



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**ADMINISTRATION OFFICE
147 GREGORY LANE, PLEASANT HILL
CONFERENCE ROOM**

**Personnel Committee Meeting
Tuesday, November 7, 2017
5:00 p.m.**

Chair: Sandra Bonato
Member: Jennifer Ortega

1. Call to Order
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
4. Review and Discussion Regarding Personnel Policies from Current Employee Handbook Not Addressed in Proposed Personnel Policies Provided by Liebert Cassidy Whitmore (Attachment A)

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

STAFF REPORT



Date: November 7, 2017
To: Personnel Committee
From: Michelle Lacy, General Manager
Re: Review and Discussion Regarding Personnel Policies from Current Employee Handbook Not Addressed in Proposed Personnel Policies Provided by Liebert Cassidy Whitmore

BACKGROUND

The Pleasant Hill Recreation and Park District's (District) adopted Personnel Policies need updating to comply with changes in employment laws and past practice. The District has purchased a personnel policy handbook template from Liebert Cassidy Whitmore (LCW) which conforms to all applicable laws. The Personnel Committee has completed its initial review of the draft proposed Personnel Policy Handbook. While the LCW template is comprehensive, the proposed version does not include policies which are unique to the District.

DISCUSSION

Below is a list of policies in the current version of the Personnel Handbook and a recommendation provided by Administrative Services Manager Mark Blair.

Page No.	Description	Recommendation
4	Introduction	I would recommend we add a similar introduction that briefly speaks to the history of the District
6	Affirmative Action	I would suggest we not add this and just use the non-discriminatory Equal Employment Opportunity policy shown as policy # 202.
6	Chain of Command	I would suggest we add some verbiage that addresses that fact that the Employee's should not be going directly to the Board.
10-11	Employment Categories and related benefits	Suggest we have a listing of benefits (detailing it being based on # of hours worked) outside of the Personnel Policies and this not be replicated.
12	Job duties	These should be covered in the job description, and not copied into new Personnel Policies
13	Timekeeping Requirements	I would recommend we do add this.

ATTACHMENT A

14	Payment of Wages	This can be covered with the benefit listing outside of the Personnel Policy
14	Advancement of Wages	Suggest District eliminates this practice
15	Compensation	Suggest including this in new version and address the need for the passage of time and a favorable evaluation to receive step increases
16	Salary Pay	Suggest we do not add this.
17	Salary Adjustments	I would recommend we do add this.
19	Open Door Policy	Suggest we do not add this.
19	Conflicts of Interest	Suggest we do not add this, it is covered in various other policies.
20	Employees demoted/re-employed as a Result of Reduction in Force	Covered in new policy 900 (page 102-107)
21	Duration of Re-employment lists	Suggest we do not add this.
21	Non-discrimination in reduction of Work Force	Suggest we do not add this, our new policy states it will be based on seniority
21	Continuation of EE Insurance Benefits	Suggest we do not add this. Not needed COBRA is law.
22	Severance Pay	Suggest we do not add this.
33	Post-Accident Testing of All District Employees	Suggest we add this as basis for testing to policy 1208.4 Drug and Alcohol Testing
34	Return to Duty/Follow-Up Testing	Suggest we add this as Policy 1208.4 c as the current policy LCW does not address what steps occur if test is positive.
37	Customer Relations	These common sense statements do not seem to belong in an employee handbook.
38	Employee Guidelines for Intervention in Situations to Protect The Public and/or District Property	Suggest a re-write of this policy be added
38	Business Conduct and Ethics	Suggest we do add this
38	Vehicles and Transportation	Misuse of District assets is broadly covered in policy 1210.4 but adding a similar policy statement specific to vehicles should be added.
39	Use of Employee's Motor Vehicles, Transportation of Program Participants and Driver Acceptability	Suggest we add some verbiage to address these as part of the vehicle policy above.
40	Employee Property	Suggest we do not add this.
40	Security	Suggest we do not add this.

41	Health and Safety and Safety Policy	Suggest a re-write of this policy be added
42	Smoking Policies, Housekeeping & Parking	Suggest we do not add this.
45	E-mail Guidelines	Suggest we do not add this.
46	Public Records	Better suited to be part of the Policy Manual instead of EE Handbook
47	Obsolete/Outdated Information	Suggest we do not add this.
47	Additional Guidelines	Suggest we do not add this.
49	Insurance Benefits	Provide a separate listing of benefits outside of this manual.
50	Other Benefits	Provide a separate listing of benefits outside of this manual.
53	Sick Bank	Suggest a re-write of this policy be added, have 648 hours currently in this bank
61	External Employee Education	Suggest we do not add this.
61	Recreational Activities and Programs	Suggest we do not add this.
61	Worker's Compensation	Provide a separate listing of benefits outside of this manual.
62	Participation in District Programs	Provide a separate listing of benefits outside of this manual.
63	Benefits for Domestic Partners	This would be covered in the separate listing of benefits outside of this manual.

It is recommended the Committee discuss the recommendations regarding inclusion, exclusion or modification of the policies which are included in the current Employee Handbook, but not covered in the proposed Personnel Policies.

Exhibit 1: Pages of Current Employee Handbook Referenced in Chart