

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 6, 2016**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #556

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.

5. PRESENTATIONS

- A. District Highlights (Bob Cerasuolo, Park Services Manager)
- B. Eagles Soccer

6. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.

7. CONSENT AGENDA – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

A. Minutes for Regular Meeting March 2, 2016 Regular Board

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before March 31, 2016.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 29, 2016.

D. Consideration and Approval of Resolution No. 554 Recognition of Older Americans Month

The proclamation will recognize the month of May 2016 as Older American's Month acknowledging the senior population in Pleasant Valley Recreation and Park District.

E. Consideration and Approval of Resolution No. 555 Recognition of Arbor Day

The proclamation will recognize April 16, 2016 as Arbor Day within the District.

F. Consideration and Approval of FY 2016-2017 Workshop Dates

Approval will set the dates for the upcoming budget workshops.

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Adoption of FY 2016-2017 Fee Schedule

Adoption of the District-wide Fee Schedule for FY 2016-2017.

Suggested Action: A MOTION to adopt the FY 2016-2017 Fee Schedule.

B. Consideration and Approval of Revised Job Descriptions

Five job descriptions were been updated to include additional duties, requirements, and/or title change.

Suggested Action: A MOTION to approve revised job descriptions.

C. Consideration and Approval of Revised Employee Manual

The District Employee Manual has been revised extensively and reflects changes in various categories.

Suggested Action: A MOTION to approve the revised Employee Manual.

D. Consideration and Approval of Cash Payout for Vacation

Vacation cap limits were reduced resulting in cash payouts for hours that exceed the new minimum for five management positions.

Suggested Action: A MOTION to approve the cash payout for vacation.

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

A. Chairman Mishler

B. Ventura County Special District Association/California Special District Association

C. Santa Monica Mountains Conservancy

D. Standing Committees – Finance, Personnel and Policy

E. Foundation for Pleasant Valley Recreation and Parks

F. General Manager's Report

10. ORAL COMMUNICATIONS- Informal items from Board Members or staff not requiring action.

11. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. 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 Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board 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 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Eagles Soccer Club

Date: _____

One representative from your organization must attend the following PVRPD Board Meeting on:

Wednesday, January 6, 2016 at 6pm at Camarillo City Hall Chambers

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Kathleen Kelley	7261 Los Coyotes Pl, Camarillo	805-443-8339	
Registrar	Pam Tracy	7251 Los Coyotes Pl, Camarillo	805-484-7542	
Treasurer	Serena Myers	5008 Paseo Montelena, Camarillo	805-625-2405	
VicePresident	Robert Drescher	836 Calle La Palmera, Camarillo	805-443-3917	

Number of participants last year: 600
 Projected number of participants upcoming year: 700

Changes Organization has made from previous year: No major changes have been made. 2015 was a great year for our teams. Our coaching staff is solid and top notch. Our administration is strong and extremely stable. We continue to offer a variety of different competition levels for our players. We continue to play in two leagues: Elite Clubs National League and Coast Soccer League.

Comments for the PVRPD Board of Directors: Thank you for our co-sponsorship. We try hard to keep the fields in the same condition at the end of the day as they were when we first stepped on them. Your staff is always professional and a pleasure to work with. We are proud to be affiliated with the PVRPD.

Primary Facility (ies) Used? Pleasant Valley Fields
 What Time are Board Meetings Held? 7:15 p.m.
 Where are Board Meetings Held? PV East Meeting Room
 When are new Board Members Elected? March
 When are new Board Members Installed? April

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

Please complete and turn in to Lanny Binney by December 11, 2015

Lanny Binney
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-1996 x 17
 Fax: 805-482-3468

Form Completed by (print): Kathleen Kelley Date 3/16/16
 Sign:

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION Eagles Soccer Club

Last Year's Financial Statement
From: May 2014 - April 2015

Beginning Balance: \$ 192,794.70
(Include all accounts, i.e. savings and CDs)

Revenue:
Registration: \$ 983,429.36
Tournaments: \$ 171,853.29
Fundraisers/Scholarships: \$ 109,026.44
Snack Bar: \$ -
Interest: \$ -
Parking: included in Tournaments
Miscellaneous Income: \$ 3,989.25
Total Revenue \$ 1,461,093.04

Expenses:
Admin Expense \$ 33,973.87
Advertising \$ 3,289.52
Bank Fees \$ 2,399.89
Equipment (Goals) \$ 19,134.96
Facility/Field Maint. - PVF \$ 43,329.75
Insurance \$ 1,191.00
Maintenance (field/facility) \$ 15,425.23
Miscellaneous (includes field rental) \$ 31,130.73
Paid Staff (trainers/Directors) \$ 972,990.09
Professional Services (refs) \$ 41,958.50
Registration Fees \$ 42,908.82
Rentals (Golf Carts, potties) included in Tournaments
Snack Bar Resale \$ -
Supplies \$ 336.02
Tournament Entries \$ 51,929.04
Uniforms (coaches gear) \$ 948.18
Fundraisers \$ 52,304.91
Website Consultant \$ 4,112.00
Total Expense: \$ 1,317,362.51

Ending Balance: \$ 143,730.53

<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$ -
CD Account ____month	
CD Account ____month	
Investment Account	
Other Account	
Total Other Accounts	
Checking + Other	\$ 143,730.53

Proposed Budget
From:

Beginning Balance: \$ 143,730.53
(Include all accounts, i.e. savings and CDs)

Revenue:
Registration: \$ 899,200.00
Tournaments: \$ 151,017.10
Fundraisers/Scholarships: \$ 100,550.00
Snack Bar: \$ -
Interest: \$ -
Parking: included in Tournaments
Miscellaneous Income: \$ 2,000.00
Total Revenue \$ 1,296,497.63

Expenses:
Admin Expense \$ 15,800.00
Advertising \$ 800.00
Bank Fees \$ 2,300.00
Equipment (Goals) \$ 1,000.00
Facility/Field Maint. - PVF \$ 44,900.00
Insurance \$ 1,200.00
Maintenance (field/facility) \$ 18,000.00
Miscellaneous (includes field rental) \$ 13,000.00
Paid Staff (trainers/Directors) \$ 800,983.00
Professional Services (refs) \$ 42,000.00
Registration Fees \$ 40,000.00
Rentals (Golf Carts, potties) included in Tournaments
Snack Bar Resale \$ -
Supplies \$ 250.00
Tournament Entries \$ 52,700.00
Uniforms (coaches gear) \$ 1,000.00
Fundraisers \$ 50,000.00
Website Consultant \$ 4,500.00
Total Expense: \$ 1,088,433.00

Ending Balance: \$ 208,064.63

<i>List Savings/CDs/Investments here:</i>	
Savings Account	
CD Account ____month	
CD Account ____month	
Investment Account	
Other Account	
Total Other Accounts	
Checking + Other	\$ 208,064.63

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
March 2, 2016**

1. CALL TO ORDER

Call to Order

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:02 p.m. by Chairman Mishler.

2. PLEDGE OF ALLEGIANCE

Lanny Binney led the pledge.

3. ROLL CALL

Roll Call

Ayes: Kelley, Magner, Malloy, Dixon, Chairman Mishler

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Recording Board Secretary Karen Roberts, Recreation Supervisors Lanny Binney and Jane Raab, Matthew Lorimer, Rich Frank, Bryan Monka, Mike Harrison, Linda Lamb, Walt Robbins, Bob Aaron, Adam Guise, Patricia Rogozinski, Ken Larson, Andrea Huvad and Deby Smith.

4. AMENDMENTS TO THE AGENDA

None.

5. PRESENTATIONS

A. District Highlights/Spotlight

Recreation Supervisor Lanny Binney presented the highlights of the District's February/March activities, programs and special events. The Aquatics Center ran a successful kid's triathlon in February. The Senior Center held a Valentine's Dance in February and will be hosting a St. Patty's Day Dance on March 15 and a rummage sale on April 16. In Sports, AYSO's spring season has started and runs through mid-April. Eagles soccer will be hosting a large tournament March 19-20. CPBA baseball's season begins March 12 at 9am at Bob Kildee Park. In Parks, a bench was dedicated to honor Steve and Linda Arthur, worn out rubber surfacing was repaired at the Community Center playground and Foothill Park, and footers were installed for the scoreboard at Freedom Park ballfields. Hikes and nature classes at the Camarillo Grove Nature Center continue through March and over 200 people showed up for the wildlife show on February 20. Easter Eggstravaganza is coming up on March 26 at the Community Center and the District is currently hiring for lifeguards, recreation leaders, camp counselors and service maintenance aides.

In addition to the highlights, Mr. Binney also presented a District Spotlight on the Freedom Park Gymnasium activities. There are about 6000-7000 users per year in the following programs:

- Basketball for 50+, T/Th/Fr with about 300 people/month
- Table Tennis for 50+, M/W/F with 320 people/month

- Badminton, Sat 5-9pm, with 160 people/month
- CYBA, M-Fr 5-9pm with about 480 children/month, nine months a year for practice
- Rentals to the YMCA, Monka Futsal and Special Olympics.

B. BMX

Recreation Supervisor Lanny Binney introduced Andrea Huvard who presented Freedom Park BMX highlights and annual update. Since 2008, the number of racers has fluctuated but the group has picked up more participants due to practices, clinics, camps, tournaments and birthday parties. Some of the group's major improvements (\$250,000 since 2008) have included the track rebuild, deck, landscaping, irrigation, drainage, and a wall with the addition of a new safety gate and fencing. In January 2016 the USABMX State Championship Race was held with over 378 riders and 1100 visitors. Challenges for the group are the small size in acreage and competition with larger facilities and traditional sports. Over 60 % of the riders come from Camarillo. Ms. Huvard stated that the group is interested in discussing the vacant Camarillo Airport next door with hopes of building a 1200-foot track. The only tracks around are Camarillo and Simi Valley.

C. American Youth Soccer Association (AYSO)

Recreation Supervisor Lanny Binney introduced Mike Harrison, Camarillo AYSO Region 68 commissioner, who presented AYSO's annual update. Mr. Harrison's highlights included a 2500 youth fall season, a 500 youth spring season, participation of over 100 players in the VIP program, the provision of up to \$1500 in scholarships, breast cancer awareness promotion and a food collection, tournaments, the vandalism at PV Fields and AYSO equipment, registration fees, camps, and training.

D. Pleasant Valley Recreation and Parks Foundation

Director Dixon introduced Foundation board members Linda Lamb and Walt Robbins who presented an update on the organization. The Foundation's first fundraiser was the October 10 Autumn Bluegrass Party for the Parks at the Lamb Ranch property with over 100 people in attendance for the silent auction/raffle/music dinner. Ten thousand dollars of the money raised has been set aside to support the Kiwanis and the Camarillo Amber Light Lions Club with their efforts to provide adaptive playground equipment for the Community Center playground. They thanked the event's sponsors – Corona Seeds, Livingston Memorial, Whole Foods, Smashburger, the *Acorn*, the *Ventura County Star*, Spanish Hills Surgery Center, Daily Family Vineyard and others who helped out.

The 2nd annual fundraiser will be an Evening at the Grove on September 24 at 5:30pm at the Camarillo Grove Park Nature Center. Money raised will go towards additional Nature Center signage for people with special needs. Ms. Lamb and Mr. Robbins stated that tickets for the event and Foundation membership information can be found at pvrpfoundation.org. Director Dixon thanked the District board members, General Manager Mary Otten, and Foundation board members - Michele Kostenuik, Linda Lamb, Walt Robbins, Jane Waters, and Rod Brown for their volunteer time and work behind the scenes.

6. PUBLIC COMMENT

Chairman Mishler accepted four speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Matt Lorimer stated that he continues to be an advocate for the seniors and the Senior Center. He stated that the City of Camarillo has over \$400,000 available and that the City needs to partner with the seniors instead of using the money for corporate welfare. Mr. Lorimer pointed out that the Fiesta Association would not have had theft issues if proper financial checks were in place. Mr. Lorimer asked the senior population to start writing letters complaining that the City is choosing to serve just the rich and not all the people of Camarillo.

Patti Rogozinski with Freedom Park Arena expressed the importance of the in-line hockey flooring re-surfacing at the Freedom Park Skating Rink and offered her 17 years of hockey experience to assist Park Services Manager Bob Cerasuolo with any flooring questions.

Bryan Monka of MSA FC reiterated the fact that he had resubmitted his youth sports group's community service application in November 2015. Mr. Monka stated that MSA FC meets the criteria of the District ordinance for community service groups and that over 70% of the youth in the non-profit group are Camarillo residents. MSA FC is the only non-profit offering competitive, developmental and united soccer teams to Camarillo families. Mr. Monka stated that there appears there is space available at PV Fields for his organization to play and he asked that the Board formally address his request for consideration.

Ken Larson of Camarillo has three sons and has been involved in soccer for years starting with Eagles soccer at the Monte Vista fields. After several team issues, Mr. Larson's family found a home with MSA FC where most everyone is from Camarillo. Mr. Larson noted that they now share a small portion of Freedom Park with Fusion soccer from Ventura and he stated that he wished that his boys could practice at PV Fields where they grew up.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting February 3, 2016 and Special Board Meeting February 11, 2016
- B. Warrants, Accounts Payable & Payroll thru February 18, 2016
- C. Financial Report
- D. Consideration and Approval of Contract Extension Between the District and Moss, Levy & Hartzheim for Professional Audit Services

Chairman Mishler called for a motion. A motion was made by Director Malloy and seconded by Director Wagner to approve the Consent Agenda as presented.

Voting was as follows:

Ayes: Malloy, Wagner, Kelley, Dixon, Chairman Mishler

Noes:

Absent:

Motion: Carried

**Motion to
Approve the
Consent
Agenda**

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of the Financial Report for FY 2014-2015

Administrative Services Manager Leonore Young presented the financial highlights of the FY 2014-2015 Financial Report and introduced Adam Guise with Moss, Levy and Hartzheim, LLP who covered GASB 68, the reporting of pension liability. Mr. Guise explained that deferred outflows of resources used to be reported as an expense but are now reported like an asset. Discussion included Quimby Funds, impact on current year of GASB 68, investments, retirement contributions, OPEB (postemployment benefits), trust funds to prefund and the impact of the implementation of future GASB statements on District financial reporting.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the Annual Financial Report for FY 2014-2015 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

**Motion to
Approve FY
14-15 Report**

Voting was as follows:

Ayes: Magner, Malloy, Kelley, Dixon, Chairman Mishler

Noes:

Absent:

Motion: Carried

Carried

B. Consideration and Approval of the Re-Surfacing of the In-Line Hockey Rink

Park Services Manager Bob Cerasuolo presented the proposed capital improvement project to address the flooring of the in-line hockey rink at Freedom Park. Discussion included surface conditions, the thickness of new surfacing, proposed bids from \$11,000 to \$21,000, frequency of service at the rink, responsible operators, and revenue from new roller hockey agreement.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the Capital Improvement project for the re-surfacing of the in-line hockey rink at Freedom Park.

**Motion to
Approve
Re-Surfacing
Hockey Rink**

Voting was as follows:

Ayes: Magner, Dixon, Kelley, Malloy, Chairman Mishler

Noes:

Absent:

Motion: Carried

Carried

C. Consideration and Approval of Revised Employment Agreement Between the District and General Manager

Administrative Services Manager Leonore Young presented a revised employment agreement for the General Manager, commencing August 2015 and extending to August 2018. Discussion included the extension of the contract by an additional year and the sufficient coverage for the financial agreement. Bob Aaron questioned how this agreement differed from the previous agreement and Ms. Young stated that it include the additional

one-year extension along with a 2% increase and a one-time deferred 3% compensation contribution.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the revised Employment Agreement with an effective date of August 25, 2015 to August 25, 2018 between the District and Mary Otten to serve as the District's General Manager.

**Motion to
Approve GM
Employment
Agreement**

Voting was as follows:

Ayes: Magner, Malloy, Kelley, Dixon, Chairman Mishler

Noes:

Absent:

Carried

Motion: Carried

D. Update and Discussion of District's Park Ranger Program

General Manager Mary Otten presented a background and an update on the Park Patrol/Ranger Program. The original intent of the program was to serve as a public relations liaison, to provide safety measures for park users, to investigate complaints or violations and to enforce the District ordinances. At the November 19, 2015 Special Board meeting, staff was directed to further assess information on training programs, citations, costs and the use of force. Research comprised the penal code (PC) 830 and the legal authority of park rangers and peace officers. Discussion included the current park ranger job description, a 40 to 60 hour ranger program week, administrative and criminal citations procedures, vehicle issues, and Rancho Simi Recreation and Park District's Park Ranger program with over 300 acres of land, two full-time, nine part-time rangers (peace officers) and a cost of about \$400,000. Suggestions were made that PVRPD continue to partner with various agencies such as the Camarillo Police Department and the radios that the park rangers now carry that link to the police department for assistance. Matt Lorimer of Camarillo suggested that the City of Camarillo attain more police officers to handle the increase in crime and assaults, which would in turn assist the park rangers. Mr. Lorimer expressed the need for ranger protection. Bob Aaron of Camarillo commented that the parks are controllable situations and should be able to be handled without the use of force.

Further discussion included the deterrence factor and peace of mind of radios, cameras and other devices; the extent of police department back-up, the escalation of crimes, the difficulty of achieving compliance without any type of enforcement mechanism, CAPRI insurance coverage, contracting with a Ventura County police officer (about \$100,000 per officer), consideration of an abbreviated level of service or contracting, and concern for the safety and protection for all of those involved. Staff was directed to further research a full range of options involving additional costs and fiscal liabilities of a peace officer designation, enforcement mechanisms and subsequent administrative procedures.

9. INFORMATIONAL ITEMS

- A. Chairman Mishler – Chairman Mishler stated that the February 13 Wildlife Show at Camarillo Grove Nature Center was well received with over 200 people in attendance. It was a great opportunity for the community to see what is available at the park.
- B. Ventura County Special District Association/California Special District Association – The next VCSDA meeting will be held April 5 at the Senior Center. Director Magner stated that CSDA elections for Seat B are coming up and invited any interested board member or staff to apply. Administrative Services Manager Leonore Young will be attending the CSDA Sacramento meeting on a scholarship with Director Magner for training.
- C. Santa Monica Mountains Conservancy – Chairman Mishler stated that the National Park Service wants to expand the Rim of the Boundary area and that there may be some federal money available to assist PVRPD. The boundaries will include the tunnel along the 101 Freeway and animal traffic along Conejo Creek.
- D. Standing Committees – Finance – Director Malloy stated that the District is doing well with revenue up and expenses down. He stated that assessed property values will go up as Camarillo grows. Personnel – Director Magner stated that the committee has been working on the employee handbook.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon requested that everyone mark their calendars for the September 24 Evening at the Grove event.
- F. General Manager’s Report – General Manager Otten reported on an update of the vandalism at PV Fields. Four suspects have been arrested and charged with conspiracy, burglary, and the unlawful taking of vehicles with an estimated damage amount of \$20,000 with the Eagles, AYSO and the District. Ms Otten reported that the District is addressing the maintenance at the Equestrian Park including the arena, trail, easement and embankment. Upcoming meetings and events are a Rattlesnake Aversion training at Camarillo Grove Park on March 25, Easter Eggstravaganza on March 26, Arbor Day on April 16, 50 + Expo on May 3, Mud Run on May 7 and budget meetings on May 5, 12 and 26.

10. ORAL COMMUNICATIONS

None.

11. ADJOURNMENT

Chairman Mishler adjourned the meeting at 8:59 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Mike Mishler
Chairman**

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: April 6, 2016

SUBJECT: FINANCE REPORT – FEBRUARY 2016

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for February 29, 2016.

ANALYSIS OF COMPARATIVE FINANCIAL THRU FEBRUARY 29, 2016

Attached you will find the PVRPD Statement of Revenues and Expenditures for Finance for the period of July 1, 2015 through February 29, 2016 with a year-to-date comparison for the period of July 1, 2014 through February 28, 2015. The percentage rate used for the 2015-2016 fiscal year budget is 66.7% for Period 8 of the fiscal year.

REVENUES

Total revenue for the 8th month ending February 29, 2016 has decreased \$2,635,240 over the same period as last year. This decrease is primarily due to Quimby Fees as the District received \$2,866,198 in fiscal year 14/15; however, the District has not received any Quimby Fees in fiscal year 15/16. If we do not factor in the Quimby Fees, the District's revenue is up by \$230,958. This is primarily due to the District receiving \$237,488 more in Property Tax Apportionment than they received this time last year.

EXPENDITURES

Personnel Expenditures decreased for fiscal year 2015-2016 by \$177,581 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is primarily due to employees paying a portion of their own medical insurance and retirement expense. Payroll is 61.93% of budget or 4.77% below budget.

Service and Supply Expenditures have increased \$174,747 in comparison to the same time period as last year. The increase is primarily due to a new expense to the District, the PERS Unfunded Liability, which is \$116,048 as of February 29, 2016 along with the estimation of the Collection Fee exceeding last year by \$91,826. In actuality the District has paid approximately \$166,000 in Collection Fees through January 31, 2016 but due to the request of the Finance Committee, that line item is on a monthly estimation showing year to date as \$248,929.

There has been limited activity in Capital Expenditures for the 8th month of fiscal year 2015-2016.

FISCAL IMPACT

The District is under the approved budget by 8.29% and managers will continue to make a concerted effort to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for February 29, 2016.

ATTACHMENTS

- 1) District Statement of Revenues and Expenditures for Finance as of February 29, 2016
(3 pages)

General Ledger
Statement of Revenues and Expenditures
Pleasant Valley Recreation and Park District
February 2016 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ 2,882,153.11	\$ 3,059,641.41	\$ 5,711,055.00	\$ 2,651,413.59	53.57%
Tax Apport Cur Year Unsec	5120	\$ 10,420.49	\$ 125,203.11	\$ 135,266.71	\$ -	\$ 135,266.71	0.00%
Tax Apport Prior Year Sec	5130	\$ 22,258.75	\$ 54,063.42	\$ 42,851.12	\$ -	\$ 42,851.12	0.00%
Tax Apport Prior Year Unsec	5140	\$ 6,261.75	\$ 4,999.89	\$ 6,261.75	\$ -	\$ 6,261.75	0.00%
Tax Deeded Sales	5150	\$ -	\$ -	\$ 51.99	\$ -	\$ 51.99	0.00%
Tax Apport Protested Tax	5160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RDA Property Tax Trust Fund	5205	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cur Supplemental Pass Thru	5210	\$ 25,037.38	\$ 22,310.92	\$ 39,030.24	\$ -	\$ 39,030.24	0.00%
Supplemental Redemption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ -	\$ 22,680.16	\$ 23,712.64	\$ -	\$ 23,712.64	0.00%
Supplemental Assessment Roll	5240	\$ -	\$ 170.14	\$ 192.50	\$ 168.00	\$ 24.50	114.58%
Housing Authority Apport	5260	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ERAF Distribution Apport	5270	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Apport Fund	5310	\$ 635.95	\$ 683.78	\$ 1,641.19	\$ 5,573.00	\$ 3,931.81	29.45%
Other Interest Income	5320	\$ -	\$ 3,379.14	\$ 2,042.09	\$ -	\$ 2,042.09	0.00%
Park Dedication Fees	5400	\$ -	\$ 2,866,198.70	\$ -	\$ -	\$ -	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ 37,511.00	\$ 11,477.00	\$ 14,200.00	\$ 2,723.00	80.82%
Assessment Revenue	5500	\$ 3,170.70	\$ 567,181.74	\$ 580,986.77	\$ 1,015,912.00	\$ 434,925.23	57.19%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 320,426.00	\$ 320,426.00	0.00%
Facility Cleaning Fee	5505	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ 395.26	\$ 2,320.93	\$ 2,274.12	\$ 900.00	\$ 1,374.12	252.68%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Fees	5510	\$ 45,878.90	\$ 367,382.11	\$ 347,438.98	\$ 584,207.00	\$ 236,768.02	59.47%
Certificates	5512	\$ -	\$ -	\$ 107.03	\$ -	\$ 107.03	0.00%
Swim PassAdult Splash (20)	5513	\$ 736.00	\$ 4,624.00	\$ 6,620.33	\$ 7,344.00	\$ 723.67	90.15%
Swim PassSenior Splash (10)	5514	\$ 157.50	\$ 2,047.50	\$ 1,402.50	\$ 1,890.00	\$ 487.50	74.21%
Senior Services Revenue	5515	\$ 90.00	\$ 1,480.00	\$ 1,860.00	\$ 2,200.00	\$ 340.00	84.55%
Senior Services Revenue	5516	\$ 807.50	\$ 3,315.00	\$ 4,006.50	\$ 3,570.00	\$ 436.50	112.23%
Swim PassSenior Splash (20)	5517	\$ 45.00	\$ 769.50	\$ 580.50	\$ 2,916.00	\$ 2,335.50	19.91%
Swim PassSenior Fitness (10)	5518	\$ 1,008.00	\$ 8,111.50	\$ 8,667.00	\$ 5,670.00	\$ 2,997.00	152.86%
Swim PassSenior Fitness (20)	5520	\$ 1,292.00	\$ 15,919.57	\$ 13,971.95	\$ 27,039.00	\$ 13,067.05	51.67%
Swim PassAdult Splash (10)	5524	\$ 229.50	\$ 2,949.00	\$ 2,038.50	\$ 5,508.00	\$ 3,469.50	37.01%
Vending Concessions	5525	\$ 27.25	\$ 233.24	\$ 677.97	\$ 940.00	\$ 262.03	72.12%
Swim PassAdult Fitness (10)	5526	\$ 50.00	\$ 585.00	\$ 638.00	\$ 3,240.00	\$ 2,602.00	19.69%
Swim PassAdult Fitness (20)	5527	\$ 341.00	\$ 2,295.50	\$ 2,671.00	\$ 5,400.00	\$ 2,729.00	49.46%
Swim Passes Summer Single	5528	\$ 650.00	\$ -	\$ 830.00	\$ 960.00	\$ 130.00	86.46%
Swim Passes Summer Family	5529	\$ 152.00	\$ -	\$ 675.00	\$ 1,680.00	\$ 1,005.00	40.18%
Rental	5530	\$ 7,838.08	\$ 177,095.32	\$ 229,487.68	\$ 268,539.00	\$ 39,051.32	85.46%
Veteran's Field Rental	5531	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BMX Track Rental	5532	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RC Track Rental	5533	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Roller Hockey Rink Rental	5534	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cell Tower Revenue	5535	\$ 51,521.66	\$ 61,727.37	\$ 62,216.93	\$ 93,381.00	\$ 31,164.07	66.63%
Parking Fees	5540	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Indemnity Revenue	5545	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
Dues	5550	\$ 433.87	\$ 859.00	\$ 2,121.15	\$ 1,800.00	\$ 321.15	117.84%
Activity Guide Revenue	5555	\$ 1,300.00	\$ 3,600.00	\$ 3,300.00	\$ 6,000.00	\$ 2,700.00	55.00%
Scrap Sales on Asset Disposal	5560	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Banner Income	5562	\$ 154.50	\$ 1,075.00	\$ 1,679.50	\$ 1,320.00	\$ 359.50	127.23%
Donations	5570	\$ 555.00	\$ 77,422.56	\$ 100,194.29	\$ 93,650.00	\$ 6,544.29	106.99%
Donations for CIP Projects	5571	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grant Revenue NRPA	5572	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 6,669.32	\$ 30,126.39	\$ 35,630.87	\$ 41,825.00	\$ 6,194.13	85.19%
Cash Over/Under	5580	\$ -	\$ -	\$ 18.47	\$ 96.00	\$ 114.47	19.24%
Incentive Income	5585	\$ -	\$ 1,796.98	\$ 18,995.26	\$ 17,075.00	\$ 1,920.26	111.25%
Reimbursement ROPS	5600	\$ -	\$ 11,770.61	\$ 52,541.78	\$ 67,100.00	\$ 14,558.22	78.30%
Revenue		\$ 188,117.36	\$ 7,439,041.19	\$ 4,803,800.72	\$ 8,316,684.00	\$ 4,039,522.00	57.76%
YTD Comparison				\$ (2,635,240.47)			
Expense							
Full Time Salaries	6100	\$ 158,624.57	\$ 1,360,559.01	\$ 1,318,725.24	\$ 2,173,807.00	\$ 855,081.76	60.66%
Overtime Salaries	6101	\$ 1,706.94	\$ 7,068.99	\$ 6,930.30	\$ 17,162.00	\$ 10,231.70	40.38%
Car Allowance	6105	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cell Phone Allowance	6108	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Part Time Salaries	6110	\$ 42,157.89	\$ 395,281.20	\$ 389,808.67	\$ 697,693.00	\$ 307,884.33	55.87%

Retirement	6120	\$ 25,770.82	\$ 354,143.44	\$ 203,444.93	\$ 375,892.00	\$ 172,447.07	54.12%
457 Pension	6121	\$ 135.22	\$ 1,622.64	\$ 1,081.76	\$ 4,100.00	\$ 3,018.24	26.38%
Employee Insurance	6130	\$ 14,180.65	\$ 190,614.38	\$ 201,250.56	\$ 297,042.00	\$ 95,791.44	67.75%
Workers Compensation	6140	\$ 20,912.68	\$ 76,807.99	\$ 83,650.72	\$ 125,447.00	\$ 41,796.28	66.68%
Unemployment Insurance	6150	\$ 8,953.00	\$ 5,329.00	\$ 8,953.00	\$ 7,500.00	\$ (1,453.00)	119.37%
Personnel Expense		\$ 272,441.77	\$ 2,391,426.65	\$ 2,213,845.18	\$ 3,698,643.00	\$ 1,484,797.82	61.93%

YTD Comparison

\$ (177,581.47)

Loan Pension Obligation	6160	\$ 18,747.75	\$ 143,797.16	\$ 149,982.00	\$ 224,973.00	\$ 74,991.00	66.67%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ 14,506.00	\$ -	\$ 116,048.00	\$ 174,072.00	\$ 58,024.00	66.67%
Communications	6200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Telephone	6210	\$ 1,134.41	\$ 12,329.03	\$ 9,199.57	\$ 20,712.00	\$ 11,512.43	44.42%
Internet Services	6220	\$ 427.00	\$ 4,410.23	\$ 3,791.00	\$ 7,288.00	\$ 3,497.00	52.02%
Minor Maintenance Supplies	6310	\$ 588.82	\$ 4,653.34	\$ 7,482.42	\$ 15,000.00	\$ 7,517.58	49.88%
Janitorial Supplies	6320	\$ 3,324.65	\$ 30,356.84	\$ 31,750.33	\$ 46,100.00	\$ 14,349.67	68.87%
Kitchen Supplies	6330	\$ -	\$ 477.43	\$ 252.98	\$ 1,395.00	\$ 1,142.02	18.13%
Food Supplies	6340	\$ -	\$ 5,026.06	\$ 4,781.69	\$ 8,253.00	\$ 3,471.31	57.94%
Water Maint & Service	6350	\$ 87.85	\$ 923.13	\$ 698.23	\$ 1,320.00	\$ 621.77	52.90%
Laundry/Wash Service	6360	\$ -	\$ 179.75	\$ 146.95	\$ 350.00	\$ 203.05	41.99%
Janitorial Services	6370	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
Medical Supplies	6380	\$ -	\$ 270.18	\$ 372.54	\$ 1,745.00	\$ 1,372.46	21.35%
Insurance Liability	6410	\$ -	\$ 65,423.34	\$ 41,979.60	\$ 103,043.00	\$ 61,063.40	40.74%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	6510	\$ 2,348.94	\$ 28,760.15	\$ 21,511.04	\$ 48,000.00	\$ 26,488.96	44.81%
Vehicle Maintenance	6520	\$ 827.07	\$ 11,579.72	\$ 16,340.43	\$ 37,800.00	\$ 21,459.57	43.23%
Office Equipment Maintenance	6530	\$ 82.00	\$ (155.63)	\$ 82.00	\$ 1,175.00	\$ 1,093.00	6.98%
Computer Equip Maintenance	6540	\$ -	\$ 3,992.06	\$ 266.65	\$ 5,248.00	\$ 4,981.35	5.08%
Building Maintenance	6600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 5,212.35	\$ 29,976.73	\$ 42,561.57	\$ 90,135.00	\$ 47,573.43	47.22%
Bldg Equip Maint/Repair	6620	\$ 1,742.19	\$ 6,369.23	\$ 4,944.39	\$ 10,800.00	\$ 5,855.61	45.78%
Improvements/Maintenance	6630	\$ 11,147.88	\$ 9,454.50	\$ 15,795.24	\$ 24,500.00	\$ 8,704.76	64.47%
Incidental Costs Assess	6709	\$ -	\$ 15,105.02	\$ 15,348.25	\$ 27,500.00	\$ 12,151.75	55.81%
Grounds Maintenance	6710	\$ 7,667.43	\$ 22,094.36	\$ 33,979.89	\$ 95,180.00	\$ 61,200.11	35.70%
Parking Lot Repair Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ -	\$ 4,322.00	\$ -	\$ -	\$ -	0.00%
Contracted LS Services	6720	\$ 64,611.28	\$ 199,041.73	\$ 228,183.62	\$ 395,900.00	\$ 167,716.38	57.64%
Playgrnd Replacmnt Assess	6721	\$ -	\$ 1,809.00	\$ -	\$ -	\$ -	0.00%
Park Amenities Assess	6722	\$ -	\$ 1,329.84	\$ -	\$ -	\$ -	0.00%
Facility Replacement	6723	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ -	\$ 761.07	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 8,212.66	\$ 31,567.38	\$ 37,264.43	\$ 51,100.00	\$ 13,835.57	72.92%
Vandalism/Theft	6750	\$ 800.00	\$ -	\$ 5,584.70	\$ 4,800.00	\$ 784.70	116.35%
Memberships	6810	\$ 300.00	\$ 11,196.33	\$ 7,766.25	\$ 12,272.00	\$ 4,505.75	63.28%
Office Expense	6900	\$ -	\$ 15.00	\$ 736.25	\$ -	\$ 736.25	0.00%
Office Supplies	6910	\$ 814.84	\$ 11,068.41	\$ 11,473.70	\$ 23,897.00	\$ 12,423.30	48.01%
Postage Expense	6920	\$ 500.00	\$ 11,937.53	\$ 12,752.10	\$ 25,100.00	\$ 12,347.90	50.81%
Advertising Expense	6930	\$ 1,548.00	\$ 8,085.22	\$ 5,963.52	\$ 14,390.00	\$ 8,426.48	41.44%
Printing Charges	6940	\$ 1,150.28	\$ 8,585.03	\$ 6,761.14	\$ 17,516.00	\$ 10,754.86	38.60%
Bank & ActiveNet Charges	6950	\$ 2,931.68	\$ 27,900.02	\$ 28,597.08	\$ 38,020.00	\$ 9,422.92	75.22%
Approp Redevel/Collection Fees	6960	\$ 31,116.17	\$ 157,103.60	\$ 248,929.33	\$ 373,394.00	\$ 124,464.67	66.67%
Minor Furn Fixture & Equip	6980	\$ -	\$ 83.24	\$ 2,810.30	\$ 4,070.00	\$ 1,259.70	69.05%
Comp Hardware/Software Exp	6990	\$ -	\$ 25,135.54	\$ 247.92	\$ 8,852.00	\$ 8,604.08	2.80%
Fingerprint Fees (HR)	7010	\$ -	\$ 891.00	\$ 853.00	\$ 1,705.00	\$ 852.00	50.03%
Fire & Safety Insp Fees	7020	\$ -	\$ 2,465.30	\$ 665.00	\$ 5,088.00	\$ 4,423.00	13.07%
Permit & Licensing Fees	7030	\$ 259.00	\$ 2,678.83	\$ 2,690.61	\$ 11,175.00	\$ 8,484.39	24.08%
State License Fee	7040	\$ -	\$ 512.50	\$ 220.00	\$ -	\$ (220.00)	0.00%
Professional Services	7100	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ 3,303.60	\$ 13,238.20	\$ 30,492.27	\$ 73,815.00	\$ 43,322.73	41.31%
Typeset and Print Services	7115	\$ -	\$ 28,066.34	\$ 23,604.59	\$ 50,700.00	\$ 27,095.41	46.56%
Instructor Services	7120	\$ 7,858.61	\$ 101,372.56	\$ 99,004.16	\$ 133,092.00	\$ 34,087.84	74.39%
PERS Admin Fees	7125	\$ -	\$ 785.79	\$ 1,186.06	\$ 2,449.00	\$ 1,262.94	48.43%
Audit Services	7130	\$ -	\$ 910.00	\$ 6,025.00	\$ 10,950.00	\$ 4,925.00	55.02%
Medical & Health Svcs (HR)	7140	\$ -	\$ 1,180.00	\$ 1,745.00	\$ 2,500.00	\$ 755.00	69.80%
Security Services	7150	\$ 433.50	\$ 2,487.97	\$ 2,749.02	\$ 4,586.00	\$ 1,836.98	59.94%
Entertainment Services	7160	\$ -	\$ 850.00	\$ 1,556.79	\$ 1,950.00	\$ 393.21	79.84%
Business Services	7180	\$ 1,416.84	\$ 38,594.75	\$ 40,234.24	\$ 73,468.00	\$ 33,233.76	54.76%
Umpire/Referee Services	7190	\$ -	\$ 1,060.71	\$ 820.00	\$ 1,900.00	\$ 1,080.00	43.16%
Publication/Legal Notices	7200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ 70.00	\$ 1,299.15	\$ 3,191.16	\$ 3,616.00	\$ 424.84	88.25%
Rents and Leases	7300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 1,209.35	\$ 12,065.68	\$ 12,907.79	\$ 31,360.00	\$ 18,452.21	41.16%
Bldg/Field Leases & Rental	7320	\$ -	\$ 706.28	\$ 5.00	\$ 8,628.00	\$ 8,623.00	0.06%
Event Supplies	7410	\$ -	\$ 579.00	\$ 976.60	\$ 1,910.00	\$ 933.40	51.13%
Supplies	7420	\$ -	\$ 2,914.65	\$ 1,326.33	\$ 6,705.00	\$ 5,378.67	19.78%
Bingo Supplies	7430	\$ 706.39	\$ 4,157.29	\$ 4,839.93	\$ 7,500.00	\$ 2,660.07	64.53%

Sporting Goods	7440	\$ 1,985.47	\$ 3,726.94	\$ 4,695.02	\$ 10,029.00	\$ 5,333.98	46.81%
Arts and Craft Supplies	7450	\$ -	\$ 1,880.38	\$ 1,919.46	\$ 3,230.00	\$ 1,310.54	59.43%
Training Supplies	7460	\$ -	\$ 1,173.57	\$ -	\$ 3,650.00	\$ 3,650.00	0.00%
Camp Supplies	7470	\$ -	\$ -	\$ 447.51	\$ 700.00	\$ 252.49	63.93%
Small Tools	7500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Safety Supplies	7510	\$ 711.43	\$ 3,883.34	\$ 4,953.00	\$ 16,500.00	\$ 11,547.00	30.02%
Special Department Expense	7600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Uniform Allowance	7610	\$ -	\$ 7,193.29	\$ 2,159.95	\$ 11,285.00	\$ 9,125.05	19.14%
Safety Clothing and Supplies	7620	\$ 447.10	\$ 3,702.62	\$ 4,090.92	\$ 8,415.00	\$ 4,324.08	48.61%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Conference and Seminar Fees	7710	\$ -	\$ 1,800.00	\$ 4,155.21	\$ 15,195.00	\$ 11,039.79	27.35%
Conference & Seminars Board	7715	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Conf & Seminar Travel Exp	7720	\$ -	\$ 2,428.33	\$ 2,675.94	\$ 17,829.00	\$ 15,153.06	15.01%
Private Vehicle Mileage	7730	\$ 140.31	\$ 1,579.67	\$ 1,507.67	\$ 4,788.00	\$ 3,280.33	31.49%
Transportation Charges	7740	\$ -	\$ 390.00	\$ -	\$ 1,200.00	\$ 1,200.00	0.00%
Special Events	7750	\$ -	\$ 9,928.66	\$ 11,474.72	\$ 19,320.00	\$ 7,845.28	59.39%
Tuition/Book Reimbursement	7760	\$ -	\$ 301.79	\$ 161.00	\$ 165.00	\$ 4.00	97.58%
Utilities Gas	7810	\$ 1,160.80	\$ 13,769.24	\$ 11,094.24	\$ 27,437.00	\$ 16,342.76	40.44%
Utilities Water	7820	\$ 32,956.90	\$ 460,662.02	\$ 415,225.53	\$ 789,063.00	\$ 373,837.47	52.62%
Utilities Electric	7830	\$ 15,062.09	\$ 160,414.01	\$ 130,462.78	\$ 248,450.00	\$ 117,987.22	52.51%
Awards and Certificates	7910	\$ 776.01	\$ 8,610.49	\$ 10,763.78	\$ 17,995.00	\$ 7,231.22	59.82%
Meals for Staff Training	7920	\$ 55.00	\$ 3,380.22	\$ 2,417.99	\$ 2,800.00	\$ 382.01	86.36%
Employee Morale	7930	\$ -	\$ 1,246.02	\$ 3,208.98	\$ 3,450.00	\$ 241.02	93.01%
COP Debt PV Fields	7950	\$ 61,585.08	\$ 480,997.51	\$ 492,680.67	\$ 739,021.00	\$ 840,870.22	66.67%
Land Improvements	8200	\$ -	\$ -	\$ 22.50	\$ -	\$ 22.50	0.00%
Total Service and Supplies		\$ 309,966.73	\$ 2,278,847.67	\$ 2,453,594.53	\$ 4,292,519.00	\$ 2,436,541.26	57.15%
YTD Comparison				\$ 174,746.86			

Total All Expenses
YTD Comparison

\$ 582,408.50	\$ 4,670,274.32	\$ 4,667,439.71	\$ 7,991,162.00	\$ 3,921,339.08	58.41%
		\$ (2,834.61)			

Capital
YTD Comparison

Capital	8400	\$ -	\$ 23,745.00	\$ 5,623.54	\$ 340,000.00	\$ 334,376.46	1.65%
HCF Trail Project	8403	\$ 125.00	\$ -	\$ 7,319.92	\$ 56,000.00	\$ 48,680.08	13.07%
Greenfield Outdoor Fitness Equ	8404	\$ -	\$ -	\$ 12,098.23	\$ 30,000.00	\$ 17,901.77	40.33%
HCF Grant Wildlife Programs	8405	\$ 675.00	\$ -	\$ 675.00	\$ 33,000.00	\$ 32,325.00	2.05%
Equip/Facility Replacement	8420	\$ -	\$ 26,446.70	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%
Capital Expense		\$ 800.00	\$ 50,191.70	\$ 25,716.69	\$ 484,000.00	\$ 458,283.31	5.31%
YTD Comparison				\$ (24,475.01)			

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Jane Raab, Recreation Supervisor

DATE: April 6, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF
RESOLUTION No. 554 PROCLAIMING MAY 2016
AS OLDER AMERICAN'S MONTH**

RECOMMENDATION

It is recommended the Board proclaim the month of May 2016 as Older American's Month and approve Resolution No. 554 to recognize the senior population in the Pleasant Valley Recreation and Park District.

BACKGROUND

In combination with the Older American's Act, the City of Camarillo, the State and the County Area Agency on Aging, staff is requesting that the Board proclaim the month of May 2016 as Older American's Month.

ANALYSIS

The proclamation will be in recognition of the older adult population in the District. Staff will display the proclamation at the 50+ EXPO and then it will be placed on a wall in the Senior Center throughout the rest of the year. Staff is currently working to organize the annual EXPO which will be held on Tuesday, May 3, 2016.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim the month of May 2016 as Older American's Month and approve Resolution No. 554 to recognize the older adult population in the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 554 (1 page)

**RESOLUTION NO. 554 OF
THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2016
OLDER AMERICAN'S MONTH**

WHEREAS, Pleasant Valley Recreation and Park District is home to more than 16,200 citizens aged 60 years or older; and

WHEREAS, the older citizens of Pleasant Valley Recreation and Park District are representative of an unprecedented trend in the nation's demographic makeup; and

WHEREAS, older persons are, as citizens and community members, entitled to lives of dignity and independence, free from the fears, myths and misconceptions about aging; and

WHEREAS, as America grows older, each community must strive to understand and address the evolving challenges and needs of our older citizens and the people who care for them; and

WHEREAS, our society is dependent upon the nurturing, support, and resources shared between generations, and benefits from our mutual efforts to meet the needs of America's older persons and those who love them;

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim the month of May 2016 as Older American's Month.

Passed and Adopted this 6th day of April 2016.

Mike Mishler, Chair

Neal Dixon, Vice-Chair

Mark Malloy, Secretary

Robert Kelley, Director

Elaine L. Magner, Director

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

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By Matthew Parker, Park Supervisor**

DATE: April 6, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
No. 555 PROCLAIMING APRIL 16, 2016 AS ARBOR
DAY**

RECOMMENDATION

It is recommended the Board proclaim April 16, 2016 as Arbor Day and approve Resolution No. 555 to recognize this proclamation within the District.

BACKGROUND

Over 140 years ago, Morton Sterling celebrated the first "Arbor Day" in Lincoln, Nebraska. From that date until today the holiday has spread throughout the country and the world. The holiday was originally conceived to educate the public on the value of trees and environmental stewardship. The National Arbor Day Foundation continues to provide valuable research and outreach materials to provide the general public with a full understanding of the costs and benefits of tree planting and restoration. District staff utilizes this information to provide educational community tree planting events.

ANALYSIS

This proclamation acknowledges the District's continued efforts in educating the public on the value of trees in the urban environment. Staff utilizes tree care professionals and educational material provided by the National Arbor Day Foundation to educate the community (garden, church, and school groups) on the benefits and value of trees.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim April 16, 2016 as Arbor Day and approve Resolution No. 555 to recognize this proclamation within the District.

ATTACHMENT

- 1) Resolution No. 555 (1 page)

**RESOLUTION NO. 555 OF
THE BOARD OF DIRECTORS
OF
PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING APRIL 16, 2016
ARBOR DAY**

WHEREAS, Pleasant Valley Recreation and Park District understands the benefits of trees within the community; and

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and trees can lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and ;

WHEREAS, trees in our community increase property values, enhance economic vitality of business areas, and wherever planted are a source of joy and spiritual renewal,

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim April 16, 2016 as **Arbor Day**.

Passed and Adopted this 6st day of April, 2016.

Mike Mishler, Chair

Neal Dixon, Vice-Chair

Mark Malloy, Secretary

Elaine L. Magner, Director

Robert Kelley, Director

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: April 6, 2016

**SUBJECT: CONSIDERATON FOR SETTING DATES FOR BUDGET
WORKSHOPS**

RECOMMENDATION

It is recommended that the Board consider setting dates for the upcoming budget workshops.

BACKGROUND

During budget season the Board has met in the month of May to discuss the development of the upcoming budget year. The workshops assist staff in the development of the annual budget and in establishing priorities for the upcoming fiscal year. The meeting is led by staff with each department head presenting on a pre-determined evening. The workshops will be held on a Thursday evening beginning at 5:30pm in Room #6 (May 26, Room #7) of the Community Center.

ANALYSIS

From a staff perspective, the meeting is beneficial. It provides an opportunity to review and discuss the upcoming budget. Should the Board agree, the Clerk of the Board will survey the Board members to determine if all Board Members are available May 5th, 12th, and 26th, 2016.

FISCAL IMPACT

There is no fiscal impact associated with the meeting.

RECOMMENDATION

It is recommended that the Board consider setting dates for the budget workshops.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Michele Kostenuik, Administrative Analyst

DATE: April 6, 2016

**SUBJECT: CONSIDERATION AND ADOPTION OF DISTRICT
WIDE FEE SCHEDULE FOR FY 2016-2017**

RECOMMENDATION

It is recommended that the Board review and adopt the FY 2016-2017 Fee Schedule.

BACKGROUND

Annually the Fee Schedule is reviewed and, as appropriate, new fees are added/omitted, and existing fees are adjusted and then brought to the Board for final approval. The review process encompasses an analysis of previous year facility and park usage, public comments, ease of use, cost impact, and staff input. The Fee Schedule is adjusted accordingly and again reviewed by staff.

Use fees are based on the going rate for comparable facilities and amenities in the surrounding area. These are reviewed as necessary and bi-annually by staff to ensure appropriate and fair rentals for the community and the District. Additionally, the District adopted basic facility use and fee charges as part of Ordinance No. 8 on April 6, 2011 for the purpose of outlining provisions and to provide rules to govern the use of parks and facilities.

ANALYSIS

Staff has met monthly since November 2015 to do a full overhaul of the Fee Schedule. The Finance Committee reviewed the proposed changes on March 16, 2016. Minor adjustments were made to Parks and Facility rental fees. Major changes were made to sport rentals, dividing out fields based on levels of quality and services at the facility. There are three categories: Premier Complex, Standard Complex, and Basic Complex. Also, tournament fees for sport fields and tennis courts were added.

The Tournament Fee Schedule was developed as a result of a Fee Survey that Staff sent to other recreation agencies which offered a tournament rate for facilities.

The advantage to having a tournament rate for a block of time is to help customers quickly get an estimate of what the cost of fields would be when pricing out facilities. The tournament rates include the Premier Complexes for baseball, soccer and softball fields. Standard sports fields were developed for tournament overflow or for events that could be staged at those locations. Tennis courts and Freedom Gymnasium were also added for tournaments as we have had those requests before. The Fee Schedule reflects the cost of each field, zone or court for a 6 hour period and any use after the 6 hours at the regular hourly rate. For parks and facilities, minor changes have been made. The major changes are highlighted below.

The proposed FY 2016-2017 Fee Schedule has the following highlighted changes:

Orange = New fees

Green = Changed existing fee

Sports Changes:

Refer to attachments - There have been extensive changes to categories and pricing.

Facility Changes:

FREEDOM CENTER COMPLEX- Hourly Rates				
	CLASS 1	CLASS 2	CLASS 3	CLASS 4
Freedom Center (4 hour min.)	22 to \$25	43 to \$50	87 to \$100	108 to \$125
Kitchen/BBQ Area (4 hour min.)	7 to \$12	12 to \$24	24 to \$48	31 to \$60
Skyway Room (2 hour min.)	18 to \$9	36 to \$18	\$36.00	72 to \$45
Sunshine Room Only (2 hour min.)	18 to \$9	36 to \$18	\$36.00	72 to \$45
Freedom Gym (2 hour min.)	\$12.00	\$24.00	\$48.00	61 to \$60
Kitchen Use Only	\$100.00	\$100.00	\$100.00	\$100.00

Park Changes:

NATURE CENTER AREA- Rates for 4 hours				
Deck Area (15-40) (no electricity)	25 to \$10	25 to \$20	150 to \$40	188 to \$50
Exclusive Use of Nature Center (up to 300)	\$90.00	\$180.00	\$360.00	\$450.00
School Groups (Mon. - Thurs.)	\$25.00	\$25.00		

PARK GREEN-SPACE RENTAL - Hourly Rates				
Green Park Space- Permitted Class or Event Rentals	\$3.00	\$6.00	16 to \$20	20 to \$25
Park Space Rental for Classes or Event Rental	\$20.00	\$20.00	25 to \$35	30 to \$44
*Dog Agility Events	n/a	n/a	\$35.00	35 to \$44

Additional Fees (Parks & Facilities):

Staff Overtime Fee - hourly per employee (after hours fee may apply)	30 to \$42	30 to \$42	30 to \$42	30 to \$42
After Hours Rate - hourly per employee (2 hr min.)	varies to \$63	varies to \$63	varies to \$63	varies to \$63

FISCAL IMPACT

There is no expected significant fiscal impact.

RECOMMENDATION

It is recommended that the Board review and adopt the FY 2016-2017 Fee Schedule.

ATTACHMENTS

- 1) Proposed Fee Schedule FY 2016-2017 (6 pages)

2016 FEE SCHEDULE- SPORTS FACILITIES

Draft from Lanny Binney Sports Supervisor 23-Mar-16	CLASS 1 Community Service Groups*	CLASS 2 Resident Organizations	CLASS 3 In-District Resident	CLASS 4 Out of District / Non Resident
PREMIER SPORTS COMPLEXES - HOURLY RATES (2 HOUR MINIMUM)				
Baseball Fields				
Bob Kildee Community Park (Field 1)	\$3-to \$18	\$8-to \$27	\$16 to \$36	\$20-to \$45
Freedom Park (Fields 1-4)	\$3 to \$20	\$8 to \$30	\$16 to \$40	\$20-to \$40
Freedom Park- Adult Baseball Field (Veteran's Field)	\$13 to \$20	\$19 to \$30	\$37 to \$40	\$46 to \$50
Soccer Fields				
Pleasant Valley Fields (Zones by the hour)	\$3 to \$20	\$7 to \$30	\$13 to \$40	\$16 to \$50
Softball Fields				
Mission Oaks Park	\$3 to \$15	\$9 to \$23	\$18 to \$30	\$22 to \$38
Pleasant Valley Fields	\$3-to \$15	\$9 to \$23	\$18 to \$30	\$22 to \$38
STANDARD SPORTS FIELD - HOURLY RATES (2 HOUR MINIMUM)				
SOCCER AND OPEN SPACE				
Community Center Park (Grounds I, II, or III)	10	10	20	25
Freedom East Open Area	10	10	20	25
Freedom West Open Area	10	10	20	25
Pitts Ranch Open Space	10	10	20	25
Woodcreek Park	10	10	20	25
BASEBALL/SOFTBALL DIAMOND				
Pitts Ranch Baseball Diamond (U10 or below)	10	10	20	25
BASIC SPORTS FIELD - HOURLY RATES (2 HOUR MINIMUM)				
Arneill Ranch Park - Grass Area	5	5	10	13
Calleguas Creek Park - Grass area	5	5	10	13
Charter Oak Park - Grass Area	5	5	10	13
Woodside Park - Grass Area	5	5	10	13
Dos Caminos Park - Grass Area	5	5	10	13
SPORTS FIELD LIGHTING- Hourly Rates (1 hour minimum with 15 minute increments)				
Bob Kildee Community Park	\$22 to \$23	\$30 to \$35	\$33 to \$35	\$41-to \$43
Freedom Park Baseball	\$22 to \$23	\$30 to \$35	\$33 to \$35	\$41 to \$43
Freedom Park West	\$22-to \$23	\$30-to \$35	\$33-to \$35	\$41 to \$43
Mission Oaks Park	\$22 to \$23	\$30 to \$35	\$33 to \$35	\$41 to \$43
Pleasant Valley Fields (Softball)	\$27-to \$28	\$34 to \$37	\$27-to \$39	\$46
Pleasant Valley Fields (Soccer)	\$37 to \$38	\$44 to \$48	\$48 to \$49	\$60 to \$62
TENNIS COURTS- Hourly Rates (2 hour min.)				
Bob Kildee Community Park (Light fee not included)	\$3 to \$4	\$3 to \$4	\$6 to \$8	\$7-to \$10
Springville Park (Light fee not included)	\$3 to \$4	\$3 to \$4	\$6-to \$8	\$7 to \$10
Mission Oaks Park (Light fee not included)	\$3 to \$4	\$3 to \$4	\$6-to \$8	\$7 to \$10
Valle Lindo Park (Light fee not included)	\$3 to \$4	\$3 to \$4	\$6-to \$8	\$7 to \$10
Pitts Ranch Park	\$3 to \$4	\$3 to \$4	\$6-to \$8	\$7 to \$10
GYMNASIUM- Hourly Rates (2 hour min.)				
Freedom Gym	\$12.00	\$24.00	\$48.00	\$61 to \$60
Plus \$30 flat rate to open/close outside of business hours for all facilities (before 6am & after 9:30pm)				

OTHER SPORT VENUES- Hourly Rates (2 hour min.)				
Las Posas Equestrian Center (requires porta potty)	\$25.00	\$50.00	\$50.00	\$75.00
Pleasant Valley Skate Park (plus staff)	\$10.00	\$20.00	\$40.00	\$50.00
Freedom Park Inline Rink (plus staff)	\$20.00	\$38.00	\$75.00	\$100.00
<i>Staff (per hour) (2 hour min.)</i>	\$15.00	\$15.00	\$15.00	\$15.00
ADDITIONAL RENTAL FEES				
No Show/Change Fee/Late Fee (less than 72 hr notice)	\$25.00	\$25.00	\$25.00	\$25.00
Softball Bases/Softball Score Board Rental (per day)		\$30.00	\$30.00	\$30.00
*Field Prep/Dragging & Lining (per field per prep) MO, PVF, BK, FP		\$42 to \$53	\$42 to \$53	\$42 to \$53

**Any Classification rates may be waived or reflect rates with existing agreements and MOU's.*

2016 FEE SCHEDULE- SPORTS FACILITIES - TOURNAMENTS

<i>Draft from Lanny Binney Sports Supervisor</i>	CLASS 1	CLASS 2	CLASS 3	CLASS 4
23-Mar-16	Community Service Groups*	Resident Organizations	In-District Resident	Out of District / Non Resident
PREMIER SPORTS COMPLEXES - Tournament Rates (6 hour min + Hourly Rate after 6 hours)				
Baseball Fields				
Bob Kildee Community Park (Field 1)	\$115.00	\$175.00	\$235.00	\$295.00
Freedom Park (Fields 1-4 per field)	\$115.00	\$175.00	\$235.00	\$295.00
Freedom Park- Adult Baseball Field (Veteran's Field)	\$115.00	\$175.00	\$235.00	\$295.00
Soccer Fields				
Pleasant Valley Fields (Per Zone)	\$115.00	\$175.00	\$235.00	\$295.00
Softball Fields				
Mission Oaks Park (per field)	\$85.00	\$133.00	\$175.00	\$223.00
Pleasant Valley Fields (per field)	\$85.00	\$133.00	\$175.00	\$223.00
STANDARD SPORTS FIELD - Tournament Rates (6 hour min + Hourly Rate after 6 hours)				
SOCCER AND OPEN SPACE				
Community Center Park (Grounds I,II or III)		\$55.00	\$115.00	\$145.00
Freedom East Open Area (west of Freedom Center)		\$55.00	\$115.00	\$145.00
Freedom West Open Area		\$55.00	\$115.00	\$145.00
Pitts Ranch Open Space		\$55.00	\$115.00	\$145.00
Woodcreek Park		\$55.00	\$115.00	\$145.00
TENNIS COURTS- Tournament Rates (6 hour min + Hourly rate after 6 hours)				
Bob Kildee Community Park (Lights not included)		\$20.00	\$40.00	\$55.00
Springville Park (Lights not included)		\$20.00	\$40.00	\$55.00
Mission Oaks Park (Lights not included)		\$20.00	\$40.00	\$55.00
Valle Lindo Park (Lights not included)		\$20.00	\$40.00	\$55.00
Pitts Ranch Park		\$20.00	\$30.00	\$55.00
Gymnasium - Tournament Rate (6hour min + Hourly rate after 6 hours)				
Freedom Gym	\$67.00	\$139.00	\$283.00	\$355.00
Plus \$30 flat rate to open/close outside of business hours for all facilities (before 6am & after 9:30pm)				
ADDITIONAL RENTAL FEES				
Baseball/Softball Field Services				
Veterans Field Scoreboard (per day with \$100 deposit + staff)	\$20.00	\$20.00	\$20.00	\$25.00
Softball Bases/Softball Score Board Rental (per day)		\$30.00	\$30.00	\$30.00
*Field Prep/Dragging & Lining (per prep per field) MO,PVF, BK, FP		\$53.00	\$53.00	\$53.00
Sports Tournament Code of Conduct Deposit		\$200.00	\$200.00	\$200.00
*Staff (per hour) (2 hour min.) Part Time	\$15.00	\$15.00	\$15.00	\$15.00
No Show/Change Fee/Late (within 14 days)	varies	varies	varies	varies
Overnight Parking Fee- Per Night	\$30.00	\$30.00	\$30.00	\$30.00
(Freedom Park only)				
	Vehicles	Oversize		
Tournament & Special Event Parking - Pleasant Valley Fields	\$7.00			
Parking Permit Fees- Camarillo Grove Park				
Annual Permit/Pass	\$55.00			
Weekends Daily Permit/Pass	\$5.00	\$10.00		
Weekdays Daily Permit/Pass	\$3.00	\$3.00		

*Any Classification rates may be waived or reflect rates with existing agreements and MOU's.

2016-2017 FEE SCHEDULE- FACILITIES

Board Approved _____, 2016		CLASS 1	CLASS 2	CLASS 3	CLASS 4
	Maximum Capacity	Community Service Groups	Resident Organizations	In-District Resident & All Friday-Saturday Rentals (except Class 4)	Out of District/Non Resident
COMMUNITY CENTER COMPLEX- Hourly Rates					
Auditorium (4 hour min.)	384-500	\$36.00	\$73.00	\$145.00	\$180.00
Kitchen (4 hour min.)		\$12.00	\$24.00	\$48.00	\$60.00
Activity Rooms #1, #2, #3, #4, or #5 (2 hour min.)	20-40	\$9.00	\$18.00	\$36.00	\$45.00
Activity Room #6 or #7 (2 hour min.)	54-70	\$15.00	\$31.00	\$63.00	\$78.00
Refundable Cleaning Deposit					
Auditorium		\$300.00	\$300.00	\$300.00	\$300.00
Activity Rooms #1-7		\$50.00	\$50.00	\$50.00	\$50.00
Kitchen Use Only		\$100.00	\$100.00	\$100.00	\$100.00

FREEDOM CENTER COMPLEX- Hourly Rates					
Freedom Center (4 hour min.)	200-308	\$22 to \$25	\$43 to \$50	\$87 to \$100	\$108 to \$125
Kitchen/BBQ Area (4 hour min.)		\$7 to \$12	\$12 to \$24	\$24 to \$48	\$31 to \$60
Skyway Room (2 hour min.)	12-20	\$8 to \$9	\$6 to \$18	\$36.00	\$72 to \$45
Sunshine Room Only (2 hour min.)	30-60	\$8 to \$9	\$6 to \$18	\$36.00	\$72 to \$45
Freedom Gym (2 hour min.)		\$12.00	\$24.00	\$48.00	\$61 to \$50
Refundable Cleaning Deposit					
Freedom Center		\$300.00	\$300.00	\$300.00	\$300.00
Rooms		\$50.00	\$50.00	\$50.00	\$50.00
Kitchen Use Only		\$100.00	\$100.00	\$100.00	\$100.00

PLEASANT VALLEY FIELDS ROOM- Hourly Rates					
East Meeting Room (2 hour min.)	30-60	\$6 to \$11	\$33 to \$21	\$42.00	\$63.00
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

ADDITIONAL RENTAL FEES					
Non-Refundable Processing Fee (applies to ALL rentals)		\$25.00	\$25.00	\$25.00	\$25.00
Liability Insurance		varies	varies	varies	varies
Alcohol Liability Insurance (price ranges from \$100 - \$200)		varies	varies	varies	varies
*Security Guards- Per Guard/Per Hour		\$50.00	\$50.00	\$50.00	\$50.00
*If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for larger groups.					
* Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more guards.					
No Show/Change/Late Fee (within 7 days)		\$25.00	\$25.00	\$25.00	\$25.00
Water Charge- per approval		varies	varies	varies	varies
Pony Rides, Dunk Tanks, Other High Wear Amenities Deposit (Refundable)		\$200.00	\$200.00	\$200.00	\$200.00
Staff Fee - hourly per employee		\$0 to \$42	\$0 to \$42	\$0 to \$42	\$0 to \$42
After Hour/Overtime Rate - hourly per employee		varies to \$63	varies to \$63	varies to \$63	varies to \$63
Recycle Deposit (groups over 100 people) Refundable		\$25.00	\$25.00	\$25.00	\$25.00
Special Event & Filming Permit Application (non-refundable)		\$100.00	\$100.00	\$100.00	\$100.00
Freedom Park Overnight Parking Fee - Per Night		\$30.00	\$30.00	\$30.00	\$30.00
<i>(Freedom Park and Camarillo Grove Park ONLY)</i>					
		<u>Vehicles</u>	<u>Oversize</u>		
Tournament & Special Event Parking - Pleasant Valley Fields		\$7.00			
Camarillo Grove Parking/Entrance Permits					
Annual Permit/Pass		\$55.00	\$55.00		
Weekends Daily Permit/Pass		\$5.00	\$10.00		
Weekdays Daily Permit/Pass		\$3.00	\$3.00		

2016-2017 FEE SCHEDULE- PARKS/PICNIC AREAS

Board Approved _____, 2016		CLASS 1	CLASS 2	CLASS 3	CLASS 4
	Maximum Capacity	Community Service Groups	Resident Organizations	In-District Resident & All Friday-Saturday Rentals (except Class 4)	Out of District / Non Resident
EXTRA SMALL --up to 40 people - Rates for 4 hours					
Bob Kildee #3	35	\$9.00	\$18.00	\$35.00	\$45.00
Community Center (no electricity)	40	9 to \$10	18 to \$20	35 to \$40	45 to \$50
Pitts Ranch (no electricity)	40	9 to \$10	18 to \$20	35 to \$40	45 to \$50
Valle Lindo #2 (no alcohol, amplified music, or electricity)	40	9 to \$10	18 to \$20	35 to \$40	45 to \$50
Valle Lindo #3 (20) (no alcohol, amplified music or electricity)	20	\$6.00	\$12.00	35 to \$24	29 to \$30
Arneill Ranch Park (no electricity)	20	\$6.00	\$12.00	\$24.00	\$30.00
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

SMALL - up to 60 people - Rates for 4 hours					
Bob Kildee #2 (no electricity)	60	\$21.00	\$42.00	85 to \$84	106 to \$105
Camarillo Grove #3, #4 or #5 (no electricity #3 &4)	60	\$21.00	\$42.00	85 to \$84	106 to \$105
Nancy Bush (no alcohol or amplified music)	60	\$21.00	\$42.00	85 to \$84	106 to \$105
Mission Oaks #1, #2 or #3 (no electricity)	60	\$21.00	\$42.00	85 to \$84	106 to \$105
Valle Lindo #1 (no electricity)	60	\$21.00	\$42.00	85 to \$84	106 to \$105
50% Off-Season Rate (Nov. 1-Mar. 31 to 15)		n/a	n/a	43 to \$42	n/a
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

LARGE - up to 200 people - Rates for 4 hours					
Bob Kildee #1	200	61 to \$60	\$120.00	\$240.00	\$300.00
Camarillo Grove #2	200	61 to \$60	\$120.00	\$240.00	\$300.00
Mission Oaks #1, #2, & #3 (combined) (no electricity)	180	61 to \$60	\$120.00	\$240.00	\$300.00
Mission Oaks #1 & #2 or #2 & #3 (120 people) (no electricity)	120	42 to \$60	86 to \$84	169 to \$168	211 to \$210
50% Off-Season Rate (Nov. 1-Mar. 31 to 15)		n/a	n/a	\$84-\$120	n/a
Refundable Cleaning Deposit		\$100.00	\$100.00	\$100.00	\$100.00

EXTRA LARGE - up to 300 people - Rates for 4 hours					
Camarillo Grove #1 (amplified music allowed)	300	\$90.00	\$180.00	361 to \$360	451 to \$450
Freedom	300	\$90.00	\$180.00	361 to \$360	451 to \$450
50% Off-Season Rate (Nov. 1-Mar. 31 to 15)		n/a	n/a	\$180.00	n/a
Refundable Cleaning Deposit		\$200.00	\$200.00	\$200.00	\$200.00

NATURE CENTER AREA- Rates for 4 hours					
Deck Area (15-40) (no electricity)		25 to \$10	25 to \$20	150 to \$40	188 to \$50
Exclusive Use of Nature Center (up to 300)		\$90.00	\$180.00	\$360.00	\$450.00
School Groups (Mon. - Thurs.)		\$25.00	\$25.00		

PARK GREEN-SPACE RENTAL - Hourly Rates					
Green Park Space- Permitted Class or Event Rentals		\$3.00	\$6.00	16 to \$20	20 to \$25
Park Space Rental for Classes or Event Rental		\$20.00	\$20.00	25 to \$35	30 to \$44
*Dog Agility Events		n/a	n/a	\$35.00	35 to \$44
*\$50 Non-Refundable Processing Fee and \$300 Refundable Cleaning Deposit					

ADDITIONAL RENTAL FEES				
Non-Refundable Processing Fee (applies to ALL rentals)	\$25.00	\$25.00	\$25.00	\$25.00
Alcohol Liability Insurance (price ranges from \$100-\$192 to 200)	varies	varies	varies	varies
*Security Guards- Per Guard/Per Hour	\$50.00	\$50.00	\$50.00	\$50.00
<i>*If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for larger groups.</i>				
<i>*Large non-alcohol functions may require 1 guard for groups of 150 people.</i>				
<i>Larger groups may require more guards.</i>				
No Show Fee & Change Fee	\$25.00	\$25.00	\$25.00	\$25.00
Water Charge- per approval	varies	varies	varies	varies
Pony Rides, Dunk Tanks, Other High Wear Amenities Deposit (Refundable)	\$200.00	\$200.00	\$200.00	\$200.00
Staff Overtime Fee - hourly per employee (after hours fee may apply)	30 to \$42	30 to \$42	30 to \$42	30 to \$42
After Hours Rate - hourly per employee (2 hr min.)	varies to \$63	varies to \$63	varies to \$63	var. to \$63
Recycle Deposit (groups over 100 people)-Refundable	\$25.00	\$25.00	\$25.00	\$25.00
Special Event & Filming Permit Application (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Freedom Park Overnight Parking Fee - Per Night	\$30.00	\$30.00	\$30.00	\$30.00
<i>(Freedom Park and Camarillo Grove Park ONLY)</i>				
	Vehicles	Oversize		
Tournament & Special Event Parking - Pleasant Valley Fields	\$7.00			
Parking Permit Fees- Camarillo Grove Park				
Annual Permit/Pass	\$55.00			
Weekends Daily Permit/Pass	\$5.00	\$10.00		
Weekdays Daily Permit/Pass	\$3.00	\$3.00		

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Leonore Young, Administrative Services Manager

DATE: April 6, 2016

SUBJECT: APPROVAL OF JOB DESCRIPTIONS

RECOMMENDATION

Review and approve updated job descriptions.

BACKGROUND

The Pleasant Valley Recreation and Park District last performed a complete job description update in 2016. There are four job descriptions which have minor changes regarding language to reflect: qualifications, work experience, and/or responsibilities.

ANALYSIS

The following changes were made to the job descriptions:

Administrative Analyst Update:

- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office or program area; conducts surveys, research, and analysis on administrative, fiscal and operational issues.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreakings; grand openings; and related events.
- Assist with budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Participates either as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks.

Park Ranger Update:

- Must possess a current and valid Penal Code 832 Certificate.

Lifeguard I/II & Water Safety Instructor Update:

- Job Title change Lifeguard to Lifeguard I/II
- Reports to Recreation/Aquatics Staff
- Lifeguard I – must be at least 16 years old with valid American Red Cross Certification as listed on job description

- Lifeguard II – must be at least 18 years old, two (2) years of lifeguarding experience
- Water Safety Instructor – must be at least 16 years old with both Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons.

Recreation Leader I/II & Senior Leader I/II Update:

- Recreation Leader I/II – May perform the duties of a camp counselor for the District's summer camp program
- Senior Leader II – May help with specific programs assigned.

Recreation Aide Update:

- Education and Experience – must be 16 with at least two (2) years of high school completed or G.E.D. required; Preferred 500 hours of experience in a paid or voluntary position in recreation by participating in school and/or community activities.

The information presented herein is recommended by both the Personnel Committee as well as the staff.

COMMITTEE REVIEW

The Personnel Committee met and reviewed the information on March 24, 2016.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

Review and approve updated job descriptions.

ATTACHMENTS

- 1) Job Descriptions (10 pages)



Pleasant Valley Recreation and Park District

Job Description

Job Title: Administrative Analyst
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Exempt

Category: Management
Prepared Date: March 2016
Approved by: Board of Directors
Approved Date:

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties for management positions, in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Serves as Clerk of the Board, attends District Board, subcommittee and other governmental meetings. Prepares, monitors, distributes or publishes administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside agencies and District staff.
- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office or program area; conducts surveys, research, and statistical analysis on administrative, fiscal and operational issues.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreaking; grand openings; and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations and ordinances.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing, brochures and technical manuals and staff reports.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.
- Insure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Perform related duties as assigned.
- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, or temporary employees.



Pleasant Valley Recreation and Park District Job Description

- Participates either 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.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable 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 outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: 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.

PHYSICAL DEMANDS: 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 multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Ranger
Department: Parks
Reports To: Park Superintendent
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: April 2016
Approved by: Board of Directors
Approved Date:

SUMMARY: Patrol and police parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Responsible for compliance with security policies and procedures. In conjunction with the Park Superintendent, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assists in providing information to the general public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Explains and interprets rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensures compliance with those rules and regulations.
- Provides crowd control and enforces safety at special events.
- Protects park patrons and park employees against unruly elements.
- Provides assistance in emergencies enforces safety and precautions and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas.
- Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keeps a record of patrol time and activities and prepares reports.
- Obeys and properly executes orders issued by Superintendent.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Administers emergency first aid to sick or injured park visitors.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate of Science Degree with work in natural resources or closely related field; one year experience; or two years related experience and/or training; or equivalent combination of education and experience.



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid Driver's License and maintain a clean Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

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.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics 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. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Lifeguard I/II & Water Safety Instructor
Department: Recreation
Reports to: Recreation/Aquatic Staff
FLSA Status: Non-exempt

Location: Aquatic Center
Prepared Date: March 2016
Approved by: Board of Directors
Approved Date:

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

- Perform water rescues and provide CPR, first aid and rescue breathing as needed
- Instruct and/or assist with instruction of swimming lessons of all ages and abilities by following a structured lesson plan
- Perform accurate cash register operations and ability to count money using addition and subtraction
- Ability to communicate effectively with co-workers and customers in person and over the phone
- Perform set up and breakdown of facility equipment as needed
- Assume a professional attitude and appearance at all times while on duty
- Considerately and patiently enforce facility rules to provide a safe environment and maintain order in swimming areas
- Perform daily cleaning of pool, deck, locker rooms, restrooms, lobby and other areas as assigned
- Perform other duties as assigned

Education/Experience: Must be at least 16 years old, a valid work permit is required if you have not graduated high school or received a GED at time of hire.

- Lifeguard I: must be at least 16 years old with valid American Red Cross certifications as listed below.
- Lifeguard II: must be at least 18 years old; two (2) years of lifeguarding experience.
- Water Safety Instructor: must be at least 16 years old with both Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons.

Certifications, Licenses, Registrations: 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.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics 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. 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.

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Pleasant Valley Recreation and Park District

Job Description

Job Title: Recreation Leader I/II & Senior Leader I/II
Department: Recreation
Reports To: Recreation Supervisor or as assigned
Category: Staff

FLSA Status: Non-Exempt
Prepared Date: March 2016
Approved By: Board of Directors
Approved Date:

SUMMARY: Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. May work with any aspect of recreation programs and/or work in any assigned division or department: Administration, Parks, Recreation – aquatics, classes, senior services and youth and adult sports and special events. Conducts, instructs and monitors recreational program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader Series and Senior Recreation Series require the following:

- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.
- Administers First Aid and CPR as needed.
- Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Ensure that appropriate image and approach and respect are being consistently exercised.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms.) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.
- Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.
- Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.
- Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).
- Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).
- Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.
- Prepare score sheets, statistics, and written reports, maintain records and reports for accident, incident, emergency, attendance, activity, registration and reservation, perform program surveys and evaluations.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.
- Assist with surveying and educating the community on recreation programs.
- May require some Holiday, evening, and/or weekend work assignments.

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Pleasant Valley Recreation and Park District Job Description

RECREATION LEADER I/II:

- May perform the duties of a camp counselor for the District's summer camp program.

SENIOR LEADER I:

- May act as the Assistant Camp Director for the District's summer camp program.
- Will be able to fill in for the Senior Leader II as needed.

SENIOR LEADER II:

- May act as Camp Director for District's summer camp program.
- Assist Recreation Coordinator with staff schedules.
- Provide input on yearly performance reviews.
- Will serve in a lead capacity for other Recreation Leaders and Aides.
- May help with specific programs, as assigned/

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must own a vehicle or 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 within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

EDUCATION and/or EXPERIENCE:

- Recreation Leader I: must be 16 years old and have completed two years of High School; one (1) year of recreation or related experience. Volunteer or paid work experience with youth/teens/seniors/sports is desirable.
- Recreation Leader II: Possession of a high school diploma or general equivalency diploma (GED), and a minimum of one (1) year of recreation or related experience relevant to the area of assignment.
- Senior Leader I: thirty (30) units of applicable college course work; two (2) years recreation related experience.
- Senior Leader II: Associate's Degree in applicable field; two (2) years recreation related experience.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

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.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: The work environment characteristics 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. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Aide	Location:	Various
Department:	Recreation	Prepared Date:	March 2016
Reports To:	Recreation Staff	Approved By:	Board of Directors
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: Under supervision, assist in conducting recreational program activities at assigned parks, community center or recreational area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Provide responsible staff assistance and support to the assigned supervisor.
- Assist with organizing and promoting interest in recreational programs and activities including sports, games, arts and crafts, day camp, recreational classes, and events.
- Monitor activity of participants in recreation programs and activities; enforce rules and regulations of recreational programs to maintain discipline and ensure safety.
- Set-up and clean- up for recreational programs and activities.
- Help ensure that recreational programs and activities start and finish in the prescribed manner and time frames.
- Issue equipment for recreational programs and activities.
- May assist with officiating games and keeping score for sports leagues.
- Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.
- Provide information to recreation participants; explain principles, techniques, and safety procedures to participants in recreational programs and activities; demonstrate use of materials and equipment.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities.
- Help assess supplies and equipment needed for recreational programs.
- May assist with senior/active adult events and programs.
- Assist with a variety of administrative reports on activities and operations.
- Perform related duties and responsibilities as required.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to: Maintain records and reports; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Ability to: common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION and/or EXPERIENCE: Must be 16 with at least 2 years of High school completed or G.E.D. required; Preferred 500 hours of experience in a paid or voluntary position in recreation by participating in school and/or community activities.

CERTIFICATES, LICENSES, REGISTRATIONS: 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.



Pleasant Valley Recreation and Park District Job Description

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.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics 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. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Leonore Young, Administrative Services Manager

DATE: April 6, 2016

**SUBJECT: APPROVAL OF PLEASANT VALLEY RECREATION AND
PARK DISTRICT EMPLOYEE MANUAL**

RECOMMENDATION

It is recommended the Board approve the revised District Employee Manual.

BACKGROUND

The District Employee Manual was last revised September 5, 2012. After reviewing the current Employee Manual as well as entering into a Memorandum of Understanding with SEIU last year, it was determined a more elaborative version would better serve the employees and the District. Since September 2015, staff has been working with the Personnel Committee to update the entire Employee Manual. Updating definitions, combining sections, and terms to reflect current situations, as well as adding components for clarity were needed to make the manual applicable to all employees of the District.

ANALYSIS

It is the purpose of this policy to establish a system of uniform and appropriate personnel policies and procedures which will provide the Pleasant Valley Recreation and Park District with standards of conduct and promote proper operations. This policy shall govern and affect personnel administration for all employees of the Pleasant Valley Recreation and Park District, unless otherwise specified. This personnel policy is not intended to and does not supersede conflicting provisions of the collective bargaining agreements to which the Pleasant Valley Recreation and Park District is a party (specifically, the Memorandum of Understanding (MOU)).

The following is a list of the sections of the Employee Manual and some of the major changes:

- 1) Article 1 – General Information – this defines the purpose, intent, scope, rights to revise, at-will employment, equal employment opportunity, anti-harassment, and reporting harassment.
- 2) Article 2 – Employment Information - defines, employment categories, nepotism, probationary periods, and re-hire standards
 - a. Clarified the difference between Part-Time Year Round employees and Part-Time Restricted and Seasonal/Temporary employees.
 - i. Part-Time Year Round are employees who work over a 1000 hours per fiscal year and are eligible for pro-rated benefits. The intent of the District

- is for these employees to work a total of 1,560 hours and not to exceed 1,700 hours.
- ii. Part-Time Restricted are employees who do not exceed 960 hour per fiscal year and average 19 hours per week.
 - b. Probationary Period is subject to a one (1) year period from the date of the appointment position unless it is a promotional position and then it is six (6) months.
 - c. Re-Hires may be considered provided they left the District in good standing; if the length of time since the end of employment is greater than 30 days, the person under consideration must complete the new hire paper work to include drug, tuberculosis, alcohol screen, physical, references and fingerprint clearance.
- 3) Article 3 – Leave of Absence - defines the various types of leaves to include but not limited to: vacation, management, sick, compensatory time, jury duty, bereavement, workers' compensation, military, family care and medical leave.
- a. Vacation caps will be reduced from three times the employees yearly accrual to two times the yearly accrual
 - b. Sick Leave Changes:
 - i. Sick leave cash value upon termination will now have a cap of 500 hours for employees with 5 to 10 years of employment and employees with 10 years will receive a maximum of 1,000 hours. Upon retirement the accumulated sick leave will be converted to retirement benefit credits with no cash value.
 - ii. Part-Time Year Round will accrue at a rate of 2.76 hrs instead of 1.54 hrs.
 - iii. Part-Time Restricted and Temporary/Seasonal will accrue at a rate of one (1) hour for every thirty (30) hours worked per the new sick leave law.
 - c. Part-Time Year Round employees will receive a maximum of forty (40) hours to use towards jury services in a 12-month period of time and up to eighteen (18) consecutive hours for bereavement leave.
- 4) Article 4 – Benefits - defines the District's comprehensive array of benefits to include: CalPERS, insurance programs, workers' compensation, holidays, training and travel.
- a. For employees with a hire date before March 31, 2001, the District is contracted for a retirement formula of 2.5% @ 55. All represented employees at 2.5% @ 55 will continue to pay 12% of which 8% will be the Normal Cost and 4% will be for the loan to enhance their retirement and last until August 2022.
 - b. Recording expenses for training, seminars, conferences and meetings have been updated to reflect and match our travel expenditure forms and clarify costs.
 - c. Employee and Family Wellness – offering employees and their immediate family 25% off staff taught classes and parking pass; free access to drop-in games; two free 20 entry swim passes.
 - d. Travel Policy will be attached as an addendum in order to better define the travel authorization process, vehicle use, long distance travel, reimbursement, and Board of Directors travel.
- 5) Article 5 – Management - defines performance evaluations, employee property, solicitation and distribution of information, tobacco products, cell phone allowance, electronic usage, use of District resources.
- a. Cell phone allowance/stipend policy has been updated to reflect the amount any employee would receive dependent upon their job expectations.
 - b. Employee technology use policy will be attached as an addendum in order to establish privileges and additional responsibilities for employees. Specific items that are addressed within the policy are as follows: employee responsibilities, personal use of District equipment, use of social media, department responsibilities, monitoring, retention, policy changes and employee discipline

- 6) Article 6 – Standard of Conduct – defines punctuality and attendance, prohibited conduct, disciplinary actions, off-duty conduct, outside business or employment, grievance process, drug and alcohol abuse, confidentiality, conflicts of interest, business conduct and ethics.
 - a. Outside Business or Employment (Full-Time employees) states the following types of employment, education classes, or extracurricular activities elsewhere are prohibited: employment that conflicts with an employee’s work schedule, duties and or responsibilities; employment which has a detrimental effect on the employee’s work, requires the employee to conduct work while on district property during the employee’s working hours and/or employment that directly or indirectly competes with the business or the interests of the District.
 - b. Clarified the drug and alcohol policy to reflect both the employers and employees responsibilities as well as defining reasonable suspicion.
 - c. Conflict of interest was added to help better define what is expected of staff and the Board of Directors. It also addressed the District’s position on the completion of Form 700, the Statement of Economic Interests. The third item added to this section is the personal use of District’s contractors. The Employee Manual now prohibits the personal use of contractors that have a current contract with the District in an amount of \$5,000 or more.
- 7) Article 7 – Wages – defines work schedules, payment of wages, direct deposit, meal periods, reimbursement, out of class assignments.
- 8) Article 8 – Health and Safety – defines safety policies, trainings, inclement weather, driving while conducting District business.
 - a. Updated Policy to reflect who can drive a District vehicle and who can be in a District vehicle, as well as the use of private vehicle usage for District business and the use of a cell phone while driving when conducting District business.
- 9) Article 9 - Separation from Service/Termination – defines the various types of separation from resignation, termination, layoff, and retirement.

Staff has reviewed the draft copy along with District legal counsel. Legal counsel has been reviewing the draft Employee Manual over the course of the last three (3) months and Staff has incorporated all the legal changes in the copy provided.

COMMITTEE REVIEW

The Personnel Committee met and reviewed the information in September, October, November, and December 2015 and also in January, February, and March 2016.

FISCAL IMPACT

There will be a fiscal impact to the FY 2015-16 budget. By reducing the vacation cap for Non-SEIU employees and paying out employees that exceed the vacation cap, it will cost the District approximately \$35,320. This will lower the compensated absences and the District’s liability moving forward. There will be a long term fiscal impact on the District once the vacation caps have been reduced and paid out. The District will see the effect in the FY 2015-16 compensated absences section of the Annual Financial Report with the vacation caps being lowered. As employees increase their years of service with the District, the amount of vacation hours they can accrue will be reduced and the monetary liability of the District will be lower and less problematic for the District in the event the District has to pay out numerous employees at one time or in one fiscal year.

RECOMMENDATION

It is recommended the Board approve the revised District Employee Manual.

ATTACHMENTS

- 1) Employee Manual (87 pages)
- 2) Electronics Policy (11 pages)
- 3) Travel Policy (10 pages)



EMPLOYEE MANUAL

Administrative Office

(Community Center/Senior Center)
1605 E. Burnley St., Camarillo 93010

Parks Department Office

(Located at Freedom Park)
480 Skyway Dr., Camarillo 93010
(805) 482-5396

Approved by the Board of Directors on _____

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Article 1 – GENERAL INFORMATION

A. Purpose and Intent

It is the purpose of this policy to establish a system of uniform and appropriate personnel policies and procedures which will provide the Pleasant Valley Recreation and Park District with a productive, efficient, stable and representative workforce by incorporating the following principles:

Recruiting, selecting and advancing employees on the basis of their relative ability, education, training, knowledge, and skills relevant to the work to be performed and providing progressive employment programs which encourage and support employee development.

Establishing and maintaining a uniform plan of classification and pay based upon the relative duties and responsibilities of positions.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without discrimination based on race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation or disability with proper regard for their privacy and constitutional rights.

Establishing ethical standards of conduct required of employees which will promote the proper operation.

B. Scope

This policy shall govern and affect personnel administration for all employees of the Pleasant Valley Recreation and Park District, unless otherwise specified. This Personnel Policy is not intended to and does not supersede conflicting provisions of collective bargaining agreements to which the Pleasant Valley Recreation and Parks is a party specifically, the Memorandum of Understanding (MOU). The Personnel Policy shall also not supersede any local, state, or Federal statutes, rules, and/or regulations. It is the intent of this policy that the general principles stated will serve as a basis for personnel policy.

C. Right to Revise

This employee manual provides employment policies and practices of the District in effect at the time of publication. All previously issued manuals or handbooks and any inconsistent policy statements or memoranda distributed prior to this manual are superseded.

The General Manager is authorized to issue written administrative orders to establish procedures and practices for administration of the District personnel system and to interpret or clarify any provisions of the manual.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this manual or in any other document. However, any such changes must be in writing and must be signed by the General Manager and approved by the Board of Directors of the District.

Any changes to this manual will be distributed in writing to all employees so that employees will be aware of the new policies or procedures. No oral statements, representations, or conduct can in any way alter the provisions of this manual.

This manual sets forth the entire agreement between the employee and the District as to employment with the District. Nothing in this employee manual or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. District employees remain employed at will at all times.

D. At-Will Employment

District personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in this manual shall limit the right to terminate at-will employment. No Superintendent, Manager, Supervisor, or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Directors of Pleasant Valley Recreation and Park District have the authority to make any such agreement with the General Manager, which is binding only if it is in writing and signed by both parties.

E. Equal Employment Opportunity

The District is an equal opportunity employer and makes employment decisions on the basis of merit. District policy prohibits unlawful discrimination based on

race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, pregnancy, childbirth or related medical conditions, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or any other consideration made unlawful by Federal, State, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and prohibited.

Pleasant Valley Recreation and Park District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by or against any employee of the District, including Supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Administrative Services Manager and request such an accommodation. The individual with the disability should specify what accommodation he/she needs to perform the job. The District then will engage in an interactive discussion with the employee or applicant to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his/her job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

If an employee believes they have been subjected to any form of discrimination, they can submit a written complaint to their Supervisor or the General Manager or designee. Their complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If assistance is needed with a complaint, or if it is preferred to make a complaint in person, they can contact the Administrative Services Manager. The District will immediately undertake a thorough and objective investigation and attempt to resolve the situation.

If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.

The prime objectives of this policy are as follows:

1. Ensure the recruiting, hiring and training for all job classifications are done without regard to sex, gender, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, marital status, medical condition or sexual orientation.
2. Ensure that employment decisions further the principle of Equal Employment Opportunity.
3. Ensure that promotion decisions further the principle of Equal Employment Opportunity and that those criteria which are not discriminatory for promotions be used.
4. Ensure that other personnel policies and procedures governing compensation, benefits, transfers, training, tuition assistance and recreation programs are administered without regard to sex, gender, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, marital status, medical condition or sexual orientation.

F. Anti-Harassment

The District is committed to providing a work environment free of unlawful harassment. District policy prohibits all forms of harassment in the workplace. This includes harassment based in regard to sex, gender, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, marital status, medical condition or sexual orientation. This policy also prohibits retaliation against an individual for making a complaint or discriminatory harassment or for participating in a harassment investigation. This policy prohibits discriminatory harassment of other employees, applicants, or persons providing services pursuant to a contract. This policy applies to all employees, contractors and vendors of the District. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
5. Retaliation for reporting or threatening to report harassment.

G. Reporting Harassment

California state law requires all Supervisory staff to attend mandatory sexual harassment training every two years. Administrative Services Department or designee will schedule and notify applicable staff of training dates. Attendance will be documented and filed in individual personnel files.

If an employee believes they have been unlawfully harassed, they should immediately bring their complaint to their own Supervisor, any other District Supervisor, or the Administrative Services Manager as soon as possible after the incident. Management will refer all harassment complaints to the Administrative Services Manager, immediate Supervisor or the General Manager of the District.

Complaints of harassment will be investigated promptly. Confidentiality will be maintained to the greatest extent possible. They will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate complaints in writing, but this is not mandatory. Once a determination is made, the findings of the investigation will be communicated to the complainant, the alleged harasser and, as appropriate, to other concerned parties.

If it is determined that harassment has occurred, a prompt and effective remedy shall be provided to the complainant. In addition, the Pleasant Valley Recreation

and Park District shall work to ensure that no further harassment occurs, and that no retaliation is taken against the complaining employee or any other employee who participates in the investigation. Should the complainant be dissatisfied with the results of the investigation, he/she may pursue the matter as provided for the applicable grievance procedure.

Any employee found in violation of this policy, shall be subject to disciplinary action as provided for in the Pleasant Valley Recreation and Park Personnel Policy, up to and including suspension, demotion and dismissal.

The District encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be promptly and fairly resolved. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks they have been harassed or retaliated against for resisting harassment or complaining about harassment, they may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

ARTICLE 2 – EMPLOYMENT INFORMATION

A. Employment Categories

It is the intent of the District to clarify the definitions of employment and employment classifications in order to understand employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time and should not be deemed as any modification to the at-will nature of employment at the District as described above.

B. Nepotism (Employment of Relatives)

No person shall be employed in a position directly or indirectly supervised by a member of his/her immediate family, defined as current spouse, registered domestic partner, child, stepchild, parent, stepparent, legal guardian, sibling, stepsibling, grandparent, great grandparent, grandchild, independent adult children; and the relatives of spouses or registered domestic partners falling within the same categories.

The District does not discriminate in employment on the basis of marital or family status. Nonetheless, the District may refuse to appoint a person to a position where the person's relationship with another employee has the potential to have an adverse impact on supervision, confidentiality, safety, security or morale or to be otherwise incompatible with or adverse to the best interest of the District.

C. Full Time Employees

Regular full-time employees are those who are regularly scheduled to work and work 80 or more hours in a two week period, or 2080 hours per calendar year. Full-time employees are eligible for District benefits (refer to Benefits section) Regardless of assigned schedule, full-time employees shall be assigned to work a sufficient number of workdays and/or be credited with holidays, vacation, sick, and compensation leaves under Federal and State laws, to normally equal a total of two hundred sixty (260) workdays of either (8) hour periods per calendar year or two thousand eighty (2,080) hours.

D. Part-Time Year Round Employees

Part-time year round employees who are classified to work over 1000 hours per fiscal year may be eligible for pro-rated benefits as approved by the District. (Refer to Benefits section). The intent of the District is that part-time year round employees work a total of 1,560 hours per fiscal year and to not exceed 1,700 hours with the General Managers approval. This will average out to 30 hours per week.

E. Part-Time Restricted Employees

Part-time restricted employees are those who are scheduled on average 19 hours per week and do not exceed 960 hours per fiscal year, unless an additional 20 hours, for a total of 980 hours, have been approved by the General Manager. Part-time employees are not eligible for District benefits except as required by law.

Employees who must work 20 hours per week must not do so for longer than a four (4) month period within a fiscal year.

F. Seasonal/Temporary Employees

Seasonal or temporary employees may be scheduled to work any number of hours per week with no regular schedule, but may not work more than 960 hours

per year fiscal year. Seasonal employees are typically hired for a particular seasonal need, no longer than a four (4) month period. They are not eligible for any employer-sponsored benefits except those mandated by applicable law.

G. Exempt Employees

An exempt employee based on duties and responsibilities, does not fall under certain wage and time requirements of federal and state regulations. An exempt employee does not receive overtime or compensatory time off. Exempt employees are required to record their hours worked on a timecard.

H. Non- Exempt Employees

A nonexempt employee is one who is paid on the basis of hours worked per pay period and who receives compensation for overtime. Nonexempt employees are required to record their hours worked on a time clock and/or timecard. All employees, unless notified otherwise by management, are nonexempt.

I. Probationary Period – New Hires & Promotional Appointments

All original and promotional appointments to positions in the classified service shall be tentative and subject to a probationary period of one (1) year from the date of appointment to the position. The purpose of the probationary period is to train, observe and evaluate the employee. During this time, an employee will learn their responsibilities, get acquainted with fellow co-workers, and their employer will determine whether or not they are satisfied with the employee performance. Their direct Supervisor will closely monitor their performance. The Supervisor will conduct a performance review at the conclusion of the 90 day introductory period. Employees within their introductory period do not receive District benefits unless stated in this manual.

1. Initial Probation

It is understood that the probationary period will normally last for one (1) year from the date of appointment, but may last longer than the one (1) year if absences, either paid or unpaid, cause the probationary employee to work less than one thousand six hundred eight (1,680) hours.

2. Promotional Probation

It is understood that the probationary period, upon promotion, will normally last for six (6) months from the date of probation, but may last longer than the

one (1) year if absences, either paid or unpaid, cause the probationary employee to work less than one thousand and forty hours (1,040).

During the introductory period, full time and part time year round employees are eligible for health insurance, paid holidays upon hire date, and accrue vacation and sick time. After the 90 day introductory period, an employee may utilize their accrued vacation and sick time. Throughout the introductory period they may not make use of any accrued leave including vacation, sick, jury duty, bereavement and any other special days.

J. Re-Hires

Former employees may be considered for rehire provided they left employment with the District in good standing and meet all qualifications of the current open position they are seeking. If they are rehired after 90 days, they will not retain credit for length of service for the purpose of calculating vacation and sick leave accrual and anniversary awards.

If the length of time since the end of employment is greater than 30 days the persons under consideration for rehire will be required to complete a new drug, tuberculosis and alcohol screen, physical, references and fingerprint clearance.

Employees who are on any type of leave of absence, work-related or non-work-related, or after completing the work assignment for the season for which they were hired, will be placed on an inactive status. During the time the employee is on inactive status, benefits such as vacation and sick leave benefits by the District will not be earned or continued, and seniority will not continue to accrue. Health insurance will continue under certain circumstances as detailed in the Leaves of Absence policies.

ARTICLE 3 – LEAVE OF ABSENCE

The District may grant leaves of absence to employees in certain circumstances and as applicable with Federal and State labor laws and regulations. Prompt notice of any change in anticipated return date is requested. Failure to return to work as scheduled at the end of a leave will be considered abandonment of employment and voluntary resignation by the employee to the extent permitted by law.

The term "immediate family" is defined as current spouse, registered domestic partner, child, stepchild, parent, stepparent, legal guardian, sibling, stepsibling, grandparent, great grandparent, grandchild, independent adult children; and relatives of spouses or registered domestic partners falling within the same categories.

For employees who have taken a leave of absence, the District will continue to pay its share of premiums for eligible employees' medical benefits for up to 12 weeks of leave to the extent permitted by law, or unless otherwise stated herein. Employees must continue to pay their share of benefits during this 12-week period by making bi-weekly payments to the District or insurance carrier for the amount of the applicable premium.

At the conclusion of 12 weeks, if the employee has not returned from leave, the employee will be required to pay his/her own premiums to continue medical coverage, or may become eligible for COBRA in lieu of continued participation in the District's group medical benefits to the extent permitted by law. Failure to pay the employee's share during the 12-week leave or to pay the entire premium after the 12-week period has ended (if applicable) may result in termination of coverage.

Employees who report less than their regularly scheduled hours due to a leave of absence or other time off will accrue leave on a prorated basis.

Employees should contact the Administrative Services Manager or designee for further information.

A. Vacation

The District supports and encourages the use of vacation to provide opportunities for rest, relaxation, and personal pursuits. Vacation time off with pay is available to all regular full time and part time year round employees. Active service commences with an employee's first day of work and continues thereafter unless broken by an extended period; including absence without pay, a paid leave of absence, or termination of employment. Actual accrued vacation time must be sufficient to cover any requested vacation time off before it can be taken and vacation leave will not be advanced or paid in lieu of taking actual time off.

It is the mutual responsibility of the employee and his/her Supervisor to assure that no employee shall exceed said maximum accrual. There shall be no further accrual once an employee's maximum hours have been reached. If accrued but

unused vacation leave reaches the maximum, vacation leave shall cease to accrue until such time as leave falls below the maximum accrual limit.

For each pay period vacation will accrue in accordance with the following schedule, subject to the accrual limitations and policies.

FULL TIME			
Years of Service	Accrual Rate Per Pay Period	Accrual Hours per Year	Max Accrual Cap (Annual Hours)
0-5 Years	3.08	80	160
6-8 Years	3.85	100	200
9-12 Years	4.62	120	240
13-15 Years	5.38	140	280
15(+ Years	6.15	160	320
PART TIME YEAR ROUND			
Years of Service	Accrual Rate Per Pay Period	Accrual Hours per Year	Max Accrual Cap (Annual Hours)
0-5 Years	2.31	60	80
6-8 Years	2.89	75	100
9-12 Years	3.47	90	120
13-15 Years	4.04	105	140
15(+ Years	4.61	120	160

Vacation begins to accrue the first payroll period of employment but no accrued vacation time may be used by new or rehired employees until completion of 90 days of continuous service. Leave may be used in increments of 1 hour or more increments. Exempt employees absent for three hours or more in a workday will have the corresponding amount of time deducted from their accrued vacation.

Current accrued vacation is reflected on pay stubs. If an error has been made on an employee's vacation accrual, it should be immediately reported to payroll for a correction or explanation.

Supervisors shall respond to a written request for vacation within five business days from the date in which the employee hands their direct Supervisor the request. Upon the request of the employee, the Supervisor shall confirm, in writing, the granting or denial of the request with the reason for the denial. The District will attempt to accommodate each vacation request however; the District reserves the right to deny employee vacations if required by business necessity.

Vacation schedules should be coordinated a minimum of two weeks in advance and approved by a Supervisor.

Seniority and annual rotation may be taken into consideration when resolving schedule conflicts. The General Manager will make final determinations on disputes over time off requests.

An employee whose employment terminates (including employees in their introductory period) will be paid for accrued unused vacation days.

B. Management Leave

It is recognized that exempt employees will work additional hours as needed to meet the demands of their position without receiving additional compensation for such hours. The District provides regular exempt employees with 80 hours of additional leave per calendar year to be used at the employees' discretion with the General Manager's or Department Manager's approval.

The 80 hours will be distributed to employees in two intervals. The initial 40 hours will be entered on the first paycheck in January; the final distribution will be entered on the first paycheck in July.

Twenty (20) hours of time earned in January may be carried over into the second half of the year with approval from the General Manager prior to June 30th. The remaining time must be utilized by the last paycheck of December; there is no cash value for management leave.

C. Sick Leave

Sick leave is a benefit that full time and part time year round employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to obtain medical assistance or recover from illness or injury or other reasons allowed by law. Sick leave is not for "personal" absences.

Sick leave can be used to care for an immediate family member, provided that the employee is required to tend, care, or otherwise provide for the care of a member of his/her immediate family. For the purpose of this section, immediate family shall include spouse or registered domestic partner, mother, father, child, brother, sister, grandfather, grandmother, or corresponding in-law, step-parents, step-children, legal ward, foster children or an employee standing in loco

parentis. Sick leave may not be used for vacation or personal time off, but may be used for medical and dental appointments. Accrued sick leave may be used in increments of 1 hour or more.

1. Full Time Employees Sick Leave Accrual

Every regular full time employee shall accrue sick leave at the rate of 3.69 hours per pay period. Employees in regular positions budgeted less than eighty (80) hours per pay period shall receive sick leave accumulation on a pro-rata basis.

Paid sick leave shall continue to accrue during any period of leave with pay, including sick leave. Leave will accrue at a prorated rate if any part of the leave becomes unpaid. There shall be no cap on the number of sick leave hours an employee may accumulate for illness.

2. Part Time Year Round Employees

Employees in this classification will receive twenty four (24) hours of sick leave upon completion of six pay periods (84 calendar days). Beginning the seventh pay period employees will accrue sick leave at 2.76 hours per pay period.

Paid sick leave shall continue to accrue during any period of leave with pay, including sick leave. Leave will accrue at a prorated rate if any part of the leave becomes unpaid. There shall be no cap on the number of sick leave hours an employee may accumulate for illness.

3. Temporary or Seasonal and/or Part Time Restricted Employees

Temporary or Seasonal Employees shall receive twenty four (24) hours of sick leave upon completion of six pay periods (84 calendar days). Beginning their second year of employment the employee will receive an additional twenty four (24) hours, not to exceed forty eight (48) hours.

4. Charge for Sick Leave

If an employee performs his/her duties for part of a working day, he/she shall be credited with those hours worked, and charged sick leave only for those hours not worked for reason of illness or injury. Sick leave must be used in one quarter (1/4) hour increments. Sick leave can only be charged to days the employee was scheduled to work.

5. Proof of Illness

A doctor's certificate or other adequate proof shall be provided by the employee in all cases of absence due to illness of three (3) consecutive days or more. A Department Head may request a doctor's certificate for absences of less than three (3) consecutive days.

6. Notice of Sickness

The Department Manager or designee must be notified not later than one hour prior to the start of the employee's scheduled tour of duty. It is the responsibility of the employee to keep the Department Manager or designee informed as to the continued absence beyond the first day. If the need for leave is unforeseeable, please provide notice as soon as possible

7. Cash Value upon Termination

Accumulated sick leave shall have no cash value for any employee who terminates for any reason prior to the completion of five (5) years of service with the District. Employees who terminate after the completion of five years of employment shall be compensated at the rate of twenty five percent (25%) and limited to 500 hours and employees with 10 years and over of service will be compensated at a rate of fifty percent (50%) and limited to 1,000 hours. The cash value compensation is based upon salary in effect at the time of Termination.

8. Value upon Retirement

Upon retirement, accumulated sick leave will be converted to retirement benefit credits, with no cash value, in accordance with terms and conditions of the District contract with the Public Employees' Retirement Systems (PERS).

D. Compensatory Time Off

Full Time employees may accrue compensatory time off hours in lieu of being paid overtime for all worked overtime hours, with approval of their Supervisor. Compensatory time off is accrued at one and one half times the regular pay rate of the employee. Approval to work compensatory time must be approved by a Supervisor prior to working. The District has a cap of 80 hours on accrued compensatory balances. No additional compensatory time may be accrued until such hours fall below the maximum allowable accumulation. Employees who cannot accrue additional compensatory time off will be paid for overtime as required by law.

In the event that an employee is promoted, all compensatory time will be paid to the employee on the final paycheck of their previous position.

The granting, recording, and taking of compensatory time off shall be in accordance with established vacation/time off procedures.

E. Jury Duty and Witness Leave

The District encourages employees to fulfill their civic responsibilities by serving jury duty when called or appearing as a witness. Employees must inform their Supervisor of the need for time off for jury or witness duty as soon as they receive a notice or summons from the court.

1. Regular full time non-exempt employees who are called for jury or witness duty due to a job related subpoena shall be paid the difference between their regular wages and any jury/witness payment received by him/her, except travel pay, for such duty up to a maximum of 10 days per calendar year.
2. Exempt employees will receive their full salary unless they are absent for a full workweek and perform no work.
3. Part-time Year Round employees will receive a max of 40 hours to use towards Jury Services in a 12 month period of time.
4. If an employee in a non-exempt status is required to remain on jury or witness duty over the allowed amount of time, they may opt to work a flexible schedule as approved by the General Manager.

An employee who is required to participate in jury duty or testify in court or in any other legal proceeding may be required to provide written verification from the court clerk for performance of jury service. If an employee is required to serve jury duty beyond the period of paid jury duty leave, they may use any available vacation or may request an unpaid jury duty, witness duty or witness service leave of absence. They must show the jury duty summons to their Supervisor as soon as possible so that the Supervisor can make arrangements to accommodate the absence. If an employee is a witness on behalf of the District, regular salary, less payment received for services, shall be continued. If at least two hours of work time remains after any day of jury selection or jury duty, they will be expected to return to work for the remainder of their work schedule.

An employee may retain any mileage allowance or other fee paid by the court for jury services.

F. Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take paid time off to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be a maximum of two hours. An employee requesting time off to vote shall give his or her Supervisor at least two days notice, and must provide proof of voting to the Supervisor upon returning to work.

G. Bereavement Leave

In the event of a verified death in an employee's family, upon request, the District shall grant a full-time employee up to three (3) days and a part-time year round employee up to eighteen (18) hours of bereavement leave.

For the purpose of this Article, the term "family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent of a spouse, registered domestic partner, and parent of a registered domestic partner.

1. Bereavement leave will be paid at full pay for up to three (3) consecutive work days for full-time employees or eighteen (18) consecutive hours for part-time year round employees and shall not be charged against the employee's accrued vacation or sick leave.
2. When travel to a distant location or other circumstances require an absence longer than three (3) consecutive work days for full-time employees or eighteen (18) consecutive hours for part-time year round employees, the District may allow the employee to use up to two (2) days of accrued sick leave.
3. If the employee requests to take a cumulative leave of longer than five (5) consecutive work days, the District may allow the use of accrued vacation or compensatory time.

An employee desiring to attend a funeral of others than described above may be given the time off, provided he/she so notified his/her Supervisor two (2) days in

advance. Upon concurrence and authorization of the Supervisor, he/she shall take the time off against vacation, management or compensatory annual leave.

H. Volunteer Civil Service Personnel

Employees are eligible for unpaid leave to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel or for related training. A Supervisor should be notified by an employee if they are a civil service volunteer in case it is necessary to take time off for emergency duty. When taking time off for emergency duty, employees must alert their Supervisor before doing so as early as possible and provide documentation of service on their return.

I. Workers' Compensation

Employees who have a work-related illness or injury are covered by workers' compensation insurance. When a work-related illness or injury is reported, the employee will be sent for medical treatment, if treatment is necessary. All work related injuries must be immediately reported to the employee's immediate Supervisor.

Any further medical treatment will be under the direction of the approved District's choice of medical facility. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid by the District as time worked. If an employee has accrued any unused sick or vacation leave, the additional absences from work will be paid with the use of sick or vacation leave.

An employee taking workers' compensation leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working. The employee must make payments for his or her share of continued premiums, or risk losing coverage under the District's plan. Payment is due when it would otherwise be made by payroll deduction.

The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover from an employee premiums

paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on workers' compensation leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the District in conjunction with the federal COBRA guidelines by making monthly payments to the District or insurance carrier for the amount of the applicable premium. Employees should contact the Administrative Services Department for further information.

J. Personal Leave

A personal leave of absence without pay may be granted at the discretion of the District General Manager or designee. Reasons for a leave may involve family emergencies or extenuating circumstances not covered by FMLA/CFRA, educational and travel opportunities. Each request for a leave of absence will be considered on a case-by-case basis. All accrued vacation must be used before beginning a personal leave of absence. Requests for personal leave should be limited to unique circumstances requiring an absence of no longer than two weeks.

Employees will be required to make payment in advance as applicable for their health, vision, and dental insurance coverage during the leave of absence as applicable. Failure to make payment for coverage may result in cancellation of that coverage.

Requests for personal leave must be submitted in writing to, and approved by, the General Manager.

The District cannot guarantee that their job will be held open for them until they return from a leave. The District will make every effort to return an employee to the same or a similar job; however, if no job opening exists for which they are qualified they will be laid off for lack of work.

An employee on personal leave may not accept other employment while on leave. If they do so, they may be subject to immediate termination.

Failure to return to work as scheduled at the end of a personal leave will be considered abandonment of employment and voluntary resignation by the employee.

K. Emergency Leave Donations

Employees who meet established guidelines are only allowed to donate earned vacation, comp-time, floating holiday, sick, Regular Day Off-Holiday (RDO-H) and administrative hours to other employees for prolonged absences from work due to the employee's serious injury or prolonged illness.

Such donations of paid time off may be permitted under the following conditions:

The Department Head must approve, in advance, the donation.

1. Any eligible employee wishing to receive such donations must complete the Request for Paid Time off Donations Form. The form must be signed by the employee and approved by the requesting employee's Department Head.
2. Upon approval of an employee's request for donated time, the Human Resources personnel may, if requested to do so by the employee, post a notice of the need for leave donations for the affected employee.
3. Any eligible employee who wishes to donate vacation, comp-time and/or floating holiday hours to an employee whose request for such donated time has been approved, must complete the Authorization for Paid Time Off Donations Form. This form must be signed by the donating employee and submitted to Human Resources or designee.
4. The donating employee must have a total of 120 hours of sick, vacation and/or comp-time on the books after the time of hours donated.

Donations are entirely voluntary and time is to be donated in whole hour increments.

5. The donated hours will be converted to a dollar equivalent and the employee will receive it at his/her rate of pay.
6. To be eligible, the receiving employee must have exhausted all paid leave, or will foreseeably exhaust all such time (within the next week), due to his or her personal serious injury or prolonged illness or a family member as defined by Article 26.
7. Any donated time remaining at the end of the employee's leave of absence due to the injury or illness will be left in the bank for future requests.

L. School Activities

Employees are encouraged to participate in the school activities of their child(ren). Any employee who is a parent or guardian of a pupil and who is requested to appear at the pupil's school pursuant to section 48900.1 of the Education Code will be granted time off without pay, provided the employee gives reasonable notice to their Supervisor. Any employee who is a parent, guardian or grandparent having custody of one or more children in Kindergarten or grades 1-12, inclusive, or attending a licensed day care facility, may take up to a total of forty (40) unpaid hours for all such children each school year, not exceeding eight (8) hours in any calendar month of the school year, to participate in activities of the school of any child or to address school emergencies, provided the employee gives reasonable notice to their Supervisor. The employee may elect to use vacation, comp time or holiday time in lieu of leave without pay.

M. Employee Literacy Assistance

Employees who desire assistance in enrolling in an adult literacy education program should contact the Administrative Services Department. The Administrative Services Manager will assist an employee in locating and enrolling in a literacy education program. Employee requests will be kept confidential as requested.

N. Family Care and Medical Leave

The District will provide family and medical care leave for eligible employees, as required by state and federal law, including leaves under the federal Family and Medical Leave Act (FMLA) (which includes Military Caregiver Leave, also known as Covered Service Member Leave), the California Family Rights Act (CFRA), and the Paid Family Care Leave Act (PFCLA). An individual who is entitled to leave under the FMLA and the CFRA may take Family Temporary Disability Insurance (FTDI) leave concurrently with leave taken under the FMLA and the CFRA.

1. In implementing this policy, the following definitions will apply.

“12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

a. “Child” means a child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has

actual day-to-day responsibility for care and includes a biological, adopted, or foster child, a step-child, a legal ward, a son or daughter of a domestic partner, or a son or daughter to whom the employee stands in loco parentis (in place of a parent).

- b. "Parent" means the biological, foster, or adoptive parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- c. "Spouse" means a husband or wife as defined or recognized under California state law for purposes of marriage.
- d. "Domestic Partner" means a partner as defined in Section 297 of the Family Code.
- e. "Family Member" means a Child, Parent, Spouse, or Domestic Partner as defined in this family care and medical leave policy.
- f. "Serious Health Condition" means an illness, injury impairment, or physical or mental condition that involves:
 - i. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (*i.e.*, inability to work or perform other regular daily activities because of the serious health condition, treatment involved, or recovery therefrom); or
 - ii. Continuing treatment by a health care provider (*i.e.*, a serious health condition involving continuing treatment by a Health Care Provider as defined under federal or state law).
 - iii. "Health Care Provider" has the same meaning as defined under the FMLA and CFRA.

2. Reasons for Leave

Leave is only permitted for the following reasons:

- a. The birth of a child or to care for a newborn of an employee or the employee's domestic partner;
- b. The placement of a child with an employee in connection with the adoption or foster care of the child by the employee or the employee's domestic partner;

- c. To care for a child of the employee, spouse, or domestic partner who has a serious health condition; or
- d. Because of a serious health condition that makes the employee unable to perform the functions of his or her position;
- e. To care for a parent, spouse, or domestic partner who has a serious health condition.

3. Employees Eligible for Leave

An employee is eligible for leave if the employee:

- a. Has been employed for at least 12 months; and
- b. Has been employed for at least 1250 hours during the 12-month period immediately preceding the commencement of the leave.

The District counts FMLA-CFRA leave using a “looking back” method, meaning that if an employee requests FMLA-CFRA leave, the District looks back over the preceding 12 months to determine if the employee has taken FMLA-CFRA leave during that time period. If the employee did take FMLA-CFRA leave, then that time would be deducted from the amount of leave for which the employee is now eligible. If the employee has not taken any FMLA-CFRA leave, then the employee would be eligible for all 12 weeks of FMLA-CFRA leave.

4. Amount of Leave

Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period.

5. Minimum Duration of Leave

If leave is requested for the birth, adoption, or foster care placement of a child of the employee or domestic partner, leave must be concluded within 1 year of the birth or placement of the child. In addition, the basic minimum duration of such leave is 2 weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least 1 day, but less than 2 weeks’ duration on any 2 occasions.

If leave is requested to care for a child, parent, spouse, or domestic partner or for the employee himself or herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

6. Spouses Both Employed by the District

In any case in which domestic partners or a husband and wife are both employed by the District and both are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (*i.e.*, bonding leave). This limitation does not apply to any other type of leave under this policy.

7. Employee Benefits While on Leave

Leave under this policy is unpaid. However, an employee may be able to use accrued paid leave. While on leave, the employee will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the employee is on the job.

The employee may be entitled to other, non-District provided benefits under any other federal or state programs such as state disability insurance benefits. The District is not responsible for administering any such benefits.

Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the District will inform the employee whether the premiums should be paid to the carrier or to the District. The coverage on a particular plan may be dropped if the employee is more than 30 days late in making a premium payment. However, the employee will receive a notice at least 15 days before coverage is to cease, advising him or her that he or she will be dropped if the premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If the employee fails to return to work after his or her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his or her family member that would entitle the employee to leave or because of circumstances beyond the employee's control.

8. Substitution of Paid Accrued Leaves

While on leave under this policy, an employee may elect to concurrently use paid accrued leaves. Similarly, the District may require an employee to

concurrently use paid accrued leaves after requesting FMLA-CFRA leave and Paid Family Care Leave and may also require an employee to use family and medical care leave concurrently with a non-FMLA-CFRA leave that is FMLA-CFRA-qualifying.

9. Employer's **Right to Require Employee to Use Paid Accrued Leaves Concurrently with Family Leave**

When an employee has earned or accrued paid vacation leave, that paid leave must be substituted for all or part of any (otherwise) unpaid leave under this policy.

An employee is entitled to and may use sick leave concurrently with leave under this policy if:

- a. The leave is for the employee's own serious health condition; or
- b. The leave is needed to care for a parent, domestic partner, spouse, or child with a serious health condition and would be permitted as sick leave under the Company's sick leave policy.

An employee may use vacation or sick time concurrently with leave under this policy.

As a condition of an employee's initial receipt of family temporary disability insurance benefits during any 12-month period in which an employee is eligible for these benefits, the District may require an employee to take up to 2 weeks of earned but unused vacation or sick leave (or both) prior to the employee's initial receipt of these benefits. If the District requires the employee to take vacation or sick leave, that portion of the leave that does not exceed 1 week shall be applied to any applicable waiting period for receipt of family temporary disability insurance benefits.

10. **Medical Certification**

Employees who request leave for their own serious health condition or to care for a child, parent, domestic partner, or spouse who has a serious health condition must provide written certification from the qualified health care provider of the individual requiring care. The written certification must come from a physician in the field of which treatment is being sought. The employee will also be required to give periodic reports on the status of themselves or the seriously ill family member.

- a. **Time to Provide Medical Certification**

If possible, you must provide at least 30-calendar days written advance notice for foreseeable events. For unforeseeable events, you must notify the Human Resources designee as soon as you learn of the need for the event. In order to be granted family and medical leave, you must fill out a request form found in Human Resources. After a continuous absence of 30-calendar days for any "covered event," you must request family/medical care leave. Failure to comply with these notice rules may be grounds, and may result in denial or deferral of the requested leave until you comply with this policy.

b. Consequences of Failure to Provide Adequate or Timely Certification

The District will advise the employee in writing what additional information is necessary to make the certification complete and sufficient. The employee will have 7 calendar days, unless not practicable under the circumstances despite the employee's diligent good faith efforts, to cure any deficiencies. If the deficiency is not cured, the District may deny the taking of FMLA-CFRA leave.

c. Recertification

If the District has reason to doubt the validity of a certification, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee but paid for by the District. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.

d. Intermittent Leave or Reduced Schedule Leave

If an employee requests leave intermittently (e.g., a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

e. Employee Notice of Leave

Although the District recognizes that emergencies arise that may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he or

she will need leave in the future but does not know the exact date(s) (e.g., for the birth of a child or to take care of a newborn), the employee shall inform his or her Supervisor as soon as possible that such leave will be needed. Absent unusual circumstances, such notice may be given in accordance with the District's usual and customary call-in procedures for reporting an absence. The employee must provide notice sufficient to make the District aware that the employee needs FMLA-CFRA-qualifying leave and of the anticipated timing and duration of the leave. If the District determines that an employee's notice is inadequate, the District may delay the granting of FMLA-CFRA leave.

f. Reinstatement on Return from Leave

i. Right to Reinstatement

On expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA-CFRA-Paid Family Care Leave period.

If a definite date of reinstatement has been agreed on at the beginning of the leave, the employee will be reinstated on the date agreed on. If the reinstatement date differs from the original agreement date between the employee and the District, the employee will be reinstated within 2 business days, when feasible, after the employee notifies the District of his or her readiness to return.

ii. Employee's Obligation to Periodically Report on His or Her Condition

An employee may be required to periodically report on his or her status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

iii. Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was based on the employee's own serious health condition that made the employee unable to perform his or her job, the employee must obtain and present a fitness-for-duty certification from the health care provider

stating that the employee is able to perform the essential functions of the employee's job. When reasonable job safety concerns exist, the District may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent or reduced leave. Failure to provide such certification will result in denial of reinstatement.

O. Military Leave

Employees who enter fulltime duty in the armed services shall be granted all benefit and reinstatement rights as required by applicable law.

Employees who are members of a National Guard or Military Reserve unit will be granted an unpaid leave of absence for annual military training.

An employee must present the Administrative Services Department with official duty orders along with a written request for such a leave of absence. They may elect to take the time off without pay, to receive full annual vacation benefit or to receive vacation pay only for that portion of time not covered by military base pay.

P. Military Family Leave

An eligible employee whose spouse or registered domestic partner is serving in the Armed Forces National Guard or reserves may take up to ten days of unpaid leave when the military spouse or registered domestic partner is home on leave. An eligible employee performs an average of 20 or more hours per week and is the spouse or registered domestic partner of a member of the armed forces who has been deployed to an area of military conflict. The "qualified leave period" is the time period during the military member's leave for deployment during "military conflict," defined as a period of war declared by Congress or a deployment authorized under specified sections of the federal Armed Forces Code. An employee must provide notice of the intent to take leave within two business days of receiving official notice that the military member will be on leave from deployment. Employees may apply any available leave time (e.g., vacation) to this time off from work.

Q. Military Caregiver Leave

An eligible employee who is a spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness may take up to a total of 26

workweeks of unpaid leave during a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status, or is otherwise on the temporary disability retired list, in each case for a serious injury or illness. A serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. The single 12-month period for leave to care for a covered servicemember with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of a 12-month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period. Only 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered servicemember.

R. Qualifying Exigency Leave

An eligible employee may take up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the regular Armed Forces.

Qualifying exigencies include:

- a. Issues arising from a covered military member's short-term deployment (*i.e.*, deployment of 7 or fewer days of notice) for a period of 7 days from the date of notification;
- b. Military events and related activities such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;

- c. Certain child care and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative child care, providing child care on a non-routine, urgent, immediate-need basis, enrolling or transferring a child in or to a new school or day care facility, or attending certain meetings at a school or day care facility, in each case if necessary because of circumstances arising from the active duty or call to active duty of a covered military member;
- d. Making or updating financial and legal arrangements to address a covered military member's absence;
- e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of a covered military member;
- f. Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- g. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, for a period of 90 days following the termination of the covered military member's active duty status;
- h. Addressing issues arising from the death of a covered military member; and
- i. Any other event that the employee and employer agree is a qualifying exigency.

S. Leave to Care for Covered Servicemember

Eligible employees who have family members who are covered servicemembers may take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. The leave may be taken intermittently whenever medically necessary to care for a covered servicemember with a serious injury or illness. Leave may also be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule the treatments so as not to unduly disrupt the District's operation.

Spouses employed by the same employer are limited to a combined total of 26 workweeks of leave in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness; for the birth and care of a newborn child; for placement of a child for adoption or foster care; or for care of a parent who has a serious health condition.

1. Employee Notice

Employees seeking to use Military Caregiver Leave must provide 30 days' advance notice of a need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered servicemember. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable—generally, either the same or next business day. The employee must comply with the District's call-in procedures, absent unusual circumstances.

The employee must provide sufficient information to make the District aware of the need for FMLA leave for these reasons and the anticipated timing and duration of the leave. Such information may include, as applicable, information to the effect that:

- a. The requested leave is for a particular qualifying exigency related to the active duty status or call to active duty of a covered military member, along with the anticipated duration of the leave; and
- b. The leave is for a qualifying family member who is a covered servicemember with a serious injury or illness, along with the anticipated duration of the leave.

2. Employer Notice

When the employee requests FMLA leave under this policy, the District will notify the employee of his or her eligibility to take leave, including a reason for non-eligibility if the employee is determined not to be eligible. Such eligibility notice may be oral or written and should generally be given within five (5) days of the employee's request for leave. Subsequent eligibility notice in the same 12-month leave period may be required when an employee's eligibility status changes. The District will inform employees of their rights and responsibilities under this leave, including giving specific written information on what is required of the employee.

When the District has enough information to determine that the leave is being taken for an FMLA-qualifying reason, the District will notify the employee that

the leave is designated and will be counted as FMLA leave. The District will designate leave that qualifies as both leave to care for a covered servicemember with a serious injury or illness and leave to care for a qualifying family member with a serious health condition as leave to care for a covered servicemember in the first instance. This designation notice will be in writing and generally will be given within five (5) days of the determination. The District will notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA entitlement.

3. Certification Requirements

The District will require the employee who requests military family leave to produce a certification and may require the employee certification to be supported by:

- a. For leave for a qualifying exigency, a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party; and
- b. For leave to care for a covered servicemember with a serious injury or illness, certification completed by an authorized health care provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of a covered servicemember's family.

T. Pregnancy Disability Leave

Under the California Fair Employment and Housing Act (FEHA), if an employee is disabled by pregnancy, childbirth or related medical conditions, they are eligible to take an unpaid pregnancy disability leave (PDL). During their pregnancy, they may request a modification of their job duties or a transfer to a less strenuous or hazardous position, if this modification or transfer is medically advisable and can be reasonably accommodated.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical conditions up to four (4) months (or 88 work days for a full-time employee) per pregnancy. At the end of the leave, they will be reinstated in the same or a substantially equivalent position unless the position has been eliminated because of a change in business conditions or operations.

The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth would all be covered by PDL. Employees will be required to obtain a certification from their health care provider of their pregnancy disability or the medical advisability for a job modification or transfer. Before returning to work after a disability leave of absence, a written statement from their physician, stating their ability to return to regular duties and any limitations, is required.

Employees must continue to pay their share of benefits during this period by making monthly payments to the District or insurance carrier for the amount of the applicable premium. Employees should contact the Administrative Department for further information. Failure to make timely payment for coverage may result in cancellation of that coverage. If they wish to take an unpaid disability leave of absence, they should consult the Administrative Services Manager regarding continuous coverage. At their option, they can use any accrued vacation or accrued sick leave off as part of the PDL before taking the remainder of their leave as an unpaid leave.

Accrued sick leave must be used, and then accrued vacation may be used if the employee chooses to do so. However, such paid sick or vacation leave will count towards the maximum twelve (12) weeks per year and will not increase the number of days' leave allowed.

An employee who is transferring from Pregnancy Disability Leave to California Family Rights Act Leave must provide a certificate from the doctor stating that the pregnancy disability has concluded. If more information regarding eligibility for a leave, the impact of the leave on seniority and benefits, and policy for other disabilities, contact the Administrative Services Manager.

U. Coordination of PDL with Family/Medical Leave

Under the California Family Rights Act of 1993 (CFRA), an eligible employee may request CFRA leave of up to twelve (12) work weeks due to the birth of the child. This unpaid CFRA leave is separate and distinct from the right to take pregnancy disability leave, which is explained in the preceding section of this manual. If taking a leave for the birth of a child, the basic minimum duration of the leave is two (2) weeks and must conclude the leave within one (1) year of the birth of the child.

There is no requirement that either the employee or the child have a serious health condition to take CFRA leave. The maximum possible combined unpaid leave is four (4) months for pregnancy/childbirth disability if medically required, plus twelve (12) work weeks to care for the newborn child. If more information is needed regarding eligibility for an unpaid CFRA leave or the impact of the leave on your seniority and benefits and coordination with pregnancy disability leave, contact the Administrative Services Manager.

V. **Victims of Domestic Violence, Sexual Assault or Crime Leave**

Employees who are victims of domestic violence, sexual assault, stalking or other crime shall be given time off without pay as necessary for obtaining legal relief, including but not limited to a temporary restraining order or other injunctive relief for the employee's protection as well as his/her child's protection or to attend to judicial proceedings. Time off from work is also extended to employees who are not the victims of a crime but are immediate family to or registered domestic partners of such victims.

Employees who are victims of domestic violence, sexual assault or other crime shall be given time off without pay as necessary for seeking medical attention, seeking assistance or services from a domestic violence shelter, program or rape crisis center, obtaining psychological counseling or participating in activities designed to ensure the victim's safety and well-being. An employee who takes time off is required to provide the Administrative Services Department with reasonable advance notice unless such notice is not feasible. The employee must also provide documentation to the Administrative Services Department, such as a police report indicating the employee was a victim of domestic violence, a restraining order or any other evidence certifying a court appearance or documentation from a medical professional, health care provider, domestic violence advocate, or counselor that the employee is undergoing treatment for physical or mental injuries or abuse. Victims of domestic violence, sexual assault or other crime may use any available vacation, personal or compensatory time off while on such leave. The total time taken for leave for victims of domestic violence, sexual assault, or stalking may not exceed twelve (12) weeks and is not in addition to unpaid time provided under the Family and Medical Leave Act (FMLA).

W. Organ and Bone Marrow Donation Leave

An employee may take a paid leave of absence up to 30 business days to donate his or her organ to another person in any one year period. The one year starts from the date the employee takes a leave pursuant to this section and shall consist of 12 consecutive months.

An employee may take a paid leave of absence up to five business days to donate his or her bone marrow in any one year period. The one year starts from the date the employee takes a leave pursuant to this section and shall consist of 12 consecutive months. The employee must provide written verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation. The District may require the employee to take up to five days of sick or vacation time for bone marrow donation and up to two weeks of sick or vacation time for organ donation.

X. Reservation of Right by the District

This section sets forth only a maximum of the discretionary time allowed for leaves of absences, and is not to be construed as an indication of entitlement to a leave of the maximum duration for any employee. Furthermore, other than as dictated by law the District reserves the right to fill or eliminate the employee's position as required by business necessity (e.g., the District's ability to find a qualified temporary replacement).

ARTICLE 4 - BENEFITS

The District provides a comprehensive array of benefits. Further details regarding the benefits set forth below can be obtained from the Administrative Services Department.

A. California Public Employee Retirement System (CalPERS)

The District makes contributions to each full time and part time year round employees retirement through the California Public Employees' Retirement Systems (CalPERS) as of the date of hire and based on their wages. Employees are vested after five years of service with the District. This benefit can be transferred only if the employee goes to work for another public employer who also participates in CalPERS.

Part time year round employees may become eligible if they work over 1000 hours in a fiscal year. See the Administrative Services Department for additional details. If an employee terminates their employment with the District prior to completing five years of service, the employee is terminated from the CalPERS system and ineligible to receive benefits from CalPERS.

According to guidelines established by CalPERS, all eligible employees must participate in this program. Contributions to CalPERS will be made by the District and by the employee in accordance to the guidelines established in the contracts and resolutions of the District.

1. For employees with a hire date before March 31, 2011 the District is contracted for a retirement formula of 2.5% @ 55 provided for by the Public Employees' Retirement Law at Government Code section 21354.4.
 - a. Effective July 1, 2015, the employee's total contribution for classic members shall be capped at 8% (PEPRA compliance).
 - b. All represented employees at 2.5% @ 55 will continue to pay 12% of which 8% will be the Normal Cost (employee share) and 4% will be for the loan to enhance their retirement. This will last until August 2022 or until the loan is paid off, whichever will happen sooner. At that time these members would return to PEPRA compliance.
2. For employees with a hire date after March 31, 2011 through December 31, 2012, or classic PERS members (as defined by PERS) hired by the District on or after January 1, 2013, the District is contracted for a retirement formula of 2% @ 60 provided for by the Public Employees' Retirement Law at Government Code section 21353.
 - a. Employees with a hire date after March 31, 2011 through December 31, 2012, or classic PERS members (as defined by PERS) hired by the District on or after January 1, 2013 will be responsible for paying a 7% employee contribution rate.
3. For employees with a hire date on or after January 1, 2013 who are new PERS members as defined by PERS, the District is contracted for a retirement formula of 2% @ 62 provided for by the Public Employees' Retirement Law at Government Code section 7522.20(a).
 - a. Employees hired after January 1, 2013 who are also new PERS members (as defined by PERS) will be responsible for paying the statutorily mandated employee contribution rate of one half of the total

normal cost per section code 20516.5 of the California Public Employees' Retirement Law.

B. Federal Social Security Act

The Federal Social Security Act covers full time and part time year round employees. The plan is designed for future security and that of the employee's dependents and provides for retirement, disability, death, survivor and Medicare benefits. The plan requires equal contribution from both the employer and the employee. District employees participate through payroll deductions. Part time restricted employees do not pay into Social Security. Refer to District's 457 Plan.

C. Unemployment Insurance

The District is self insured for the Unemployment Insurance Fund on behalf of its employees. Claims are made through the Employee Development Department. Employees do not pay into State Disability Insurance (SDI).

D. Deferred Compensation 457 Plan

The District provides a Deferred Compensation Plan for employees in order to assist in planning for their retirement. Deferred compensation is a benefit that provides the opportunity for employees to invest with their own pre-tax contributions into a retirement plan by means of a pre-tax payroll deduction. For information regarding eligibility, contributions, benefits, and tax status, contact the Administrative Services Department. All eligible participants will receive a summary plan description.

E. Insurance Programs

The District is committed to providing employees with benefits necessary to provide assistance in the event of medical need. The District at its discretion may pay any or all premiums including but not limited to medical, dental, vision, short term disability, long term disability and life insurance coverage for eligible employees. In the event of an increase in medical insurance premium rates, employees may be required to contribute to the cost of increased premiums to retain coverage. Staff classified as seasonal and temporary employees are not eligible to participate in these insurance plans. Part time employees may be eligible for benefits as approved by the Board of Directors.

Employees who begin working for the District and submit their insurance application between the first and the 15th day of the month may have health insurance coverage begin on the first of the following month, while those who submit their application between the 16th and the last of the month may be covered from the first day of the second calendar month. After these dates, employees may enroll or change plans during the open enrollment period that occurs annually.

The coverage and benefits available under the insurance plans provided by the District are set forth in the insurance plan itself. Specific information about the plan is distributed to employees at the time of hire; questions can be directed to the Administrative Services Department. The terms, conditions, coverage and benefits may be changed at any time. Nothing in the plan or this Employee Manual obligates the District to continue these benefits or to not make changes to these benefits.

F. Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury at no cost to the employee. The workers' compensation benefits provided to injured employees may include:

- i. Medical care
- ii. Cash benefits, tax free, to replace lost wages
- iii. Assistance to help qualified injured employees return to suitable employment
- iv. To ensure workers' compensation benefits are received an employee needs to:
 - Immediately report any work-related injury to their Supervisor.
 - Notify the Administrative Services Department who will schedule an appointment at an in service provider/clinic for initial treatment. If the event of an emergency requiring immediate care, 911 may be called. It is an employee's responsibility to work with the Administrative Services Department to seek medical treatment and follow-up care if required.
 - Complete an Employee Accident Report.
 - Complete a written Employee's Claim Form (DWC Form 1) and return to the Administrative Services Department.
 - Provide the District with a certification from the health care provider regarding the need for workers' compensation disability leave, as

well as eventual ability to return to work from the leave.

1. Alcohol and drug testing after an accident or injury

- a. Employees who were involved in an accident while operating heavy machinery (i.e. car, trailer, lift, work truck, etc.) will be required to submit to a drug and alcohol test immediately following the accident. It will be the responsibility of the Supervisor to take the employee in for testing.
- b. A drug and alcohol test will be administered to any employee who is taken to the Emergency room following an accident.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The District provides medical treatment for work-related injuries through a medical provider network approved by our worker's compensation insurance, which the District has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Every work related employee or volunteer injury must be reported to a Supervisor within 24 hours. They must contact the Administrative Services Manager if an injury occurs during work hours who will contact the applicable medical facility. All employees and volunteers must go to the clinics and hospital listed below:

Santa Rosa Walk-In Medical Center (805) 484-0095

4934 Verdugo Way, Camarillo M-F 8am – 6pm
Sat 9am – 1pm

Community Memorial Hospital (805) 482-1282

Urgent Care Clinic Mon-Sat 9am – 7pm
422-A Arneill Road, Camarillo

St. John's Pleasant Valley Hospital (805) 389-5800

Emergency Medical Services
2309 Antonio Avenue, Camarillo

The law requires the District to notify the workers' compensation insurance of any concerns of false or fraudulent claims.

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under Federal and State law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and unable to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a rolling 12-month period.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When a work-related illness or injury is reported the employee will be sent for medical treatment, if treatment is necessary. They will be paid their regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If they have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If they do not have accrued, paid sick leave, or if they have used all of their sick leave, they may choose to substitute vacation for further absences from work, related to the illness or injury.

An employee taking workers' compensation leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working. The employee must make payments for his or her share of continued premiums, or risk losing coverage under the District's plan. Payment is due when it would otherwise be made by payroll deduction.

The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on workers' compensation leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the District in conjunction with the federal COBRA guidelines by making monthly payments to the District or insurance carrier for the amount of the applicable premium. Employees should contact the Administrative Services Department for further information.

Neither the District nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during voluntary participation in any off-duty recreational, social or athletic activity sponsored by the District, even if such activities take place at a District sponsored event, such as a staff picnic or other social gathering. Participation in all such activities, even if planned or sponsored by the District, is not considered part of their job duties or employment responsibilities and should be considered entirely voluntary.

G. Other Employee Paid Benefits

The District may make additional benefits available to employees at a cost.

H. Holidays

The District provides regular full time employees 12 paid holidays on the days listed below:

- New Year's Day – January 1st
- Martin Luther King Jr. Birthday – Third Monday in January
- Presidents' Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve Day- December 24th
- Christmas Day – December 25th

For most employees, if a holiday falls on Saturday, the holiday will be observed on the Friday before, and holidays falling on Sunday will be observed on the Monday after.

1. Regular full time non-exempt employees will receive straight time pay for holidays. Paid holiday leave will be equal to the number of hours an employee regularly would have been scheduled to work had it not been a holiday.
2. Part-time Year Round employees will receive straight time pay for holidays. Paid holiday leave will be equal to 6 hours.

To receive holiday pay, they must work the normal work day immediately before and after the holiday. If on approved leave (e.g., vacation) they will receive the holiday leave pay and that day will not be counted against approved leave accrual.

If an unscheduled day off is taken, then they will not receive holiday pay, unless a doctor's note can be provided. A full-time employee who is required to work on a District holiday shall be compensated at the rate of straight time for time actually worked. In no event shall such an employee be compensated for working a fixed holiday in excess of one and one-half (1 ½) times the employee's regular hourly rate of pay.

An employee must be in a normal regularly scheduled work status to receive holiday pay. Management can change or modify any of the holidays based on business needs. The District Administration Office is closed on the holidays listed above; however, other facilities and programs may be open on a holiday.

If a fixed holiday falls on a full-time employee's regularly scheduled workday, the employee shall be entitled to their normal work schedule for holiday time off. If a fixed holiday falls on an employee's regularly scheduled day off, the full time employee shall be entitled to their regularly scheduled workday of holiday compensatory time. Holiday compensatory time must be used within 60 days. Upon termination or retirement, employees shall be compensated for any unused accrued holiday time at the then current regular hourly rate of pay.

I. Training Programs, Seminars, Conferences, Lectures, Meetings or Other Outside Activities

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employee. Attendance at such activities, whether required by the District or requested by individual employees, requires the written approval of the General Manager or his/her designee. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance to their Supervisor. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with a Supervisor in advance.

A report of all expenses incurred along with receipts must be submitted within 10 days of the event/travel date on the District's "Travel and Expense Reimbursement" form available from Accounting. This form must be submitted with *all* receipts and records in order to properly support and account for expenses. Proper completion of this form requires the employee to gather together in one place all facts relative to the travel experience. All expenses, whether personally incurred, charged to the District, charged to a District credit card, or paid through a District check request, must be reported on this form after completion of the trip.

Travel includes all work away from the District, such as attendance at meetings, (both formal and informal), training programs, seminars, conferences, lectures, or other outside activities. Travel expenses include transportation, meals, lodging, registration, and any related incidental expenses (such as telephone, tips, and car rental). The destination can be a location close by (e.g. lunch after a meeting at a restaurant), or at a great distance (e.g. training out of state).

J. Compensation During Travel Away From the District

When the trip originates from the employee's home, time spent commuting, traveling to and from an authorized business event is considered time worked and will be compensated.

When the trip originates from the employer's work location, all time spent commuting to and from an authorized business event is considered time worked and will be compensated.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

K. Recording Expenses Incurred

Please refer to the PVRPD Travel Policy.

L. Educational Assistance Program

The District recognizes that the skills and knowledge of its employees is critical to the success of the organization. The educational assistance program encourages personal development through formal education to maintain and improve job-

related skills or enhance the ability to compete for reasonably attainable jobs within the District. Educational assistance is contingent on the annual budget of the District and its allocation for such educational purposes.

1. The District will provide educational assistance to regular full-time employees who have completed one year of employment with the District. Program criteria and funding are at the discretion of the District, and subject to change annually.
 - i. To maintain eligibility, an employee must remain on the active payroll and be performing their job satisfactorily through completion of each course. All courses are to be taken at a time that does not interfere with the District operations. Veterans eligible for education benefits from the Federal Government or the State of California must maximize such benefits before applying for reimbursement under this program.
 - ii. The courses shall directly relate to the employee's current job duties; or any course, including outside-the-major electives, required for a degree or certificate in the field either directly related to the employee's current duties, or a field in which the employee would have reasonable expectation of being promoted to while employed with the District.
2. Eligible employees will be reimbursed for 75 % of their cost for tuition and books for each semester for a maximum of \$1,200 per fiscal year.
 - i. An outline of the course(s) and written approval from the General Manager prior to registration must be submitted.
 - ii. Transcripts showing completion of the course with a passing grade of a "C" where letter grades of "A" to "F" are used, or successful completion defined as "pass" for a "pass/fail" course are required to be submitted.
 - iii. Receipts for tuition and books must be submitted within 30 days of course completion.
3. Employees must remain with the District for a minimum of one year after the completion date of any course for which Educational Assistance Funds were received. If they leave prior to one year, they will have 30 days from resignation or termination to reimburse the District for all educational financial assistance received. The District will pay the licensing fee whenever an employee is required to obtain a certificate, license or endorsement in order to carry out the duties assigned. The District will

reimburse one time for the costs associated with successfully obtaining the certificate, license or endorsement.

For more information contact the Administrative Services Department.

M. Employee and Family Wellness

In order to promote wellness for our employees and their immediate family the following discounts are offered:

1. Swim Passes – two (2) free twenty (20) entry swim passes will be offered to employees on a yearly basis.
2. Staff Taught Classes – 25% off staff taught classes.
3. Drop-In Games – free access to drop-in games.
4. Parking Pass – 25% off parking pass for Camarillo Grove Park.

ARTICLE 5 - MANAGEMENT

A. Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her Supervisor. The first performance evaluation should take place approximately after the completion of your 90-day introductory period. Subsequent performance evaluations will be conducted annually (during the anniversary month of your employment with the District, or month of last promotion). The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. The Administrative Services Department will monitor upcoming dates of performance evaluations and will notify Supervisors of performance evaluations to be conducted.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. It is important to remember that increases are not granted

automatically and that each job classification is assigned a salary range. Salary increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that it has been presented, discussed with their Supervisor, and that they are aware of its contents.

B. Names and Addresses; Emergency Contacts

The District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the District in the event of a name or address change. Employees must also provide the District with at least two current emergency contacts.

C. Employee Property

An employee's personal property brought onto District premises, including but not limited to packages, purses, backpacks and vehicles, may be inspected upon reasonable suspicion of unauthorized possession of District property or possession of unlawful materials. Employees who do not wish to subject their property to search should not bring it onto District premises.

D. Solicitation and Distribution of Literature

In order to ensure efficient operation of the District's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on District property. The District has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules. Any employee who is in doubt concerning the application of these rules should consult with the General Manager or designee.

Employees may be allowed to use breakrooms or other designated common areas to solicit or promote support for organizations. Material may not be advertised for longer than a two week period.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees to whom such activity is directed. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on District property.

E. Smoking / Tobacco Products

No smoking of any kind on District property to include all tobacco-related products, all forms of electronic smoking devices, and other vaporizing products.

F. Electronic and Telephone Usage and Privacy Policy

Please refer to the PVRPD Employee Technology Use Policy.

G. Cell Phone Allowance / Stipend Policy

Full time and part time year round employees whose job duties include the requirement and frequent need for a cell phone will receive extra compensation, in the form of a cell phone allowance/stipend, to cover business related costs.

1. \$30.00 per pay period given to management and other exempt staff with the expectation that these employees will answer phone calls and respond to urgent emails after hours.
2. \$21.00 per pay period given to employees in a Supervisory/lead worker capacity with the expectation that these employees will receive emergency calls from staff after hours.
3. \$14.00 per pay period given to staff members who may be away from their desks or not provided a landline for extended business hours.

It is the intent of the District not to provide District owned cell phones. However, should a department need to have a District owned cell phone, which would be shared by staff in that department, the cell phone shall be used for District business only. Personal use is prohibited on all District owned cell phones. If personal use occurs, disciplinary measures will be implemented. The District may provide On-Call / Call Out cell phones to be used per this section.

Employees receiving an allowance/stipend should consult with either the Administrative Services Department or the designee prior to purchasing a phone to ensure compatibility with District systems. The employee must maintain an active contract.

If an employee has an active contract and is receiving the allowance/stipend and their cell phone is damaged and/or destroyed in the course of business, the District does not reimburse the employee for replacement of the same or similar device. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance/stipend. The District does not accept any liability for charges or disputes between the service provider and the employee. If prior to the end of the cell phone contract period, an employee decides to cancel the contract, or misconduct or misuse occurs, the employee will be responsible for any fees charged by the provider.

H. Parking

Reasonable accommodations are made for employees to park their personal vehicles on District property during the employees work shift. In some areas, due to customer use and clientele, employees are required to park off-site or in the clearly signed and designated employee parking areas. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

I. Auto Allowance

Employees may be provided an auto allowance at the discretion of the General Manager and based on their average mileage in a six (6) month period. Employees with an auto allowance may be reviewed every two years or as needed.

J. Use of Resources and Property

Employees are prohibited from remaining in District offices or work areas when not on duty. District funds and property shall not be used by any employee of the District for any purpose other than District business unless approved by the Department or General Manager.

K. Employer Property

Lockers, desks, file cabinets, computers, cell phones, office equipment, and vehicles are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property to

ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on District provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a District locker.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, computer, alarms, and other equipment. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Employees do not have a right of privacy in District telecommunication and computer systems, including, but not limited to, voicemail, e-mails, computer data, passwords and District property.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees are responsible for returning all-District property in good or same condition it was originally received. All personal items should be removed at the time they leave employment with the District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

ARTICLE 6 - STANDARDS OF CONDUCT

A. Punctuality and Attendance

Employees are expected to be punctual and have regular attendance. Any tardiness or absence causes problems for fellow employees and Supervisor. When absent, assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized

District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and will result in disciplinary action.

If unable to report for work on any particular day, an employee must, under all but the most extenuating circumstances, call their Supervisor at least one hour before the time they are scheduled to begin work. If an employee calls in less than one hour before their scheduled time to begin work and do not arrive in time for their assigned shift, they may be considered tardy for that day. In all cases of absence or tardiness, employees must provide their Supervisor with an honest reason or explanation. Employees also must inform their Supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

If the employee fails to report for work without any notification to their Supervisor and their absence continues for a period of three days, this will be considered abandonment of employment and voluntary resignation by the employee.

B. Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited.

1. Falsifying employment records, employment information, or other District records;
2. Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
3. Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
4. Removing or borrowing District property without prior authorization;
5. Unauthorized use of District equipment, time, materials, or facilities;
6. Provoking a fight or fighting during working hours or on District property;
7. Participating in horseplay or practical jokes on District time or on District premises;

8. Carrying firearms or any other dangerous weapons on District premises at any time;
9. Engaging in criminal conduct;
10. Causing, creating, or participating in a disruption of any kind during working hours on District property;
11. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a Supervisor or member of management, or the use of abusive or threatening language toward a Supervisor or member of management;
12. Using abusive language;
13. Failing to notify a Supervisor when unable to report to work;
14. Unreported absence of three consecutive scheduled workdays;
15. Failing to obtain permission to leave work for any reason during normal working hours;
16. Failing to observe working schedules, including rest and meal breaks;
17. Failing to provide a physician's certificate when requested or required to do so;
18. Sleeping or malingering on the job;
19. Making or accepting personal telephone calls, including personal cell phone calls, of more than five minutes in duration during working hours, except in cases of emergency;
20. Working overtime without authorization or refusing to work assigned overtime;
21. Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
22. Violating any safety, health, security or other District policy, rule, or procedure;
23. Committing a fraudulent act or a breach of trust under any circumstances;
24. Engaging in any act of unlawful harassment of another individual;

25. Acts which are incompatible with or inimical to the public service.

Any other conduct unbecoming to the District or contrary to District goals and policies is cause for discipline up to and including termination in the sole discretion of the District. This statement of prohibited conduct does not alter the District's policy of at-will employment. Either the employee or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

C. Disciplinary Action

Violation of the law, District policies and rules may warrant disciplinary action. The District may impose disciplinary measures. The system is not formal and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, in any order. The District's disciplinary policy in no way limits or alters the at-will employment relationship.

Supervisors are expected to counsel, or give a warning regarding an employee's performance, conduct, attitude or for some other reason as needed. Supervisors will document all disciplinary actions and employees are allowed to submit their own written response. In certain cases, employees may be terminated without prior counseling or warnings.

The individual circumstances, nature of the offense, and the employee's prior work record may be used among other factors to determine the appropriate action to be taken. While the District attempts to notify employees when their performance or behavior is unsatisfactory, the District may elect to terminate any employee at any time depending on the nature and/or seriousness of the infraction.

Any and all steps may be used in any order, at any time, or may be skipped entirely, in the sole discretion of the District. Disciplinary actions may take one or more of the following forms in any order:

- i. Counseling Session
- ii. Verbal Warning
- iii. Written Warning
- iv. Probation
- v. Demotion
- vi. Reduction in pay
- vii. Suspension with or without pay

- viii. Transfer or reduction in working hours
- ix. Withholding of wage increase
- x. Termination

1. Admonishment or Reprimand

Admonishment and reprimand represent the two mildest forms of disciplinary action and neither type results in the loss of pay for the employee. These actions may be oral or written and constitute only a warning to the employee that he is not satisfactorily fulfilling the duties and responsibilities of their position. If the admonishment or reprimand is written and a copy is sent to the Administrative Services Manager, it shall become part of the employee's official personnel file. If a grievance is sustained then the written reprimand shall be purged from the record. No record of an oral reprimand shall be placed in the employee's official personnel file unless subsequent action is necessary. The Supervisor shall, however, make note of the date, time and content of the warning. Such records shall be made with full knowledge of the affected employee, evidenced by the employee's signature and date.

2. Demotion/Reduction in Pay

The appointing authority may demote or reduce in pay any employee whose ability to perform his required duties falls below standard, or for other disciplinary purposes. Such demotion/reduction in pay may be for a specified period of time with the understanding that the employee may be reinstated to the class from which he was demoted provided that agreed upon conditions set by the appointing authority are met to the satisfaction of the appointing authority. No employee shall be demoted to a position for which he does not possess the minimum qualifications.

3. Suspension

The appointing authority may suspend a regular employee from his position at any time for cause. The appointing authority may suspend an employee not to exceed twenty (20) working days. No employee shall be penalized by suspension for more than twenty (20) working days in any twelve (12) month period for disciplinary reasons. Suspensions shall be reported immediately to the Administrative Services Manager.

4. Discharge

An employee may be discharged for cause at any time by the appointing authority. Whenever it is the intention of the appointing authority to discharge an employee, the Administrative Services Manger shall be notified. Any

employee who has been discharged shall be entitled to pre-disciplinary procedural due process.

D. Off-Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Off-duty conduct by an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

E. Outside Business or Employment

While employed as a Full Time employee by the District, employees are expected to devote their energies to their jobs with the District. The following types of employment, education classes or extracurricular activities, elsewhere are strictly prohibited:

- i. Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the District.
- ii. Additional employment that creates a conflict of interest or is incompatible with the employee's position with the District.
- iii. Additional employment that impairs or has a detrimental effect on the employee's work performance with the District.
- iv. Additional employment that requires the employee to conduct work or related activities on District property during the employer's working hours or using District facilities and/or equipment.
- v. Additional employment that directly or indirectly competes with the business or the interests of the District.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Administrative Services Manager explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other

benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

1. Definition:

Outside employment is defined as any work, service or other act performed by an employee other than his/her District duties for which the employee receives compensation. In addition to work for another employer, outside employment includes, but is not limited to:

- i. Landscaping
- ii. Teaching
- iii. Bookkeeping
- iv. Painting
- v. Self-employment
- vi. Sale of commercial or homemade products
- vii. Construction

Inconsistent and incompatible employment is defined as, but is not limited to work that: a) Results in a conflict of interest, b) Give the impression that outside activities are official acts, c) Detracts from job performance with the District, d) Causes the employee to be less effective or productive, e) Tends to impair the mental or physical capacity of the employee, f) Is subject to District regulation, and g) Takes time and attention away from District business.

2. Procedures for Requesting Authorization for Outside Business or Employment:

All employees, including regular employees, those on a probationary status, and provisional employees, shall request authorization for any outside business or employment in addition to their employment with the District on a standard form, Request for Authorization of Outside Business or Employment, provided by the District, prior to beginning date of business or employment.

If a request is disapproved by the Department head, the employee may request review by the General Manager, who shall make a final decision in writing to the employee within twenty (20) calendar days, after making or causing to be made wherever investigation that he/she deems necessary.

Sick leave will not be granted for any injury arising out of or injured in connection with any outside business or employment. Paid leave, with the exception of annual vacation leave and holidays, shall not be used for outside business or employment. A leave of absence from the District employment

shall not be granted for the purpose of pursuing outside business or employment.

On an annual basis, employees will resubmit the Request for Authorization of Outside Business or Employment and note on the form that the request is an annual update. An employee terminating his/her outside business or employment shall notify the Administrative Manager or designee in writing.

F. Open-Door Policy / Grievance Process

Suggestions for improving the District are always welcome. If an employee has a complaint, suggestion, or question about their job, working conditions, or the treatment they are receiving, the following steps should be taken:

1. Appeal to Supervisor

In order to minimize potential misunderstandings first discuss any problem, concern, or grievance with the direct Supervisor. It is expected that any problem or grievance is addressed as soon as possible after the occurrence of the problem. Supervisors will make an effort to promptly investigate the matter and attempt to resolve the problem or provide an explanation or, where warranted, propose a remedy within one week from the occurrence, unless circumstances require a longer period.

2. Appeal to Manager (as applicable)

If unsatisfied with the response or resolution by the Supervisor, the employee and their Supervisor may request an appointment with the Supervisor's direct report (Manager, or General Manager) within ten (10) working days, as applicable. The Services Manager or General Manager may then schedule an interview with the employee and attempt to resolve the problem within a reasonable period of time.

3. Appeal to Administrative Services Manager or Designee

Should an employee not receive an answer or resolution from his/her Supervisor or Manager which is satisfactory to the employee, the employee may refer the matter to the Administrative Services Manager for further review within ten (10) working days. The Administrative Services Manager may then schedule a meeting with the employee and attempt to investigate and resolve the matter within a reasonable period of time. If assistance is needed with the complaint, or it is preferred to make a complaint in person, contact the Administrative Services Manager. It is encouraged that employees bring the

matter up as soon as possible if the immediate Supervisor or Manager has failed to resolve it.

4. Appeal to General Manager

If an employee remains unsatisfied with the response or resolution of the matter by his/her Supervisor, Manager, and the Administrative Services Manager, the employee may request an appointment with the General Manager of the District. The General Manager may, in their discretion, then arrange an interview with the employee and attempt to resolve the problem. The General Manager's decision will be considered final and conclusive for all parties.

This procedure is important for both the employee and the District and it cannot be guaranteed that every problem will be resolved to the employee's satisfaction. However, the District values observations and employees should feel free to raise issues of concern, in good faith, without the fear of retaliation. This procedure does not alter the at-will nature of employment with the District.

G. Drug and Alcohol Abuse

The District shall provide the Employee Assistance Plan for the term of this agreement.

It is the intention of this policy to eliminate substance abuse and its effects in the work place. While the District has no intention of intruding into the private lives of its employees, unless it is for legitimate District reasons, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair them. If an employee is taking a drug or medication, whether or not prescribed by a physician, which may adversely affect their ability to perform work in a safe or productive manner, they are required to report such use to their Supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination or other senses, including those which may cause drowsiness or dizziness, and including both prescription and non-prescription drugs and

medications. The employee's Supervisor, in conjunction with the Administrative Services Department, will determine whether they will be allowed to remain at work, and whether any work restrictions are appropriate.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

Supervisors may be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the District managers and employees. To that end, the District will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.

In recognition of the public service responsibilities entrusted to the employees of the District, and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the District.

1. Policy

It is District policy that employees shall not be under the influence, or in possession, of alcohol or drugs while on District property, at work locations, or while on duty or subject to being called to duty or standby, and that employees shall not sell or provide drugs or alcohol to any other employee or person while on duty or on standby duty.

While use of validly prescribed medications and drugs does violate this policy per se, failure by an employee to notify his/her Supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere

with the safe and effective performance of duties, or the operation of District equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property in which the District maintains control or joint control with the employee. "Right to search, when utilized, shall be preceded with notice to the employee of his/her right to representation and to be present during the search *unless it is an emergency or the District deems it is not practical to have the employee present.*" Otherwise, the District may notify appropriate law enforcement agencies that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District.

Refusal to immediately submit to an alcohol and/or drug analysis when requested by District management or law enforcement personnel, or refusal to submit to a search of personal properties if requested by law enforcement personnel, may constitute insubordination and be grounds for discipline up to and including termination.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the work site.

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

The District has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their Supervisors or Human Resources for additional information.

2. Application

This policy applies to all employees and unpaid persons whose actions can serve to place themselves or employees at risk, cause poor employee morale, or damage the District's reputation. This policy applies to alcohol and drugs, including all substances, drugs, or medication, whether legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

3. Employee Responsibilities

An employee must:

- i. not report to work or be subject to duty while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use; not possess or use alcohol or impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours or while on standby duty, on breaks, during meal periods or at anytime while on District property;
- ii. not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or on standby duty, unless attending a District sponsored event where alcohol may be served;
- iii. submit immediately to an alcohol and drug test when requested by a District representative, and approved by the General Manager or his/her designated representative;
- iv. notify his/her Supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which the employee knows or should know may interfere with the safe and effective performance of duties or operation of District equipment; and
- v. provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

If drug/alcohol testing is proposed, the employee who is to be tested shall have the right to determine whether the test is by blood sample or by urinalysis. Testing, other than by breathalyzer performed by law enforcement for reasonable cause, shall only be conducted by a laboratory certified by the National Institute on Drug Abuse (NIDA), using gas spectrometer testing and shall, in all cases, include a split-sample properly identified, for use by the employee if the employee challenges a positive result. The split sample and/or original sample shall be available for parallel testing by a different licensed laboratory at the District's expense. Test results and samples shall

be retained for at least one (1) year. Any irregularity in the chain of custody of a sample shall serve to void the test.

4. Management Responsibilities and Guidelines

Managers and Supervisors are responsible for reasonable enforcement of this policy.

Managers and Supervisors may request that an employee submit to a drug and/or alcohol test when a manager or Supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

"Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent Supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safety is reduced. "Reasonable suspicion" shall generally not be deemed to exist if other objective explanations exist.

For example, any of the following, alone or in combination, may constitute reasonable suspicion: (when such behavior is unusual for an individual)

- i. Slurred speech;
- ii. Alcoholic odor on breath;
- iii. Unsteady walking and movement;
- iv. An accident involving District property, where it appears the employee's conduct is at fault, when other objective evidence exists;
- v. Physical altercation;
- vi. Unusual behavior;
- vii. Verbal altercation;
- viii. Possession of alcohol or drugs;

Any Manager or Supervisor requesting an employee to submit to a drug and/or alcohol test should document in writing the facts constituting

reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.

Any Manager or Supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or Supervisor should arrange for the employee to be safely transported home.

Managers and Supervisors shall not physically search the employee, nor shall they search the personal possession of an employee without the freely given written consent of, and in the presence of, the employee.

Managers and Supervisors shall notify their Department Manager or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District. If the Department Manager or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Manager shall notify the appropriate law enforcement agency.

5. Physical Examination and Procedure

The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, P.C.P., methadone, barbiturates, amphetamines, marijuana, and other cannabinoids.

6. Results of Drug and/or Alcohol Analysis

A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and including termination. "Positive results" shall be defined, for alcohol, as having a blood-alcohol level above that limit as established under California law for the operation of a motor vehicle.

If the drug screen is positive, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her Supervisor, the employee will be subject to disciplinary action up to and including termination.

If an alcohol or drug test is positive for alcohol or drugs, the District shall conduct an investigation to gather all facts.

The Alcohol/Drug Abuse Report shall not be considered valid until signed by a trained Supervisor/Manager and the General Manager or his designee. Any such report shall be removed from the file unless confirmation is made that the violation took place.

7. Confidentiality

Suspicion of, participation in EAP laboratory reports and test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request.

Disclosures, without employee consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Disclosure of any information garnered through the administration of this policy is a violation of this policy and may cause discipline up to and including termination of the person or persons making the disclosure.

H. Dress Code and Other Personal Standards

Attire should reflect positively on the District and from the public's point of view and instill confidence in professional abilities. This can be defined as Business Casual however, clothing must be in good business taste and appropriate for job functions. Clothing should not be revealing, overly tight, particularly short or low-cut, transparent or torn. Proper shoes should be worn while on duty and be suitable for the duties of the job required to perform. At no time should flip flops be worn. Employees are expected to practice good hygiene, and adhere to appropriate grooming (hair, nails, makeup, body decorations, and fragrance). The District reserves the right to request that they change any attire that is deemed to be offensive and/or distracting to the public or coworkers.

Based on the nature of job duties and departments appropriate attire may differ. Department Managers or Division Supervisors may issue specific guidelines concerning any exceptions to this policy.

Tattoos that are deemed inappropriate by Management must be covered and body piercings other than in the ear should be removed for work.

1. Professional Logo / Casual Attire:

District approved logo attire includes logo shirts, sweaters, and jackets worn with appropriate casual pants, shorts, or skirts. Appropriate casual attire includes polo and regular shirts, denim wear, khakis, and corduroy pants. If employees choose not to wear logo attire on designated casual days, appropriate casual attire must be worn as listed above.

The District observes a casual dress day on Thursday and Friday. Employees required to wear safety equipment or clothing still must do so on a casual dress day.

All employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to their Supervisors. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your Supervisor.

I. Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling in a professional and courteous manner, their immediate Supervisor should be called immediately.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask an immediate Supervisor, Department Manager or the General Manager to intervene.

J. Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of work employees may have access to confidential information regarding the District, its suppliers, its customers, or fellow employees. It is each employee's responsibility to prevent revealing or divulging any such information unless it is necessary for them to the performance of their assigned duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by a Supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the District.

K. Conflicts of Interest

Employees are responsible for adherence to the District's Conflict of Interest Code. Further, they must avoid situations involving actual or potential conflicts of interest. Personal involvement with a competitor, supplier, or subordinate employee of the District, which impairs an employee's ability to exercise good judgment on behalf of the District, creates an actual or potential conflict of interest. Supervisor-subordinate personal relationships also can lead to Supervisory problems, possible claims of harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate Supervisor, or the Administrative Services Manager or designee, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose an actual or potential conflict of interest shall constitute grounds for disciplinary action.

1. Form 700 - Statement of Economic Interests

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

- a. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- b. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

The following classifications are required by the District to complete this form:

- a. Board of Directors
- b. General Manager
- c. Administrative Services Manager
- d. Parks Services Manager
- e. Recreation Services Manager
- f. Park Supervisor
- g. Recreation Supervisor

2. Personal Use of District Contractors

The District prohibits personal use of contractors that have current contracts with the District in an amount of \$5,000 or more. This will be applied to all employees who work in a capacity where they can make a decision or a board recommendation on who is hired.

L. Business Conduct and Ethics

Public confidence is important to any organization. For a Special District entity, public confidence is vital. To warrant continued public trust, public entities and their employees and officials must be above reproach, steadfastly adhering to the highest ethical standards and business practices. The District expects each employee to follow such standards and practices at all times.

1. Conduct

Each employee should adhere to high standards of professional and personal behavior on and off the job. Deficiencies in personal or business conduct can result in disciplinary action including termination of employment or removal as a volunteer.

2. Dishonest Acts

Committing a dishonest act, attempting to defraud the public, shoplifting, theft, etc. or a breach of trust is not permitted. Employees cannot use District funds for personal use. Discharge from employment or official removal for certain dishonest, fraudulent, and criminal acts is required by certain regulatory agencies and governing laws.

3. Abiding by the Law

Because laws and regulations governing federal entity operations are complex and changing, it is difficult for any volunteer or employee to know them all. The best safeguard is to strictly follow the operating rules, policies, and procedures in District manuals and handbooks.

If it is believed another employee or an official has committed a dishonest act or breached this policy in any way, report the incident to a Supervisor, Manager, or the General Manager immediately.

M. Acceptance of Gifts

If an employee receives a gift or gratuity from a customer, vendor, supplier, members of the public, or other person doing business with the District, it is to be shared with other employees at one of the offices. Personal acceptances of gifts may give the appearance of influencing business decisions, transactions or service. It is unacceptable to have expenses paid by such persons for business meals or trips with the District.

N. Public Records Act, Government Code §6253

Public records are open to inspection by the public at all times during office hours and every person has a right to inspect any public record except as exempted (Government Code §6253 (a)). District guidelines can be obtained at the Administration Office.

O. Conducting Personal Business

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

P. News Media Contacts

Employees may be approached for interviews or comments by the news media. Only staff designated or approved by the General Manager should comment to news reporters on District policy or events relevant to the District.

ARTICLE 7 - WAGES

A. Work Schedules

The District Administration office is normally open for business between the hours of 8 a.m. and 5 p.m., Monday through Friday. Parks and facilities are available for rental as otherwise posted or in accordance with District's General Use Policy except with the permission of the General Manager or designee. Immediate Supervisors will assign individual work schedules. All employees are expected to be at their desks or work locations at the start of their scheduled shifts.

For payroll purposes, employees who are not working an Alternative Work Schedule will operate under a workweek which begins at 12:01 a.m. Saturday and ends at midnight on Friday.

B. Alternative Work Schedule - 9/80

The District offers employees in certain work units the opportunity to work an alternative workweek schedule (AWS) based upon the business needs of the District and its management. Employees who are offered the opportunity to work and do work an alternative work schedule are subject to the standards and requirements outlined below.

1. The 9/80 work schedule has the following requirements:

- a. The schedule cannot impact the District's requirement to conduct business or adversely affect workflow.
- b. Employees will be assigned to either the 9/80 or the regular 10/80 work schedule and adhere to it. Employees are entitled to revoke the agreement to the alternate work schedule in writing, however; they may not alternate back and forth between the schedules.
- c. The Supervisor and the General Manager's approval is needed prior to the start of working a 9/80 work schedule. The 9/80 work week day off is designated by the Department Manager. The General Manager has the right to designate which day is appropriate for the needs of the District. Once the regular day off is established, it will be considered the regular day off and employees may not switch the day and/or shifts.

- d. If a meeting is scheduled on a regular 9/80 work week day off, employees are still required to attend the meeting unless excused by a Supervisor, Manager or the General Manager. Employees will be paid for this working time, including overtime pay if applicable. Exempt employees will not be compensated.
- e. The alternate workweek schedule (9/80) shall begin at 12:00am on the first day of the pay cycle and shall end at 11:59pm on the 14th day of the same pay cycle.

Members of the SEIU bargaining unit: - Please see current Union MOU.

C. Timekeeping Requirements

Accurately recording time worked and submitting a timecard when it is due is the employee's responsibility. Federal and State laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits on the appropriate pay day. Time worked is the time actually spent on the job performing assigned duties.

On a daily basis non-exempt employees should accurately record the time they work. Non-exempt employees may not begin work more than five minutes before the start of their shift or stop working more than five minutes after the end of their shift without prior authorization from their Supervisor. Time cards for non-exempt employees are submitted to Supervisors or other designated staff on the last Friday of the pay period.

In order to track vacation and sick time, and as a tool for Management to evaluate performance, exempt employees must complete a timecard and submit to the General Manager on the last Friday of each pay period. The report should reflect the days worked and the hours of leave (and the type of leave) used during the pay period.

It is the employee's responsibility to sign their time card and to verify the accuracy of all time recorded. Supervisors will review and sign the time card before submitting it to Accounting for processing. As designated by the Department Supervisor, Supervisory staff will review the time card(s) for errors, initial and submit to the Supervisor for submission to Accounting. All timecards must be completed in Blue or Black Ink only. Any handwritten marks or changes on the timecard must be initialed by the employee and a Supervisor. **Whiteout is not to be used on timecards.** Altering, falsifying, or tampering with time records, punching in/out or recording time on another employee's time record

(even with that employee's permission) is prohibited. Violation of this rule may result in disciplinary action, up to and including termination.

Any errors on a timecard should be reported immediately to a Supervisor/Crew Lead.

D. Administrative Pay Corrections

It is District policy and practice to accurately compensate employees and to do so in compliance with all applicable Federal and State laws. To ensure proper payment for all time worked and that no improper deductions are made, information should be recorded correctly of all work time and paychecks reviewed promptly to identify and to report all errors. In the unlikely event that there is an error in the amount of pay, or in the calculation of accrued vacation or sick leave, or if there is an unauthorized deduction made, the employee should promptly bring the discrepancy to the attention of the Administrative Services Department staff so the correction can be made as quickly as possible. Once underpayments/overpayments are identified, they will be corrected in the next paycheck. If this presents a financial burden to the employee, a manual paycheck may be written as soon as possible.

E. Payment of Wages

Paychecks are normally available by 4 p.m. every other Thursday at the Administration Office as outlined on the District's payroll schedule. Beginning July 14, 2016 paychecks will be mailed to the current mailing address on file; paychecks will no longer be available for pick up.

F. Payroll Records

Employees may receive copies of their payroll records within twenty-one (21) days of making a request to the Administrative Services Department to do so. Employees will be charged for the cost of making copies.

G. Unclaimed/Lost Paychecks

Until July 14, 2016 if any paycheck is not picked up by the employee within seven (7) days of the date issued, the check will be sent to the employee's last known address.

Checks lost or otherwise missing should be reported immediately to Accounting so that a "stop payment" order may be initiated. Management will determine when, and if, a new check should be issued to replace a lost or missing check.

H. Direct Deposit

The District encourages automatic payroll deposit for employees. To begin automatic payroll deposit, the correct form must be completed and returned to the Administrative Services Department at least 10 days before the pay period begins.

To stop automatic payroll deposit, complete the form available from the Administrative Services Department and return it at least 10 days before the pay period.

I. Pay for Mandatory Meetings / Training

The District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- a. Attendance is mandatory;
- b. The meeting, course, or lecture is directly related to the employee's job;
- c. The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her Supervisor;
- d. Employees who attend meetings, lectures or training programs will be compensated at their regular rate of pay;
- e. Any worked hours in excess of 40 hours in a week will be paid at the applicable overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

J. Overtime for Non-Exempt Employees

Employees may be required to work overtime as business necessities arise. For all non-emergency needs, the District will provide as much advance notice as possible to the employee of the need to work overtime as applicable with Federal and State laws. Only actual hours worked in a given workday or workweek can

apply in calculating overtime. The District will attempt to distribute overtime evenly. All overtime work must be previously authorized by a Supervisor. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with Federal law as follows:

All hours worked in excess of regularly scheduled hours in one workweek will be treated as overtime. A standard regular workday begins at 12:01 a.m. and ends at midnight 24 hours later. Compensation for actual hours worked in excess of 40 worked hours for the workweek shall be paid in accordance with applicable law.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

K. Meal and Rest Periods

Non-exempt employees that work more than five or more hours per day are required to take an unpaid meal period, which must commence before the end of the fifth hour of work. All employees are provided with a 60-minute meal period to be taken approximately in the middle of the workday. However, if scheduled to work no more than six hours during the workday, they can choose to waive their meal period by signing a voluntary written waiver, to skip the meal and go home earlier. This waiver must be in writing and voluntarily signed by the employee, and is available from the Administrative Services Department.

Employees wishing to take a 30-minute meal break may do so in lieu of a standard 1-hour meal period with the prior approval from a Supervisor to adjust their work schedule to deduct the 30 minutes they are not taking for a meal break. Meal periods are scheduled by the immediate Supervisor and may not be taken at the beginning or the end of a workday or added to a break. Employees may leave the premises during their meal period.

Employees are allowed a 15-minute rest period for every four hours of work or major portion thereof; 15-minute breaks are paid by the District and do not need to be recorded on timecards. Supervisors will schedule rest periods.

It is expected that employees observe their assigned working hours and the time allowed for meal and rest periods. Rest periods may not be longer than 15 minutes and they must take place on the premises.

L. Business Expense Reimbursement

The District reimburses employees for business expenses two times each month when accounts payable checks are processed. These are the opposite weeks of payroll processing. Employees who have incurred business expenses must submit required receipts and the appropriate form to the Administrative Services Department staff no later than three days before the Monday of the accounts payable processing week. All reimbursable expenses must be submitted within 30 days of time incurred.

Personal and/or vacation travel may be combined with business travel provided there is no additional cost to the District, and it meets with the approval of the General Manager. The District credit cards are not to be used for personal expenses.

M. Call in to Work

The District will pay a minimum of two hours of designated overtime pay to employees who are contacted by and required by their immediate Supervisor or Crew Lead to report to work on a day other than their normally scheduled workday or after their normal workday has ended. This may involve emergency situations.

N. Shift Differential Pay

The District's normal business hours range between 6:00 am to 10:00 pm, Saturday through Friday. The District shall pay full time employees a shift differential of two-and-one half (2½%) percent for hours worked between 8:00 pm and 6:00 am.

O. Out of Class Assignments

If it is necessary to specifically assign in writing an employee all of the significant duties of a higher classification for more than 16 consecutive working days or more (128 regular hours) in duration, the employee so assigned shall be compensated at the minimum rate established for the higher class or 5% above the employee's regular base rate of pay, whichever is greater, with pay effective upon the date of the change of assignment. Under no circumstances shall the employee receive an amount greater than the maximum step of the higher class.

- a. This policy shall apply in temporary situations due to:**

- i. The extended leave or other temporary absence of the employee in the higher classification;
- ii. Or if the position to be filled is vacant and there is no valid eligibility list for the classification. In this case, if the Division Head has initiated procedures to fill the vacancy, he/she may assign an employee to fill that position on a temporary basis not to exceed 60 days. If an eligibility list exists for the vacant position, the Division Head may appoint an employee from the eligibility list at the earliest possible date.
- iii. No regular positions shall be filled by out-of-class appointees for a period longer than 60 days, except when due to special circumstances such as extended leaves of absence or in cases of emergencies approved by the Administrative Services Manager.
- iv. Individuals hired specifically to temporarily fill a position vacancy due to illness, vacation, etc. are also excluded from working out-of-class.
- v. Individuals appointed to work out-of-class must meet minimum qualifications of the higher classification, must be capable of handling major duties of the higher level classification without any more supervision than another would in the same job.
- vi. The mere performance of certain portions of the higher position or only performing the less difficult parts until the position is filled does not constitute working out-of-class.
- vii. When an employee is assigned to work in a higher level classification that entails moving the employee into a different classification other than that which is his/her regular classification, the said employee shall not receive a change in his/her benefits. Similarly, a part time non-exempt employee temporarily filling a regular full time position shall receive no benefits nor shall he/she be subject to retirement system payments.
- viii. While working in an out-of-class assignment, an employee shall continue to accrue, and have recorded, normal step increases in the employee's regular assignment.
- ix. At the time an employee returns to his/her regular assigned position, his/her salary should reflect the same salary rate he/she had previously, with any merit or salary adjustments added as appropriate. At any time during the out-of-class appointment, an employee may be removed from the appointment. Out-of-class appointments may not be made in excess of authorized budgeted funds without approval of the General Manager.

- x. Performing a specified work assignment for a short period of time. Examples of work assignments may include insecticide application.

The District will not pay employees who report to work but are unable to work due to the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the District's power to control.

P. Advances

The District does not permit advances against paychecks or against un-accrued vacation or sick leave.

ARTICLE 8 - HEALTH AND SAFETY

A. Safety Policy

It is the policy of the Pleasant Valley Recreation and Park District that accident prevention shall be of high importance in all phases of operation and administration. It is the intention of the District to provide safe and healthy working conditions. It is, therefore, a basic requirement that each Supervisor make the safety of employees part of his/her regular Supervisory function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. All employees are responsible for the housekeeping duties that pertain to their jobs. Any injury that occurs on the job must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that has occurred.

B. Safety Training

All new employees will be provided a safety orientation during their initial assignment to the job. The orientation will be conducted by a Safety Committee representative, Manager, or Supervisor. It will cover the District safety rules and safe practices required for their job assignment as well as a copy of the Injury and Illness Prevention Program. Employees given a new job assignment will be provided safety training regarding any new hazards.

1. To ensure that all employees receive appropriate training, all District employees will participate in:
 - a. Scheduled safety meetings
 - b. Additional training as job duties or work assignments are expanded or changed.
 - c. Other training programs as appropriate.

Further training will be provided whenever employees are exposed to new processes, machinery, equipment chemicals and/or previously unrecognized hazards.

C. Heat Illness

The District is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All Supervisors are trained in the prevention of heat illness. Refer to the District's *Injury Illness and Prevention Program* or talk to a Supervisor for details on how to ensure protection from heat illness dangers.

D. Security/Workplace Violence

The District has developed guidelines to help maintain a secure workplace. Employees should be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Any suspicious persons or activities should be reported to Management personnel. An employee's desk or office should be secured at the end of the day. If called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around workstations that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. A Supervisor should be notified immediately when unknown persons are acting in a

suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The District's workplace security and violence program is described in detail in the District's *Illness and Injury Prevention Program (IIPP)*.

E. Recreational Activities and Programs

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

F. Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

1. Inclement Weather

Conditions that excuse absence from work include flooding, heavy rainstorms, hail, road closure and power outages. If weather conditions prevent an employee from safely traveling to work, they must notify their immediate Supervisor by phone, if telephone service is functional, or by any other available means.

2. Natural Disasters

In the event of a natural disaster such as earthquake, fire, or explosion, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact a Supervisor immediately, if possible.

The safety of employees' families should be the employees' first priority in these situations, and then they can contact a Supervisor for instructions on when and where to report.

G. Ergonomics

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe

and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

For questions about ergonomics, contact the Administrative Services Manager.

H. Employees Who Are Required to Drive

The following Policy is established for the use of the District-owned vehicles and private vehicles in the conduct of official business of the District:

1. District Vehicles

- a. The use of motor vehicles for other than official purposes shall be prohibited.
- b. Only employees over 18 years of age are permitted to drive for the District.
- c. No person shall operate any vehicles owned and maintained by the District unless such person is an employee of the District and has a valid operator's license issued by the California Department of Motor Vehicles. Any person operating a vehicle owned and maintained by the District is responsible for observing all rules and regulations as prescribed for the safe operations, maintenance and security of such vehicle.
- d. No person shall be a passenger in any vehicle owned or maintained by the District unless one of the following conditions is met:
 - i. Such person is an employee of the District
 - ii. Such person has a business relationship with the District, and transportation in such vehicle of the District is necessary
 - iii. Such person is a family member of an employee of the District and the transportation of such person is necessary to attend a business meeting or event which such person is volunteering or an invited guest.

2. Private Vehicle Use

- a. Employees who drive their own vehicles on approved District business will be reimbursed upon submission of a District Mileage Report to Accounting.
- b. Reports should be submitted monthly listing beginning and ending mileage for each trip with the purpose of the trip. Mileage will be reimbursed at the rate designated by the Internal Revenue Service.
- c. The District will not be responsible for any damages, parking tickets, equipment violation citations or moving violations incurred while operating a vehicle on District business.

Those who are required to drive a District vehicle or their own vehicles on District business will be required to provide proof of a current valid driver's license and current effective insurance coverage before the first day of employment.

The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage.

I. Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, District employees are required to stop the vehicle in a safe location so that they can safely use their cell phone or similar device.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance. Employees must not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call or use a hands-free speaking device such as a speakerphone/earpiece.

ARTICLE 9 - SEPARATION FROM SERVICE/TERMINATION

A. Separation of Employment

Termination of employment is a regular and inevitable aspect of personnel activity within any organization, and many of the reasons for termination are routine. District management is not at liberty to divulge information concerning termination of employment except to the employee involved. Below are examples of some of the most common circumstances under which employment is terminated:

1. Separation/Resignation

Employment termination initiated by an employee who chooses to leave the organization voluntarily, or by an employee who fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her Supervisor.

- a. A permanent employee, who desires to terminate employment, shall submit a written resignation giving at least two (2) weeks' notice. The General Manager may consent to accepting less than two weeks as adequate notice to be considered in good standing.

2. Termination/Discharge

Employment termination initiated by the organization.

3. Layoff

Involuntary employment termination initiated by the organization for reorganization, efficiency and/or economic reasons.

4. Retirement

Voluntary retirement from active employment status initiated by the employee.

5. Death of Employee

Immediate family should notify the District as soon as possible.

The District will generally schedule exit interviews at the time of employment termination. If a termination occurs on a non-work day, an exit interview will be scheduled the next business day. The exit interview will afford an

opportunity to discuss such issues as continuation of employee benefits, suggestions for improving employment conditions, complaints, questions or the return of District owned property. Notwithstanding this practice, since employment at the District is “at will” and based on continuing mutual consent, both the employee and the District have the right to terminate employment at any time, with or without cause.

Employees will receive their final compensation upon termination in accordance with applicable Federal and State laws. An employee who has submitted their resignation will receive his/her final check the next pay period. For any other reason for termination, the employee will receive their final paycheck within 72 hours. Any terminating employee will be paid for all work and accrued, unused vacation through the last day worked. Also, if applicable a prorated cell phone stipend.

The District does not generally make payments of “severance” compensation, other than salary and compensation amounts to which employees are entitled by law.

All District owned property and equipment, including vehicles, keys, cell phones, uniforms, identification badges, and credit cards must be returned immediately upon termination of employment. Employees who fail to return such property will be liable for the cost of replacement and/or other damages incurred by the District.

B. Reductions in Workforce

District may lay off an employee because of shortage of work, lack of funds, material change in duties or organization, or for other legitimate reasons. The District may, after consultation with employees and/or formally recognized employee organizations as required by law, consider alternative actions in order to minimize layoffs. The General Manager will identify those classifications which will be reduced which will minimize the impact and will meet the necessary reduction in force requirements as determined by the District.

In determining which employees will be subject to layoff, the District will take into account among other things, operation and requirements, the skill, productivity, ability, seniority and past performance of those involved.

1. Notification:

- a. No less than ten (10) working days before the effective date of the layoff, the appointing authority will notify Human Resources of the name(s), classification(s), and reason(s) for layoff of employee(s) being laid off.

- b. All regular District employees to be laid off will be given written notice from Human Resources or designee of the effective layoff date no less than ten (10) working days before the effective day of the layoff. Such notice will be hand delivered or sent by certified mail.

C. Employee References

All requests for references must be directed to the General Manager or designee. No other Supervisor, coordinator, specialist, lead worker, or employee is authorized to release any type of references for current or former employees.

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EMPLOYEE COPY

ACKNOWLEDGEMENT OF RECEIPT OF THE PLEASANT VALLEY RECREATION and PARK DISTRICT EMPLOYEE MANUAL AND TERMS OF EMPLOYMENT

I have received my copy of the Pleasant Valley Recreation and Park District's Employee Manual. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions and locations at any time. I understand and agree that other than the General Manager of Pleasant Valley Recreation and Park District, no Manager, Supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board of Directors has the authority to make any such agreement and then only in writing, signed by the Board of Directors.

I understand and agree that nothing in the employee manual creates or is intended to create a promise or representation of continued employment and that employment at the District is employment at-will; employment may be terminated at the will of either the District or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the District.

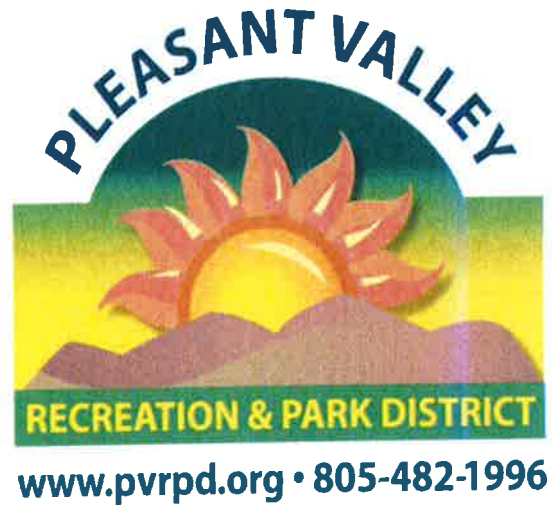
Employee Signature

Date

Employee Name (Please Print)

The information in this handbook supersedes all previously issued publications, documents or memoranda that would be in conflict with the provisions set forth herein.

TO BE RETAINED IN THE EMPLOYEE'S HANDBOOK



EMPLOYEE TECHNOLOGY USE POLICY

Approved by the Board of Directors on _____

Pleasant Valley Recreation and Park District

EMPLOYEE TECHNOLOGY USE POLICY

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INTRODUCTION

All of the technological tools furnished to District employees are public property, subject to the dominion and control of the District. Employees have no right or expectation of privacy in those tools, which may be inspected by District representatives without notice.

This policy establishes privileges and additional responsibilities for employees. It recognizes employees as responsible individuals who are the key to making government more responsive to its citizens. It allows employees to use District office equipment for non-government purposes when such use involves minimal additional expense to the government, is performed on the employee's non-work time, does not interfere with the mission or operations of a department and does not violate standards of ethical conduct.

District employees should be provided with a professional supportive work environment. They should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps to enhance the quality of the workplace and helps the District retain highly qualified and skilled workers. The use of modern information technology has raised new opportunities for its use by employees to live their lives more efficiently in balance with the overriding imperative that taxpayers receive the maximum benefit for their tax dollars.

District business partners, contractors, or other individuals who utilize or access District-owned technology pursuant to District prior approval shall be required to sign and abide by the terms and conditions contained within this and all referenced District technology policies.

1. EMPLOYEE RESPONSIBILITIES

- A. Computer password(s) will be protected. Computer password(s) should not be shared with anyone unless there is a legitimate business requirement. Password(s) should be changed frequently. It is generally recommended to not write down passwords. However, if you must write down a password to document or remember it, do so in a secure manner. For example, do not write down passwords and post them on your monitor, under your keyboard, or in your work area. But, a password kept in your wallet would generally be secure.
- B. Access to computer systems, data, and networks: Employees may access data or other information for which they have been authorized in the normal performance of their job duties. Privacy of clients and co-workers should be respected by not sharing information unless required for business purposes. The only authorized method for remote access to the District computing network is through the equipment and security software provided by the Information Technology Services

Department. Knowledge of these resources, and employee use, should be in conformance with the District's policies for Internet Access, E-Mail, and Network Access.

- C. Only legally acquired and licensed computer software may be used. There is a significant financial liability to the District if computer software that has not been legally obtained is used on District-owned equipment. The documentation provided with the software should be checked to see if it was legally acquired before copies are made for others. Generally, copies of software should be made for back-up purposes only.
- D. Use of non-District-owned software must be authorized. There is a potential for introducing a virus into a District-owned system, and possibly even Districtwide, whenever outside software is used. If there is a need to use an outside software program for business purposes, permission should be obtained from the department head or his/her designee.
- E. Access and use of the District's computer systems, data, and networks shall be done only through a combination of a duly assigned login or username and computer password. This combination of a duly assigned login or username and computer password, when utilized to access software applications that automate or create official District records or business transactions, constitutes an electronic or digital signature. Use of an electronic or digital signature shall have the same force and effect as a manual signature.

2. "LIMITED PERSONAL USE" OF DISTRICT OFFICE EQUIPMENT

- A. Employees are authorized limited personal use of District office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the District in areas such as:
 - Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.
 - Use of consumables in limited amounts; e.g., paper, ink, toner, etc.
 - General wear and tear on equipment
 - Data storage on storage devices
 - Transmission impacts with moderate e-mail message sizes, such as e-mail with small attachments

- B. Minimal additional expense means that the employee's use of District office equipment is limited to those situations where the District is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the District, or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal e-mail messages, and limited use of the Internet for personal reasons.
- C. Employees are expected to conduct themselves professionally in the workplace and to refrain from using District office equipment for activities that are inappropriate. Unless required in the performance of an individual's job duties, inappropriate personal use of District office equipment includes:
- Any personal use that could cause congestion, delay, or disruption of services to any government system or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. "Push" technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.
 - Using the District systems as a staging ground or platform to gain unauthorized access to other systems.
 - The creation, copying, transmission or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
 - Using District office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
 - The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
 - The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited.
 - Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of business transactions, sale of goods or services).

- Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity. State law makes it clear that a person improperly expending public funds for political purposes is personally liable to repay such funds. (*Stanson v. Mott* (1976) 17 Cal.3d 206.)
 - Use for posting District information to external newsgroups, bulletin boards or other public forums without authorization. This includes any use that could create the perception that the communication was made in one's official capacity as a District employee (unless appropriate approval has been obtained) or uses at odds with the District's mission or positions.
 - Any use that could generate more than minimal additional expense to the District.
 - The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.
- D. It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District office equipment for non-government purposes. If there is expectation that such personal use could be interpreted to represent the District, then an adequate disclaimer must be used. One acceptable disclaimer is – *"The contents of this message are mine personally and do not reflect any position of the District."*
- E. Limited personal use is to occur only during an employee's non-work time, such as before or after scheduled work hours, lunch periods, weekends, or holidays.
- F. The types of equipment that may be used by employees for limited personal use include the following: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail.
- G. Use of District-owned cellular telephones, or other wireless telecommunication devices, shall be consistent with, and is governed by, the District's Cellular Telephone Acquisition and Use Policy.

3. SOCIAL MEDIA

- A. District Departments may utilize social media and social network sites to further enhance communications in support of District goals and objectives. Social media

facilitates further discussion of District issues, operations and services by providing members of the public the opportunity to participate in many ways using the internet.

- B. All District social media sites shall be (1) approved by a Department Manager or General Manager; (2) published using approved social networking platform and tools; and (3) administered by the designee of the Department Manager or General Manager. Designees can be any department employee or volunteer designated by the requesting Department Manager that has a complete understanding of this policy and has appropriate content and technical.
- C. All District social networking sites shall adhere to applicable state, federal and local laws, regulations and District policies.
- D. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
- E. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- F. The District reserves the right to restrict or remove any content that is deemed in violation of the policy or any applicable law.

4. DEPARTMENT RESPONSIBILITIES

- A. Ensure that their employees read and understand this policy, as well as the District's policies governing Internet, Network, Cellular Telephone, and E-Mail system access and use.
- B. All District employees using District technology covered by this policy, must sign this policy upon initial hire and on a reoccurring basis upon material changes to this policy, as recommended by the District Information Technology Committee and approved by the District Executive Officer. Such signature affirms their understanding, acceptance and adherence to this and the referenced policies on Internet, Network, Cellular Telephone, and E-Mail system access and use.

5. MONITORING AND RETENTION

District employees do not have a right, nor should they have an expectation, of privacy while using any District information technology at any time. The District retains the right to examine, retain, or limit the use of all electronic storage media, data files, logs, voice and data network transmissions, and programs used on District-owned computers and

other information processing technological equipment. In addition, by using this technology, employees' consent to monitoring, recording, and data retention requirements is implied with or without cause. However, the District recognizes that certain agencies have a duty of confidentiality imposed by law. For those agencies, in the event that data or data files must be accessed, confidentiality will be maintained.

Monitoring shall only be authorized by the District Executive Officer, the head of the affected department, or by a person specifically designated by the head of the affected department.

6. POLICY CHANGES AND EMPLOYEE DISCIPLINE

This Technology Use Policy is intended as a starting point and may be modified by the District to include additional restrictions. This policy is subject to conditions and limitations which may be imposed by the District Counsel whenever the District Counsel determines that any use of the District's technological tools covered by this policy is subject to applicable state or federal laws and regulations concerning electronically stored information. Any violation of this Technology Use Policy may result in disciplinary action.

I acknowledge that I have read, do understand, accept, and will adhere to the requirements of this policy.

Print Name

Date

Signature



TRAVEL POLICY

Approved by the Board of Directors on _____

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SECTION 1: INTRODUCTION

1.1 PURPOSE

The purpose of these regulations is to establish a system of reimbursement for authorized expenses, for all officials and employees, required to travel on behalf of, or in representation of, the Pleasant Valley Recreation and Park District (District).

1.2 GENERAL

These policies shall apply to any required and duly approved travel for official District business, and to all officials and employees who receive appropriate authorization to travel on behalf of the District.

The District recognizes the benefits that accrue when its employees attend conferences, seminars, and professional training activities. The District will bear approved expenses incurred by District officials and employees to attend such activities provided the stated procedures are followed. Travel, conferences, seminars, trainings and similar activities shall be directly related to District business.

The most reasonably priced arrangements for travel events will be utilized. Personal safety and a reasonable level of comfort and dignity will be taken into consideration.

Individuals are expected to exercise sound judgment when incurring and submitting travel expenses, keeping with the standard and proprieties of a visible and accountable public agency.

Although these travel regulations set specific procedures for employees to follow, it is not intended to be all inclusive and exceptions may be reviewed on a case to case basis.

SECTION 2: TRAVEL AUTHORIZATION PROCESS

2.1 INTENTION

The travel authorization process is intended to ensure budget compliance and appropriate use of public funds.

BUDGET: Travel authorization begins with the budgetary process. Travel needs shall be anticipated and submitted in the annual budget for approval by the District General Manager/Board of Directors. It is the authorizing party's responsibility to stay within departmental budget travel allocations as approved by the GM/Board of Directors. Travel requests are to include all costs associated with any/all types of travel including registration, lodging, meals, transportation, parking, and incidental expenses.

SECTION 3: VEHICLE USE

3.1 USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS

It is the responsibility of the employee to maintain a valid California driver's license, and personal insurance coverage equal to, or greater than, the minimal coverage amounts required by any/all applicable state law while utilizing his/her private vehicle for transaction of District business.

Employees are responsible to notify the Human Resources Department of any changes in license, or insurance. Employees are responsible for any parking, mechanical or moving violations received while using their own vehicle for approved District business. Some employees' job title and description (e.g. transportation department drivers) may require reporting DUI, DWI, and other moving violations.

3.2 REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Use of an employee's private vehicle shall be reimbursed at the current mileage reimbursement rate determined by the Internal Revenue Service. Private automobiles may not be used for trips over 100 miles one-way except by prior written approval of the General Manager. Employees who use their private vehicle for travel are expected to follow the District's Travel Policy, and Employee Manual.

Reimbursement requests shall be submitted to the appropriate authorizing party (usually employee's supervisor) within 30 days of the month the mileage expenses were incurred, and shall be complete and accurate with proper approvals.

Parties of two or more may be expected to carpool unless approved by the General Manager prior to travel.

SECTION 4: LONG DISTANCE TRAVEL

4.1 DEFINITION

The most economical mode and class of transportation reasonably consistent with scheduling needs shall be preferred, using the most direct and time-efficient route. The cost of rental vehicle, parking and gasoline shall be compared to the combined cost of other forms of transportation and the least expensive method shall be used.

Long distance travel is defined as any travel that:

- a) Requires an employee to leave Ventura County, *AND*
- b) Includes at least one (1) overnight stay.

4.2 AUTHORIZATION

All long distance travel requires prior written approval of the General Manager. Every effort will be made to pre-arrange and pre-pay all approved expenses. However, in the event this is not possible, employees are eligible for:

- a) Reimbursement of approved expenses paid for by employee, with accompanying itemized receipts.

4.3 AIR TRAVEL

For authorized air travel, the District reserves coach rate seats at government or group rates (when such rates are available), and makes every effort to schedule reasonable flight times. Seat upgrades or flight/schedule changes unrelated to District business are not approved expenses, and become the responsibility of the employee.

It is the intent of the District to book all air travel on the District's credit card unless otherwise approved by the General Manager.

4.4 GROUND TRANSPORTATION & RENTAL CAR

The District makes every effort to reserve appropriate ground transportation for traveling employees (*e.g., airport shuttle, rental car*). When that is not possible, with prior written approval of the General Manager, employees may claim reimbursement for ground transportation at actual cost, utilizing reasonable ground transportation services such as taxi services.

Employees traveling on District business for whom it was not possible to reserve a rental car service, either at the point of departure or at the destination:

- a) Will be reimbursed by the District for the rental expense of a comparable compact automobile, *AND*
- b) Will purchase damage insurance (comprehensive and collision but **not** liability) through the rental car company.

The District and its employees shall use government or group rates, when available, for ground transportation or rental car services.

4.5 LODGING

The District shall make every effort to pre-arrange appropriate lodging (*using government or group rates, when available; Board Members; GC § 53232.2(e)*), for approved travel. When that is not possible, with prior written approval of the General Manager, employees may reserve reasonable lodging, and claim reimbursement for such lodging in accordance with this section and with appropriate receipts.

Board Members (GC § 53232.2(d))

For lodging in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking.

If a group rate or government rate is not available, reasonable lodging shall be booked at standard lodging rates for the destination's specific geographic area. Any lodging upgrades made by employees in excess of approved lodging rates are not approved, and become the responsibility of the employee.

4.6 MEALS

Daily reimbursement rates for meals are as follows:

Breakfast - \$12

Lunch - \$16

Dinner - \$22

Eligible meals are defined as meals for which an employee incurs a cost due to a valid and authorized business reason (*e.g., overnight travel, business meeting, special dietary requirements that cannot be accommodated, meal not covered by conference fee, etc.*). Meals provided as part of a conference or seminar are not eligible for separate reimbursement. Reimbursement requests for approved meal expenses must be submitted with itemized receipts. The District does not reimburse for alcoholic beverages.

An increased or decreased meal allowance may be considered when traveling to remote or metropolitan areas. Any changes must be pre-approved by the

General Manger prior to travel.

4.7 INCIDENTALS

Employees are eligible for reimbursement for incidentals up to \$5.00 per day while on District business travel. Incidentals may include such items as tips, soft drinks, phone call, postage, etc. Items such as gifts, entertainment (including in-room movies), alcohol, or other similar items are not reimbursable. Itemized receipts and/or an approved written list of expenses will be required for reimbursement.

Parking fees shall be reimbursed when related to District business travel, including airport parking fees, and parking fees for personal or rental vehicles.

4.8 TELEPHONE CALLS

The District will reimburse one (1) 15-minute telephone call per day while an employee is on official business. If the employee receives a cell phone stipend they will not be reimbursed.

SECTION 5: REIMBURSEMENT

5.1 REIMBURSEMENT

For all reimbursement requests, employees shall complete a Claim for Reimbursement of Travel Expense Form to document that expenses meet this Policy and are required to conduct District business.

Claim forms shall be submitted within thirty (30) days of incurring an expense, and shall be accompanied by receipts documenting each expense. Upon appropriate written approval, employees will be reimbursed as quickly as possible. Personal items, alcoholic beverages, and expenses of family members are not authorized.

SECTION 6: BOARD OF DIRECTORS

6.1 APPLICABILITY OF THIS POLICY TO BOARD OF DIRECTORS

This Travel Policy shall apply, in addition to District employees, to members of the District's Board of Directors.

The General Manager shall review Board members' requests for travel and incidental expenses for compliance with this Travel Policy and other applicable District policies. All expenses that do not fall within this Travel Policy or the Internal Revenue Service reimbursable rates as established in IRS Publication 463, or any successor publication, shall be approved by the Board of Directors at a public meeting before the expense is incurred. (GC 53232.2(f))

If a member of the Board of Directors chooses to incur travel or incidental costs that are in excess of the rates established under this Policy or IRS Publication 463, or any successor publication, and such costs have not been pre-approved at a public meeting of the Board of Directors, the member does so at his or her own expense. (GC 53232.2(g))

Members of the Board of Directors shall provide brief reports on meetings or other events attended at the expense of the District at the next regular meeting of the Board. (GC 53232.2(d))

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: April 6, 2016

SUBJECT: NON-SEIU VACATION CAP CASH OUT

RECOMMENDATION

It is recommended that the Board of Directors review the attached vacation cap cash out spreadsheet and provide staff direction.

BACKGROUND

During the last two financial audits the District's compensated absences and liabilities have become a concern. In fiscal year 2013-2014 the compensated balances equated to \$369,338 and during the past fiscal year the compensated absences decreased to \$306,693. Both of these figures has caused concern for the District as funding could become problematic in the event the District was forced to pay off employees with leave balances. The types of leave that have a cash value are vacation, compensatory time and a portion of sick time depending on the length of time the employee has been with the District.

Over the past year staff has begun to address the compensated absence liabilities. As staff updates the Employee Manual, the following items will be addressed: 1) Sick leave cash value upon termination, 2) Sick leave value upon retirement, 3) Compensatory time off, and 4) Vacation caps.

During the past few months staff has discussed with the Finance Committee and the Personnel Committee the option of lowering the vacation accrual caps along with cashing out the hours in excess of the new caps for non-SEIU employees. Staff is now prepared to present the attached spreadsheet for the Board of Directors review showing the total cost of the vacation cap cash out.

ANALYSIS

Staff conducted an analysis of the vacation accrual cap cash out for non-SEIU employees to determine if the cash out would have any significant financial impact on the yearly financial reports (annual audit). Staff compared cashing in 40 hours of vacation and reducing the cap by 40 hours for each employee who exceed the vacation cap. This approach lowered the vacation balances by 160 hours overall for non-SEIU employees and costing the District \$13,372 including FICA and Medicare tax. Staff also looked at cashing out the entire amount of hours over the new proposed vacation leave balances, which would reduce the compensated hours balance by 821 vacation hours costing the District \$35,320 including FICA and Medicare tax.

COMMITTEE REVIEW

On March 16th the Finance Committee met with Staff and reviewed the non-SEIU employees vacation balances and discussed the benefit of cashing out the hours that exceeded the new proposed vacation caps. After discussion with Staff the Finance Committee's opinion was that it would be beneficial to the District to cash out the vacation caps in order to lower the compensated absences liability on the District's annual financial report.

FISCAL IMPACT

The fiscal impact would be \$35,320 to the fiscal year 2015-2016 budget.

RECOMMENDATION

It is recommended the Board of Directors review the attached vacation cap cash out spreadsheet and recommend Staff to implement the cash out option of \$35,320 in fiscal year 2015-2016.

ATTACHMENT

- 1) Cash Out Spreadsheet (1 page)

Balances as of 3/18/16

Employee	Vacation	New Maximums	Amount (Under) / Over Maximum	Cash Out	Value of Cash In	FICA/Medi	TOTAL CASH IN
A	183.70	160.00	23.70	23.70	\$ 737.78	\$ 56.44	\$ 794.22
B	456.10	280.00	176.10	176.10	\$ 6,262.12	\$ 479.05	\$ 6,741.17
C	364.62	200.00	164.62	164.62	\$ 6,347.75	\$ 485.60	\$ 6,833.35
D	474.30	320.00	154.30	154.30	\$ 5,955.98	\$ 455.63	\$ 6,411.61
E	480.00	320.00	160.00	160.00	\$ 6,982.40	\$ 534.15	\$ 7,516.55
F	462.25	320.00	142.25	142.25	\$ 6,524.15	\$ 499.10	\$ 7,023.25

\$ 35,320.16

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager’s Report