



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
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Policy and Personnel Committee Agenda

Directors: Briseño and Kennington

Monday, July 24, 2023

6:00 p.m.

Administrative Office – Board Room

401 Amador Street

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, all joint planning and development programs for district facilities, including any additional facility needs, and the development of present parks. This committee shall review and make recommendations for facilities and/or developments. This committee shall review matters related to the engineering and operation of facilities and short and long-range capital improvement plans.

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 2040 & RR2040 - Sick Leave

3. Policy 4020 - Attendance at Board Meetings

4. Discussion on Staffing Levels

5. Discussion on Additional Employees

6. Discussion on Professional Association Membership, CEU, Training, and Networking

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease or to care for sick immediate family members pursuant to the Family Leave Act. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided.

In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the beginning of the shift. If unable to speak to his/her supervisor, the employee shall follow the procedures outlined in the rules and regulations. A Doctor's certificate shall be required for sick leave in excess of three (3) days.

Sick leave will accrue from the first day of employment and will be available for use by the employee during the initial probationary period.

All full time employees shall earn sick leave at a rate of twelve (12) days per year with unlimited accrual. If a holiday occurs while an employee is on sick leave, that day shall be considered as a paid holiday and not sick leave. At termination of employment for any reason, non-represented employees with ten (10) or more years of service shall be entitled to a lump sum payment for their accumulated sick leave. Eligibility requirements for represented employees are set forth in the Memorandum of Understanding applicable to the particular bargaining group. The lump sum payment shall be seventy-five percent (75%) of the accumulated sick leave not to exceed 90 work days.

Disability Insurance (SDI)/Personal Family Leave (PFL)

Employees who file a claim and are determined eligible for State Disability Insurance (SDI) or Paid Family Leave will have their wages reduced by the amount of SDI or PFL received. Deductions from sick leave for employees on SDI/PFL will be calculated based on the reduced amount.

Employees on sick leave or disability for the same illness/injury more than ninety (90) calendar days will not accrue annual or sick leave.

Catastrophic Leave Bank

A Catastrophic Leave Bank (CLB) has been established 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 CLB benefit is derived from voluntary contributions from participating employees. Eligibility for, use of, and donation requirements are set forth in the sick leave rule and regulation (RR2040).

Part-time/ Temporary or Seasonal Employees

GVRD desired to be compliant with the "Healthy Workplaces, Healthy Families Act of 2014." Effective July 1, 2015, an employee who, on or after July 1, 2015, works for GVRD for more than 30 days within a year from the beginning of employment is entitled to paid sick leave. Leave will be used and accrued as outlined below.

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment.

Any unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days.

Unused sick leave will not be paid out at the time of employee's separation from the district for any reason. Any employee that resigns, quits, or otherwise terminates, the balance of sick leave is forfeited and reset to "0".

Part-time Employee Categories

- Part-time employee (working less than average of 20 hours per week in a fiscal year.)
- Part-time employee (working an average of 20 hours per week or over 1000 hours in a fiscal year.)
- Temporary employee (working on a specific project for no more than 100 days.)
- Seasonal employee (working less than 1000 hours in a fiscal year.)
- Part-time employee (CalPERS retired annuitant working no more than 960 hours in a fiscal year.)

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. 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 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 probationary period.
- Donate a minimum of eight (8) and maximum of forty (40) hours leave credit(s) per calendar year.
- 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.

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 Administrator 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.

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: 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 for two consecutive months except as authorized by the Board of Directors.