of recognition ~~unless these items are for in connection~~ an authorized District activity or training as outlined below. Lunch time meals purchased through this policy are optional. If an employee chooses to attend the meal, they can not then take their own lunch time afterwards. Celebrations for Rretirements and/or departures to another job ~~celebrations~~ shall occur only during designated meal time. Any celebrations for an employee departure at any other time of day must be approved by the GVRD board of directors.

Authorized Use of Funds

An authorized District activity includes the following:

- 1) Special District-wide events provided by GVRD for its own employees with prior approval by the General Manager or their designee;
- 2) New employee recognition program; a welcome lunch that includes the designated Supervisor, Department Head, and/or the General Manager.
- 3) Mandatory District-wide trainings and/or briefings for employees that are 5 or more hours in length;
- 4) Oral boards and employee recruitment process;
- 5) GVRD Board of Directors's event or widely advertised ribbon cutting, open house or community meeting;
- 6) Annual GVRD-sponsored volunteer recognition event;
- 7) Annual GVRD sponsored employee recognition/ appreciation event

- 8) Emergency Operations Center training and activation ;
- 9) Annual department events as initiated by department heads;
- 10) GVRD hosted trainings, meetings and/or events involving other agencies;
- 11) Recreation programs (not meetings) where food is part of service delivery;
- 12) Annual meeting with the Greater Vallejo Park, Recreation, and Open Space Foundation;
- 13) Board of Directors trainings, or special meetings which are scheduled for four of more hours.
- 14) Purchase of flowers for full time staff in the event of surgery, birth of a child, or death of employee or an immediate family member. Please communicate with HR to verify any of these events.

All authorized GVRD activities outlined above must be approved by the respective department head and General Manager prior to using District funds. Documentation of department head and General Manager approval must be submitted with receipts, invoices and/or statements. Written on the receipt shall be the required information: names of people in attendance, reason for meal meeting, line item code, and date. The General Manager, or their designee, can, upon written approval, authorize an exception to the authorized GVRD activity. Cost for food shall be based on current year guidelines from the U.S. General Services Administration (GSA) Meals and Incidentals (M&IE) breakdown for the Napa region. As a general guideline, refreshments should not be purchased for GVRD staff meetings, activities, personal consumption, and trainings unless they meet the criteria above.

Non-allowable use of funds

- 1) Meals and/or refreshments for non-mandatory staff training.
- 2) Coffee, tea, snacks or other items for personal consumption, and are not associated with any item-event or activity listed in-under the "Authorized Use of Funds" above.
- 3) Meals and/or refreshments for mandatory District-wide training and/or briefings that are less than 4 hours in length, where a lunch break is not included in the length-of training/briefings;
- 4) Purchase of flowers, gifts, cards, and/or refreshments for social events including: staff birthdays, baby showers, anniversaries, departures from GVRD and/or retirements for staff;
- 5) Purchase of alcohol for any reason

Emergency Callouts

Employees who have been called out for emergencies, (e.g. repairing water main breaks or alarm call-outs) and are unable to leave their assignments to take meal breaks are eligible for meals and refreshments paid by the District.

Discretionary purchases

1) Departments are allowed to pay for water cooler expenses for employees.
2) Departments are authorized to pay for employee departure expenses (i.e. food, cake, and/or refreshments, etc.) for employees departing after a minimum of 10 years of service with the District. Allowable purchase amount is based on the employee's years of service as follows:

- | | | |
|-----------------------------|--|------------------|
| a. 10 - 19 years of service | | \$200.00 maximum |
| b. 20 - 29 years of service | | \$250.00 maximum |
| c. 30 + years of service | | \$300.00 maximum |

Department Recognition/Appreciation Non-Cash Awards

Non-cash awards such tickets for movies, events and t-shirts with City logos, may be provided to employees as part of the GVRD's recognition/appreciation program. Retirements, birthdays, baby showers, births and other personal celebrations are not considered department recognition/appreciation activities. Purchases of non-cash awards must be paid from each Department's existing budget and is capped at \$50 per employee per fiscal year.

Celebrations

Staff is allowed to participate during regular work-hours for other type of appreciation events if approved by their department head and General Manager, but material costs associated with these events ~~are~~ may not be paid for by GVRD funds.

Training policy

An authorized training must be approved by the department head and General Manager. The employee training and travel expense policy shall govern the reimbursement of expenses incurred by GVRD employees attending out-of-town trainings or conferences. See training and travel request form, or Union MOU for further details on the training and travel policy.

Business lunch policy

In the event that an employee is having a meal/business lunch with a vendor or an outside party of the agency, outside of City Hall, the employee must pay for his/her lunch and is eligible for the meal reimbursement by the City for his/her lunch, only if this meeting is approved in advance by the department head. Employees should strive to schedule meetings with outside vendor/parties during non-mealtimes,

