



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

## LOCATION: TELECONFERENCE

Join meeting by PC: <https://zoom.us> Meeting ID: 892 7923 5425  
Or by Phone 1 (669) 900-9128 Meeting ID: 892 7923 5425

## LAND AND FACILITIES COMMITTEE THURSDAY, SEPTEMBER 15 SPECIAL MEETING – 5:00 p.m.

IN ACCORDANCE WITH AB 361 ALL BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Members of the public may observe and participate in the meeting at the teleconference location above. Members of the public may offer public comment by email to [mlacy@pleasanthillrec.com](mailto:mlacy@pleasanthillrec.com) any time prior to the close of the public comment period for the agenda item on which they would like to comment. Staff will share all such comments with the Board and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference by using the Zoom “raise hand” (for PC participants) or “\*9” function (for phone participants). Members of the public are requested, but not required, to send an email to [mlacy@pleasanthillrec.com](mailto:mlacy@pleasanthillrec.com) noting their desire to speak on a given agenda item.

The Board will take public comment on each listed agenda item when the item is taken up. Each speaker will be allotted five minutes for comment per item unless a shorter comment period is specified by the Board at the meeting (e.g., if there is an unusually large number of speakers).

Chair: Quy Tran  
Member: Zac Shess

### 1. Public Comment

This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.

### 2. Review Recommended Changes to the Salary Adjustment Policy (Attachment A)

### 3. Discussion Regarding Timeline for Reviewing Updates to Personnel Policy Handbook (Attachment B)

*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: September 15, 2022

To: Personnel Committee

From: Michelle Lacy, General Manager

Re: Review Recommended Changes to the Salary Adjustment Policy

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## **BACKGROUND:**

During the budget process the District completed its biannual salary survey for adjustment of salaries and it was noted that the District's historical practice of salary adjustments is not in compliance with its personnel policy.

## **DISCUSSION:**

The current policy is attached as Exhibit 1. It is recommended the Personnel Committee review the new proposed language which identifies the current practice related to salary adjustments as submitted below.

***SALARY ADJUSTMENTS:*** *Salary range adjustments are effective on the date specified by the Board of Directors and are intended to reflect changes in the cost of living and other economic and market factors applicable to an employee's classification. Salary range adjustments are to be distinguished from merit salary adjustments which are intended to recognize quality of performance.*

*Salary adjustments may be considered by the following methods:*

1. *Salary Survey*
  - a. *Each position may be compared with comparable positions in the seven (7) stated agencies every two years.*
  - b. *The District desires to set salaries for comparable positions in the middle-third of salaries as compared to comparable agencies. The General Manager shall compare job descriptions for each position to determine which positions in each agency are comparable in scope of responsibilities.*
  - c. *The District will determine the financial feasibility of salary adjustments and will adjust salary ranges if budget allows.*
  - d. *Comparable Agencies: Hayward Area Recreation District, City of Concord, City of Walnut Creek, City of Pleasant Hill, Livermore Area Recreation and Park District, East Bay Regional Park District and City of Martinez.*
2. *Cost-of-Living Adjustments*
  - a. *On an annual basis the General Manager will consider cost-of-living adjustments for salary ranges during the budget process*

*b. The General Manager will use the Consumer Price Index for San Francisco-Bay Area comparing April to April.*

Staff is recommending the following changes to more closely align with the historic practice related to non-merit-based salary adjustments

- More clearly identify purpose of salary adjustments and the distinguishing factor from merit increases
- Eliminate two agencies, Mt. Diablo Unified School District and Contra Costa County, since neither of these agencies have many comparable positions
- Add information about the fiscal feasibility of implementing salary adjustments
- Identify the District's desire to set salaries within the middle-third of comparable agencies
- Add specific information about the CPI used and annual period

It is requested that the Personnel Committee provide feedback regarding the proposed changes to the Salary Adjustment Personnel Policy.

**EXHIBITS:**

Exhibit 1: Current Personnel Policy regarding Salary Adjustments

to partial weeks of work due to service as a juror, witness in court (other than as a litigant) or in the military or for lack of work. Category A employees will be provided with full pay for absences due to jury duty or as a witness in court (other than as a litigant) even if no work is performed during the term of the jury or witness service, provided that the employee pay to the District any jury fees received from the court.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to bring any question concerning their salary pay to their immediate supervisor or General Manager so that any inadvertent error can be corrected.

## L2. SALARY ADJUSTMENTS

Salary adjustments may be considered by the following methods:

### 1. Cost-of-Living

Comparisons shall be made with nine agencies and the Consumer Price Index for the San Francisco Bay Area for across-the-board adjustments to be effective July 1st of each year. The agencies shall be:

- a. Hayward Area Recreation District
- b. City of Concord
- c. City of Walnut Creek
- d. City of Pleasant Hill
- e. Livermore Recreation & Park District
- f. East Bay Regional Park District
- g. Mt. Diablo Unified School District
- h. Contra Costa County
- i. City of Martinez

The cost-of-living adjustment shall be determined by the following method:

- a. Compute the average adjustment of all the agencies including the San Francisco CPI.
- b. Compute the average adjustment of the agencies in the half receiving the greatest increase.
- c. Average the results of (a) and (b).
- d. The difference between the (c) and (a) shall be called the "above average factor."

### 2. Job Comparables

Each position may be compared with comparable positions in the nine (9) stated agencies every two years with any adjustments becoming effective on January 1st. In addition to the determined comparable wage, the "above average factor," as determined under the above section, shall be used; however, the "above average factor" shall not accumulate each year.

# STAFF REPORT

Date: September 15, 2022

To: Personnel Committee

From: Michelle Lacy, General Manager

Re: Discussion Regarding Timeline for Reviewing Updates to Personnel Policy Handbook

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## **DISCUSSION**

The District's Personnel Policies need to be updated to comply with changing labor laws and historic practice. The staff is completing the recommended changes to the personnel policies and will bring them to the Committee for review and input.

The following timeline is recommended for the Personnel Committee.

September 23	Committee Receive Updated Personnel Policy Handbook
September 29	Initial Review of Handbook
October 20	Continued Review of Handbook
November 10	Final Review of Handbook
November 17	Initial Review by Board of Directors

If the Committee moves more quickly through the document, then the timeline can be accelerated.

It is recommended the Committee review the proposed timeline and confirm dates for meetings.