



GREATER VALLEJO RECREATION DISTRICT

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

Website: www.gvrd.org

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors

Rizal Aliga
Robert Briseño
Ron C. Bowen
Adjoa McDonald
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General Manager
Gabriel 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: Salvadori and Aliga

Monday, April 11, 2022

5:00pm

Administration Office - Board Room

395 Amador Street

- 1. Discuss RR 3076-Video Recording/Surveillance**
- 2. Discuss RR 2040-Sick Leave**
- 3. Discuss Policy 2020- Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday**
- 4. Discuss RR 2020- Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday**
- 5. Discuss Professional Development/Training versus Volunteer Hours**
- 6. California Public Employers Labor Relations Association (CALPELRA)- Discussion regarding upcoming conference**

Next Meeting: May 9, 2022

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

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 3076 Video Recording/ Surveillance
Rules and Regulations: RR3076

Protocols for Video Security Surveillance

1. Considerations Prior to Using Video Surveillance

- a. Security surveillance use is based on specific business, management, security, safety or other concerns.
- b. A video security surveillance system should be considered as part of a comprehensive program that includes other measures of control, deterrence, or detection.
- c. Consider the possible effects of the proposed video security surveillance on personal privacy.
- d. The proposed design and operation of the video security surveillance systems should minimize unintended and unnecessary privacy intrusion.

2. Designing and Installing Video Security Surveillance Equipment

- a. Given the open and public nature of the District's facilities and service, filming and /or recording may be done at any time in a 24- hour period because individuals may be present at all hours of the day and night; but we may not monitor the system continually.
- b. The video equipment shall be installed to monitor only those spaces that (GVRD) has identified as requiring visual surveillance program.
- c. The ability of authorized and unauthorized personnel to adjust cameras or other devices shall be restricted so they cannot adjust or manipulate cameras/devices to overlook spaces that are not intended to be covered by the video surveillance program.
- d. Surveillance equipment shall never monitor the inside of locker rooms, changing rooms or restrooms.
- e. Recording equipment must be located in strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the recording equipment. The General Manager or his/her designee shall determine authorized personnel.
- e.f. Only authorized personnel shall have access to the recording equipment (the video cameras themselves). Employees and members of the public

shall not adjust, move, or access the recording equipment without express authorization by the General Manager.

f.g. Every reasonable attempt should be made by authorized personnel to ensure video monitors are not in a position that enables the public and/or authorized staff to view the monitors except when the monitoring is purposefully intended for public viewing.

3. Notice of Use of Video/ Audio Surveillance Systems:

In compliance with state law, the District shall post signs, visible to employee and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds that video/audio surveillance may be in use.

4. Personnel Authorized to Operate Surveillance Equipment:

Only personnel authorized by the General Manager shall be permitted to operate surveillance systems or view surveillance recordings.

5. Visual Equipment/ Records

a. Facilities using video recorders will retain records for a period no longer than the recording systems' recording cycle, up to a maximum 90 days or less depending on the recording device and technology. A record of an incident will only be stored longer than 90 days where it may be required as part of a criminal, safety, or security investigation, evidently purposes, or management purposes.

b. Access to Visual Records:

Access to the video surveillance equipment and records shall be restricted to District personnel authorized by the General Manager and only in order to comply with their roles and responsibilities as outlined in the Video Surveillance Policy and/or individual job descriptions.

6. Law Enforcement and Court Ordered:

The General Manager may approve access to a video surveillance record if required for the purpose of law enforcement or by court order. The General Manager shall consult legal counsel before releasing any information.

7. Public Requests

Formal requests for video surveillance records from the public shall be made to the General Manager, who shall make a determination on releasing any information or recordings.

8. Storage

All recordings or other storage devices that are not in use must be stored securely in a locked receptacle located in an access- controlled area.

9. Custody, Control, Retention, and Disposal of Video Records/ Recordings:

The District retains custody and control of all original visual records not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the District will not maintain a copy of recording for longer than the recording systems' recording cycle, up to a maximum 90 days. The District will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Old recordings and storage devices must be disposed of in accordance with the District's records retention policy and/or applicable technology asset disposal process. Disposal methods may include shredding, burning, or easing depending on the type of storage device.

10. Unauthorized Access and/or Disclosure (Privacy Breach):

Any District employee who becomes aware of any unauthorized disclosure of a video record in violation of this Policy, and/or a potential privacy breach has a responsibility to ensure that the General Manager and their Division Manager Is Immediately informed of the breach. The following actions will be taken in accordance with managing a privacy breach:

- a. District staff shall work to mitigate the extent of the privacy breach and to review the adequacy of privacy protection with the existing Policy.
- b. The Division Manager shall inform the general Manager of events that have led up to the privacy breach.
- c. The General Manager in consultation with the Division Manager, in which the breach of policy occurred, shall investigate the cause of the disclosure with the 4 goal of eliminating potential future occurrences.
- d. The Division Manager and the General Manager, or designee should take all reasonable actions to recover the record and limit the record's disclosure as possible.
- e. A breach of this Policy may result in disciplinary action up to and including dismissal. A breach of this Policy by service providers (contractors) to the District may result in termination of their contract.

11. Accountability/ Responsibility

General Manager and/or their Designee:

- Is responsible and accountable for documenting, implementing, enforcing, monitoring, reviewing and updating the District's surveillance policy and privacy and access compliance.

- Approving installation locations for surveillance devices in District facilities
- Delegating the day-to-day operations of video surveillance systems and authorizing specific staff members to view surveillance recordings as needed
- Responding to formal requests to access records, including law enforcement inquiries, in consultation with the district's attorney if necessary.
- Ensuring monitoring and recording devices, and all items related to surveillance are stored in a safe and secure location.
- Investigating privacy complaints related to video surveillance records, and security/ privacy breaches

Division Managers are responsible for:

- Recommending proposed installations in their divisions after reviewing security and safety threat assessments and/or existing monitoring Needs
- Ensuring that appropriate District staff members are familiar with this Policy and providing advice, training, and recommendations to staff.
- Immediately reporting breaches of security/ privacy to the General Manager

Coordinator of each Facility is responsible for:

- Reviewing security and safety threat assessments and/or the monitoring needs of the District, to determine requirement for potential video surveillance systems.
- Assessing proposed installations in accordance with this Policy in consultation with the appropriate manager.
- Advising the General Manager on installations and operation options
- Conducting periodic internal audits to ensure compliance with this Policy.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2040 Sick Leave
Rule and Regulation: RR2040

Sick Leave Procedures

An employee who is sick or needs to take an unplanned day off shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or you are unable to speak directly to the Lead Worker, continue calling until you reach a live person; do not leave a voicemail for the main office or Lead Worker. While it is permissible to contact co-workers to inform them of the absence, it does not relieve the employee of directly contacting his/her supervisor.

Leave slips for sick leave or unplanned time off are to be submitted the day the employee returns to work. Employees may use annual leave or comp. time in lieu of sick leave. However, sick leave may not be used in lieu of annual leave. Additionally, if an employee has requested to use annual leave but then becomes sick, they will not be able to change their annual leave time off to sick leave time off. For extended periods of absence sick leave, annual leave, and comp. time/executive leave must be used before an employee can withdraw from the Catastrophic Leave Bank (members only) or request a leave of absence.

Part-time/ Temporary or Seasonal Employees Procedure:

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- Sick leave may be used in .25 (15 min) increments.
- GVRD shall provide paid sick days upon oral or written request for an employee for valid reasons for the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an employee who is the victim of domestic violence, sexual assault, or stalking.
- Paid sick leave is limited to 24 hours or three days in each year of employment.

A part-time employee who is sick or needs to take an unplanned day off shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly with his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or you are unable to speak directly to the Lead Worker, continue calling until you reach a live person; do not leave a voicemail for the main office or Lead Worker. While it is permissible to contact co-workers to inform them of your absence, it does not relieve the employee of directly contacting his/her supervisor.

Catastrophic Leave Bank Guidelines

The purpose of the Catastrophic Leave Bank (CLB) is to provide a means of obtaining additional sick leave days to allow an employee to stay longer on paid leave status when he/she is off work due to a major illness or injury.

~~The Leave Bank will allow other DISTRICT employees to donate time to the Leave Bank so that the applicable employee can remain on a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition. Employee can buy into the leave bank with 8 hours of Vacation time, or sick leave. On an annual basis, 1 (one) hour will be deducted and placed into the catastrophic leave bank, unless the employee wishes to exit the leave bank, forfeiting their participation, and any future benefits unless they rejoin. Termination from the Catastrophic leave by the employee's choice, does not allow reimbursement of said donated hours to that point.~~

~~The CLB benefit is derived from voluntary contributions from participating employees.~~

To be eligible for membership in the CLB, the employee must:

- Be a qualified full time employee
- Be entitled to earn and use sick leave in the District
- Passed his/her initial employee probationary period.
- ~~Donate a minimum of eight (8) and maximum of forty (40) hours leave credit(s) per calendar year. Employee can buy into the leave bank with 8 hours of annual or sick leave. On an annual basis, 1 (one) hour will be deducted and placed into the catastrophic leave bank, unless the employee wishes to exit the leave bank, forfeiting their participation, and any future benefits unless they rejoin.~~
- Compensatory time may be used in lieu of accrued leave.
- ~~Have forty (40) hours (or as stated in MOU's) of earned sick leave or annual leave remaining after contributing the eight hours required for membership.~~
- ~~Termination from the Catastrophic leave by the employee's choice, does not allow reimbursement of said donated hours to that point.~~

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Donations:

Donations will be accepted from current members in January of each year. However, new employees may make a donation as soon as they are eligible for membership. The ~~Human Resources~~ CLB Administrator(s) will verify that the employee meets the eligibility requirements. Time donated will be deducted from the employee's leave or compensatory time balance and converted to catastrophic sick leave hours. Donations of leave to the CLB are nonrefundable and nontransferable except in the event of termination of the CLB. In the event the CLB is terminated, the total days on deposit shall be returned proportionately to the current participating members and credited to their personal sick leave accruals rounded to the nearest quarter (.25) hour.

Approved 2/2008
Revised 10/2010, 12/2011, 02/2015
Electronic Copy Created: 06/22/2021

RR2040-2

Administration:

A committee who will make recommendations to the General Manager regarding a withdrawal application shall administer the CLB. The committee shall be composed three (3) members: one (1) representative from SEIU, one (1) representative from IBEW, and the Administrative Support Supervisor. The committee shall act with an affirmative or negative recommendation on all requests, and the General Manager shall make the final decision. Decisions of the committee and General Manager shall be final and cannot be appealed or grieved. The Administrative Support Supervisor shall maintain all records of the CLB.

The committee will meet at the end of each year to review the status of the CLB. If there have been no withdrawals in the current year, the committee may recommend to the General Manager to suspend contributions due in January of the following year. However, if a number of withdrawal requests come in during the year which depletes the CLB, the committee may reinstate the contribution requirement.

Withdrawal Conditions:

An employee may be able to apply for a withdrawal from the CLB when:

- the employee suffers a catastrophic illness or injury, defined as follows:
 - must be of a serious nature, not a passing disorder or temporary ailment; and
 - must require treatment by a certified health care provider;
 - normal pregnancies without complications and routine surgeries without complications are not considered to be catastrophic;
- the employee is an active member of the CLB in the year a withdrawal is requested and has been a member for thirty (30) calendar days;
- the employee has exhausted all earned leave and compensatory time;
- the injury or illness is not covered by Workers' Compensation even if the workers' compensation benefit has been exhausted;
- the employee is off pending a contested Workers' Compensation claim; repayment of the withdrawal shall be reimbursed should the claim succeed;
- the request is for the employee's personal illness or injury, not for an employee to take leave due to an illness or injury of a family member;
- at the time of application, there is no monitoring or disciplinary action for sick leave abuse.

Applying for a Withdrawal:

Should the member have an illness or injury, as defined above, necessitating the need for additional days, the member may submit a written withdrawal application from the CLB. The application should be initiated as soon as the member knows that all leave will be used before being released to return to work. The committee may refuse to consider an application that does not contain the following information:

- Identification of the nature of the illness and/or extent of injury;
- Date of initial onset of this particular condition;
- Anticipated return to work date.

If a member is critically ill or unable to file an application him/herself, the immediate supervisor or a family member may initiate the application.

Withdrawal applications should be submitted to the Human Resources Administrator, who will verify the employee is an active member of the CLB. The committee will meet, review the application and forward its recommendation to the General Manager within 15 working days from the date the application is received. The General Manager will review and forward his decision to the member and the committee within five (5) working

days. The Human Resources Administrator will coordinate with the employee and the payroll department to add approved withdrawal hours to the employee's leave accrual.

Members of the CLB are not necessarily entitled to any days or a set number of days. The number of hours granted, if any, will be determined by the committee who will consider the number of hours in the CLB, the number of pending requests and the nature and duration of the illness or injury. The limit on the number of hours a member may receive per request is 40 hours. A new withdrawal application is required for more hours with a maximum of 160 hours per incident. A member who returns to work before using all the withdrawn hours will return the unused hours to the CLB upon return to work.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

POLICY NUMBER: 2020

Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. **Employees in a promotional probationary period may use accrued sick leave but only if it's been approved by the Department Head and General Manager before the start of the promotional probationary period. Any leave used during original or promotional probationary period may extend the length of probation by the number of days used for leave during probation.** After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

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Approved 3/8/2007

2020-1

Revised 6/26/2008

Electronic Copy Created 06/22/2021

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of forty five (45) days which is not more than three hundred sixty ~~320~~ 360 hours. At termination of employment for any reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.

If an employee becomes sick during the use of their scheduled annual leave time off, the employee cannot change their annual leave to sick leave.

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Compensatory Time Off

Compensatory time off (CTO) may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. Compensatory time must be used within forty-five (45) calendar days of being earned. If CTO is not used within the allotted time, then GVRD will cash out the CTO time that has only exceeded the forty-five (45) day calendar time frame. Additionally, any unused accrued CTO will be cashed out at the appropriate rate in the first pay period of June each calendar year. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest.

If an employee is promoted to an exempt-level position, their compensatory time will be paid out at the time of promotion. If the employee later demotes or transfers back into a non-exempt level position, they will restart any compensatory time accrual.

Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	140 days (11280 hours)
All other exempt positions	109 days (8072 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance and the Catastrophic Leave Bank may also provide additional assistance for serious long term health issues.

Leave without pay ~~should~~ shall only be requested for emergency situations ~~s~~ when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation, floating or holiday leave available. Any leave without pay must be pre-approved by the General Manager.

Approved 3/8/2007

Revised 6/26/2008

Electronic Copy Created 06/22/2021

2020-3

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday
Rule and Regulation: RR2020

Employees requesting time off shall submit a leave slip or electronic leave request to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip, electronic or on paper, shall be returned to the employee with the reason for refusal written-noted on the leave slip request. Once approved, the original leave slip will be returned to the employees be forwarded to the Administrative Support Supervisor for tracking and payroll purposes to be included with the employee's timesheet submitted to payroll each pay period. Employees should also keep copies of any leave slips should they choose, a copy will be sent to the employee. Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

If an employee ~~who~~ needs to take an unplanned day off, the employee shall notify (by phone call or other district approved electronic communications) their immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. However, if the employee is unable to communicate directly to their supervisor, the employee shall notify the department head during business hours, shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or if you are unable to speak directly to the lead worker, continue calling until you can speak to a supervisor, department head, or General Manager for approval of time off. Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

Any employee that has exhausted all annual leave, sick leave, compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave for emergency situations. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation, and/or has not communicated with their supervisor regarding the absence, will may be considered as having voluntarily resigned from the district.

Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.

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