



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Sheryl Pannell Lea
Ron C. Bowen
Adjoa Mcdonald

General Manager
Gabriel Lanusse

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

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 Directors: Pannell Lea and Briseno

**Agenda
Monday, June 14, 2021
10:00am**

**Due to Solano County and the State of California's shelter in place orders our
Committee Meetings will be held remotely via Zoom Meetings**

<https://zoom.us/join>

**You may also call in at +1 669 900 9128 US
Meeting ID: 4425425788 Password: 1944**

- 1. Discuss Job Description for HR Coordinator**
- 2. Discuss Job Description for Marketing and Social Media Coordinator**
- 3. Review New Policy for Sick Leave Donations**
- 4. Review Updates to Policy #2315 - Code of Conduct**
- 5. Discuss Policy #2120 - Workers Compensation/Occupational Sick Leave**
- 6. Discuss Auxiliary Benefits Parity for At-Will Employees**
- 7. Discuss New Human Resource Information System (HRIS)**
- 8. Update on Part-Time Policy Manual**
- 9. Discuss GVRD Future Staffing Plans**
 - a. Attrition and reorganization**

Next Meeting: TBD

Mission Statement:

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

Website: www.gvrd.org

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Human Resources Manager

GENERAL SUMMARY

This position is an at-will, confidential position responsible for human resources (HR) administrative support at site, including employment, pre-employment process, applicant tracking, workers' compensation reporting, new hire onboarding, personnel change notifications and benefits administration. Supports the District by providing effective customer service to both internal and external customers and applicants. Administrator for employee relations, employee onboarding, and administrative support for HR. Update and maintain employee information within HRIS. Functions as a team member within the department and organization, as required, and perform any duty assigned to best serve the company.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Benefits administration
- Collecting interview feedback, recording recruiting activity regarding applicant tracking, facilitating candidate hiring forums and other tasks related to the interview process
- Overseeing candidate experience (including travel coordination, reimbursement of candidate expenses and background checks)
- Providing timely feedback to all stakeholders in the hiring process
- Help develop and support new employee onboarding (including document verification)
- Oversee compliance and assist with Company-wide trainings
- Human Resources administrative assistance
- Assistance with Workers' Compensation claims
- First point of contact with employee relations
- Champion data accuracy by managing HR records and data including input, auditing and cleanup in HRIS systems
- Maintain and update HR systems, materials, resources, and files
- Assist with planning and coordinate Company wide HR initiatives and programs (including culture events)
- Support the operations of our offboarding process for employee terminations
- Other ad hoc projects determined by ongoing needs of the Company

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Human Resources Manager

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee part-time employees. This position may oversee work quality, training, instructing, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma preferred
- One (1) to three (3) years' experience in Human Resources or related area
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Human Resources Manager

Required Licenses or Certifications

- Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Intermediate knowledge with Applicant Tracking Processes and/or Systems, HRIS (knowledge of Arc systems is preferred, Outlook Calendar, and Microsoft office suite
- Human Resources, employee life cycle procedures-
- Comfortable with working independently and with limited supervision
- Organized, detail oriented and don't sweat the small stuff
- Take pride in your work and deliver consistent results, consistently
- Principles of business letter writing and report preparation-

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform human resources clerical work requiring use of independent judgment and initiative-

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Human Resources Manager

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
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Salary Grade	46S
Reports To	Human Resources Manager

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Generally, days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. but can vary dependent on need.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
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Salary Grade	46S
Reports To	Human Resources Manager

other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/13/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Marketing and Social Media Coordinator
Job Code	
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Administrative Supervisor/Board Clerk

GENERAL SUMMARY

This position is responsible for coordinating and managing the District's marketing plan and social media profiles, developing, and maintaining blogs, video feeds, trending social networking sites, District Website, and resource centers. You will work closely with the Administrative Supervisor/Board Clerk and Executive Staff and to create unique content and complete projects that ensures consistency with District strategies, commitments, and goals. To succeed, you must be tech savvy, a strong communicator, organized, a team player, can take direction and take the lead, as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Implement marketing and social media strategies that build brand awareness, generate inbound traffic and product usage
- Work with District departments to create meaningful content
- Stay current with social media trends and best practices
- Research opportunities for new social marketing platforms and select adapt current process to fit department and professional needs
- Generate, edit publish and share content daily
- Discuss completed and pending tasks with team members, as well as introduce new ideas that create excitement and organization
- Write, develop and strategize online content production and scheduling
- Assist with crisis management, bad reviews, and negative news communications
- Moderate user-generated content and messages appropriately, based on company and community policies
- Track and analyze analytics reports to gain insight on traffic, demographics, and effectiveness; utilize this information to positively affect future outcomes
- Build meaningful connections and encourage community members through dialog and messaging
- Attend conferences/events and interact via networking and live posting
- Engage in relevant social discussion about the organization, brand, competitors, and/or industry from existing customers and new guests/audiences
- Maintain a strong brand presence that is uniform across all social media platforms, including but not limited to Facebook, Instagram, Twitter, LinkedIn, etc.
- Take a lead role in research activities, brainstorming, and development of social tactics utilizing available resources and understanding of outlined KPI's

Greater Vallejo Recreation District Job Description

Classification Title	Marketing and Social Media Coordinator
Job Code	
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Administrative Supervisor/Board Clerk

- Create a marketing and social media content calendar
- Report on the state of social media accounts and create weekly/quarterly reports

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee part-time employees. This position may oversee work quality, training, instructing, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in a field related to marketing - preferred
- One (1) to two (2) years' experience in Marketing
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Greater Vallejo Recreation District Job Description

Classification Title	Marketing and Social Media Coordinator
Job Code	
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Administrative Supervisor/Board Clerk

Required Licenses or Certifications

- Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Excellent writing, storytelling, and communication skills through social media
- A "strategy mindset" around followers building
- Creative strategic contents for social media platforms
- Has a proven track record of building a community on social media platforms
- Adobe Photoshop, Photography, light video editing, and other visual methods of communicating ideas and content
- Creating compelling social content that makes people excited to like, comment, and share.
- Comfortable with working independently and with limited supervision
- Taking pride in your work and deliver consistent results, consistently

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Attention to detail
- Strong communication, multitasking, and analytical skills
- Experience with social media and communication tools
- Knowledge of multi-social media platforms
- Good analytical skills
- Display ability to work with cross functional departments
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Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

Greater Vallejo Recreation District Job Description

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Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

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This is a full-time position. Generally, days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. but can vary dependent on need.

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This position does not require security clearance.

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ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly

Greater Vallejo Recreation District Job Description

Classification Title	Marketing and Social Media Coordinator
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related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

Date created	12/13/2020
Dates revised	

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: XXXX Sick Leave Transfer
Rule and Regulation: XXXX

Vacation/Sick Leave Donation Policies:

PURPOSE: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued vacation/sick leave balance to be transferred to assist another employee who has exhausted sick leave, and vacation, due to their extended illness or disability.

POLICY: All full-time employees who have completed the probation period will be considered eligible to participate in this program.

PROCEDURES:

1. Donations of accrued vacation/sick leave must be in whole hours, with a minimum of one hour per donation, a separate form must be completed for each pay period in which a donation is desired.
2. The donating employee shall specify the employee to receive the value of the donation.
3. Prior to proceeding the first donation(s) to an employee, the GVRD will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid sick leave) and request the individual's written consent to receive donations. No donations will be processed until this written authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.
4. The donated vacation/sick leave will be transferred to the recipient, and processed by the finance department.
5. The IRS has ruled that the donating employee realizes no income and incurs no tax deductible expense or loss, either upon donation or payment to the recipient.
6. The City will not inform the recipient of the names of those donating hours or the number of hours donated.
7. The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her schedule hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.
8. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been transferred.
9. **ADMINISTRATIVE RESPONSIBILITY:** The Finance Department shall be responsible for implementing and maintaining this program.

Greater Vallejo Recreation District _____ VACATION/SICK LEAVE DONATION PROGRAM Vacation/Sick Leave Waiver & Donation Authorization Form Having read and understood the GVRD Vacation/Sick Leave Donation Program on the back of this form, and subject to the terms and conditions set forth therein, I hereby voluntarily waive my entitlement to and donate...

_____ hour(s) of my accrued vacation,
_____ hour(s) of my accrued sick leave

to the employee I have identified below: EMPLOYEE TO RECEIVE DONATION: Print name:

_____ Department: _____ (Last)

(First) I understand that, upon submission of this form, I cannot control the timing of the deduction of the donated hour(s) from my vacation/sick leave balance and that, while I will not be specifically notified when the donation is processed, I may determine this by monitoring the vacation/sick leave balance reported to the GVRD Board of Directors and department heads monthly.

Donor's Name (print): _____ (Last) (First) Donor's

Social Security Number: _____ Donor's Department Name:

_____ Donor's Work Phone Number:

_____ Donor's Signature:

_____ Date: _____ Return

form to: _____

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Employee Code of Conduct
POLICY NUMBER: 2315

The Greater Vallejo Recreation District (GVRD) is committed to the principles of integrity, accountability and employees rendering the best possible service to maintain the highest standards of conduct towards co-workers, customers, stakeholders and the community. GVRD expects all employees to follow the District Code of Conduct to demonstrate our values, deliver quality public service and to protect the interests and safety of all employees and the District.

The District has outlined the components of our Code of Conduct policy below and this applies to all GVRD employees including, but is not limited to, full-time, part-time, seasonal, contract, students, volunteers and interns.

All employees should respect their co-workers and customers. The District will not allow any kind of discriminatory behavior, harassment, threats, intimidation, violence or victimization. All employees have the right to work in a positive environment. Employees should follow our Equal Opportunity Policy 2225 in all aspects of their work, from recruitment and performance evaluations to interpersonal relations.

Protection of District Property

All employees should treat the District's property, whether material or intangible with respect and care.

Employees shouldn't misuse District equipment and operate equipment safely at all times and follow all safety precautions. This includes trademarks, copyright and other property information (District). Employees should only use this information to complete employee's job duties.

All valuable articles found in parks or areas under the jurisdiction of the District must be returned to the GVRD main office, 395 Amador Street, Vallejo, CA. The District will make every effort to contact the owner (when information is available to return item(s) to customer, individual or organization.

Employee Behavior

All employees must show integrity and professionalism in the workplace by being respectful and courteous to co-workers and the general public.

Be aware of how others perceive you.

Gifts and Gratuities

Employees may not give or accept gifts, entertainment, or any other personal benefit or privilege that would in any way influence or appear to influence any business decision. Accepting money, gifts, entertainment or any other benefit or preferential treatment from any existing or potential customer, vendor or business associate of the District, is strictly prohibited, except occasional gifts of modest value (less than \$20.00) and entertainment on a modest scale as part of customary business practice.

GVRD employees may accept edible gifts of nominal value (less than \$20.00) that are offered equally to an entire work group.

District employees may accept items that can be displayed in public areas of GVRD facilities (such as flowers or food items).

Employees may accept handmade items by and from children under age 16.

This policy does not affect the authority of GVRD to accept gifts (for example, donations or bequests) in furtherance of its public agency purposes.

Procedures

Upon being offered or receiving a gift prohibited by this policy, an individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the GVRD Main Office, 395 Amador Street, Vallejo, CA. and the gift will be donated to a charitable organization or placed in an employee random drawing.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about District policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the General Manager or the Human Resources department.

We take seriously the standards set forth in the Code , and if a violation occurs, an employee may be subject to warning, reprimand or suspension up to and including dismissal for the violation of the Code of Conduct.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: TBD **Code of Conduct**
Rule and Regulation: **TBD**

Purpose

The Greater Vallejo Recreation District has identified the standards outlined in this document as those expected to be met by employees in the conduct of their duties. This Employee Code of Conduct will assist District employees in their daily efforts to achieve and maintain certain standards in public service. The Employee Code of Conduct is applicable to all District employees. It is the duty of all District employees to fully acquaint themselves with and abide by the contents of this Employee Code of Conduct.

POLICY

It is the policy of the District that all employees are expected to discharge their functions and roles in an effective, dedicated, and safe manner and to observe, promote, and exhibit the following principles:

1. Safety – All District employees must:

- a. Perform their assigned duties in the safest manner possible;
- b. Ensure at all times both the safety of themselves and the public;
- c. Remedy any known unsafe condition immediately, up to and including removal or repair, temporary barricading, and reporting of the hazard to the Safety Committee or their immediate supervisor.

2. Honesty and Integrity – All District employees must:

- a. Fulfill their duties and obligations responsibly and in a timely manner;
- b. Deal with the public and their affairs fairly, effectively and sensitively to the best of their ability;
- c. Work collaboratively and respectfully with colleagues; this includes but is not limited to; using respectful language (i.e. no profanity, yelling, raised voices, or harassment), meeting and adhering to necessary work deadlines, and following all requisite policies both in this policy manual as well as Union MOUs.
- c. Administer public funds judiciously and efficiently;
- d. Acknowledge and correct any errors as soon as possible;
- e. Adhere to the policies, rules, regulations, instructions and guidelines governing the Greater Vallejo Recreation District.

3. Impartiality and Objectivity – All District employees must:

- a. Ensure that fairness and equal opportunity are afforded to all;
- b. Provide sound advice and make decisions based on the facts;
- c. Be consistent in the application of any policies or guidelines of their District.

4. Accountability and Transparency – All District employees must:

- a. Be open and transparent in all matters dealing with servicing the public;
- b. Consider the ramifications of their actions or decisions to the public, the division, and the District as a whole;
- c. Exercise prudence in the use of District funds, resources, and utilities.

5. Leadership

- a. Management should promote and support the principles identified above by leadership and example;
- b. Employees should be encouraged to show creativity where appropriate and initiative in the performance of their duties.

6. Rights and Responsibilities

- a. The General Manager has a responsibility to make employees aware of this Employee Code of Conduct;
- b. If an employee has a concern, he/she should start by talking to his/her supervisor or someone else in the management chain;
- c. An employee who becomes aware of actions by others which he/she believes conflicts with this Employee Code of Conduct should report this to his/her supervisor or someone else in the management chain; alternatively, he/she may seek advice from the Human Resources Department;
- d. Evidence of criminal or unlawful activity should be immediately reported to the supervisor, the Police Department, or other appropriate authorities.

The Greater Vallejo Recreation District occupies a position of trust and responsibility in the public. In meeting its obligations, the District expects all employees to carry out their responsibilities with the highest level of integrity and ethical behavior.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Workers' Compensation/Occupational Sick Leave
POLICY NUMBER: 2120

Worker's Compensation

The District, in accordance with the California Labor Code, shall provide workers' compensation insurance coverage for employees who sustain work related injuries. The District is self-insured and works through a Third Party Administrator for the processing of workers' compensation claims. Medical treatment is contracted through a health care provider network. Employees who are injured in a work related injury will be referred to the contracted provider for initial treatment.

Occupational Sick Leave

Occupational sick leave for employees injured in the line of duty shall be authorized when the General Manager, after consultation with the Third Party Administrator, determines that the employee is unable to perform his/her normal job duties. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed six (6) months. Annual leave and sick leave will not accrue and step increases or other increases shall not be given to employees while receiving workers' compensation benefits. Employee sick leave shall not be charged against an employee off duty for occupational sick leave.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2120 Workers' Compensation/Occupational Sick Leave
Rule and Regulation: RR2120 Good Faith Interactive Process

Procedures for Implementing the Good-faith Interactive Process

If an employee has been injured on the job and has missed work due to injury;

1. The injured employee may not return to work without a release from his/her physician stating that he/she can work without restrictions.
2. If the employee's physician releases the employee to work with restrictions, the following will provide the guidelines;
 - A) The employee shall meet with the Human Resource Manager, to discuss those restrictions;
 - B) Human Resource Manager shall review those restrictions, in relation to the essential functions and the usual duties of the employees job;
 - C) The Human Resource Manager will then meet with the General Manager and present a recommendation on the employees' ability to perform those usual duties of his/her job, with the restrictions placed by the physician. The General Manager may consult with the employee's supervisor prior to making the decision;
 - D) If it is determined that the employee can perform the duties, with the restrictions, then the employee may return to work;
 - E) If it is determined that the employee cannot perform the usual duties with restrictions, then the Human Resource Manager will discuss other vacant positions or other work that may be available for the employee, with the General Manager. This evaluation will include reasonable accommodations that may be made, allowing the employee to resume work.
 - F) After meeting with the employee the General Manager will determine whether to accommodate restrictions or assign the employee to an equivalent vacant position the employee is qualified to perform. The District shall provide reasonable accommodations as needed, or a lower graded position if available, or may temporarily assign tasks the employee will be able to perform while recovering;
 - G) If after conferring with the employee, and the General Manager determines that the District cannot accommodate the restrictions, then once the employees condition improves and the restrictions are lessened or removed, then the General Manager will again review as outlined above;

- H) If the General Manager determines that the restrictions can be accommodated, then the employee will return to work on the date allowed by his/her physician provided a signed work release is received by the District prior to or on the first day of work.
- I) If the employee refuses work offered to him/her that he/she can do within the restrictions outlined by the physician, then the employee will be considered as if he/she has abandoned his/her position and may be terminated.