

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**SPECIAL
PERSONNEL COMMITTEE
AGENDA**

**Thursday, March 27, 2025
1:00 pm**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. JOB DESCRIPTIONS**
- 5. PURCHASE OF MEALS, REFRESHMENTS, AND OTHER NON-CASH ITEMS POLICY**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: March 26, 2025

SUBJECT: CONSIDERATION AND REVIEW OF UPDATED JOB DESCRIPTIONS

BACKGROUND

Typically, as part of the budgetary process management, staff reviews job descriptions to ensure they remain updated and reflect the current needs of the District. A job description contains the following components: job title, job purpose, job duties and responsibilities, required qualifications, preferred qualifications, and working conditions. Job descriptions describe jobs in general terms. They do not provide an exhaustive list of specific tasks to be performed. Instead, they provide a broad explanation of the job as it exists now.

In 2023 the District completed a Classification and Compensation study. The primary objective of this comprehensive endeavor was to ensure that the District's workforce structure, salary scales, and job classifications remained competitive and compliant with industry standards and regulatory requirements as well as update job descriptions as necessary. Moreover, a salary survey helped align the District's compensation with job roles and responsibilities, promoting fairness and equity within the organization. By evaluating salary structures in relation to the complexity and demands of various positions, the District can address discrepancies and ensure employees are fairly compensated. This process also ensures that job descriptions are accurately aligned with the responsibilities and contributions of each position.

ANALYSIS

As part of the survey process, Evergreen Consultants provided the District with an updated template for all job descriptions. Reviewing and updating job descriptions is integral to the effective management of human resources for several reasons. Firstly, accurate and comprehensive job descriptions provide clarity and transparency regarding roles, responsibilities, and performance expectations, thus facilitating effective recruitment, selection, and onboarding processes.

Furthermore, reviewing job descriptions ensures that they remain aligned with the evolving needs and priorities of the organization. As roles and responsibilities may change over time due to factors such as technological advancements, organizational restructuring, or shifts in market dynamics, it is essential to periodically reassess and update job descriptions to reflect these changes accurately.

District staff have made additions and adjustments to both the Lifeguard and Development Analyst descriptions as well as adding the new position of Assistant General Manager.

The Lifeguard position has added the qualification of Head Lifeguard, with a 10% differential while performing the associated duties. This addition is important as it ensures a clear leadership structure within the aquatics team, providing experienced oversight and guidance to the lifeguard staff. The Head Lifeguard designation enhances safety, improves emergency response coordination, and supports efficient daily operations. It also incentivizes leadership development among staff, promoting retention and professional growth within the aquatics program.

As a key role within the organization, the Development Analyst is responsible for overseeing various operational and supervisory functions. The additional responsibilities more accurately reflect the current duties of the position, particularly in event planning and execution. Event-related responsibilities were added to align with the supervisory role required for this function, ensuring effective program operations. These duties include overseeing event planning while providing support and guidance to full-time staff, directly supervising and managing part-time and full-time employees as well as volunteers, and handling onboarding, training, scheduling, professional development, and HR-related matters in accordance with District policies and procedures. Additionally, the Development Analyst is responsible for planning, directing, organizing, managing, and controlling the operational budget to ensure effective resource allocation and program success.

Finally, while conducting the Classification and Salary study the District left the option open to add the role of Assistant General Manager. The Assistant General Manager provides executive-level support to the General Manager and serves as a liaison between the General Manager and department managers where needed. The Assistant General Manager coordinates capital management, information technology, and oversees cross-departmental initiatives, and ensures the implementation of strategic objectives as set by the General Manager and Board of Directors. In addition, the Assistant General Manager will assume the responsibilities and duties of any department manager position that is vacant, ensuring continuity of operations and maintaining high performance standards. This position requires a highly motivated, detail-oriented leader with strong organizational, communication, and problem-solving skills who can support the District's goals and operational needs. The Assistant General Manager assumes the duties of the General Manager in their absence.

By incorporating this role into the District's structure, leadership is proactively supporting succession planning and long-term organizational stability. Establishing a clear leadership pipeline ensures that institutional knowledge is retained, critical functions continue uninterrupted during leadership transitions, and emerging leaders within the organization have a pathway for professional growth and advancement.

FISCAL IMPACT

The fiscal impact of adding the role of Head Lifeguard will vary depending on employee in the acting role. There is no fiscal impact with the Development Analyst position, as the added responsibilities are a refinement of existing duties. However, the addition of the Assistant General

Manager position will result in an estimated cost increase of approximately \$10,000 to the District. This cost has been factored into the budget planning process for the upcoming fiscal year.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy

- 5.2: Continue cultivating an organizational structure that provides a positive, supportive working environment which promotes productivity, high morale, and professional development for employees during times of increased demands on parks, open space, and programming.
 - A. Clearly define roles and expectations to ensure every employee will clearly know what their individual duties and responsibilities are.

RECOMMENDATION

It is recommended that committee consider and review the updated job descriptions and forward them to the full board for consideration.

ATTACHMENTS

- 1) Lifeguard
- 2) Development Analyst
- 3) Assistant General Manager

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LIFEGUARD

Department: Recreation

Pay Grade: P101

FLSA Status: Non-Exempt

JOB SUMMARY

Under direct supervision, provides swimming instruction for various levels of classes. Performs life guarding duties for public swimming and instruction.

ESSENTIAL JOB FUNCTIONS

- Instruct and/or assist with instruction of swimming lessons for all ages and abilities by following a structured lesson plan.
- Respond to public inquiries made by telephone, correspondence, while maintaining a professional attitude and appearance.
- May open, close, secure, and maintain a safe program environment and facility by enforcing District rules and regulations.
- Respond to injuries, and perform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures.
- Assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, make change, and prepare District reports.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

A minimum of two years of high school with a work permit or GED with Lifeguard Certifications are required.

- Water Safety Instructor (WSI): must possess Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 5% differential above their regular rate of lifeguard pay.
- Head Lifeguard: must possess Lifeguard certification; six (6) months lifeguard experience. While performing the duties of Head Lifeguard, employees will earn a 10% differential above their regular rate of lifeguard pay.

Special Qualifications:

Required American Red Cross certifications (before start of employment): Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED. In addition to the required certifications, the American Red Cross WSI (Water Safety Instructor Certification) is preferred for Lifeguards and required for Water Safety Instructors. This position requires less than average amount of driving for those over 18 years of age and therefore must have daily access to a vehicle and possess a valid California Driver's License and maintain appropriate insurance on vehicles used in the course of business duties. Position may involve driving to events as a representative of the District. The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background/Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

Knowledge, Skills, and Abilities:

- Knowledge of water safety, and pool rules and regulations.
- Knowledge of District guidelines, policies, and procedures.
- Skills in swimming sufficient to perform lifesaving techniques and rescues.
- Ability to speak sufficient to exchange information in person, on the telephone, or at formal presentations.

PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, bend, stoop, kneel, reach or crouch; sit or stand for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations.
- Dexterity: frequent use of hands to finger, handle, or feel; operate pool equipment; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Lifting: The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Hearing and Vision: sufficient to communicate across a noisy public swimming pool. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Hazards: Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT

Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DEVELOPMENT ANALYST

Department: Recreation

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities are to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes, and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL JOB FUNCTIONS

- Develop and manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and short-term programs and campaigns designed to improve and/or maintain market perceptions.
- Stimulate public interest and patronage of District facilities, programs, and events.

- Provide oversight and guidance to effectively manage the District's collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development and marketing strategies to meet the goals and objectives of both the District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation, and solicitation of donors.
- Recruit volunteers through public appearances and community-based marketing.
- Maintain gift and/or donor-based database, tracking system, and recognition program.
- Participate as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.
- Make public appearances/accept speaking engagements to share information about the District and Foundation.
- Support website maintenance and management, update regularly with relevant promotions and events.
- Manage social media systems and postings for the Foundation and District.
- Oversee grants including research, proposal writing, and reporting requirements.
- Oversee event planning and execution while providing support and guidance to full-time staff to ensure successful program operations.
- Directly supervise and manage part-time, full-time employees, and volunteers to include onboarding, training, scheduling, professional development, and HR related items while adhering to District guidelines, policies, and procedures.
- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, advertising, communications, fund development or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a

representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of principles and techniques of administrative and fiscal analysis, organization and staffing.
- Knowledge of current records technology, State code, District ordinances, and regulations governing the transcription, maintenance, and disposition of official records.
- Skills to use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.
- Ability to prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public, and donors.
- Knowledge of fundraising principles, techniques, and best practices as well as familiarity with relevant laws and regulations governing charitable contributions.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ASSISTANT GENERAL MANAGER

Department: Administration

Pay Grade: F113

FLSA Status: Exempt

JOB SUMMARY

The Assistant General Manager provides executive-level support to the General Manager and serves as a liaison between the General Manager and department managers. The Assistant General Manager coordinates capital management, information technology, oversees cross-departmental initiatives, and ensures the implementation of strategic objectives as set by the General Manager and Board of Directors. In addition, the Assistant General Manager will assume the responsibilities and duties of any department manager position that is vacant, ensuring continuity of operations and maintaining high performance standards. This position requires a highly motivated, detail-oriented leader with strong organizational, communication, and problem-solving skills who can support the District's goals and operational needs. The Assistant General Manager assumes the duties of the General Manager in his/her absence.

ESSENTIAL JOB FUNCTIONS

- Assist the General Manager in the development, implementation, and oversight of District policies, procedures, and programs.
- Oversee financial aspects of capital projects, including budget creation, tracking expenditures, managing funding sources, ensuring cost-effective use of resources, and serving as the primary liaison between vendors, community, and internal teams.
- Assist with or directly supervise parks acquisition and development projects.
- Evaluate, recommend, and implement technology solutions to improve operational efficiency, and oversee the district's IT infrastructure, including networks, servers, hardware, and software systems, ensuring reliable and secure operations to support

staff and public-facing services.

- Perform the duties of the department manager position that remains unfilled.
- Supervise department managers, ensuring alignment with District goals, compliance with policies, and efficient use of resources.
- Coordinate interdepartmental projects and initiatives, ensuring effective communication and collaboration.
- Monitor and support the preparation and management of departmental budgets; recommend adjustments to ensure alignment with fiscal goals.
- Oversee contract management and procurement processes, ensuring compliance with District policies and applicable regulations.
- Identify, develop and facilitate new revenue enhancements, both short-term and long-term from but not limited to tax revenues, assessments, business development plan, fees, etc.
- Represent the General Manager at meetings, events, and community functions as required.
- Develop and implement special projects or initiatives assigned by the General Manager or Board of Directors.
- Prepare and present reports, recommendations, and analyses for the General Manager, Board of Directors, and other stakeholders.
- Support the General Manager in strategic planning, policy development, and capital improvement planning.
- Coordinate risk management programs, including compliance with safety and insurance protocols.
- Facilitate professional development and training programs for District staff to enhance operational efficiency and employee engagement.
- Oversee the preparation of Board agendas, minutes, and meeting packets in collaboration with Administrative Services staff.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in park management, public administration, or a closely related field; Six (6) years of increasingly responsible experience in management with a special district recreation and park agency and/or public agency which has included supervisory and administrative responsibilities.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Principles of public administration, including budgeting, human resources, and policy development.
- Skills to operate basic office equipment and be PC literate with software applications in use at the District.
- Project management techniques and interdepartmental coordination.
- Ability to prepare a variety of reports and recommendations, communicate orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, the general public, outside contractors, and Board of Directors.
- Ability to read, analyze and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies, and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**PURCHASE OF MEALS, REFRESHMENTS, AND OTHER NON-
CASH ITEMS POLICY**

Board Approved XXXX XX, 2025

PURPOSE

The purpose of this policy is to establish a uniform policy regarding the purchase of meals, refreshments, and other non-cash items for Pleasant Valley Recreation and Park District (District) directors and employees. The authorized use of funds laid out in this policy are intended to provide guidelines for the General Manager, Department Managers, and Staff Committee's when considering what is an allowable use of District funds.

POLICY

PVRPD may only spend District funds on meals, refreshments, other miscellaneous food, gifts, cards, flowers, gift certificates, or tokens of recognition in connection with an authorized District activity or training as outlined below. District provided lunchtime meals are generally optional and unpaid. If an employee chooses to attend the meal, they cannot then take their own lunchtime afterwards. Celebrations for retirements or departures to another job shall occur only during lunchtime or after work hours. Any celebrations for an employee's departure during worktime must be approved by the General Manager or their designee.

AUTHORIZED USE OF FUNDS

An authorized District activity includes the following:

1. Internal, Special District-wide events provided by PVRPD for its 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 five or more hours in length and do not provide a lunch break.
4. Interview panels consisting of non-District panel members for the employee recruitment process.
5. PVRPD Board of Directors event or widely advertised ribbon cutting, open house, workshops, or community meeting.
6. Required morning all-staff meetings that begin at 7:00 AM or earlier.
7. Annual PVRPD sponsored volunteer recognition event.
8. Annual PVRPD sponsored employee recognition/appreciation event.
9. Emergency Operations Center training and activation.
10. Annual department/division training as authorized by department heads lasting more than five hours.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PURCHASE OF MEALS, REFRESHMENTS, AND OTHER NON- CASH ITEMS POLICY

Board Approved XXXX XX, 2025

11. PVRPD hosted trainings, meetings and/or events involving other agencies, as approved by the Department Head and General Manager, or their designee.
12. Recreation programs (not meetings) where food is part of service delivery.
13. Board of Directors trainings or meetings.
14. Purchase of flowers in the event of surgery, birth of a child, or death of employee or an immediate family member.

All authorized PVRPD activities outlined above must be approved by the respective Department Head and General Manager, or their designee, in writing prior to using District funds.

Documentation of Department Head and General Manager, or their designee, 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, account code, and date. The General Manager, or their designee, may, upon written approval, authorize an exception to the authorized PVRPD 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 Ventura County region. As a general guideline, refreshments should not be purchased for PVRPD 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. Meals and/or refreshments for mandatory District-wide training and/or briefings that are less than 4 hours in length, lunch break is not included in the length of training/briefings
3. Coffee, tea, snacks or other items for personal consumption, and are not associated with any event or activity listed under "Authorized Use of Funds" above
4. Purchase of alcohol for any reason

Emergency Callouts

Employees who have been called out for emergencies, (e.g., repairing water main breaks or alarm callouts) 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 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 Maximum
 - b. 20 - 29 years of service \$250 Maximum
 - c. 30 + years of service \$300 Maximum



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**PURCHASE OF MEALS, REFRESHMENTS, AND OTHER NON-
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Department Recognition/Appreciation Non-Cash Awards

Non-cash awards, such as SWAG with PVRPD logos, and gift cards, may be provided to employees as part of the District's employee recognition 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 the budget account established for employee recognition.

Celebrations

Staff are 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 may not be paid for by PVRPD funds.

Training policy

The employee training and travel expense policy shall govern the reimbursement of meal expenses incurred by PVRPD employees attending out-of-town trainings or conferences. The Travel Policy for more details.

Business lunch policy

In the event that an employee is having a meal/business lunch with a vendor or an outside party in non-PVRPD offices due to scheduling conflicts, the employee must pay for their lunch and will be eligible for meal reimbursement by the District only if the meeting is approved in advance by the department head, or in the case of department head, the GM. Employees must strive to schedule meetings with outside vendors/parties during non-mealtimes.