

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Executive Officer**  
**POLICY NUMBER: 2000**

**2000.1** The General Manager shall be the Executive Officer of the Rio Linda Elverta Recreation and Park District and for the Board of Directors.

**2000.2** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors.

**2000.3** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Definitions  
**POLICY NUMBER:** 2005

**Abandonment of positions-** The voluntary resignation of an employee who fails to report for three consecutive scheduled work shifts without an approved absence from any of the three consecutive scheduled work shifts.

**Appointment-** The hiring of an eligible to fill any position, or the promotion of a current employee from one regular position to another regular position at a higher pay range.

**Break in service-** A period of five or more continuous days during which an employee is not working, and/or is not scheduled to work.

**Classification-** A position or group of positions with similar employment standards, similar duties and responsibilities and similar pay range.

**Classification specification-** The job description adopted by the Board of Directors detailing the definition, the typical duties, employment standards, skills, knowledge and abilities required of the classification.

**Conflict of interest-** An employee activity, action, membership, outside employment or financial condition and/or interest which create tension with the employee's authority, duties and/or responsibilities as part of his/her employment, appointment or election to serve the District.

**Continuous employment-** The employment of an individual in a regular position without a break in service.

**Cost of living adjustment-** An amount of money expressed as either a flat dollar amount or as a percentage that is added to the pay range of a classification or group of classifications.

**Day-** Calendar day unless specified otherwise.

**Department-** A classification or group of related classifications recognized as an organization unit by the Board of Directors.

**Demotion-** The movement of a regular employee from one regular position to another regular position at a lower pay rate.

**Disciplinary action-** An action, subject to recognize due cause procedures, which leads to the demotion of a regular employee, a reduction in salary of a regular employee or the termination of a regular employee.

**Driving privilege-** The opportunity for an employee to operate a motor vehicle or farm implement in the course and scope of employment.

**Due cause-** Any cause or causes of action specified in District policies, established by state, federal or local law, which creates the basis upon which to take disciplinary action in the form of a suspension, demotion, reduction in pay rate, or termination.

**Eligible-** An individual who meets the employment standards for a classification and has successfully completed a competitive recruitment process for a classification.

**Eligibility list-** A list of eligible individuals who have been referred to the Administrator, manager or supervisor for consideration in making an appointment to fill a position.

**Employment standards-** The minimum level of experience and/or education considered acceptable for an individual to acquire the skills, knowledge and ability to successfully compete for and perform the duties and carry out the responsibilities of the scope of duties and responsibilities required of a classification.

**Immediate family-** A person related by blood, marriage or adoption who is a husband, wife, son, daughter, sister, brother, mother, father, or who permanently resides with the employee.

**Layoff-** The termination of service without cause, due cause or fault on the part of the employee because of lack of work, lack of funds or other cause unrelated to the employee's job performance.

**Manager-** An employee who is responsible and accountable for the establishment, formulation and execution of District policies, programs and/or procedures.

**Merit step increase-** The progression in the pay range from one pay rate to a higher pay rate.

**On Call employee-** An employee who is required to be available to work at times, hours and/or shifts outside of, or in addition to, regularly scheduled times, hours and/or shifts.

**Pay period-** A period of two continuous weeks established to provide the basis to compensate employees.

**Pay range-** The lowest monthly salary, or the equivalent of the lowest monthly salary, for a classification.

**Pay rate-** The hourly rate of pay for an hourly position or the monthly rate of pay for a salaried position.

**Per Diem employee-** An employee who receives a fixed amount of compensation to perform a job to carry out a defined set of duties during a fixed period of time during one

day regardless of the amount of time that it takes to complete the job or carry out the defined set of duties.

**Probationary employee-** A regular employee undergoing a probationary period.

**Probationary Period-** A period of time not to exceed six (6) months following appointment to a regular position, a promotion, transfer or demotion during which the incumbent's employment is at-will.

**Regular Appointment-** The hiring or promotion of any employee into a position identified as a regular position in the initial hiring or promoting document.

**Reinstatement-** The re-hiring of a former tenured employee who left in good standing into a regular position without the need for a competitive recruitment and selection process.

**Re-employment list-** An eligible list established following a layoff.

**Promotion-** An advancement of a regular employee occupying a regular position to another regular position at a higher pay rate.

**Provisional appointment-** The appointment of an individual to a regular position in the absence of a list of eligible individuals.

**Regular full time employee-** A regular employee occupying a regular position whose position is authorized to work a full time schedule of at least 40 hours per week.

**Regular part time employee-** A regular employee occupying a regular position whose position is authorized to work 30 or more hours per week but not more than 39 hours per week.

**Resignation-** An employee's voluntary efforts to terminate service with the District.

**Seasonal employee-** An employee who works a full or part time schedule on a recurring basis to staff an identifiable function, program or service for a period of more than three continuous months in a calendar year, but less than a full calendar year.

**Supervisor-** An individual who has the authority, or effective authority to, assign work to employees and who may hire, fire, promote, transfer and evaluate employees within his/her charge.

**Tenure-** The attainment of a due process right in employment following the completion of a probationary period.

**Tenured employee-** A regular employee who has attained tenure.

**Volunteer-** A person who performs a service willingly and without any compensation.

**Work shift-** A continuous period of time in a workday when an employee is scheduled to work.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Hours of Work and Overtime**

**POLICY NUMBER: 2010**

**2010.1** This policy shall apply to all employees not exempt from Fair Labor Standards Act.

**2010.2** The regular hours of work each day shall be consecutive except for interruptions for meal periods.

**2010.3** The workweek shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Sunday, through midnight Saturday.

**2010.4** The overtime rate which applies to eligible employees is one and one-half (1-1/2) times the employee's normal hourly rate.

**2010.5** The Overtime rate applies when an employee works:

**2010.5.1** In excess of forty (40) hours in a work week:

**2010.5.2** In excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day workweek is in effect: or,

**2010.5.3** On a designated holiday

**2010.5.5** Other than regular hours of work, anytime worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

**2010.6** Other than regular hours of work, anytime work is done by an employee in emergency repair or emergency maintenance of facilities of the District said employee shall be compensated at the overtime rate of pay.

**2010.7** A schedule shall be maintained by Park Supervisor whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays and other times not considered regular hours of work for District employees.

**2010.8** When an employee is on-call, he/she shall be provided a device, which will be used to notify an employee in the event of an emergency repair/maintenance work

Adopted: 4/20/2005

2010-1

Amended: 8/25/2008

Amended: 5/19/2021

Updated: 6/21/2023

Amended: 7/19/2023

need. Said device {cell phone, radio, pager, etc.} shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of Emergency repair/maintenance work need may also be given verbally, in person or telephonically, by the Administrator or Park Supervisor.

**2010.8.1** When on call he/she shall utilize his/her time as desired. The on-call employee will be available by phone and if called in afterhours on a weeknight will be compensated at one and one half (1.5) their regular pay.

**2010.8.2** Non-exempt employees shall be compensated at \$2.00 per hour for weeknight and weekend stand-by time while on call. Said employee may utilize his/her time as desired but must remain within the general Rio Linda Elverta Recreation and Park District Boundaries and going no further than 30 minutes travel time away from any District facility. If said employee is called in to work, he/she will be compensated at one and one half (1.5) their normal rate of pay.

**2010.9** The following exempt positions will receive additional administrative leave in acknowledgment of the additional weekend and evening hours required to perform the job: General Manager, which is negotiated as part of the employee contract, Administrative Services Supervisor, Park Supervisor, Recreation Supervisor, and others that may be included later. The above listed employees receive eighty (80) hours of Admin leave per calendar year.

**2010.9.1** Admin leave cannot be carried over to another calendar year.

**2010.9.2** Admin leave will not be paid out upon separation or retirement.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Lunch and Rest Periods**  
**POLICY NUMBER: 2015**

**2015.1 Lunch Periods:** All District employees normally shall be allowed a lunch period of not less than thirty minutes and no more than one hour which shall be scheduled generally in the middle of the work shift.

**2015.1.1** Whenever it is necessary for an employee to work overtime in excess of two consecutive hours, he/she shall be granted an additional lunch period, the taking of which is optional with the employee.

**2015.1.2** Lunch periods shall not be counted as part of total hours worked.

**2015.2 Rest Periods:** Subject to the discretion and control of the Supervisory Authority, all employees shall be allowed rest periods not to exceed fifteen minutes during each four consecutive hours of work. The Supervisory Authority may designate the location or locations at which rest periods may be taken.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Vacations – Regular Full Time Staff**  
**POLICY NUMBER: 2020**

**2020.1 Purpose.** Vacation leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit to the District as well as the employee and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. This policy defines the process for the consistent and equitable accrual and use of vacation time for all regular full time employees.

**2020.2** This policy shall apply to regular, full time employees in all classifications.

**2020.3** Immediately upon employment with the District, paid vacations shall be accrued according to the following schedule on an annual basis:

**2020.3.1** During the first year of continuous service: 6 days;

**2020.3.2** 2 through 5 years of continuous service: 11 days;

**2020.3.3** 6 through 10 years of continuous service: 16 days;

**2020.3.4** After 10 years of continuous service, 1 additional day of paid vacation for each additional year of service to a Maximum of 30 days;

**2020.3.5** An employee may not earn nor accrue vacation time in excess of 360 hours (45 days). No vacation may be taken until the employee has completed at least six months as required.

**2020.4** Regular employees who have completed six (6) months of continuous service are eligible to request vacation time.

**2020.5** Termination of employment for any reason, the District shall compensated the employee for no more than 240 of his/her accumulated vacation leave at his/her straight time rate of pay at the time of termination.

**2020.6** The District will not require an employee to take vacation leave in lieu of sick leave or leave of absence during periods of illness. However, the employee may



request to use vacation leave in case of extended illness where sick leave has been fully used. Such request is subject to approval by the General Manager.

**2020.6.1** Should an employee become ill while on vacation, he/she may use available sick leave-in-lieu-of-vacation-leave for those days the employee is sick.

**2020.6.2** If a holiday falls on a workday during an employee's vacation leave, that day shall be considered as a paid holiday and not vacation leave.

**2020.6.3** Vacation leave may be requested at any time during the year upon approval of the General Manager.

**2020.6.4** Pay in lieu of vacation leave shall not be permitted.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Vacations Regular Part-Time Staff**

**POLICY NUMBER: 2025**

**2025.1 Purpose.** Vacation leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit to the District as well as the employee and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. This policy defines the process for the consistent and equitable accrual and use of vacation time for all regular full time employees.

**2025.2** This policy shall apply to regular, part time employees with  $\frac{3}{4}$  (1600 hours annually) time in all classifications.

**2025.3** Paid vacations for regular, part-time employees shall be accrued on annual basis according to the following schedule:

**2025.4** Accrued Vacation will be capped at 180 hours (22.5 days) at any time.

<b>2024.4.1</b>	During the first 2 years of continuous service,	4.5 days
<b>2025.4.2</b>	3 through 5 years of continuous service,	8.25 days
<b>2025.4.3</b>	6 through 10 years of continuous service,	12 days
<b>2025.4.4</b>	After 10 years of continuous service, .75 additional day of paid vacation for each additional year of service up to a maximum of 22.5 days.	

**2025.5** Regular, part time employees who have completed six months of continuous service are eligible to request vacation time. No vacation may be taken until the employee has completed at least six months as required. Accrued vacation will be capped at 180 hours (22.5 days) at any time.

**2025.6** At termination of employment for any reason, the District shall compensate the employee for his/her straight time rate of vacation pay at the time of termination.

**2025.7** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

**2025.8** A leave of absence for medical reasons will not be granted until all accumulated sick leave and vacation time have been used.

**2025.9** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

**2025.10** Vacation time may be scheduled any time during the year upon approval.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Holidays**  
**POLICY NUMBER: 2030**

**2030.1** This policy shall apply to Regular, Regular Part-Time and probationary employees.

**2030.2** The following days shall be recognized and observed as paid holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

**2030.3** All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had notified the proper supervisory authority and received permission to be absent from work on that specific day or days.

**2030.4** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**2030.5** When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

**2030.6** Regular & Regular Part-time employees who work in a unit for which the normal work schedules include Saturday, Sunday, and holidays, shall be granted a day off in lieu of prescribed holidays. Such days off shall be designated in the employees regular work schedule.

**2030.7** Regular & Regular Part-time employees receive one personal day to be used in the fiscal year at the discretion of each individual, subject to approval by their immediate supervisor. Personal days cannot be accrued.

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# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Remote Work Schedule**  
**POLICY NUMBER: 2035**

**2035.1** The COVID-19 Pandemic resulted in Administration and Recreation Division employees being required to work remotely for a period of time.

**2035.2** The State of California lifted the State of Emergency on February 28, 2023. At this time the Rio Linda Elverta Recreation and Park District allowed employees to work remotely for all or part of the work week, with permission from their supervisor. Remote work under these circumstances was a privilege and not a right and could be revoked at any time in the discretion of the Recreation and Park District.

**2035.3** The Recreation and Park District is electing not to offer remote work effective April 1, 2024, except in extraordinary circumstances or during a temporary period as part of a reasonable accommodation following an interactive process. All positions within the Rio Linda RPD are assigned to in-person work at the District's parks and facilities.

**2035.3.1** Effective April 1, 2024, all employees must report onsite to the Park District to perform their duties.

**2035.3.1** The Recreation and Park District has determined that in-person work builds team culture and provides opportunities for mentorship, collaboration, and enrichment. Therefore, in-person work is job-related and consistent with business necessity.

**2035.3.2** In-person work allows for customer service needs to be handled more immediately and directly.

**2035.4** An employee may request to work remotely on a temporary basis in the event of an emergency or if the employee submits medical verification of functional limitations or work restrictions that require remote work on a temporary basis. The District will respond to such a request, conduct an interactive process, and evaluate the terms and conditions of temporary remote work.

Approved:  
Updated:

2035-1

**2035.4.1** The Recreation and Park District has determined, at times, that the employees in the Administration Division may be required to be off-site to answer the phones and tend to general customer service phone calls while out of the office. An example would be during the annual office closure for maintenance work between the holidays of Christmas and New Years. The District will strive to keep these occurrences at a minimum and only due to maintenance closures and/or employee staffing.

**2035.5** Unless authorized as a reasonable accommodation, remote work will not be available for periodic illness. Employees who are unable to report for duty due to illness, medical appointments, or other episodic incapacity must use sick leave or other leave accruals and are required to comply with reporting procedures for such absences.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Sick Leave**  
**POLICY NUMBER: 2040**

**2040.1** This policy shall apply to probationary, regular and regular part-time and part-time employees in all classifications.

**2040.2** Sick leave is defined as a paid absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dental and medical appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to Administrator.

**2040.3** Regular employees shall earn sick leave at the rate of one (1) working day per month cumulative without limits.

**2040.4**  $\frac{3}{4}$  Time Regular Part-time personnel will accumulate sick leave at a rate of nine (9) days per calendar year cumulative without limits.

**2040.5** All employees not covered under 2040.3 and 2040.4 shall be given 24 hours of accrued sick leave annually to use for the following purposes:

**2040.5.1** Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee.

**2040.5.2** Diagnosis, care, or treatment of an existing condition of, or preventive care for, an employee's family member (includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent).

**2040.5.3** For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code Section 230© and Labor Code Section 230.1(a).

**2040.5.3.1** There is no carry-over of unused sick leave. On July 1 of each fiscal year all employees eligible under this plan shall have their available sick leave hours reset to the maximum accrual of 24 hours.

Adopted: 10/10/2002  
Updated: 2/09/2007  
Amended: 10/21/2015  
Added: Paragraph (2040.5)  
Added: 2040.11  
Added: Paragraph (2040.14) 11/14/2018

2040-1

**2040.5.3.2** An employee may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment. If an employee separates from the district and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. After one year of separation unused sick leave is forfeited and no payment of accrued sick leave will be made by the District.

**2040.6** Sick leave is not a right that an employee may use at his/her discretion. Use of sick leave must be approved. Sick leave may be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

**2040.7** Eligible employees may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

**2040.7.1** A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.

**2040.7.2** A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division".

**2040.8** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical.

**2040.9** If absence from duty by reason of illness occurs and an employee requests to use sick leave, satisfactory evidence of the illness may be required by the Administrator.

**2040.10** In the event a part-time employee is promoted to Full-time status, the individual is allowed to carry their accumulated sick and vacation time with them to the Full-time position.

**2040.11** Upon separation of employment unused sick-leave time shall be "bought back" by the District at a rate of one-third (1/3) of accumulated sick leave remaining up to but not exceeding a maximum of 21.25 days (equivalent of one month's base salary).



**2040.12** It shall be the mandatory duty of each supervising authority to enforce the provisions of this section accurately and document sick leave, including a clear statement of cause and such supporting evidence as required by the General Manager in determining the necessity for such leave.

**2040.13** The General Manager shall require the employee to provide adequate evidence to substantiate the necessity for use of sick leave when used and may require a statement by a medical doctor that the employee is fit to return to duty. Note: California Labor Code accepts Chiropractors as "Physicians".

**2040.14** Upon approval of the General Manager, employees may donate up to 50% of their eligible sick hours to another Regular Employee or  $\frac{3}{4}$  Time Regular Part-time Employee who is in need of additional sick hours due to a serious disease or life-threatening illness (usually requiring home care, hospitalization, or hospice) to his/her self or immediate family as defined in 2040.7.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Family and Medical Leave**

**POLICY NUMBER: 2045**

**2045.1** The purpose of this policy is to clarify how Rio Linda Elverta Recreation and Park District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the District shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

**2045.2** To be eligible for leave under the FMLA, an employee must have: (1) been employed by the Rio Linda Elverta Recreation and Park District for at least 12 months, which need not be consecutive; (2) worked for Rio Linda Elverta Recreation and Park District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

**2045.3** Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails:

**2045.3.1** Inpatient care in a hospital, hospice, or residential medical care facility;

**2045.3.2** Continuing treatment by a health care provider.

**2045.4** Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a married couple are both employed by the Rio Linda Elverta Recreation and Park District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

**2045.4.1** Employees on leave who were previously covered by Rio Linda Elverta Recreation and Park District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

**2045.4.2** At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. The Rio Linda Elverta Recreation and Park District may also require the employee to obtain medical certification that they are able to resume work.

**2045.4.3** If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division supervisor with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30 days' notice, or with as much notice as practicable.

**2045.4.4** Employees seeking leave on account of a serious health condition must provide the General Manager with medical certification regarding their condition. The General Manager may require employees to obtain, at Rio Linda Elverta's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

**2045.4.5** For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

**2045.5** In requesting Family & Medical Leave, an employee should, whenever possible, provide the General Manager with as much advance notice as possible of the date the leave will commence and of the duration of the leave. At a minimum, written notice of not less than five (5) working days from learning of the events is required. The request shall state the reason Family & Medical Leave is being requested. The District requires that this request be submitted on a District-provided form (Attachment I). When it is his/her own serious health condition the employee has the option of electing FMLA immediately or when all paid leave is exhausted. Employee must make the choice at the time of the incident and it may not be made retroactively.

**2045.5.1** The General Manager shall promptly respond to the employee's request for Family & Medical Leave (Attachment II) within two (2) business days after the request has been submitted. If the General Manager approves the employee's request, a Personnel/Payroll Status Change form must be submitted to the Manager indicating the effective date of the Family & Medical Leave. Conversely, when the employee returns from the Leave, a Personnel/Payroll Status Change form must be submitted to Human Resources noting the return to work date.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Hepatitis B Inoculation**  
**POLICY NUMBER: 2046**

**2046.1** This policy shall apply to all employees in all classifications.

**2046.1.1** All personnel may at the cost to the District elect to have the Hepatitis B vaccination.

**2046.1.2** Any and all personnel that are considered at risk for the Hepatitis B virus are permitted to have the vaccination. The District will pay any and all cost for the vaccinations.

**2046.1.3** If any employee deemed in danger of contracting Hepatitis B, but wishes to forego the shot may sign a waiver form stating their refusal.

**Rio Linda Elverta Recreation and Park District  
Notice of Hepatitis B Vaccination and Vaccination**

Name: \_\_\_\_\_

Your job classification has been identified as one that may have some occupational exposure to blood or other potentially materials. And that you may be at risk of requiring Hepatitis B virus (HBV) infection. Therefore, you are eligible to receive this form and sign either the acceptance series, at no cost to you. Please review this form, and sign either acceptance or the declined below. If you have received the Hepatitis B vaccination series, please attach proof of immunization. You do not need to repeat these shots if already received.

**I Have Completed the Hepatitis B Vaccination Series**

\_\_\_\_\_  
**Signature (or Guardian)** \_\_\_\_\_  
**Date**

**I have agreed to receive the Hepatitis B Vaccination Series**

\_\_\_\_\_  
**Signature (or Guardian)** \_\_\_\_\_  
**Date**

**Declination of Hepatitis B Vaccination Series**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to receive the Hepatitis B vaccine at no cost to me. However, I decline the vaccinations at this time. I understand that by declining, I continued to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I decide to receive the vaccinations, I can receive the series at no cost to me.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

## **Rio Linda Elverta Recreation & Park District Authorization to Receive Hepatitis B Vaccination and Vaccination Record**

To The Supervisor: Rio Linda/Elverta Recreation & Park District has an agreement with U.S. Health Works Medical Group for the administration of the Hepatitis B vaccination series to Special District. The shots are administered at **U.S. Health works at 4700 Northgate Blvd. M-F 7:00am – 7:00pm.** Please send a copy of this authorization with the employee when he/she goes to his/her appointment. Retain in your department and note vaccination dates when received. Upon completion of the series, this form should be distributed as follows: Original – Human Resources; copy – Department File, Employee. (See bottom of form)

To U.S. Health Works Clinic Personnel: The individual listed the Special District below is an employee of the Rio Linda/Elverta Recreation & Park District, whose job classification is to have some degree of exposure to blood, or other potential infectious materials. Accordingly, this employee is authorized to receive the Hepatitis B vaccination series.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

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### **HEPATITIS B VACCINATION RECORD**

Date of First Shot: \_\_\_\_\_

Supervisor's Initials: \_\_\_\_\_

Date of Second Shot: \_\_\_\_\_

Supervisor's Initials: \_\_\_\_\_

Date of Third Shot: \_\_\_\_\_

Supervisor's Initials: \_\_\_\_\_

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Bereavement Leave**  
**POLICY NUMBER: 2050**

**2050.1** This policy shall apply to Regular, Regular Part-Time and probationary employees.

**2050.2** In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five workdays. This is in addition to regular sick leave and vacation time. Verification may be required by the General Manager.

**2050.3** "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any other person who is a legal dependent of the employee.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Employment of Outside Contractors and Consultants**  
**POLICY NUMBER: 2055**

**2055.1** The District may employ outside contractors or consultants for construction or engineering projects. The independent auditor is also a consultant for the purpose of this policy.

**2055.2** Engineering or construction projects will be advertised for bid in newspapers of local and regional circulation, with the Contractors Exchange (construction projects only). The bid opening is open to the public and will be so specified in the bid documents. The General Manager will make its selection on the basis of the lowest qualified bid, or as statutorily provided. The Board of Directors will approve the appropriate bid and contract between District and Contractor.

**2055.3** The General Manager will make its selection based on the consultants experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process. The Board of Directors will approve the appropriate bid and contract between the District and Consultant.

**2055.1.4** The District budgets a designated amount for scholarships on an annual basis which is available to those experiencing extreme financial hardship and meeting established criteria.



**RIO LINDA ELVERTA RECREATION AND PARK DISTRICT  
RECORD OF CONTRACT/AGREEMENT**

**TITLE FOR FILE FOLDER:**

NAME \_\_\_\_\_ Tax Payer ID: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO. : (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ CELL PHONE(\_\_\_\_) \_\_\_\_\_  
CONTACT \_\_\_\_\_ EMAIL \_\_\_\_\_

Lead Dept \_\_\_\_\_ Name \_\_\_\_\_ Dist Admn Approval/Date \_\_\_\_\_  
Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ Deposit Required \_\_\_\_\_  
Not to exceed \_\_\_\_\_ Period \_\_\_\_\_ Total Contract Amount \$ \_\_\_\_\_

Brief terms of contract: (i.e. description, conditions, due date, etc) \_\_\_\_\_

Liability Coverage Required yes/no If yes \$ \_\_\_\_\_ Work Comp Required \_\_\_\_\_

Type of Bonds Required: Payment Bond \_\_\_\_\_ Performance Bond \_\_\_\_\_

Notice of Completion filed: Date \_\_\_\_\_ Details if any \_\_\_\_\_

Notes \_\_\_\_\_

**Administration Department**

Contract sent to Accounts Payable: Date \_\_\_\_\_ Initial \_\_\_\_\_

Contract sent to Accounts Receivable: Date \_\_\_\_\_ Initial \_\_\_\_\_

**Liability Coverage**

Date Received \_\_\_\_\_ Expires \_\_\_\_\_  
Date Received \_\_\_\_\_ Expires \_\_\_\_\_

**Worker Compensation**

Date Received \_\_\_\_\_ Expires \_\_\_\_\_  
Date Received \_\_\_\_\_ Expires \_\_\_\_\_

**Amendments/Change Orders**

(1) Date \_\_\_\_\_ Details \_\_\_\_\_ Amount \$ \_\_\_\_\_ **To AP/AR** Initial \_\_\_\_\_  
(2) Date \_\_\_\_\_ Details \_\_\_\_\_ Amount \$ \_\_\_\_\_ Initial \_\_\_\_\_

**Bonds** (circle appropriate type)

Payment / Performance: Received Date \_\_\_\_\_ Expires \_\_\_\_\_

See reverse for additional information

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Jury Duty**  
**POLICY NUMBER: 2060**

**2060.1** This policy shall apply to Regular, Regular Part-Time and Probationary Employees.

**2060.2** An employee summoned for jury duty will immediately notify his/her immediate supervisor or the supervising authority.

**2060.3** While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

**2060.4** An employee who takes vacation or compensatory time off while on jury duty shall not be required to remit compensation received as a juror in order to receive their regular salary.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Request a Reasonable Accommodation for District Employees and Applicants

**POLICY NUMBER:** 2065

**2065.1** The Rio Linda Recreation and Park District is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of the District to provide reasonable accommodation(s) to a qualified person with a disability to enable such person to perform the essential functions of the position for which he/she is employed or is applying for employment.

**2065.2** Scope: This Policy and Procedure applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, hiring, training, disciplinary action, rates of pay or other compensation, advancement, classification, transfer and reassignment, and promotions.

Employees or applicants with disabilities may request reasonable accommodation, regardless of title, salary grade, or bargaining unit.

The Policy and Procedure applies to both temporary and permanent disabilities.

**2065.3** Purpose: The purpose of this Policy and Procedure is to assist the Rio Linda Elverta Recreation and Park District to:

- 1) Assure equal employment opportunities and practices;
- 2) Provide equal opportunities for participation in education and training programs;
- 3) Enhance the retention and upward mobility of qualified employees with disabilities;
- 4) Ensure equal accessibilities to procedures for swift and judicious resolution of complaints arising out of this Policy.

**2065.4** Legal Authority: This Policy and Procedure is based upon the federal Americans with Disabilities Act (ADA) of 1990 (42USC 12101 et seq), as amended, which mandates that employers make reasonable accommodations for otherwise qualified employees with disabilities, unless it can be demonstrated that providing such accommodations would result in undo financial or operational hardships, together with the Rehabilitation Act of 1973, parts 503 & 504, as amended.

**2065.5**      Disability:      Under the ADA, a disability is a physical or mental impairment that substantially limits a major life activity (i.e. hearing, speaking, seeing, walking) or a record of substantially limiting impairment, or someone regarded as having a substantially limiting impairment.

**2065.6**      Essential Job Functions:      These are the essential job duties that an employee must be able to perform with or without a reasonable accommodation. Usual characteristics of the essential functions of a job are time spent, consequences of error, skill or expertise involved, and the availability of other employees.

**2065.7**      Reasonable Accommodation:      This is any change or adjustment to a job or work environment which allows an employee with a disability to perform the essential functions of a job. Typical accommodations include job restructuring, reassignment, and equipment and furniture modifications.

**2065.8**      Undue Hardship:      This is an accommodation which would be unduly costly, extensive, disruptive, or would substantially alter operations. Such accommodation's need not be provided.

**2065.9**      Light Duty:      The District will continue its policy of requiring that employees be able to perform the essential duties of their position. With the exception of the temporary alternate duty assignments available in Worker Compensation cases, there are no enduring "light Duty" assignments.

**Procedure for Requesting a Reasonable Accommodation:**

**2065.10**      Job Applicant:      A job applicant may request an accommodation from his/her supervisor by completing an Application for and Report of a Reasonable Accommodation form (Attachment 1, Section A) and submitting the same to their immediate supervisor. The supervisor completes Section B or C and forwards to the General Manager. The responsibility for requesting or initiating a request for reasonable accommodation lies with the applicant with a disability. The General Manager will determine whether the accommodation is appropriate. The District will absorb any expense associated with an appropriate accommodation.

**2065.10.1**      The District sets no funds aside specifically to pay for job accommodations; rather, it is expected that required job accommodations will typically be funded directly by the employee's division.

In determining whether an accommodation would cause an undue hardship, the supervisor may consider the impact of an accommodation on the ability of other employees to do their jobs. However, a supervisor may not claim undue hardship solely

because providing an accommodation has a negative impact on morale of other employees, nor can an employer claim undue hardship because of disruption due to employee's fears about, or prejudices toward a person's disability. For example: If restructuring a job to accommodate an individual with a disability creates a heavier workload for other employees, this may constitute an undue hardship. But if other employees complain because an individual with a disability is allowed to take additional unpaid leave or to have a special flexible work schedule as a reasonable accommodation such complaints or other negative reactions would not constitute an undue hardship.

**2065.11**     Medical Documentation:    If a review of the request and supporting documentation is inconclusive, or if it is determined that medical documentation is inadequate or otherwise problematic, then the General Manager will inform the applicant as to why the documentation is unacceptable, and the applicant will be allowed to submit supporting documentation. If, after this additional documentation has been submitted and the need for an accommodation is still not clearly established, then the employee may be asked to submit to a medical examination or see an appropriate medical professional designated and paid for by the District.

**2065.12**     Technical Assistance:     The District may seek technical assistance from a medical professional, State or local rehabilitation agencies or disability constituent organizations in determining how best to address an individual's specific request. In addition, the District may wish to have an employee's disability needs evaluated by an outside agency to determine what type of accommodations, including equipment, is best suited for a particular type of disability.

**2065.13**     Confidentiality, Use and Storage of Documentation:   All documentation will be held in the strict confidence. Documentation and reports from medical exams will be used solely to assist the General Manager in making an informed decision about the employee's request for an accommodation.

**2065.14**     Notification:    After a decision is made by the General Manager as to what is and what is not an appropriate accommodation, then the employee will receive a written notification. The General Manager will provide said notification within two weeks of receiving all necessary information including medical documentation if appropriate.

**2065.15**     Appeal Rights:     The employee has the opportunity to appeal a decision regarding a reasonable accommodation by submitting a written complaint to the General Manager. The General Manager will respond, in writing, within two weeks of receipt of the complaint. If agreement cannot be reached the issue will be forwarded to a mutually agreed upon agency for mediation.

Attachment 1

**Application for and Report of a Reasonable Accommodation**

Section A: To be completed by the applicant and forwarded to her/his supervisor or department head.

I am requesting the following accommodation:

It is necessary for me to have this accommodation for the following reasons:

Name \_\_\_\_\_ Title \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Complete either Section B or Section C as appropriate. One copy should be forwarded to the individual requesting the accommodation and one copy to the General Manager

**Section B:**

\_\_\_\_\_ The District will provide the requested reasonable accommodation without additional documentation or assistance.

Name \_\_\_\_\_ Title \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_

Total Amount of Accommodation \$ \_\_\_\_\_

Authorization by General Manager

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Section C: Please use one of the following categories to respond to the request for a reasonable accommodation.

\_\_\_\_\_ The District requests an evaluation of the duties of the position in order to determine the essential duties.

\_\_\_\_\_ The District supports the above request for reasonable accommodations but is unable to provide such accommodations without financial assistance.

\_\_\_\_\_ The District lacks information necessary for making a decision at this time and, therefore, refers this request for a reasonable accommodation to the Office of Human Resources Management.

\_\_\_\_\_ The District recommends denial of the request based on:

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Name \_\_\_\_\_ Title \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_

Attachment 2

**Notification of Need for Additional Information Supporting Request  
for a Reasonable Accommodation**

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The Rio Linda Elverta Recreation and Park District is in receipt of your application for a reasonable accommodation. In order to make an informed decision about your request, the following additional information is needed:

\_\_\_\_\_ Official documentation regarding specific physical or mental limitations, including an account of how these limitations impact your current job performance and how the proposed accommodations will enable you to continue performing the essential duties of your position.

\_\_\_\_\_ Other

The review process will include an evaluation of all relevant information possible, including an interview with you and/or your supervisor. After the review is completed, you will receive written notification of the decision regarding your Application for a Reasonable Accommodation.



Attachment 3

**Notification of Denial of a Reasonable Accommodation**

Based on the information provided, the Rio Linda Elverta Recreation and Park District is unable to approve your request for an accommodation which you submitted on \_\_\_\_\_.

We are denying the request for the following reasons:

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Continuity of Service**  
**POLICY NUMBER: 2070**

**2070.1** For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions, and layoffs.

**2070.2** Continuous service with the District will start with the date of employment and continue until one of the following occurs:

**2070.2.1** An employee is discharged for cause;

**2070.2.2** An employee voluntarily terminates his/her employment; or,

**2070.2.3** An employee is laid off.

**2070.3** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

**2070.3.1** Absence by reason of industrial disability;

**2070.3.2** Authorized absence without pay for less than 30 days in a calendar year; or,

**2070.3.3** Absences governed by applicable state and/or federal laws such as military or National Guard service.

**2070.4** A re-employment list shall be maintained by the District. The re-employment list shall be used to determine the order in which part-time and temporary shall be employed when other than regular work is available and additional employees are needed. The list shall be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list shall be rehired to fill a vacant position within a specific job classification if:

**2070.4.1** He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

**2070.4.2** He/she has seniority, as defined above.

**2070.5** When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, shall be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list.

**2070.6** Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

**2070.7** Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

**2070.8** Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

**2070.9** Previous temporary employees who are rehired within 18 months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Employee Employment, Re-Employment/Instatement and Hiring List for All P/T Positions**

**POLICY NUMBER: 2075**

**2075.1** Employees shall be selected from those applicants who have filed an employment application with the District and who meet the minimum qualifications for the position for which they are being considered. Depending on the nature of the vacancy to be filled, the General Manager may accept applications on a continuous basis or on a time-limited basis. All appointments are subject to a competitive selection process as determined by the General Manager.

**2075.2** Appointments to positions shall be from among those applicants who are considered the most appropriately qualified among the candidates at the time that recruitment for any given vacancy occurs. Appointments to regular positions shall be from candidates whose names have been placed on an eligible list, whose names have been placed on a re-employment list or who are eligible for re-instatement.

**2075.3** Eligible list for open positions shall be established following a broad-based recruitment effort and competition among candidates. The eligible list shall contain the name of the classification for which it has been established, the date of its establishment, the name of each candidate and the ranking of each candidate in relation to other candidates. An eligible list shall be valid for six months following the date of its establishment. The General Manager shall determine the manner in which candidates are ranked.

**2075.4** Re-employment lists shall be established for regular employees who have completed a probationary period and who have been laid off due to lack of work, lack of funds, or other operational reasons. Re-employment lists shall contain the date of establishment, the name of the regular employee laid off, the effective date of such layoff, and the total continuous service time of each employee on the re-employment list. Re-employment lists shall be valid for one year following their establishment.

**2075.4.1** Individuals on a re-employment list shall be offered employment in the order of their seniority.

**2075.4.2** For purposes of this Section, seniority shall be defined as the greatest length of continuous service in a regular position in the District. Any tie in determining seniority shall be determined by the length of any additional service an employee may have had in a seasonal, temporary or extra help position. If a tie still exists, then the individual with the highest score on the eligible list from which hired into the position for which the re-employment list was established shall be used. If a tie still exists, the

most senior individual shall be determined by lot conducted by the Administrator and overseen by the chair of the personnel committee.

**2075.4.3** Any individual appointed from a re-employment list to a regular position shall be considered to have had continuous service, less any time during which the individual did not fill a regular position. Such employee shall be restored any unused sick leave that may have remained at the time placed on the re-employment list and shall accrue vacation in the manner he/she would have, except for time not working in a regular position, as if he/she had not been laid off. No probationary period shall apply to an employee appointed from a re-employment list.

**2075.4.4** Individuals on a re-employment list shall be offered seasonal temporary, and extra help positions that may be available and for which they qualify. Should such an individual accept one of these positions, his/her name shall continue to remain on the re-employment list for regular positions. Should such an individual accept one of these positions, his/her rate of pay shall be the rate of pay for the position to which appointed. Should such an individual refuse to accept one of these positions, his/her name shall continue to remain on the re-employment list for regular positions.

**2075.4.5** The most senior individual on a re-employment list shall be offered any regular position that becomes vacant for the classification for which the re-employment list was established or for any lower-paid classification. Should such an individual accept such a position in the same classification for which the re-employment list was established, his/her name shall be removed from the re-employment list. Should such an individual accept such a position in a lower-paid classification for which the re-employment list was established, his/her name shall remain on the re-employment list. The salary rate for such an individual appointed from a re-employment list shall be the rate for the position to which appointed. Should such individual refuse to accept a regular position at a lower salary rate than the rate for the classification for which the re-employment list was established, he/she shall not be considered to have waived a job offer. Should such an individual refuse to accept a regular position at the same salary rate as the rate for the classification for which the re-employment list was established, such individual shall be considered to have waived a job offer. Any individual who has waived two job offers shall be removed from the re-employment list.

**2075.4.6** It is the individual's responsibility to ensure that the District is kept apprised of information relating to his/her home address and related information so that job offers from a re-employment list can be made in a timely manner. Should the Administrator be unable to contact an individual on a re-employment list after having made reasonable attempts to do so, the individual shall be considered to have waived a job offer for that position.

**2075.5** Any employee who had completed a probationary period who later resigns from District employment in good standing may be re-instated to a position in his/her former classification, or to a position in a classification with a lower salary rate, without the need for a competitive recruitment and selection process provided that:

**2075.5.1** The request for re-instatement is made within three years of the date of resignation; and,

**2075.5.2** The last performance evaluation on record for the individual indicated a level of performance of satisfactory or higher; and,

**2075.5.3** The individual meets the minimum requirements for the position for which being considered; and

**2075.5.4** The General Manager recommends his/her re-instatement.

**2075.5.5** Any individual who is re-instated under the section shall be considered a new employee for all purposes.

**2075.6** The appointment of seasonal, temporary and extra help individual need not come from an eligible list. When such an appointment does come from an eligible list, the employee may be later appointed to a regular position in the same classification without the need for a competitive recruitment process, provided the individual has been continuously employed in a seasonal, temporary or extra help position.

**2075.6.1** All individuals employed in a seasonal, temporary or extra help position serve at the pleasure of the General Manager.

**2075.6.2** To promote fairness and to encourage career development among individuals hired into seasonal, temporary or extra help positions, employees in such positions will be given preference in filling vacant seasonal, temporary or extra help positions. This preference shall be given by placing the names of terminated seasonal, temporary and extra help employees on list showing their classification and the total hours of continuous employment. Individuals on this list shall be offered seasonal, temporary and extra help positions in the order of their continuous employment, provided that:

**2075.6.2.1** The individual's most recent evaluation was satisfactory or higher.

**2075.6.2.2** The individual meets the minimum qualifications for the position.

**2075.6.2.3** The individual is ready and available for work.

**2075.6.2.4** No more than two years has passed since the individual was placed on this list; or

**2075.6.2.5** The individual was not previously discharged for performance-related reasons.

**2075.6.2.6** The General Manager recommends the re-hiring of the individual.

**2075.7** An individual whose name has been placed on a list of seasonal, temporary or extra help former employees shall have his name removed from this list when:

**2075.7.1** He/she notifies the District that he/she is no longer available for District employment; or,

**2075.7.2** The individual refuses two calls to report to work; or,

**2075.7.3** The individual fails to report to work two times after having been called to work.

**2075.7.4** Continuous employment for seasonal, temporary and extra help individuals shall be considered the total hours of District service from the date of original hire unless the individual is discharged for performance related reasons.

**2075.8** Record of continuous employment of seasonal, temporary and extra help individuals shall continue to accrue and will not be interrupted by absences due to:

**2075.8.1** Industrial disability;

**2075.8.2** Military or National Guard service;

**2075.8.3** Authorized absences for less than 21 days in a calendar year;

**2075.8.4** Absences governed by applicable state and/or federal laws;

**2075.8.5** Volunteer service in a state or federal program;

**2075.8.6** The closure of District offices due to a holiday;

**2075.8.7** The closure of the District offices due to a local, state or federal alert.

**2075.8.8** Record of continuous employment of seasonal, temporary and extra help individuals shall cease to accrue in all other circumstances, except for those listed above.

**2075.9** Continuous employment of seasonal, temporary and extra help individuals shall be distinguished from continuous service for regular employees in that the former does not create, extend or otherwise provide for order of layoff (except as described in this policy), or the establishment of a property interest in employment.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Employee Status**  
**POLICY NUMBER: 2080**

**2080.1** A “Regular” employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

**2080.1.1** The General Manager is to be considered a regular employee once he/she has completed their probationary period.

**2080.2** A “Probationary” employee is one who has been hired to fill a regular position in any job classification and has less than 6 continuous months of service with the District. Upon completion of 6 months of continuous service with the District in said classification, and upon the supervisory authority’s decision to retain said employee, said employee shall be granted regular employee status.

**2080.2.1** A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible. A probationary employee will not be eligible for a leave of absence.

**2080.2.2** Regular employees promoted to a higher level or new position will be considered probationary for a period of 3 months.

**2080.3** A “Temporary Part Time” employee is one who is hired to work within any job classification, but whose position is not regular in nature.

**2080.3.1** A temporary part-time employee will receive not less than the minimum rate for the job and be eligible for sick leave pay consistent with Policy #2040. They will not be eligible for holiday pay, vacation pay, insurance coverage or items of a similar nature. Nor will he/she accrue seniority or leave of absence rights.

**2080.3.2** If a temporary part-time employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

**2080.4** A “Part-Time” employee is one who is hired to work within any job classification, and works up to 1560 hours or less over a 12 month period, and not entitled to employee benefits other than sick leave.



**2080.5** A “Regular Part-Time” employee is one whose position is regular in nature. Regular part-time is defined as an employee working more than 1,560 hours yet less than 2080 hours a year for the district.

**2080.6** A “Full-Time” employee is one whose position is regular in nature, and is scheduled to work 2080 hours per year for the district. There are three classifications of full-time employees.

**2080.6.1** A Full-Time hourly employee is one whose duties routinely require direct supervision.

**2080.6.2** A Full-time non-exempt salaried employee is one whose duties do not routinely require direct supervision; however, they do not meet the duties standard for exempt status, or the minimum salary requirement of at least twice the minimum wage.

**2080.6.3** A Full-time exempt salaried employee is one whose job duties meet the Executive, Administrative, or Professional designations as defined in the Federal Labor Code and whose salary is at least twice the minimum wage.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: At – Will Status**

**POLICY NUMBER: 2082**

**2082.1** This policy shall apply to all Regular-Part-time, Part-time, and seasonal employees not entitled to Skelly vs. State Personnel Board (15 Cal 3d 194) See Policy # 2260 for employees entitled to a Skelly hearing.

**2082.2** The Rio Linda Elverta Recreation and Park District personnel are employed on an at-will basis. At-will employees may be terminated with or without cause and with or without notice at any time by either the employee or the District. Nothing in this handbook shall limit the right to terminate at-will employment.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Orientation**  
**POLICY NUMBER: 2085**

**2085.1** The General Manager is responsible for the orientation of the Supervisors. The Supervisors or designees are responsible for the orientation of employees within each division.

**2085.2** Orientation of divisional employees may be delegated to subordinates.

**2085.3** All new full time employees shall receive a copy of the policy manual and employee handbook relating to personnel administration and employees job description.

**2085.4** An employee orientation checklist is to be completed by the person charged with the responsibility for orientation of the new employee. Supervisors are to carefully review each item on the list with the new employee and to answer any additional questions regarding the job.

**2085.5** The completed checklist is to be signed by the supervisory authority and the employee and placed in the employee's personnel file within three (3) days after the initial employment date.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Uniforms/Protective Clothing**

**POLICY NUMBER: 2090**

**2090.1** The cost of uniforms and /or protective clothing, safety footwear, etc., (hereinafter equipment) that employees are required to wear, shall be bought by the District as specified in the annual budget. The District will reimburse up to \$200.00 on district approved maintenance boots.

**2090.2** The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and /or safety requirements, and bill the District for the total cost of the equipment purchased. If the purchase exceeds that allowable costs set forth by the district, the employee must reimburse the district for the difference between the purchase price and the allowable cost.

**2090.3** New employees will be required to purchase their own equipment and will be reimbursed the allowable cost as determined by the regulation pertaining to the specific division or program. The employee must provide the original purchase receipt for the equipment for which reimbursement is being requested.

**2090.4** For details regarding specific uniform requirements and current reimbursement allowance for any of the districts programs or divisions, please refer to the appropriate regulations pertaining to said division or program.

**2090.5** District provided uniforms shall only be worn during working hours.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Vehicle Mileage Reimbursement**  
**POLICY NUMBER: 2100**

**2100.1** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2100.2** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2100.3** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

**2100.4** Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: VEHICLE SAFETY CHECK LIST**

**POLICY NUMBER: 2105**

**2105.1** The purpose of this policy is to insure the safety of staff that operates District owned vehicles and to maximize the life and usefulness of the vehicle.

**2105.2** The staff assigned District owned vehicles shall complete the Vehicle Safety Check Form at the beginning of their workday each day. At the end of the month the Vehicle Safety Check Form shall be turned into the Park Supervisor. The Park Supervisor shall keep the forms in a file and made available for inspection by the General Manager or any official that may have need of it.



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Health and Welfare Benefits**  
**POLICY NUMBER: 2110**

**2110.1 Medical Insurance Expense** - Health, Vision and Dental Insurance to cover non-occupational injuries and sickness for full-time employees in classifications, shall be provided by the District. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

**2110.2 Workers Compensation Insurance** - All District employees will be insured against injuries received while on the job as required by State Law.

**2110.3 Retirement Plan** – All employees shall be enrolled in the District retirement program in lieu of Social Security.



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance**  
**POLICY NUMBER: 2115**

**2115.1** An unpaid person authorized to perform volunteer service for the District shall be required to complete a volunteer application form which includes a release and waiver of any liability associated with an activity the volunteer participates in. (Refer to Policy 2117)

**2115.1.1** The signed waiver acknowledges that the volunteer worker is covered by workers compensation insurance and assumes all risk associated with the activity for which the volunteer will engage in.

**2115.2** For the sake of documenting volunteer hours for programs and events, volunteers shall fill out a volunteer time sheet for the days and hours of the service provided. (Refer to Policy 2117)

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Volunteers**

**POLICY NUMBER: 2117**

**2117.1** The Rio Linda Elverta Recreation and Park District recognizes the important and vital role that volunteers play in the delivery of quality park district programs and services to the residents of the park district and the surrounding areas. Volunteerism is one of the highest forms of recreation and community involvement and is a vital key in staying active and enhancing the volunteer's life and the lives of others.

**2117.2** Volunteers must be 14 years of age to independently volunteer. Youths, younger than 14 years may volunteer with a parent, legal guardian, or community organization authority. (Schools, Community Groups, Clubs, etc.) Parental or guardian approval is required for all volunteers under the age of 18. Volunteer/community service workers required by the court system will not require a DOJ background check.

**2117.3** All Volunteers must complete a volunteer form and complete the appropriate DOJ background

Exception: Volunteers who will not have supervisory authority and/or who are fulfilling a community service, school, or organizational requirement will not be subject to a DOJ background check.

**2117.4** DOJ background check shall be required for each volunteer under the following conditions:

**2117.4.1** Have interaction with a minor on an intermittent program level; or

**2117.4.2** Come into any contact with a minor(s) as a responsibility at any District Event. (ex. Santa Claus)

**2117.4.3** The Recreation and Park District will reimburse volunteers for their DOJ background check. All volunteers to complete a DOJ background check must do so at a Live Scan vendor of the District's choosing.

**2117.5** Volunteers will be provided with appropriate training.

**2117.6** The District will have a Volunteer recognition program to show appreciation.

**2117.7** All volunteer hours will be kept on a volunteer time sheet and will be tabulated by the appropriate full-time employee and hours will be tabulated yearly and included in volunteer recognition efforts.

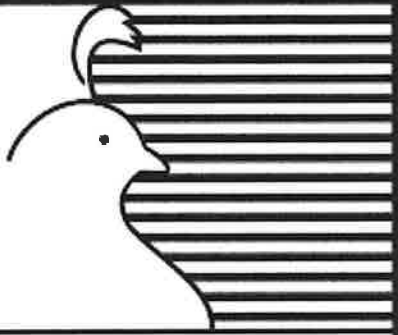
Adopted: 7/15/2015

Updated: 4/18/2018

**2117.8** Volunteers will be covered under the Workers Compensation Program that covers employees of the Rio Linda Elverta Recreation and Park District.

See Appendix A

**RIO LINDA ELVERTA**



**RECREATION AND PARK DISTRICT**

# **VOLUNTEER TOOLKIT**



**810 Oak Lane  
Rio Linda, CA 95673**

**P: (916) 991-5929**

**F: (916) 991-2892**

**[www.rleparks.com](http://www.rleparks.com)**



## **PURPOSE OF THE TOOLKIT**

Volunteers can play an important role in delivering recreation and park services to your community. CAPRI has compiled this toolkit to assist its members in responsibly utilizing volunteer services.

Please review the CAPRI Volunteer Toolkit and, where necessary, take advantage of the template language and processes when your District works with volunteers. Please note that not every volunteer situation requires use of all of these tools. If you have questions about the toolkit or what resources may be applied, please contact CAPRI.

### **TABLE OF CONTENTS**

- I. Volunteer Log Template**
- II. Volunteer Waiver & Release Template**
- III. Volunteer Acknowledgement Form Template**
- IV. Volunteer Application Template**
- V. Volunteer Background Questionnaire Template**
- VI. Risk Management Checklist – Volunteers**
- VII. Mandatory Reporter Training Info**
- VIII. Sexual Harassment Prevention Training Info**

Legal Disclaimer: This reference material is compiled for use by CAPRI members in the preparation, development and implementation of risk management policies, programs, and procedures. Since this document is designed to meet the needs of the general pool membership, please be aware that the present form is best considered a template for use by your agency in drafting specific documents. This template should not be construed as legal advice. Accordingly, any resulting policy, program or procedure that results from this template should always be reviewed and approved as is customary by your agency, including the purview of any necessary legal and/or governing body authorities to ensure the policy being developed meets the unique needs of your jurisdiction. Policies should be implemented after proper training has been provided.

This reference material is to be considered proprietary and confidential and may not be disclosed to any person without the express, prior permission of CAPRI. This reference material is for CAPRI member use only and does not apply in any criminal or civil proceeding. This reference material should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.



I.

# Volunteer Log Template

## **PURPOSE**

All volunteer service should be tracked by the Rio Linda Elverta Recreation and Park District.

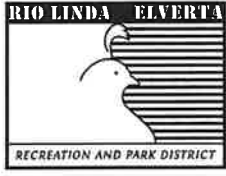
## **WHEN SHOULD IT APPLY?**

All districts utilizing volunteers.

## **WHY SHOULD IT APPLY?**

The Rio Linda Elverta Recreation and Park District should maintain a log identifying all volunteers and the nature of the service conducted on behalf of or for the benefit of the Rio Linda Elverta Recreation and Park District.





## II.

# Volunteer Agreement, Waiver, & Release Template

### **PURPOSE**

All volunteers should execute a waiver and release prior to providing service on behalf of or for the benefit of the Rio Linda Elverta Recreation and Park District.

### **WHEN SHOULD IT APPLY?**

All districts utilizing volunteers.

### **WHY SHOULD IT APPLY?**

The Waiver & Release identifies the parties' roles and contractual obligations and also allows the Rio Linda Elverta Recreation and Park District to collect important information regarding a volunteer who can be expected to have contact with Rio Linda Elverta Recreation and Park District Staff and/or the public.



RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Activity Date(s)

Activity Name

**VOLUNTEER AGREEMENT, WAIVER, AND RELEASE**  
INFORMATION TO PARTICIPANT REGARDING RISK OF INJURY

In consideration for being permitted by the Rio Linda Elverta Recreation and Park District to participate in this volunteer assignment/ activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity. This release is intended to discharge in advance the Rio Linda Elverta Recreation and Park District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns. I agree to indemnify and to hold the Rio Linda Elverta Recreation and Park District, (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost or expense which may arise out of or connected in any way with my participation in the volunteer assignment/activity.

I fully understand that my participation in this volunteer assignment/activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that the information I provide may be verified, and I give permission to the Rio Linda Elverta Recreation and Park District to make inquiry of others concerning my suitability to act as a volunteer. I also understand that a criminal background check may be accomplished if that action is deemed necessary. I understand that any false statements will disqualify me from the Rio Linda Elverta Recreation and Park District's volunteer program.

I am aware that the relationship between the Rio Linda Elverta Recreation and Park District and a volunteer is "at will" in nature, and that it may be terminated at any time without cause by either the volunteer or the Rio Linda Elverta Recreation and Park District. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, health or life insurance, or other employee benefits of any kind. Finally, I agree to comply with all Rio Linda Elverta Recreation and Park District rules and guidelines as well as all applicable public health rules, regulations, orders, and/or guidance in effect at the time of my participation in this volunteer activity.

PHOTOGRAPHIC RELEASE: I understand that photographs may be taken during this activity and hereby grant the Rio Linda Elverta Recreation and Park District permission to use any such photo(s) for advertising or in promotional materials.

PARENTAL/GUARDIAN CONSENT: (to be completed and signed by parent/guardian if Volunteer is under 18 years of age.)

I hereby consent that my son/daughter, \_\_\_\_\_, participate as a volunteer in the above-referenced activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the Rio Linda Elverta Recreation and Park District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with said minor's participation in said activity.

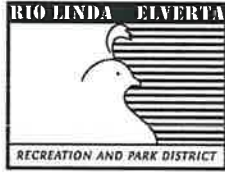
**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.**

---

Signature

Name (Printed)

Date



### III.

# Volunteer Acknowledgment Form Template

## **PURPOSE**

Verifies the volunteer's status, that he or she has been trained, provided with any additional materials, etc.

## **WHEN SHOULD IT APPLY?**

Best utilized when volunteer service is ongoing or longer term.

## **WHY SHOULD IT APPLY?**

Allows the Rio Linda Elverta Recreation and Park District to confirm volunteer status, job training, WC coverage (if applicable), etc.

## **VOLUNTEER ACKNOWLEDGMENT FORM**

I hereby acknowledge that I have received training as to how to safely complete the tasks required by volunteers of the Rio Linda Elverta Recreation and Park District.

I hereby further acknowledge that I am not an employee of the Rio Linda Elverta Recreation and Park District, but that I am covered under the Agency's workers' compensation plan since the District has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the Rio Linda Elverta Recreation and Park District's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the Rio Linda Elverta Recreation and Park District, its employees, officers, agencies, other volunteers and officials.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent or Guardian Signature (if minor):

\_\_\_\_\_



## IV.

# Volunteer Application Template

### **PURPOSE**

Allows the Rio Linda Elverta Recreation and Park District to collect relevant information regarding a volunteer who can be expected to have regular contact with District staff and/or the public.

### **WHEN SHOULD IT APPLY?**

Best utilized when volunteer service is ongoing or longer term.

### **WHY SHOULD IT APPLY?**

The Rio Linda Elverta Recreation and Park District should collect and maintain basic information regarding its regular volunteers.

## Volunteer Application

**INSTRUCTIONS:** Thank you for your interest in volunteering for the Rio Linda Elverta Recreation and Park District. Please fill out the following form completely and legibly.

Name: \_\_\_\_\_

Address (No. & Street) Apt. # City State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you previously submitted a volunteer application? Yes: \_\_\_\_ No: \_\_ If yes, please give date: \_\_

Do you have any friends or relatives employed with the District? Yes: \_\_\_\_ No: \_\_

If yes, state name(s) and relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

In case of emergency, please notify: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name Relationship to you: \_\_\_\_\_

### Volunteer Interest

What program would like to volunteer for? \_\_\_\_\_

Use the space below to fully describe any job-related skills, knowledge, licenses or special training you possess which relate to the position you would like to volunteer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever volunteered before? Yes: \_\_\_\_ No: \_

If yes, please indicate with what agency or organization and in what capacity: \_\_\_\_\_  
\_\_\_\_\_

### Availability

When are you able to volunteer? Days: \_\_\_\_\_ Evenings: \_\_\_\_\_ Weekends: \_\_\_\_

How many hours per week/month are you able to volunteer? \_\_\_\_\_

If you are interested in volunteering to be a coach, can you make a commitment to volunteer for at least one season? Yes: \_\_\_\_ No: \_\_\_\_ N/A: \_\_\_\_\_

**Additional Information**

Indicate any languages in which you are fluent: \_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have a reliable means of transportation? Yes: \_\_\_\_\_ No: \_\_\_\_\_

How did you find out about our volunteer program? \_\_\_\_\_  
\_\_\_\_\_

**References**

List three references not related to you who have knowledge of your work and/or volunteer performance within the last three years.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please Read and Initial Each Paragraph and Sign and Date Below

\_\_\_\_\_ I understand that as a volunteer for the Rio Linda Elverta Recreation and Park District, I am not now and will not become an employee of the Rio Linda Elverta Recreation and Park District and have no employment rights of any kind. I understand that my status as a volunteer may be terminated at any time for any reason.

\_\_\_\_\_ I hereby authorize the Rio Linda Elverta Recreation and Park District to contact my references regarding my suitability for a volunteer position.

\_\_\_\_\_ I understand that my position as a volunteer is contingent upon the completion of a background questionnaire as required by Section 11105.3 of the Penal Code.

\_\_\_\_\_ In the event of an emergency, volunteers are covered under the Rio Linda Elverta Recreation and Park District Workers' Compensation Plan Policy.

I have read, understand, and fully agree to the above:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**V.**

# **Volunteer Background Confidential Questionnaire Template**

## **PURPOSE**

For use when required to collect information for a lawful background check of a volunteer.

## **WHEN SHOULD IT APPLY?**

All volunteers that have direct contact with and/or supervision of children.

## **WHY SHOULD IT APPLY?**

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors to be fingerprinted and pass a background check through the State Department of Justice.



## Volunteer Background Confidential Questionnaire

Applicant's First, Middle, and Last Name (PRINT): \_\_\_\_\_

Applicant's ID Number (California ID or Drivers' License): \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Section 5164 of the Public Resources Code of the State of California prohibits the Rio Linda Elverta Recreation and Park District Name from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes the Rio Linda Elverta Recreation and Park District to screen any such prospective employee or volunteer for his or her criminal background. In light of your interest in being hired by the Rio Linda Elverta Recreation and Park District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions:

**Please Note: Having a conviction record may not necessarily prevent volunteering. The nature of the conviction and length of time which has passed since the conviction will be taken into consideration, along with the current Rio Linda Elverta Recreation and Park District policies.**

1. Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

\_\_\_\_\_

2. Are you willing to be fingerprinted in order that the Rio Linda Elverta Recreation and Park District may screen you for a criminal background?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

\_\_\_\_\_

4. Are you currently released on bail or on your own recognizance for any crime?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

\_\_\_\_\_

### **Background Investigation Agreement and Declaration**

I authorize the Rio Linda Elverta Recreation and Park District to perform a thorough background investigation on all matters related to my suitability for volunteering including online background checking, and to run a fingerprint background check to screen for criminal background. I authorize investigation of all statements contained in my volunteer application. I authorize the Rio Linda Elverta Recreation and Park District to secure information about my background and experience with former employers, current employers, education institutions and any relevant agencies, and authorize those parties to provide information to the Rio Linda Elverta Recreation and Park District concerning my background and experience. I release the Rio Linda Elverta Recreation and Park District and all parties providing information to the Rio Linda Elverta Recreation and Park District about my background and experience from any liability whatsoever arising therefrom.

I, (Print Name) \_\_\_\_\_, in seeking to be a volunteer by the Rio Linda Elverta Recreation and Park District to perform services at, any park, playground or recreational center used by the Rio Linda Elverta Recreation and Park District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

(City) \_\_\_\_\_, California on (Date) \_\_\_\_\_

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, the Rio Linda Elverta Recreation and Park District can immediately terminate my employment by it or cease allowing me to perform voluntary services, without notice. I hereby agree to indemnify and hold harmless the Rio Linda Elverta Recreation and Park District, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my volunteer services rendered to the Rio Linda Elverta Recreation and Park District which may occur should any of my

answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rio Linda Elverta Recreation and Park District's Signature: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT A

### PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

#### Part A

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

220 Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)

261 Rape

261.5 Unlawful sexual intercourse with a female under age 18

262 Rape of spouse

264.1 Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force

266 Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses

266c Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear

266h(b) Pimping a minor

266i Pandering a minor

266j Procurement of child under age 16 for lewd or lascivious acts

267 Abduction of person under 18 for purposes of prostitution

269 Aggravated sexual assault of a child

272 Causing, encouraging, or contributing to the delinquency of persons under 18 years

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

273.d Corporal punishment or injury of a child

273.5 Corporal injury of spouse or cohabitant of opposite sex

285 Incest

286 Sodomy

286.5 Sexually assaulting an animal

288.5 Continuous sexual abuse of a child

288 Lewd or lascivious acts with child under 14

288a Unlawful oral copulation

288.2 Harmful matter sent with intent of seduction of minor (FELONY ONLY)

289 Genital or anal penetration with a foreign object

311.1 Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor.

311.2 Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor

311.3 Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14

311.4 Employment of a minor to perform prohibited acts

311.10 Advertising for sale or distribution of materials depicting a person under age 18 engaging in or simulating sexual conduct

311.11 Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct

314 Lewd or obscene conduct, indecent exposure, obscene exhibition

647a Engaging in or lewd or dissolute conduct in a public place or in any place open to the public

647d Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act

647.6 Annoying or molesting a child under 18

This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions Code.

## **Part B**

A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request.

If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request.

No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (10) years.

207 – 210 (+ 12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Carjacking

Section 207-210, 211 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

241.3 Assault against transportation personnel or passenger

241.4 Assault on peace officer of school district

241.7 Assault against jurors

242 Battery

243.1 Battery against custodial officer in performance of duties

243.2 Battery on school property

243.3 Battery against transportation personnel or passenger

243.4 Sexual battery

243.5 Assault or battery on school property

243.6 Assault or battery on process server

243.7 Battery against jurors

244 Assault with caustic chemicals

244.5 Assault with stun gun or laser

245 Assault with deadly weapon or force likely to produce great bodily injury

244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger

245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer

246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper

247 Shooting at unoccupied aircraft or motor vehicle

247.7 Discharge of laser at aircraft

667.5 Sentencing enhancements for various crimes of violence

## Public Resource Code 5164

(a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.





## VI.

# Risk Management Checklist -- Volunteers

### **PURPOSE**

To verify certain risk management items have been addressed when dealing with volunteers.

### **WHEN SHOULD IT APPLY?**

Best utilized when volunteer service is ongoing or longer term.

### **WHY SHOULD IT APPLY?**

Assist the Rio Linda Elverta Recreation and Park District in verifying certain risk management issues are addressed.



# Volunteer Check List

**Rio Linda Elverta Recreation & Park District**

Volunteer Name: \_\_\_\_\_

- Volunteer Application Signed
- Volunteer Waiver & Release Signed
- Job Training Completed
- Background Questionnaire Completed (if necessary)
- Fingerprint & Background Cleared (if necessary)
- Mandatory Reporter Training Completed (if necessary)
- Sexual Harassment Prevention Training Completed (if necessary)



## VII.

# Mandatory Reporter Training Information

### **PURPOSE**

To provide volunteers that have direct contact with and/or supervision of children with training as to identifying and reporting child abuse and neglect.

### **WHEN SHOULD IT APPLY?**

The Rio Linda Elverta Recreation and Park District is required to have all regular volunteers who are 18 years of age or older that have direct contact with and/or supervision of children for more than 16 hours per month or 32 hours per year undergo this training.

### **WHY SHOULD IT APPLY?**

On September 16, 2021, the Governor approved AB 506 and requires an administrator, employee, or regular volunteer of a youth service organization to complete child abuse and neglect reporting training and would require an administrator, employee, or regular volunteer of a youth service organization to undergo a background check.

The law was amended on November 18, 2021. Section 1, Chapter 2.9 (commencing with Section 18975) was added to Division 8 of the Business and Professions Code.

Penal Code Section 11165.7(g) provides as follows: "Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect."

## Training for Mandated Reporters

### [Online Child Abuse Mandated Reporter Training](#)

Mandated reporter training is funded by the Office of Child Abuse Prevention. The training defines the various requirements of the California Child Abuse and Neglect Reporting Act and also offers specialized training for various occupational groups. The training is free and can be taken at your own pace. At the end of the training, you will receive a certificate of completion issued by the California Department of Social Services (CDSS) that you may share with your employer, if required to do so.

## Reporting Guidelines and Procedures for Mandated Reporters

### [Child Abuse or Neglect Identification and Reporting Guidelines](#)

Information for school personnel and those who work in our children's schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities is described here.

### [California "Penal Code" Section 11165.7](#)

The definition of "**mandated reporter**" and which personnel are designated mandated reporters is included in this Section.

### [Suspected Child Abuse Report Department of Justice Form SS8572 with instructions](#)

Included in this form are internal procedures, response times, and helpful hints on completing the Child Abuse Report form.

### [Reporting Tip Sheet](#) (PDF)

The document describes tips on California Mandated Reporting, laws, what must be reported, and how to file a report alleging child abuse or neglect.

## Child Abuse Prevention Posters

### [Abused Person vs. Non-Abused Person \(English\)](#) (PDF)

### [Available Translations of Abused Person vs. Non-Abused Person](#)

### [We Stand With You \(English\)](#) (PDF)

### [Available Translations of We Stand With You](#)

### [The Scariest Things Don't Always Hide in Our Closets \(English\)](#) (PDF)

### [Available Translations of The Scariest Things Don't Always Hide in Our Closets](#)

### [Hands are For Holding and Helping, not Hitting \(English\)](#) (PDF)

### [Available Translations of Hands are For Holding and Helping](#)

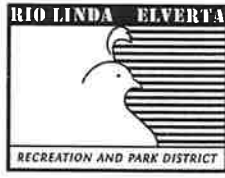
### [Abuse is More Than Meets the Eye \(English\)](#) (PDF)

### [Available Translations of Abuse is More Than Meets the Eye](#)

### [Help Me Please \(English\)](#) (PDF)

### [Available Translations of Help Me Please](#)

Source: <https://www.cde.ca.gov/ls/ss/ap/>



## VIII.

# Sexual Harassment Prevention Training Information

### **PURPOSE**

To provide volunteers with training as to sexual harassment prevention training pursuant to California law.

### **WHEN SHOULD IT APPLY?**

Best utilized when volunteer service is ongoing or longer term.

### **WHY SHOULD IT APPLY?**

California law requires all employers of 5 or more employees to provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years. Although not explicitly required under the law, CAPRI believes it to be a best practice that regular ongoing volunteers receive sexual harassment prevention training.

## **Sexual Harassment Prevention Training**

SB 1343 requires that all employers of 5 or more employees provide 1 hour of sexual harassment and abusive conduct prevention training to non-managerial employees and 2 hours of sexual harassment and abusive conduct prevention training to managerial employees once every two years. Existing law requires the training to include harassment based on gender identity, gender expression, and sexual orientation and to include practical examples of such harassment and to be provided by trainers or educators with knowledge and expertise in those areas. The bill also requires the District to produce and post both training courses to its website, which employers may utilize instead of hiring a trainer.

An employer is required to train its California-based employees so long as it employs 5 or more employees anywhere, even if they do not work at the same location and even if not all of them work or reside in California.

Note→ although not explicitly required under the law, CAPRI believes it is a best practice that regular long-term volunteers receive sexual harassment prevention training.

Training Opportunities:

<https://www.dfeh.ca.gov/shpt/>

<https://www.targetolutions.com/> (Free with CAPRI Membership)

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Community Work Programs  
**POLICY NUMBER:** 2118

**2118.1 Purpose:** This section establishes a procedure by which the Board of Directors will permit the operation of a community work service program. This program is conducted in cooperation with the County of Sacramento to provide work opportunities for individuals needing work credits.

**2118.2 Policy:** The General Manager or his/her appointed representative shall administer the District's volunteer community work service program.

**2118.3 Procedure:** The Rio Linda Elverta Recreation and Park District shall receive its volunteer community work service participants from the county or an agency working as the participant assigner for the county.

**2118.3.1 Community Work Experience Program (CWEX):** Benefits the local community, the District, the County of Sacramento and the individual by providing work opportunities and training for people on public assistance. Background checks through the Department of Justice are required for CWEX program participants.

**2118.3.2 County Sheriff's Work Program:** Allows individual to "work-off" their offenses through participation in the Sacramento County Work Program rather than going to jail. Program participants work under the direct supervision of a Sacramento County Sheriff and are not subject to background review by the District.

**2118.3.3 Alternative Sentencing Program:** Allows certain county probationers and minor offenders the opportunity to "work-off" their offenses through a court referral work program. Rather than paying a fine or going to jail, work referral participants work a specified number of hours on community service projects.

**2118.4 Work Duties and Procedures:** In order for any applicant to participate in the District's community work service program, with the exemption of the Sheriffs work program participates the following procedures are to be followed:

**2118.4.1** Referred to the District by the county or the county's referral program.

**2118.4.2** Must be willing to perform physical labor at any park site located in the community.

**2118.4.3** Must be reliable and adhere to pre-arranged work schedule.

**2118.4.4** Must report to District Maintenance Yard.

**2118.4.5** Must comply with District work policies at all times.

**2118.4.6** Must complete job time sheet form for each pay period.

**2118.4.7** Must wear appropriate work clothes at all times.

**2118.5** The use of other community service groups such as the California Conservation Corps (CCC) and Sacramento Local Conservation Corps (SLCC) will be by contract with the District named as an additional insured on the contractor's insurance.



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Educational Assistance**

**POLICY NUMBER: 2120**

**2120.1** Regular employees of the District are encouraged to prepare themselves for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

**2120.2** An employee may, on his or her own initiative, spend time at an independent school or college after work hours for the purpose of furthering his or her education. To the extent such educational courses entered into are beneficial to District job- enhancement, and any Degree or Certificate is subject to General Manager approval. the employee may be eligible for tuition reimbursement as described below:

**2120.2.1** The employee must have successfully completed their probation, to be eligible in this program. The course or degree shall be conducted by a school accredited by the nationally recognized accrediting agencies published by the Secretary of Education (U.S. Department of Education [www.ed.gov](http://www.ed.gov)). Certificate programs are not required to be accredited by the Department of Education but are subject to General Manager approval and are required to enhance District job related skills.

**2120.2.2** Conditional to the above, and subsequent to General Manager approval, the District will, while an employee attends classes. pay tuition. special fees, books, and supplies up to two thousand (\$2,000.00) per calendar year.

**2120.2.3** The employee must receive a final letter grade of "B" or better, with grade documentation provided to the District by the employee within sixty (60) days of the semester (quarter) end, in order to receive reimbursement.

**2120.2.4** Such reimbursement shall not be made until and shall be

conditioned on the employee's satisfactory completion of the coursework. The tuition reimbursement benefit shall terminate at such time as the employee is no longer actively performing service for the District, even if the employee has completed partial or full coursework during the period of District employment.

**2120.3** To be eligible for reimbursement for tuition and required class materials, the employee must receive advance approval for the class(es) from the General Manager. Requests for reimbursements shall be submitted in writing. The employee will be notified of final approval, or the reasons of disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.

**2120.4** Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expenses receipt(s) to the General Manager.

**2120.5** Two types of classes are generally eligible for reimbursement per this policy:

**2120.5.1** Classes which are related to the employee's present work assignments or which may prepare him or her future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**2120.5.2** Classes which are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four year degree program.

**2120.5.3** Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Payroll and Pay Period Procedures**  
**POLICY NUMBER: 2130**

**2130.1** Payroll is part of the Administrative function of the Rio Linda Elverta Recreation and Park District. The purpose of this policy is to outline the procedures for managing time sheets and payroll for all of the District Regular Full-time, Part-time, Seasonal employees, and the District's Board of Directors.

**2130.2** Time sheets are kept in the front office in the Administrative Services Supervisor filing cabinet. County Payroll Sheets are kept with the District's time sheets.

**2130.3** The Administrative Services Supervisor is responsible for handing out the time sheets to each Supervisor. The Supervisor of each division is responsible for making sure their staff receives the time sheets.

**2130.3.1** Supervisors are responsible for reviewing time sheets and to make sure the hours of work are correct and that the time sheets are signed by the employee.

**2130.3.2** Time sheets are then given to the Administrative Services Supervisor, who transfers the information to Sacramento County Compass Reports.

**2130.3.3** Supervisor timecards are signed by the General Manager.

**2130.4** Time sheets are due to the Administrative Services Supervisor Thursday at 1:00pm unless otherwise noted.

**2130.4.1** Pay period begins on Sunday and ends on Saturday. There are 26 pay periods in a calendar year.

**2130.4.2** Time sheets not signed prior to being imputed into County Compass Reports will be signed when the employee receives their paycheck. Seasonal employees not submitting their time card on time will be paid in the next pay period.

**2130.4.3** A list of all employees will be made and checked off by the Admin. Services Supervisor as each timecard is submitted to insure all are submitted.

Adopted: 10/10/2002

Updated: 8/20/2008

Amended: 5/20/2015

Updated: 2/21/2018

Combined Policies: 4080 and 4090

Updated: 4/20/2022

**2130.4.4** The Salaries and wages of all District employees shall be paid bi-weekly, beginning every other Friday.

**2130.4.5** Checks will be given out after 9:00am on Fridays. Check cashing will be done on the employee's time and not during regularly scheduled work time.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Advancement of Wages**

**POLICY NUMBER: 2140**

**2140.1** This policy shall apply to all District employees.

**2140.2** It is the policy of the Rio Linda Elverta Recreation and Park District to NOT authorize requests for the advancement of wages.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Compensation**  
**POLICY NUMBER: 2150**

**2150.1** This policy shall apply to all Part Time and Full-time District Employees.

**2150.2** Compensation at Hiring.

**2150.2.1** Per California SB 1162 – The District shall provide employees and potential employees with a pay scale for all job postings and positions offered within the District.

**2150.2.2** New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**2150.2.2.1** A new employee's official Date of Hire shall be the first day that the employee works for the District.

**2150.2.3** Advanced Step Hiring. Limit Advanced Step Hiring to Step 'B' by the General Manager. If a potential candidate should start at a higher step, then the decision should be brought before the Board of Directors for a final resolution.

**2150.2.4** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in the same position be appointed at the same salary rate which was paid at the effective date of the person's termination, provided such reemployment occurs within twelve (12) months from the date of said termination.

**2150.3** Merit Advancement within Range.

**2150.3.1** Performance Evaluation Required. The General Manager, or Supervisory Authority shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a

Adopted: 10/10/2002  
Updated: 2/17/2010  
Updated: 2/17/2023  
Updated: 3/15/2023  
Updated: 6/21/2023

2150-1

performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**2150.3.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase.

**2150.3.2.1** New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the appointment date so long as the employee's performance record meets standards or better on District performance evaluation form in the annual or special evaluations.

**2150.3.2.2** Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

**2150.3.2.3** Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

**2150.3.2.4** Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

**2150.3.2.5** Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification, provided the higher salary range has at least 5% increase.

**2150.3.2.6** Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

**2150.3.3** Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the normal merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date, provided the employee's performance evaluation does not meet standards. In case of such a delay the employee's merit advancement shall be effective the first

day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond 90 days due from the employee's merit advancement date due to a continued failure to meet standards, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

**2150.4**     Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range 5% increase at the same step, in rate.

**2151.5**     Salary Scale Except as otherwise provided in this section; a salary schedule shall be used to determine the monthly compensation of all regular employees in the District service.

**2150.5.1**     The salary schedule for district employees is established by the Board. Recommendations shall be made by the General Manager. The salary schedule shall be the basis of the District payroll and shall be reviewed annually. Cost of living adjustments shall be reviewed annually. Cost of living adjustments shall be those adopted by the Board of Directors.

**2150.5.1.1**    The entry step within the established range for each class shall be Step "A" unless specifically designated at Step "B", "C", "D", "E" or "F".

**2150.5.1.2**    Based on satisfactory performance and length of employment, step increases may be granted annually by the General Manager for all permanent employees until Step "F" is attained.

**2150.5.1.3**    The current Fiscal Year (FY) salary schedule, additive and fringe benefit outline is included in the Policy Manual as Appendix A and is changed annually and/or as required.

**2150.6**     Emergency Adjustments. Whenever exceptional recruitment and/or retention difficulty is encountered in a class due to the established salary range, the Board of Directors may establish a temporary recruitment and/or retention pay allowance for the class.

**2150.7**     Part-time help employment. Part-time help employees will be hired at a beginning wage commensurate with their experience and may receive increases (with satisfactory service) annually as outlined in the part-time wage schedule in Appendix A.



**2150.7.1** Part-time help employment shall not be considered eligible service for full-time merit increase; further, continuous part-time help employment will not be considered as eligible service for employees who transfer to a regular position even without a break in service.

**2150.8** Report to the Board. All merit raises or hourly wage increases will be reported to the Board of Directors by the General Manager as part of the annual budget process. (Attached Appendix A)

**2150.9** Part Time and Seasonal Staff who are required to complete certain training metrics prior to employment shall be reimbursed for the cost of the training if they are able to meet and exceed job expectations established by the Division Supervisor for their area of responsibility.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Gifts**  
**POLICY NUMBER: 2155**

**2155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines.

**2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value;

**2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**2155.1.3** Does not result in any kind of special or favored treatment;

**2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

**2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Authorized Leave**  
**POLICY NUMBER: 2160**

**2160.1** With the approval of the General Manager, an employee may request a leave of absence without pay for a period of up to six months.

**2160.2** Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

**2160.3** Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during a leave of absence.

**2160.4** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified. The district does not guarantee that such placement into a vacant position will be a regular position.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Unauthorized Voluntary Absence**  
**POLICY NUMBER: 2165**

**2165.1** This policy shall apply to employees in all classifications who have completed a probationary period.

**2165.2** Unauthorized absence from work for three (3) working days in a fiscal year shall be considered an automatic resignation.

**2165.2.1** After three (3) days of unauthorized absence from work in a fiscal year, the employees shall be notified in writing that the absence will be considered as resignation if it continues through five working days in a fiscal year said notice shall provide factual evidence that the employee's absence is unauthorized and an opportunity to the employee to present his/her version of the "facts" at an informal hearing with the General Manager within seven (7) days of such notice.

**2165.2.2** An employee, who does not respond to the notice above, shall be terminated at the conclusion of the seventh (7<sup>th</sup>) day.

**2165.2.3** The informal meeting with the General Manager shall be held after seven (7) days after the notice of unauthorized voluntary absence was served.

**2165.2.4** The General Manager may, prior to or following the informal meeting return the employee who has been absent without leave for three (3) days in a fiscal year if the employee provides a satisfactory explanation. If the employee has returned after providing a satisfactory explanation, pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

**2165.2.5** If the General Manager determines, as a result of the evidence at the informal meeting, that the employee was absent without leave and did not have a satisfactory explanation, the employee may appeal that decision to the Personnel Committee. The employee's resignation shall be considered to be effective at the end of the seventh (7<sup>th</sup>) day of the notice served or as specified following the informal meeting with the General Manager.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Performance Evaluation**

**POLICY NUMBER: 2170**

**2170.1** This policy shall apply to all Full Time and Regular Part-time employees as noted herein.

**2170.2** The General Manager or Supervisory Authority shall conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

**2170.3** Performance evaluations shall be in writing on forms prescribed by the General Manager. (See Appendix A) Said evaluation shall provide recognition for effective performance and also identify areas that need improvement.

**2170.4** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2170.5** Unscheduled performance evaluations may be made at the discretion of the General Manager or Supervisory Authority.

**2170.6** The employee shall sign the evaluation acknowledging receipt thereof. Said signature shall not necessarily indicate agreement of the evaluator's comments.

**2170.7** The evaluator shall note on the evaluation if the employee refuses to sign.

**2170.8** The performance evaluation of the General Manager will be conducted annually by the Board of Directors.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## Performance Evaluation

Name: \_\_\_\_\_ Division: \_\_\_\_\_  
 Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_ Review Period: \_\_\_\_\_

**Ratings:** Employee is to be rated on a scale of 1 to 5, as described as below.

1. Below Expectations: Performance is substandard and requires a significant improvement.
  2. Needs Improvement: Consistently performs below minimum standards.
  3. Meets Expectations: Meets district minimum standards.
  4. Exceeds Expectations: Often exceed standards of the district.
  5. Exceptional Performance: Performance consistently exceeds set standards.
- N/A: Not applicable, lack of sufficient knowledge to evaluate the performance factor.

### Basic Job Skills

	<u>Needs</u>					
	<u>Below</u>	<u>improvement</u>	<u>Meets</u>	<u>Exceeds</u>	<u>Exceptional</u>	<u>N/A</u>
Quality of Work	1	2	3	4	5	N/A
Productivity/Timeliness	1	2	3	4	5	N/A
Work Habits	1	2	3	4	5	N/A
Organizational Skills	1	2	3	4	5	N/A
Dealing with Customers	1	2	3	4	5	N/A
Problem Solving	1	2	3	4	5	N/A
Creativity	1	2	3	4	5	N/A
Public Relations	1	2	3	4	5	N/A

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Personal Attributes

	<u>Needs</u>					
	<u>Below</u>	<u>improvement</u>	<u>Meets</u>	<u>Exceeds</u>	<u>Exceptional</u>	<u>N/A</u>
Attendance/Punctuality	1	2	3	4	5	N/A
Ability to take Direction	1	2	3	4	5	N/A
Initiative	1	2	3	4	5	N/A
Cooperativeness/Teamwork	1	2	3	4	5	N/A
Adaptability	1	2	3	4	5	N/A
Receptiveness to Criticism	1	2	3	4	5	N/A
Communication Skills	1	2	3	4	5	N/A
Appropriate Attire	1	2	3	4	5	N/A

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Strengths and Weakness**

Describe Employees Strength:

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Describe Employees Weakness:

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Describe goals for next performance evaluation:

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**Comments**

Evaluator:

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Employee:

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Position Title: \_\_\_\_\_

Step Increase: \_\_\_\_\_ Yes \_\_\_\_\_ No Circle One

Step: \_\_\_\_\_ to \_\_\_\_\_

Would you employ this individual again? \_\_\_\_\_ Yes / No

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Grievance**

**POLICY NUMBER: 2180**

**2180.1** This policy shall apply to all regular employees in all classifications and Board Members.

**2180.2** The purpose of this policy is to provide procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

**2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**2180.4** Grievance Procedure Steps:

**2180.4.1** Level I, Preliminary Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor. If grievance directly involves immediate supervisor, he/she should move up the chain of command to the next level of supervisory authority.

**2180.4.2** Level II, General Manager. If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission giving rise to the grievance.

**2180.4.2.1** The statement shall include the following:

**2180.4.2.1.1** A concise statement of the grievance including specific reference to any law, policy, rule regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;



**2180.4.2.1.2** The circumstances involved;

**2180.4.2.1.3** The decision rendered by the immediate supervisor at Level I;

**2080.4.2.1.4** The specific remedy sought.

**2180.4.2.2** General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's decision. Within the above time limits, either party may request a personal conference with the other.

**2180.4.3** Level III, Board of Directors' Administrative Finance Committee. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' standing Administrative Finance Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.4.3.1** The Administrative Financial Committee shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Committee's decision shall be announced in open session immediately after the closed session in which it was made.

## **2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**2180.5.3** The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation.

**2180.5.4** Employees covered by this policy may appeal this decision to the Board of Directors.

**2180.5.6** A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file. (Appendix A)

**EMPLOYEE GRIEVANCE FORM**  
**Rio Linda Elverta Recreation and Park District**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision rendered by the informal conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific remedy sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Drug & Alcohol Abuse**  
**POLICY NUMBER: 2190**

**2190.1** It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**2190.2** The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**2190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**2190.2.3** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**2190.3** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager, pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

**2190.3.1** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

**2190.3.1.1** Successfully complete an approved rehabilitation program;

**2190.3.1.2** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

**2190.3.1.3** Be subject to periodic testing without further reasonable cause.

**2190.4** To assure that employees, property, and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech, or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

**2190.4.1** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.4.2** An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.5** If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

**2190.6** Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

**2190.7** District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

**2190.8** This policy may not apply during a District-sponsored event so long as the conduct is not in violation of established law.

**2190.8.1** The application of 2190.8 is subject to the discretion of the General Manager or Board of Directors.

**Appendix "A"**

**CONSENT AND RELEASE FORM  
DRUG/ALCOHOL TESTING**

I hereby authorize Rio Linda Elverta Recreation and Park District, and any laboratories or medical facilities designated by Rio Linda Elverta Recreation and Park District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Rio Linda Elverta Recreation and Park District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Rio Linda Elverta Recreation and Park District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substance, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: \_\_\_\_\_

FACILITY PERFORMING TEST: \_\_\_\_\_

DATE OF TEST: \_\_\_\_\_

SIGNATURE OF APPLICANT/EMPLOYEE: \_\_\_\_\_  
(Signature) (Date)

SUPERVISOR REQUESTING TEST: \_\_\_\_\_  
(Signature) (Date)

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Substance Abuse**  
**POLICY NUMBER: 2192**

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**POLICY STATEMENT:**

The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and Breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 DFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements of safety-sensitive employees and others when so noted. Rio Linda Elverta Recreation and Park District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.



**2192.1**      **APPLICABILITY:** This policy applies to all employees when they are on District property or when performing any District related business. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-sit lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. A safety sensitive employee is:

**2192.1.1**      One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license, as listed in Appendix A;

**2192.1.2**      One who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license;

**2192.1.3**      One who performs safety-sensitive functions as specified in Appendix A. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**2192.2**      **PROHIBITED SUBSTANCES:** Prohibited substances" addressed by this policy include the following:

**2192.2.1**      *Drugs:* those referenced by the Department of Health and Human Services list of prohibited substances.

**2192.2.2**      *Alcohol:* The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

**2192.2.3**      *Legal Medications.* Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing district business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected should report it to his/her supervisor, and medical advice should be sought before performing work-related duties. In the above instance, an employee using legal prescribed medication or non-prescription medication may continue to work if the employee does not pose a safety threat and that job performance is not affected by such use. If the medication does affect work-related duties, and the taking of the medication is strongly advised by the employee's physician, the employee may ask for a modification of their duties if that is available. If duty modification is not available, eth employee may be required to take a medical leave until such time as they no longer take the medication, or modified duty becomes available.

**2192.3** PROHIBITED CONDUCT: *Manufacture, Trafficking, Possession and Use.*

Engaging in unlawful manufacture, distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited, Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP), and may result in discipline up to and including termination of employment. (See Policy 2190)

**2192.3.1** *Impaired/Not Fit for Duty.* Any employee who is reasonable suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines.

**2192.3.2** *Alcohol Use.* No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision are prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.

**2192.3.3** *Compliance with Testing Requirements.* All safety-sensitive employees are subject to controlled substance testing and breathe alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

**2192.3.4** *Treatment/Rehabilitation Program.* An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

**2192.3.5** *Positive Controlled Substance and/or Alcohol Test.* A Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty

testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

**2192.3.6** *Voluntary Admittance:* All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the District Administrator or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty or on the unannounced follow-up tests will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

**2192.4** NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION: Pursuant to the "Drug Free Workplace Act of 1988", any employee who fails to notify the District of any criminal controlled substance statute conviction no later than five calendar days after such conviction shall be subject to disciplinary action, up to and including termination of employment.

**2192.5** PROPER APPLICATION OF THE POLICY: The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination of employment.

**2192.6** TESTING FOR PROHIBITED SUBSTANCES: Analytical urine controlled substance testing and breathe testing for alcohol will be conducted as required under DOT guidelines. All full-time employees shall be subject to testing prior to employment and for 4 reasonable suspicion. All safety-sensitive employees shall be subject to testing randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines shall also be subject to testing on a randomly selected and unannounced basis. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines. Test for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained

Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0-.02, but less than 0.04 will be removed from his/her position for at least twenty-four (24) hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy. Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by an SAP. The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

**2192.6.1** *Circumstances Under Which Employees May Be Tested*

*Pre-Employment Test.* All full-time job applicants who have been offered District employment, including current non-safety-sensitive employees who promote, demote or transfer to such positions, shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees, who promote, demote or transfer from non-safety-sensitive position shall test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new employees in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean records" from previous employers will fail to complete the District's probationary period.

**2192.6.2** *Reasonable Suspicion Testing.* All employees will be subject to urine and/or breathe testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

**2192.6.2.1** Adequate documentation of unsatisfactory work performance or on-the-job behavior.

**2192.6.2.2** Physical signs and symptoms consistent with prohibited substance use.

**2192.6.2.3** Occurrence of a serious or potentially serious accident that may have been caused by human error.

**2192.6.2.4** Fights (i.e., physical contact), assaults, flagrant disregard or violations of established safety, security, or other operational procedures.

**2192.6.2.5** Reasonable-suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonable concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

**2192.6.3** *Post-Accident Testing.* Safety-sensitive employees will be required to undergo controlled substance and/or breathe alcohol testing if they are involved in an accident with a District vehicle that results in fatality. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injury requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident. Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who attempts to delay testing will be subject to additional disciplinary action, and any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other employees whose performance could have contributed to the accident.

**2192.6.4** *Return-to-Duty Testing.* All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six test during the first 12 months, nor longer than 60 months in total, following return to duty.

**2192.6.5** *Employee Requested Testing.* Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the District Administrator within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

**2192.6.6** *Records Retention.* The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available to the DOT or any state or local officials with regulatory authority over the District or any of its drivers only. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive controlled substances tests; documentation on refusals to take alcohol or controlled substance tests; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and controlled substance collection process. Records will be kept for a minimum of one (1) year regarding the following; collection process; collection logbooks;

documents of random selection process; calibration documents for breath testing device; and, documentation of breath alcohol technician training.

**2192.7 EMPLOYEE ASSESSMENT:** Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse. If an employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one-time basis only. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

**2192.8 TEST RELATED TIME-OFF WORK PROVISI:** Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e., vacation, sick leave, administrative leave, personnel necessity leave or floating holidays, if any) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

**2192.9 CONTACT PERSON:** Any questions regarding this policy should be directed to the District Administrator.

#### **2192.10 DEFINITIONS**

**2192.10.1 Accident** – An unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

**2192.10.2 Alcohol** – The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

**2192.10.3 Alcohol Concentration** – The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy (e.g., 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air).

**2192.10.4 Alcohol Use** – Consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication

or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

**2192.10.5** *Breath Alcohol Technician (BAT)* – A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BAT's are the only qualified personnel to administer the EBT tests.

**2192.10.6** *Chain of Custody* – The procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

**2192.10.7** *Collection Site* – A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breathe.

**2192.10.8** *Commercial Motor Vehicle* – A motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or, (2) has a gross vehicle weight rating of 26,001 or more pounds; or, (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

**2192.10.9** *Confirmation Test* – For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine).

**2192.10.10** *Controlled Substance (Drug) Test* – A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration. Controlled substances will be tested under the DHHS guidelines.

**2192.10.11** *Covered Employee* – A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.

**2192.10.12** *Department of Transportation Guidelines* – The controlled substance and alcohol testing rules – 49 CFR Part 382 (FWHA – Commercial Motor Vehicle) – setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.

**2192.10.13** *District* - Rio Linda Elverta Recreation and Park District

**2192.10.14** *District Time* – Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**2192.10.15** *Driver* – Any person who operates a motor vehicle for the District. This includes full time, regularly employed drivers; and casual, intermittent or occasional drivers.

**2192.10.16** *Drug (Controlled Substance) Metabolite* – The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

**2192.10.17** *Evidential Breath Testing Device (EBT)* – The device to be used for breath alcohol testing.

**2192.10.18** *Medical Review Officer (MRO)* – A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results. This person shall be the District-authorized Health Service Provider.

**2192.10.19** *Performing (Safety-Sensitive Function)* – A safety-sensitive employee is considered to be performing a safety-sensitive function and includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

**2192.10.20** *Post-Accident Alcohol and/or Controlled Substance Testing* – Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."

**2192.10.21** *Pre-Employment Controlled Substance Testing* – Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.

**2192.10.22** *Prohibited Drugs (Controlled Substances)* – Those referenced on the Department of Health and Human Services list of prohibited substances.

**2192.10.23** *Prohibited Substances* – Synonymous with drug abuse and/or alcohol misuse or abuse.



**2192.10.24** *Reasonable Suspicion Alcohol and/or Controlled Substance Testing* – Testing conducted when a supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

**2192.10.25** *Refusal to Submit (to an Alcohol and/or Controlled Substance Test)* Failure by an employee to provide an adequate breath or urine sample for testing without a valid medical explanation after that employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test).

**2192.10.26** *Rehabilitation* – The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.

**2192.10.27** *Return-to-Duty and Follow-Up Alcohol and/or Controlled Substance Testing* – Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty upon the SAP recommendation.

**2192.10.28** *Return-to-Duty Agreement* – A document agreed to and signed by the General Manager or his/her designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.

**2192.10.29** *Safety-Sensitive Employee (Function and/or Position)* – An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform or immediately available to perform any safety-sensitive functions. (A complete list of safety-sensitive classifications and functions is listed in Appendix A of this Policy).

**2192.10.30** *Screening (Initial) Test* – An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

**2192.10.31** *Substance Abuse Professional (SAP)* – A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

**2192.10.32** *Supervisor* – Supervisor, Superintendent, or District Administrator.

**2192.10.33** *Vehicle* – Bus, electric bus, van, pickup truck, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

**2192.11** PROCEDURES: Notwithstanding any other policy provision, any full-time employee disciplinary actions are subject to a Skelly Hearing.

**2192.12** REASONABLE SUSPICION TESTING: An employee who may possibly be under the influence of alcohol and/or controlled substance is observed by a supervisor.

**2192.12.1** Any employee may identify someone suspected of alcohol and/or controlled substance abuse to any supervisor (employees should realize, however, that it is against District policy to make intentionally false or malicious statements about other employees and doing so can result in disciplinary action). The supervisor must witness first-hand the employee's signs and symptoms.

**2192.12.2** The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.

**2192.12.3** When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a driver's license photo or state-issued photo identification card. Whenever practical, the District Administrator (or his/her designee) should be notified in advance of the employee being taken to the collection site.

**2192.12.4** At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.

**2192.12.5** The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a District employee (or others designated).

**2192.12.6** The employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee, whose confirmation test results indicate an alcohol concentration greater than 0.02, but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified SAP who will assess the employee's condition

and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

**2192.12.7** The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

**2192.13** POST-ACCIDENT: The safety-sensitive employee notifies a supervisor that an accident has occurred.

**2192.13.1** The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately do to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo state-issued photo identification card.

**2192.13.2** At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

**2192.13.3** The General Manager (or his/her designee) will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

**2192.13.4** The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee, whose confirmation test results indicate an alcohol concentration greater than 0.02, but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

**2192.13.5** The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's

condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

**2192.14** RETURN-TO-DUTY and FOLLOW-UP: The District-selected Health Service Provider notifies the District to send the employee to the collection site for alcohol and controlled substance testing.

**2192.14.1** The supervisor notifies the employee to immediately go to the collection site from alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.

**2192.14.2** At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

**2192.14.3** The employee whose confirmation test results indicate an alcohol concentration greater than 0.02, or whose controlled substance test is verified positive will be terminated from employment

**2192.15** CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS: At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.

**2192.15.1** Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.

**2192.15.2** Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

**2192.15.3** A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

**2192.16** SPECIMEN COLLECTION OF STRANGE AND/OR UNRECOGNIZABLE SUBSTANCES-An employee is observed with a strange and/or unrecognizable substance.

**2192.16.1** The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.

**2192.16.2** An incident report is written by the supervisor and signed by both the supervisor and the witness.

**2192.16.3** The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

**2192.17** **ALCOHOL CONCENTRATION:** The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

**2192.17.1** After an explanation of how the Breathalyzer works, an initial breath sample is taken.

**2192.17.2** If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after that screening test.

**2192.17.3** The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure the reliability of the results.

**2192.18** **DEVIATIONS FROM PROCEDURES:** Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

**APPENDIX "A"**  
**SAFETY-SENSITIVE CLASSIFICATIONS AND FUNCTIONS**

**Federally Mandated Safety-Sensitive Classifications**

Equipment Operator	Maintenance Technician
Park Worker 1	Park Worker 3
Park Worker 2	

**Federal Safety-Sensitive Function**

Operating any vehicle where a Class A or Class B driver's License would be required.

**District Safety-Sensitive Classifications**

Park Supervisor	Recreation Leaders
Park Maintenance Workers	Recreation Coordinators
	Lifeguards

**District Safety-Sensitive Function**

Operating District Equipment, Transporting Children, Supervising Children, Law Enforcement

**APPENDIX "B"**

**VOLUNTARY PARTICIPATION IN RANDOM TESTING**

In accordance with Appendix A of the District's Substance Abuse Policy, my classification is not considered safety-sensitive. Therefore, I am not required to participate in the random testing for controlled substances, even though I have a Class A or Class B (commercial) driver's license.

However, for the convenience of the District, and because I would like to have the opportunity to operate District Vehicles and equipment requiring a commercial license, designated as safety-sensitive functions in the District's policy, I hereby request that I be included – during the current calendar year – in the pool of safety-sensitive employees for the purpose of controlled substance random testing, in conformance with the District's Substance Abuse Policy.

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Employee's Signature

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Date

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Employee's Name Printed

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Tobacco Use**

**POLICY NUMBER: 2195**

**2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

**2195.1.1** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. (Reference Policy #2197)

**2195.2.1** Members of the public who refuse to comply with this policy may be directed to leave District property.

**2195.3** Smoking near Playgrounds: No person shall smoke a cigarette, cigar, or other tobacco related product within 25 feet of any playground or tot lot sand box area. This is pursuant to and follows all guidelines set forth in the California Health and Safety Code SECTION 10495. (See appendix A)

**POLICY TITLE: Tobacco Use within District**

**POLICY NUMBER: 2195 Appendix A (California Health and Safety Code 10495)**

**HEALTH AND SAFETY CODE - HSC**

**ARTICLE 1. Tobacco Use Prevention [104350 - 104495]**

**For the purposes of this section, the following definitions shall govern:**

- (1) "Playground" means any park or recreational area specifically designed to be used by children that has play equipment installed or any similar facility located on public or private school grounds, or on city, county, or state park grounds.
- (2) "Tot lot sandbox area" means a designated play area within a public park for the use by children less than five years of age. Where the area is not contained by a fence, the boundary of a tot lot sandbox area shall be defined by the edge of the resilient surface of safety material, such as concrete or wood, or any other material surrounding the tot lot sandbox area.
- (3) "Public Park" includes a park operated by a public agency.
- (4) "Smoke or smoking" means the carrying of a lighted pipe, lighted cigar, or lighted cigarette of any kind, or the lighting of a pipe, cigar, or cigarette of any kind, including, but not limited to, tobacco, or any other weed or plant.
- (5) "Cigarette" means the same as defined in Section 104556.
- (6) "Cigar" means the same as defined in Section 104550.
- (7) No person shall smoke a cigarette, cigar, or other tobacco-related product within 25 feet of any playground or tot lot sandbox area.
- (8) No person shall dispose of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of a playground or a tot lot sandbox area.
- (9) No person shall intimidate, threaten any reprisal, or effect any reprisal, for the purpose of retaliating against another person who seeks to attain compliance with this section.
- (10) Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250) for each violation of this section. Punishment under this section shall not preclude punishment pursuant to Section 13002, Section 374.4 of the Penal Code, or any other provision of law proscribing the act of littering.
- (11) The prohibitions contained in subdivisions (b), (c), and (d) shall not apply to private property.
- (12) The prohibitions contained in subdivisions (b) and (c) shall not apply to a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.
- (13) This section shall not preempt the authority of any county, city, or city and county to regulate smoking around playgrounds or tot lot sandbox areas. Any county, city, or city and county may enforce any ordinance adopted prior to January 1, 2002, or may adopt and enforce new regulations that are more restrictive than this section, on and after January 1, 2002.

*(Amended by Stats. 2002, Ch. 527, and Sec. 1. Effective January 1, 2003)*



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Smoke-free Workplace**  
**POLICY NUMBER: 2197**

**2197.1** Smoking is prohibited within the buildings and facilities of the Rio Linda Elverta Recreation and Park District. Those who smoke are requested to do so outdoors at least 25 feet from all doors & windows that open.

**2197.2** Extra care should be taken when working around combustible materials, or out in the field.

**2197.2.1** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, using vehicle ashtrays, etc.

**2197.3** Smoking is permitted in non-district vehicles with only one occupant while on district business.

**2197.4** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

**2197.5** Smoking or Vaping is not permitted in District vehicles.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Pre-Employment Physical Examinations**  
**POLICY NUMBER: 2200**

**2200.1** All individuals who are offered Full-time or Regular Part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual's fitness to work.

**2200.1.1** Employment will not occur until a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for. The General Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled-substance test result and/or the physician's fitness-for-work certification, and that employment will be terminated if controlled-substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.

**2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2200.2** Retesting of an individual who was previously employed on a regular part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

**2200.3** Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2200.4** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a driver's license photo or a state-issued photo identification card.

**2200.5** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

**2200.6** District employment application forms shall contain a notice to full-time & regular part-time applicants as follows:

**NOTE\*\****The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of full time or regular part-time persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL**

**POLICY TITLE: "HIPAA" Compliance**  
**POLICY NUMBER: 2205**

**2205.1** Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) will be a condition of employment or continued employment with the Agency to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, leave-of-absence requests, fitness-for-duty physicals, and any other lawful need for medical information. Refusal to authorize release of PHI in any of the above instances will be grounds for discipline up to and including termination.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Sexual Harassment  
**POLICY NUMBER:** 2210

**2210.1** Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

**2210.2** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

**2210.2.1** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

**2210.2.2** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

**2210.2.3** Such conduct has the purpose or effect of substantially interfering with a person's work performance and creating an intimidating, hostile or offensive work environment.

**2210.3** Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

**2210.3.1** Direct or indirect threats or suggestions of sexual relations of sexual contact which is not freely or mutually agreeable to both parties.

**2210.3.2** Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading works to describe the person, or propositions of a sexual nature.

**2210.4** Policy Publicizing: All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

**2210.4.1** All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

**2210.4.2** An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

**2210.5** Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

**2210.6** Complaint Process: Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

**2210.6.1** An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

**2210.6.2** A formal complaint is made in writing, using the "Employee Grievance Form", see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee or with the Chairperson of the Board of Directors if the employee's immediate supervisor is the District Administrator and the General Manager is unavailable or personally involved in said complaint.

**2210.7** Complaint Response Process: Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their division manager, or to the General Manager if the division manager is unavailable or personally involved in said complaint.

**2210.7.1** Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

**2210.7.2** A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the appropriate supervisory authority.

**2210.7.3** All discussions resulting from said investigation shall be kept Confidential by all informed of said investigation.

**2210.7.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

**2210.8** Disciplinary Procedures and Sanctions: Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

**2210.8.1** Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

**2210.8.2** Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

**2210.8.3** Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

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Signature

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Date

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Harassment**  
**POLICY NUMBER: 2215**

**2215.1** Rio Linda Elverta Recreation and Park District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District Supervisors and co-workers.

**2215.2** Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

**2215.2.1** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

**2215.2.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

**2215.2.3** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

**2215.2.4** Retaliation for having reported or threatened to report harassment.

**2215.3** If any employee of the District believes that they have been harassed, they should report the complaint to their immediate supervisor, a division manager, or the General Manager as soon as possible after the incident. Their complaint should include details to the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

**2215.3.1** Harassment complaints will be referred immediately to the Chair of the Administrative Finance Committee (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).



**2215.4** If it is determined that harassment has occurred effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

**2215.5** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

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Signature

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Date

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Zero Tolerance Incivility & Bullying Policy  
**POLICY NUMBER:** 2217

**2217.1 General:** It shall be the policy of the Rio Linda Elverta Recreation and Park District (RLE) to allow zero tolerance of incivility and bullying in the workplace. Understanding and mutual respect toward all individuals are essential elements to the existence of a safe and healthy workplace. The purpose is to provide a safe and respectful workplace that enhances employee relationships and morale. Any employee who commits an act of incivility or bullying is subject to disciplinary action up to and including termination.

**2217.2 Standards:** The standard applies to all District personnel, Board of Directors and Volunteers.

**2217.3 Incivility:** Incivility and bullying are serious and escalating actions that can result from any number of causes such as: biases, prejudices, and discrimination, stress, and personality differences.

**2217.3.1** Incivility office behavior characteristically rude and discourteous, displaying a lack of regard for others. When incivility is extensive it leads to lower job satisfaction, decrease in performance, higher absenteeism, and low morale.

**2217.4 Bullying:** Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. If in doubt as to whether an action is bullying, ask yourself if a reasonable person would consider the action acceptable. Examples of bullying include:

**2217.4.1** Spreading rumors, gossip and innuendo, intimidating a person, undermining or deliberately impeding a person's work.

**2217.4.2** Physically abusing or threatening abuse, removing areas of responsibilities without cause.

**2217.4.3** Withholding necessary information, making jokes that are obviously offensive, intruding on a person's privacy by pestering/spying/stalking, creating a feeling of uselessness.

**2217.4.4** Yelling or using profanity, criticizing a person consistently or constantly, belittling a person's opinion, unwarranted punishment, blocking applications for training/leave/promotion, tampering with a person's personal belongings.

**2217.5 Preventive/Response Measure:** Report bullying to your immediate Supervisor Authority. An informal investigation will be conducted and disciplining action taken if warranted. All reports of workplace bullying will be treated seriously and investigated promptly and supervisors must ensure employees who make complaints, or witnesses are not victimized.

**2217.5.1** Treat other workers the way you would like to be treated, extend common courtesies, maintain appropriate boundaries, and ask for assistance from management or human resources when needed.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Affirmative Action**

**POLICY NUMBER: 2220**

**2220.1** It is the policy of the Rio Linda Elverta Recreation and Park District that there shall be no discrimination based upon race, national origin, religion, gender, sexual orientation, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

**2220.2** This Policy contains two major commitments:

**2220.2.1** To recognize both an ethical obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2220.2.2** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidate's in all cases where their representation is below the labor force standard.

**2220.2** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Equal Opportunity**  
**POLICY NUMBER: 2225**

**2225.1** The District employs persons having the best available skills to efficiently provide high quality service to the public.

**2225.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

**2225.2.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Nepotism**  
**POLICY NUMBER: 2230**

**2230.1** This policy pertains to all Regular Full-Time and Part-Time positions. It is the policy of the Rio Linda Elverta Recreation and Park District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no restriction to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

**2230.1.1** No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**2230.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

**2230.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

**2230.3** When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall either not be granted, or the supervisory responsibility shall be shifted to a supervisor appointed by the General Manager.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Outside Employment**  
**POLICY NUMBER: 2240**

**2240.1** All new District employees shall notify the General Manager of outside employment within 10 days of accepting such employment and Policy.

**2240.2** No District employee shall be permitted to accept employment in addition to or outside of District service if:

**2240.2.1** The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

**2240.2.2** The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

**2240.2.3** The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

**2240.3** An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Military Absence**  
**POLICY NUMBER: 2242**

**2242.1** The General Manager is hereby designated to administer the mandatory military absence provisions of the Military and Veteran's Code and to establish such rules and procedures as are necessary or expedient. The following provisions, which are essential to effective salary administration, are incorporated in this policy.

**2242.2** Regular employees who are members of the reserve corps of the Armed Forces, of the National Guard, or the Naval Militia and who have one full year of continuous service immediately preceding the leave, and who take temporary military leave of one hundred eighty days or less (including travel time) shall be maintained in their position and, upon their return to duty after the prescribed period of temporary leave, shall receive all vacation, sick leave, and benefits arising from seniority in the District and in their class, which they would have accrued had they not been absent on military leave.

**2242.3** Regular employees who take military leave other than legally recognized in the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall have the right, if released under other than dishonorable conditions, including while on terminal leave, to return to their former positions within three months after termination of their active military service, provided, however, such right to return shall not be granted an employee who fails to return to duty within twelve months after the first date they could terminate or could cause to have terminated their active military service. Such employees shall receive no benefits for the period of their absence except as provided by the USERRA, but following their return to duty such employee shall resume accrual of all benefits as though they had not been absent on military leave.

**2242.4** Employees who have one full year of continuous service immediately prior to taking ordered military leave shall receive payment up to the equivalent of the salary they would have otherwise received for the first thirty calendar days of the military leave upon submitting satisfactory evidence of military service. Only one such payment shall be made during any one period. Such payments shall not exceed the equivalent of thirty calendar days' salary in any one fiscal year. For the purpose of determining the one year of continuous service, all service in the recognized military service shall be counted.

**2242.5** Regular employees who resign to enter military service shall have the right to return to District employment within six months of the termination of their active



military service; provided, however, such right to return shall not be granted an employee who fails to return to duty within twelve months after the first date they could terminate or cause to have terminated their active military service. The employees shall be entitled to such status as they would have if they had not signed. In all other respects, they shall be treated as new employees.

**2242.6** This section is intended to set forth those mandatory provisions of the Military and Veterans Code which are most frequently applicable to District employees who enter the military service.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Political Activities**

**POLICY NUMBER: 2246**

**2246.1** Certain political Activities of public employees are prohibited by state and federal laws and are automatically incorporated herein.

**2246.2** Employees are free to exercise their political rights of free speech provided they do not do it on district time. At no time will District resources be used for political purposes.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Separation from District Employment**  
**POLICY NUMBER: 2250**

**2250.1**      Resignation:      To leave District service in good standing, an employee must file a written notice of termination with the General Manager at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

**2250.2**      Layoffs:      Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

**2250.2.1**      Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

**2250.2.2**      Except as otherwise provided, whenever there is a reduction in the work force, the General Manager shall first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with 2250.2 of this policy) is qualified.

**2250.2.3**      An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

**2250.2.4**      In order to retreat to a former or lower position, an employee must request displacement action in writing to the General Manager within five working days of receipt of the layoff notice.

**2250.2.5**      Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

**2250.3** Dismissal of Employees. A tenured employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

**2250.3.1** The following shall constitute sufficient cause for dismissal:

**2250.3.1.1** Conviction of a felony;

**2250.3.1.2** Fraud in securing employment;

**2250.3.1.3** Misappropriation of District funds or property;

**2250.3.1.4** Intentional or gross misconduct; and,

**2250.3.1.5** Failure to respond or improve regarding an item specified in 2260.2, "Grounds for Discipline", of Policy No, 2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

**2250.3.1.6** Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

**2250.3.1.7** Severe physical or mental disability.

**2250.3.2** A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2250.3.3** Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

**2250.4** Notice of Dismissal. All employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after consultation with District Counsel and shall contain the following:

**2250.4.1** A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

**2250.4.2** A statement of the acts or omissions upon which the action is based;

**2250.4.3** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

**2250.4.4** In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in 2250.5 of the policy.

**2250.5** Procedures for Disciplinary Action and Dismissal of Tenured Employees.

**2250.5.1** A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to General Manager within five working days of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

**2250.6** Furloughs. When it becomes necessary due to lack of funds, the Board of Directors may issue a furlough order with the passing of a resolution. Said resolution will be a start and end date for the furloughs, as well as the number of days a month employees will be furloughed. Furlough's will be assessed every within the District for all full time employees and regular part time positions only.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Confidentiality Regarding Resignations**  
**POLICY NUMBER: 2251**

**2251.1** To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

**2251.1.1** This Policy is itself a public record which the District must release upon request.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:     Response and/or Requests for Letters of  
                          Recommendation/References**

**POLICY NUMBER: 2255**

**2255.1**         It is the Districts' policy to distribute only the following information with regard to requests for letters of recommendation and/or references:

**2255.1.1**       Date of hire and Service

**2255.1.2**       Pay Scale of the employee

**2255.1.3**       Job Description

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Disciplinary Action**

**POLICY NUMBER: 2260**

**2260.1** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay. The General Manager may discipline any employee for cause. Nothing in this policy supersedes the "At Will" employee status.

**2260.2** Grounds for Discipline may include but not limited to:

**2260.2.1** Discourteous treatment of the public or fellow employees.

**2260.2.2** Drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**2260.2.3** Habitual absence or tardiness.

**2260.2.4** Abuse of sick leave.

**2260.2.5** Disorderly conduct.

**2260.2.6** Incompetence or inefficiency.

**2260.2.7** Being wasteful of material, property, or working time.

**2260.2.8** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

**2260.2.9** Neglect of duty.

**2260.2.10** Dishonesty.

**2260.2.11** Misuse of District property.

**2260.2.12** Willful disobedience.

**2260.2.13** Conduct unbecoming a District employee.

**2260.3** All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. If immediate action is



necessary, the employee will be given a letter stating the reasons for the disciplinary action. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

**2260.4** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred in the previous 12 months.

**2260.5** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

**2260.5.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

**2260.5.2** A statement of the acts or omissions upon which the action is based;

**2260.5.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

**2260.5.4** A statement advising the employee of the right to request a hearing shall be provided by the existing policy pertaining to "Separation from District Service";

**2260.5.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.

**2260.6** All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

**2260.7** Full-time employees may be dismissed by the General Manager, and the General Manager may be dismissed by the Board of Directors. All Full-time employees are subject to Skelly vs. State Personnel Board (15 Cal 3d 194) which entitles employees upon request to a hearing. The initial hearing will be comprised of the Personnel Committee of the Board of Directors and the General Manager or designated Supervisory Authority. A second hearing, if needed will be held with the entire Board of Directors in closed session.



**RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

810 Oak Lane, Rio Linda, California 95673

(916) 991-5929, FAX (916) 991-2892

[rleparcs.com](http://rleparcs.com)

**STAFF DISCIPLINARY FORM**

DATE: \_\_\_\_\_

STAFF PERSON: \_\_\_\_\_

STAFF PERSON COMPLETING THE FORM: \_\_\_\_\_

Policy Number-Explanation: \_\_\_\_\_

\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
**Supervisor**

Signed \_\_\_\_\_  
**Employee\***

**\*\*\*EMPLOYEE SIGNATURE IS SIMPLY AN ACKNOWLEDGEMENT OF RECEIPT OF THIS DOCUMENT & DOES NOT CONSTITUTE AGREEMENT.**

**A COPY OF DISTRICT POLICY TO BE ATTACHED TO THIS FORM.**

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Internet, E-mail, and Electronics Communication Ethics, Usage and Security

**POLICY NUMBER:** 2270

**2270.1** The Rio Linda Elverta Recreation & Park District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

**2270.2** The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

**2270.3** Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

**2270.3.1** Accessing internet sites that contain pornography, exploits, children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

**2270.3.2** Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

**2270.3.3** Internet access should be used for District business purposes only. Personal use of the Internet, e-mail, and other electronic communications should be kept to a minimum.

**2270.3.4** Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network.

**2270.3.5** Employee's access to and use of the Internet, e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

**2270.3.6** The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

**2270.3.7** E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents.

**2270.3.8** E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

**2270.3.9** Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

**2270.3.10** Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

**2270.3.11** Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

**2270.3.12** The District will not be responsible for maintaining or making payment of personal Internet accounts or related software. The District is responsible to maintain the integrity and firewall protection of the District's network system, telephone system, modern pool, or communication server to access the Internet.

**2270.3.13** Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

**2270.3.14** Employees will only download information and/or publications for official business purposes.

**2270.3.15** Employees are to scan all downloaded material before using or opening them on their computers to prevent the introduction of computer viruses.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Cellular Telephone Usage**

**POLICY NUMBER: 2275**

**2275.1** The General Manager is responsible for the overall management of the cellular phone policy.

**2275.1.1** Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

**2275.1.2** Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

**2275.1.3** To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

**2275.2** Personal and District-owned cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

**2275.3** Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

**2275.4** Cellular telephones in a hand-held position while operation District vehicle and equipment is prohibited by law and will result in disciplinary action.

**2275.5** Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

**2275.7** Upon supervisory approval, staff choosing to use his/her own cell phone in place of the district phone will be reimbursed for the matching monthly cost of the district phone that would have been assigned to the individual. Exception: District Administrator will receive a stipend for personal cellular use.



## CELL PHONE RESPONSIBILITY FORM

I, \_\_\_\_\_, understand as an employee of the Rio Linda Elverta Recreation and Park District I am being assigned the following telephone equipment to use for work, during work hours.

Cellphone# \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I understand I am monetarily responsible for replacing any telephone equipment listed above in the event it becomes misplaced or stolen while an employee of the District and prior to departing from the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Services Supervisor

\_\_\_\_\_  
District Administrator

# Rio Linda Elverta Recreation and Park District

## RULES AND REGULATIONS

**POLICY TITLE: District Cellphone Usage**

**POLICY NUMBER: 2276**

**2276 Purpose:** In order to provide our employees with the best tools to serve our customers, Rio Linda Elverta Recreation and Park District makes cell phones available to employees. Rio Linda Elverta Recreation and Park District encourages the use of cell phones because they can make communication more efficient and effective. However, all employees should remember that the cell phones provided by the District are District property and their purpose is to facilitate and support District business. All users of District cell phones have the responsibility to use these resources in a professional, ethical, lawful and safe manner.

The following procedures have been established for use of District cell phones. No procedure can lay down all the rules to cover every possible situation. Instead, it is designed to express Rio Linda Elverta Recreation and Park District's philosophy and to set forth general principles when using cell phones.

### **2276. 1 Procedure:**

- 1) Employees are issued cell phones when having one promotes better service to the customers, facilitates efficient communication with fellow employees, and supports another District business.
- 2) When an employee is issued a District cell phone as a condition of employment for the benefit of the District, it is to be as directed by the employee's supervisor.
- 3) Employees issued District cell phones are required to carry and use them during normal hours of employment, and all other times reasonable to conduct the affairs for which he or she was employed.
- 4) Department supervisors must approve replacement of phone units, related accessories only when the item is no longer usable due to condition or obsolescence.
- 5) Any equipment or accessories being replaced must be surrendered before the new equipment or accessory is issued.
- 6) Employees issued District cell phones are responsible for any charges incurred from personal use, or replacement costs of equipment loss or damage due to gross negligence. The General Manager or her/his designee will authorize any exceptions on a case-by-case basis.
- 7) Employees issued a District cellphone will be required to sign the Rio Linda Elverta Recreation and Park District Cell Phone Issuance Form
- 8) When a cell phone is lost, stolen or has been damaged beyond repair, the employee is responsible to inform their supervisor, who will inform the

General Manager. An incident report shall be completed and turned in for District files.

- 9) Personal Cellular telephone usage will not be permitted by employees who are engaged in overseeing recreation activities at the pool or before and after school programs or other recreation program, unless approved by their supervisor.

**2276.2 Safety and Distractive Driving:** California State Law and Rio Linda Elverta Recreation and Park District safety policy prohibit using wireless/cellular telephone without a "hands free" device while driving a motor vehicle for District business, including District owned, leased or rented vehicles.

**2276.2.1** Employees issued a hands-free device for use with a District cell phone may receive and answer incoming calls if safe to do so but may only place emergency calls while driving. When employees reach their destination, or park their vehicle in a safe location, calls may be placed.

**2276.2.2** Employees with District cell phones who are not issued a hands-free device shall not receive or place calls with their cell phones while driving on District time. If a phone call comes in while driving, employees shall allow the voicemail feature to answer the incoming call. When employees reach their destination, or park their vehicle in a safe location, voicemail messages may be retrieved and return calls made.

**2276.2.3** In order for the District to maintain effective communication, cell phone voicemail messages are to be retrieved on a regular basis and return calls made of receiving voicemails within 30 minutes.

**2276.3 Prohibited Communication:** Cell phones cannot be used to knowingly transmit, retrieve, or store any communication that is:

- 1) Derogatory to any individual or group;
- 2) Obscene, sexually explicit or pornographic;
- 3) Defamatory or threatening;
- 4) Discriminatory or harassing; and/or;

**2275.3.1** Engaged in for any purpose that is illegal or contrary to Rio Linda Elverta Recreation and Park District's policy or business interests

**2276.4 Access to Employee Communications:** Information created and/or communicated by an employee using cell phones may be reviewed by the District (e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, etc.) for the following cost analysis; resource allocation; technical management of the information resources; and detecting patterns of use that indicates violation of District policies or engaging in illegal activities.



**2276.4.1** Rio Linda Elverta Recreation and Park District reserves the right. At its discretion, to review any employees cell phone logs and messages to the extent necessary to ensure cell phones and services comply with the law, this procedure and other District policies.

**2276.4.2** Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means. Cellphones can be subpoenaed as a public record.

**2276.5 Smart Phones:**

- 1) The District has provided smart phones to staff to use during business hours and emergencies after hours.
- 2) Phones are not for personal use
- 3) Phones are considered District property and are returned when staff members leave employment.
- 4) The tracking feature must be enabled; you must share your location with your Supervisors
- 5) Downloading applications is not permissible without prior Administrative approval.

**2276.6 Violations:** Acceptance of a District cell phone constitutes your agreement that you will be responsible for and subject to disciplinary action, if appropriate, for all charges incurred from personal use, or replacement of equipment lost or damaged due to gross negligence. The General Manager or his/her designee will authorize any exceptions on a case-by-case basis.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Employee Usage of Tools and Equipment**

**POLICY NUMBER: 2280**

**2280.1** Employees of the District may not borrow District tools and equipment for personal purposes at any time.

**2280.2** Maintenance and Recreation equipment shall not be loaned.

**2280.3** All equipment will be controlled and accounted for by the approved Supervisory Authority designee approved by the General Manager.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: EQUIPMENT SERVICE LOG**  
**POLICY NUMBER: 2285**

**2285.1** The purpose of this policy is to insure that District equipment assets are properly maintained to insure staff productivity by minimizing delays due to break downs.

**2285.2** Equipment Service Log Form #300 shall be used for items of District owned equipment other than vehicles. Equipment items to be included on this form include but are not limited to; tractors, mowers, chippers or any other powered equipment that requires periodic fluid changes or replacement parts such as air filters, spark plugs etc.

**2285.3** The Equipment Service Log shall be maintained by the Park Supervisor and kept in a binder or computer file that is accessible to the General Manager. The Park Supervisor shall provide General Manager a copy of the log each December for the previous year.



# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: District Vehicle Usage**  
**POLICY NUMBER: 2290**

**2290.1** Any person operating a district or other vehicle on business time MUST have a valid California Driver's License. All drivers will practice defensive driving practices and drivers and passengers will wear seat belts when operating the vehicles. A copy of the current insurance certificate and registration information will be kept in the glove box of each vehicle.

**2290.1.1** Traffic citations received while operating a district vehicle, or other vehicle on business, will be the sole responsibility of the operator.

**2290.1.2** Safety checks will be completed before vehicles are to be driven.

**2290.1.3** The district does not allow smoking in district vehicles or other vehicles used during business hours.

**2290.1.4** Employees must immediately report accidents or incidents occurring in a district vehicle to the employee's supervisor and to the district office.

**2290.1.5** Loss, revocation, or suspension of the employee's license may result in disciplinary action up to and including transfer, demotion, suspension, or termination.

**2290.2 Driving Privileges-** The district will obtain a Motor Vehicle Report from the California Department of Motor Vehicles (pull program) for all employees who use district vehicles or private vehicles for work purposes. DMV will automatically mail updates to the district when there is any new activity. The following point system will be used to assign values to the various types of traffic violations.

<b>2290.2.1</b>	<b><u>Convictions</u></b>	<b><u>Points</u></b>
	Minor (not involving an accident)	1
	At-Fault accident	3
	Major (within the past 2 year)	6
	Major (three to six years old)	3
	<b><u>Additional</u></b>	
	Two accidents within 18 months	1
	Three incidents within 18 months	1

**2290.3** An acceptable driver will have less than six (6) points. An applicant for employment with the district will not be considered for employment if they exceed this standard.

**2290.4** When a driver's MVR points exceed this acceptable limit, the district will decide whether or not to permit the person to operate a vehicle on district business. The overall performance record of the employee, the type and pattern of convictions and the necessity of driving a vehicle in the performance of regularly assigned duties will be taken into consideration in making this determination. If the district decides to no longer permit an employee to operate a vehicle on district business, and if it is a requirement of the employee's job, it could result in disciplinary action up to and including transfer, demotion, or termination.

**2290.4.1 Major Conviction:** Includes, but not limited to driving while intoxicated or under the influence of alcohol or drugs; failure to stop and report an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving during a period when the law has suspended or revoked license; reckless driving; possession of an open container; speed contest, drag or highway racing, or attempting to elude a Peace Officer.

**2290.4.2 Minor Conviction:** Any moving traffic conviction other than a major conviction except the following: motor vehicle equipment, load or size requirement; improper display or failure to display license plates provided such plates exist; failure to sign or display registration card; failure to have in possession, a drivers; license.

**2290.4.3 At-Fault Accident:** An accident arising out of the use of a motor vehicle due to the negligence of the operator or for which the operator was at fault, and any other accident where the district cannot furnish reasonable proof of a chargeable offense.

**2290.4.4 Incident:** At fault accident, minor conviction or major conviction.

**2290.4.5 Vehicle:** Any motor vehicle, owned either by the district or by the operator that they are driving on district business.

**2290.5 Disciplinary Procedures** A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

**2290.5.1.** They earn two points within 36 months of report date; or,

**2290.5.2** They receive any moving violation in a district vehicle within 36 months of report date; or,

**2290.5.3** There involved in an accident 36 months of report date.

**2290.5.2** A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of district driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal district operations, they will be terminated from employment.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Driver Training and Record Review**  
**POLICY NUMBER: 2295**

**2295.1** The scope of this policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

**2295.2** The purpose: This policy is to reduce the frequency and severity of vehicle-related accidents, losses and undue District liability by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

**2295.3** Implementation: The Rio Linda Elverta Recreation & Park District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.; "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

**2295.4** Review Criteria: Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

**2295.5** Disciplinary Procedures: A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

**2295.5.1** They earn two points within 36 months of report date; or,

**2295.5.2** They receive any moving violation in a district vehicle within 36 months of report date; or,

**2295.5.3** There involved in an accident 36 months of report date.

**2295.5.4** A driver will be placed on a 12-month driving probation if they earn three to five points within a 36 month period. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

**2295.5.5** A driver will be suspended from District driving privileges for 120 days if:

**2295.5.5.1** They earn four or more points within a 24 month period; or,

**2295.5.5.2** They earn six or more points within a 36 month period; or,

**2295.5.5.3** They receive a citation for DUI, reckless driving, or speed contest on personal time within a 36 month period; or,

**2295.5.5.4** If they are involved in two chargeable (resulting in a point violation) accidents within a 24 month period. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

**2295.5.6** A driver will be terminated from District employment if:

**2295.5.6.1** He/she receives a citation for DUI or speed contest during District business.

**2295.5.6.2** A driver will be permanently suspended from District driving privileges if:

**2295.5.6.3** They receive a citation for reckless driving.

**2295.5.6.4** They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within a 12 month period. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

**2295.5.7** Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.



**2295.6**      Established Motor Vehicle Violations Point Values

	Points
Convictions	
Minor (not involving an accident)	1
At-Fault Accident	3
Major (within the past 2 years)	6
Major (incidents 3 to 6 years old)	3
 <b><u>In addition</u></b>	
Two accidents within 18 months	1
-or-	
Three incidents within 18 months	1

**2295.7**      Defensive Driver Training:      All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Whistleblower Protection**

**POLICY NUMBER: 2300**

**2300.1** California Labor Code Section 1102.5 requires that an employer not retaliate against an employee for disclosing information to a government agency if the employee believes a violation of law is being committed. The District formally adopts that Section of the Labor Code and includes it here as a part of the District Policy Manual. **California Labor Code Section 1102.5**

**2300.1.1** An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

**2300.1.2** An employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

**2300.1.3** An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

**2300.1.4** A report made by an employee of a government agency to his or her employer is a disclosure of information to a government or law enforcement agency pursuant to subdivisions (2300.1.1) and (2300.1.2).

**2300.1.5** In addition to other penalties, an employer that is a corporation or limited liability company is liable for a civil penalty not exceeding ten thousand dollars (\$10,000) for each violation of this section.

**2300.1.7** This section does not apply to rules, regulations, or policies which implement, or to actions by employers against employees who violate, the confidentiality of the lawyer-client privilege of Article 3 (commencing with Section 950), the physician-patient privilege of Article 6 (commencing with Section 990) of Chapter 4 of Division 8 of the Evidence Code, or trade secret informal.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Job Descriptions**  
**POLICY NUMBER: 2400**

**2400.1** There will be a job description approved by the General Manager on file for each position within the District. Employees are required to work within their job description. A copy of the job description will be given to each employee, and a copy will be kept in the employee's personnel file. The job descriptions shall describe the job, typical duties and the education and abilities required for the job.

**2400.2** The job descriptions for each position within the District is located in the appendix of this policy manual.

**2400.3 Position Announcement:** The General Manager shall publicize position openings by appropriate means when hiring.

**2400.3.1** The General Manager, or appropriate Supervisory Authority may hire for a position as in the case of a promotion if an employee meets the requirements of the position.

**2400.3.2** Announcements shall state the class title, salary, nature of the work to be performed, required training and experience, when and where to file applications, and other pertinent information.

**2400.3.3** In addition to the general employment standards in a class specification, the supervisory authority may establish additional requirements which shall be included in the announcements and which must be met by each applicant before admission to examination or before appointment/hiring.

**RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**  
**POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Job Descriptions**  
**POLICY NUMBER: 2400 Appendix A**

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Applicants for Positions**  
**POLICY NUMBER: 2410**

**2410.1** All employees of the District and all candidates for employment in the District shall possess the general qualifications of integrity, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristics of the employment.

**2410.2** Unless otherwise provided by law, the basic minimum age for employment is fifteen (15) except that a minimum age of eighteen(18) will apply to those occupations declared hazardous by the General Manager provided, however, that a higher minimum age may be established for a class when the circumstances of a particular case so warrant. The foregoing general qualifications shall be deemed to be a part of the employment standards for each class specification and need not be specifically set forth therein.

**2410.3** Once an employment offer has been made but prior to commencement of employment duties, the District shall require the candidate submit to a medical or psychological examination provided that the examination or inquiry is job- related and consistent with business necessity. This requirement applies to all entering regular part time and full time employees.

**2410.4** All employees of the district are required to be finger-printed.

**2410.4.1** The Recreation and Park District will reimburse applicants up to \$25.00 for their finger-printing (Live Scan) check. The applicant must complete their Live Scan check at a vendor of the District's choosing.

**2410.5** The General Manager or Supervisory Authority may disqualify an applicant for employment for any of the following reasons:

**2410.5.1** Failure to meet any of the requirements or qualifications established for a specific examination.

**2410.5.2** Addiction to the use of drugs or to the excessive use of intoxicants.

**2410.5.3** Conviction of a felony or a misdemeanor

**2410.5.4** Evidence of immoral, infamous, or disgraceful conduct.

**2410.5.5** False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with an application or examination.

Approved: 11/18/2015

Updated: 4/18/2018

Updated: 4/22/2022

**2410.5.6** Record of dismissal from public or private employment for any of the above causes, or resignation to avoid such dismissal.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Independent Contractors for Specialized Classes and Programs**  
**POLICY NUMBER: 2415**

**2415.1** The District may see fit to partner with outside independent contractors who are better positioned to run classes and programs for District residents. Such Contractors will produce a full program/class description and will be paid on a 60/40 (60% to the Contractor) split. The split percentage is negotiable depending on materials and classrooms being used and whether the class/program is being conducted in a District Facility. This split is not to exceed a 70/30 percentage.

**2415.2** All Independent Contractors providing services to the District will be required to be fingerprinted.

**2415.3** All Independent Contractors will be required to provide the following to the District:

- Copy of any Business or Professional License(s)
- Certificates showing insurance and general liability coverage naming the District as additionally insured for no less than \$1,000,000 per incident.
- If the Independent Contractor is operating under a fictitious or assumed business name – a copy of the fictitious or assumed business name statement or application
- If the Independent Contractor has employees, a copy of Workers' Compensation insurance, a copy of the Independent Contractors unemployment insurance certificate, and Employer Identification number.
- Completed W-9 form

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: General Conditions of Employment**  
**POLICY NUMBER: 2420**

**2420.1** All employees are conditionally subject to the provisions of Policy# 2410 in addition to other provisions all employees shall:

**2420.1.1** Protect and preserve District property and all property entrusted to their care.

**2420.1.2** Pay District just debts and obligations promptly.

**2420.1.3** Turn in to the District Office any valuable articles found within any park or area under the jurisdiction of the District.

**2420.1.4** Notify the General Manager through channels, of any accident causing them to be off duty which did not occur while on assignment by the District.

**2420.1.5** Not use the District automobiles or other District Property for personal business or own use. Misuse of District vehicles may result in disciplinary action up to dismissal.

**2420.1.6** Not take active part in the conduct of any District election or District campaign, or any other proceedings leading to such election or campaign and shall not, directly or indirectly contribute, collect, or solicit money or assistance for or against any candidate or proposition in such election, campaign or proceeding.

**2420.1.7** Not sign or initial falsely any District forms, electronic or other official documents.

**2420.1.8** Not remove or allow to be removed from the District any article, equipment or material belonging to the District except on official business.

**2420.1.9** Not accept money for any service, reservation, admission, or fee, while on duty, unless authorized to do so by the General Manager or his/her assigned representative.



**2420.1.10** Not accept gifts of any substantial value from any person, firm or corporation doing official business with the District.

**2420.1.11** Understand that the District is not responsible for damage to personal property items not required by the District in performance of prescribed and/or assigned duties

**2420.1.12** Sign such loyalty oath as may be required by State law

**2420.1.13** Employees may not consume any intoxicants or use illegal drugs during duty hours.

**2420.1.14** While wearing clothing which bears the District insignia, conduct themselves in a manner which reflects to the credit of the District. Failure to do so may result in disciplinary action or dismissal.

**2420.2** In addition to the rules and regulation above, each employee shall abide by such other rules and regulations as required by the supervisory authority which the General Manager does not find to be inconsistent with the provisions of the Policy Manual.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Full-Time and Regular Part-Time Retirement**  
**POLICY NUMBER: 2422**

**2422.1** All Full-Time and Regular Part-Time employees are enrolled in Sacramento County Employees' Retirement System (SCERS), which is a pension retirement plan. Employees pay a percentage of their salary with a District match. This percentage is determined by SCERS annually and can fluctuate. An annual report of contribution rates will be provided with the District budget preparation.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Regular Part-Time Benefit Policy**  
**POLICY NUMBER: 2580**

**2580.1** These policies specify the terms and conditions of employment for all employees. These policies apply to regular part-time employees as follows. Any policy which does not restrict application of a provision or which is silent on application of a provision, shall apply to all employees, including regular full-time, regular part-time, seasonal, temporary and extra help.

**2580.2** Regular part-time employees on a fixed schedule shall receive at least five work days' notice of a change in their schedule. Work Schedules for regular part-time employees on a variable schedule shall be determined by the supervisor on a daily basis.

**2580.3** Regular part-time employees shall accrue the following benefits.

- 2580.3.1** Vacation
- 2580.3.2** Sick Leave
- 2580.3.3** Personal Holiday

**2580.4** Regular part-time employees shall be eligible for the following benefits.

- 2580.4.1** Bereavement leaves
- 2580.4.2** Jury Duty leave of absence with pay.

**2580.5** Regular part-time employees are eligible for the following benefits in the same manner as regular fulltime employees, except that the benefit available for a regular part-time employee shall be the proportion of the benefit in relation to the number of hours worked in the pay period in which January 1 falls:

- 2580.5.1** Educational Assistance
- 2580.5.2** Health and Welfare Benefits.
- 2580.5.3** Holiday leave is determined:

**2580.6** Regular Part-time employees working 1600 hours will be paid 6 hours for District designated Holidays.

**2580.7** The probationary period for regular part-time employees shall be the equivalent of 1,040 hours of continuous service.

**2580.8** Seasonal, temporary and extra help employees do not occupy an authorized position and are not regular employees. The need to employ seasonal temporary and extra help employees varies from year to year, from one time of the year to the next, and based on the needs, demands and services provided by the District.

**2580.9** The hourly rate for seasonal, temporary and extra help will be reviewed annually for the budget process.

**2580.10** The hours of work for seasonal, temporary, and extra help employees shall be determined by the supervisor, but in no instance shall the hours of work exceed 1,000 hours per fiscal year.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Full-time Employee "Medical OPT-OUT" Plan**  
**POLICY NUMBER: 2585**

**2585.1** Should the full-time Rio Linda Elverta Recreation and Park District employee have the ability to acquire medical coverage from a non-district source the employee has the option to "opt-out" of the district provided medical coverage.

**2585.1.1** The employee must:

**2585.1.1.1** Sign the district provided affidavit "opt-out" of the plan.

**2585.1.1.2** Provide to the district administrator verification of medical coverage from another reputable source.

**2585.1.1.3** Recognize the 30 day mandatory coverage requirement.

**2585.1.2** In the event of a life changing experience and the non-district medical coverage is no longer available the employee must have medical coverage within 30 days of the last coverage. The employees may find medical coverage from another source approved by the administrator or register for the District provided medical coverage or the district maintains the option to register the employee for district provided medical coverage in the event of a life changing event or life changing experience. The employee will pay for the District required coverage.

**2585.1.3** The employee not receiving the district provided insurance would receive 40% of what the district would normally pay for an employee in that particular position in the organization.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Lactation Accommodation**

**POLICY NUMBER: 2590**

**2590.1** Effective January 1, 2002 Labor Sections 1030 through 1034, all California Employers are required to:

**2590.1.1** Provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, the break time should coincide with the employee's paid rest time, which is required by the industrial Welfare Commission Orders. If not, the break time need not be paid.

**2590.1.2** Make a reasonable effort to provide the employee with the use of a room or their location (other than a toilet stall) in close proximity to the employee's work area so that the employee may express milk in private.

### **EXCEPTIONS:**

Employers are exempt from providing the additional break time if to do so would seriously disrupt the Employer's operation.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Travel and Reimbursement Policy**  
**POLICY NUMBER: 2670**

**2670.1** Private Vehicle Mileage: The employees (including Board Members) approved to use privately-owned vehicle on and for District business shall be entitled to a mileage allowance for operating expenses, as shown at the IRS Allowable Rate. Employees are responsible for maintaining their vehicles in proper repair. The employee is responsible for submitting completed mileage forms in a timely manner to the supervisor for processing of payment.

**2670.2** Travel on Official Business: Whenever any person in the service of the District is compelled to travel in the performance of his/her duties, he/she shall be reimbursed for his/her actual necessary expenditures for registration, transportation, lodging and meals. Payment for expenses over amounts consistent with the district policy must be authorized by the Supervisory Authority or vote of the Board of Directors.

**2670.2.1** Reimbursement for the cost of lodging is limited to the actual cost incurred. Generally, such costs should not exceed the maximum federal rate (domestic) or the maximum *Runzheimer* rate (if higher than the IRS rate) excluding tax, per day. The District is not responsible for reimbursement for luxury upgrades (ocean views, king-size beds, suites, etc.).

**2670.2.2** Current Per Diam meal rates will be maintained by the Administrative Services Supervisor. All meal reimbursements requests must be accompanied by an itemized receipt and credit card statement (if applicable). Reimbursement will be exact cost up to the current per diam rate.

This is only applicable to the person attending the conference/training. Itemized receipts must be submitted and cannot include any alcohol. The itemized receipt is applicable only for the person attending. Inclusion of guests must be paid for with another method on a separate check.

**2670.2.3** Employees who incur costs due to attendance at a meeting or conference which includes a meal during the individual's normal working day will not be reimbursed for said meals with the exception of pre-authorized lunch/dinner meetings or training workshops.

**2670.2.4** Current Per Diem meal rates will be maintained by the District Accountant. All meal reimbursement requests must be accompanied by a receipt/credit card statement. Reimbursement will be the exact cost up to the current per diem rate.

**2670.3** Transportation: Travel will be by the most reasonable means available, taking into consideration requirements for reimbursements for meals, lodging and employee time devoted to travel at the expense of performance of duties.

**2670.3.1** Transportation by common carrier shall be reimbursable at actual cost. Air coach will be used for air travel unless otherwise specifically authorized by the Supervisory Authority. The Supervisory Authority may authorize an additional day's lodging if the cost of the economy airline rate justifies an early arrival or a late departure.

**2670.3.2** Authorized travel will be reimbursed at the rate per mile prescribed by the current IRS standard mileage rate for business miles driven.

**2670.3.3** If employees choose to travel by private vehicle, they must possess a valid driver's license and automobile insurance.

**2670.3.4** Board Members or employees who choose to drive as opposed to flying will be reimbursed with other incurred expenses at their actual costs pursuant to the IRS regulations.

**2670.4** Reimbursable Expenses with Receipts: While traveling on official District business, the following expenses are reimbursable at actual cost **upon presentation of original receipts:**

**2670.4.1** Necessary taxicab, airport transportation, bus fares, or bridge tolls, including tips.

**2670.4.2** Conference or seminar registration fees and associated tapes, reports, etc., which can be shown to be of significant value to the participant in his/her work for the District.

**2670.4.3** Parking fees

**2670.4.4** Postage

**2670.4.5** Rental car chargers when authorized for use is obtained

**2670.4.6** Other justifiable expenses may be approved, based on a review of special circumstances.



**2670.5** Reimbursable Expenses without Receipts while traveling on official District business, the following expenses are reimbursable at **actual cost, without receipts**:

**2670.5.1** Metered parking and parking in unattended lots (maximum of \$10 per travel day).

**2670.5.2** Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).

**2670.5.3** Shuttle transportation from the destination airport to the hotel on the date of arrival will be reimbursed up to the recommended rate established by AB 1234. (Maximum \$20)

**2670.5.4** Shuttle transportation from the hotel to the destination airport on the date of departure will be reimbursed up to the recommended rate established by AB 1234. (Maximum \$20)

**2670.6** Non-Reimbursable Expenses

**2670.6.1** Baby-sitting fees

**2670.6.2** Personal toiletries

**2670.6.3** Personal care expenses

**2670.6.4** Traffic fines or parking tickets

**2670.6.5** Hotel luxury upgrades

**2670.6.6** Expenses associated with a non-employee who accompanies the employee on official business

**2670.6.7** Alcoholic beverages

**2670.7** Optional Events at a Conference: The District will pay for all events included in a conference registration fee. Where a conference includes other optional events at an additional cost, the Employee must be able to justify the business relationship of the event. Where an optional event is not business-related and occurs within the normal period of the conference, the traveler can be reimbursed up to the maximum meal reimbursement rate.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Travel and Reimbursement Policy  
**POLICY NUMBER:** 2670

**2670.1** Private Vehicle Mileage: The employees (including Board Members) approved to use privately-owned vehicle on and for District business shall be entitled to a mileage allowance for operating expenses, as shown at the IRS Allowable Rate. Employees are responsible for maintaining their vehicles in proper repair. The employee is responsible for submitting completed mileage forms in a timely manner to the supervisor for processing of payment.

**2670.2** Travel on Official Business: Whenever any person in the service of the District is compelled to travel in the performance of his/her duties, he/she shall be reimbursed for his/her actual necessary expenditures for registration, transportation, lodging and meals. Payment for expenses over amounts consistent with the district policy must be authorized by the Supervisory Authority or vote of the Board of Directors.

**2670.2.1** Reimbursement for the cost of lodging is limited to the actual cost incurred. Generally, such costs should not exceed the maximum federal rate (domestic) or the maximum *Runzheimer* rate (if higher than the IRS rate) excluding tax, per day. The District is not responsible for reimbursement for luxury upgrades (ocean views, king-size beds, suites, etc.).

**2670.2.2** Current Per Diem meal rates will be maintained by the Administrative Services Supervisor. All meal reimbursements requests must be accompanied by an itemized receipt and credit card statement (if applicable). Reimbursement will be exact cost up to the current per diem rate.

This is only applicable to the person attending the conference/training. Itemized receipts must be submitted and cannot include any alcohol. The itemized receipt is applicable only for the person attending. Inclusion of guests must be paid for with another method on a separate check.

**2670.2.3** Employees who incur costs due to attendance at a meeting or conference which includes a meal during the individual's normal working day will not be reimbursed for said meals with the exception of pre-authorized lunch/dinner meetings or training workshops.

**2670.2.4** Current Per Diem meal rates will be maintained by the District Accountant. All meal reimbursement requests must be accompanied by a receipt/credit card statement. Reimbursement will be the exact cost up to the current per diem rate.

**2670.3** Transportation: Travel will be by the most reasonable means available, taking into consideration requirements for reimbursements for meals, lodging and employee time devoted to travel at the expense of performance of duties.

**2670.3.1** Transportation by common carrier shall be reimbursable at actual cost. Air coach will be used for air travel unless otherwise specifically authorized by the Supervisory Authority. The Supervisory Authority may authorize an additional day's lodging if the cost of the economy airline rate justifies an early arrival or a late departure.

**2670.3.2** Authorized travel will be reimbursed at the rate per mile prescribed by the current IRS standard mileage rate for business miles driven.

**2670.3.3** If employees choose to travel by private vehicle, they must possess a valid driver's license and automobile insurance.

**2670.3.4** Board Members or employees who choose to drive as opposed to flying will be reimbursed with other incurred expenses at their actual costs pursuant to the IRS regulations.

**2670.4** Reimbursable Expenses with Receipts: While traveling on official District business, the following expenses are reimbursable at actual cost **upon presentation of original receipts:**

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# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** District Key Policy

**POLICY NUMBER:** 2700

**2700.1** Employees may be issued keys with the discretion of the supervisory authority within each division of the park district. The General Manager or their Designated Authority will keep and maintain the key file.

**2700.2** The General Manager or their Designated Authority shall be responsible for maintaining a master set of all the keys utilized by the employees and for the key control system which will include issuing and receiving all keys and maintenance of all related records.

**2700.3** Keys shall not be duplicated without written approval from the General Manager or Designated Authority.

**2700.4** The Supervisory Authority shall be responsible for the keys issued to their division (i.e. overseeing the proper distribution and use of the keys and making certain that the personnel receiving keys are responsible persons).

**2700.5** The Supervisory Authority is responsible to ensure that keys are returned upon termination or reassignment of duties.

**2700.6** Staff will attempt to schedule events that coincide with other events that do not require checking out district keys.

**2700.7** Members of the public may be assigned a District key and be assigned an individual alarm code under the following conditions:

**2700.7.1** They must be program contract instructors, District employed contractors or pre-approved by the General Manager.

**2700.7.2** A \$50.00 refundable deposit for the key and alarm code charge shall be requested.

**2700.7.3** The key and code is not transferable.

**2700.7.3.1** The key check out list and codes are to be managed by the General Manager or their designee.

**2700.8** A lost key fee of \$25.00 per lost key involving Staff who are issued District keys.

**2700.8.1** If a member of the public should misplace their keys, they will forfeit their \$50.00 deposit and be requested to re-submit a new \$50.00 deposit.



**RIO LINDA ELVERTA  
RECREATION AND  
PARK DISTRICT  
810 Oak Lane  
Rio Linda, CA 95673**

**Office (916) 991-5929 Fax (916) 991-2892**

Date: \_\_\_\_\_

I, \_\_\_\_\_ have received the following RLERPD key. I understand that they are my responsibility, and they are not to be loaned out to anyone or used for anything other than for district business. Employee's only Policy 2700.8 states: A lost key fee of \$25.00 involving Staff who are issued District keys.

**Check One:**

- Community Center
- CC Office
- Office Kitchen
- Depot Padlock/South Door Depot
- Westside Park
- Babe Best
- Script-2
- SMUD Room
- CPHA
- Depot Office
- Kitchen
- \$50 key deposit WS \_\_\_\_\_ CPHA \_\_\_\_\_ BB \_\_\_\_\_
- \$50 key deposit returned date: \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Admin Services Supervisor Signature:** \_\_\_\_\_

I returned the key to the District on \_\_\_\_\_ to \_\_\_\_\_

Staff Signature

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: District Restroom Key Distribution**

**POLICY NUMBER: 2705**

**2705.1** Outside organizations may request keys for park restrooms as part of their park rental permit. The Park District maintains restrooms at both Babe Best and Westside Parks. The General Manager or their Designated Authority will keep and maintain the file of key distribution.

**2705.2** Outside organizations are eligible to use the restrooms as part of their rental permit. They will need to sign a key release and pay a deposit as per Policy #2700. Each key holder agrees to the following procedures:

**2705.2.1** Keys may not be duplicated. Users will need to request the number of keys that they require from the Park District.

**2705.2.2** Organizations are responsible for the restrooms during their park permitted time and immediately following the completion of their activities.

**2705.2.3** If the permitted organization leaves the restroom unlocked when they vacate the premises, they will be subject to a \$50.00 fee.

**2705.2.4** If there is any damage, vandalism, etc. to the restrooms (interior) then the permitted organization will be financially responsible for the repairs to the restroom.

**2705.3** Restroom keys will be good for one year. The Rio Linda Elverta Recreation and Park District will change the locks on the building annually and will issue new keys to outside organizations that are permitted to use the park.

**2705.4** Restrooms shall remain locked when there is not a permitted activity taking place in the park.

**2705.5** If an outside organization should notice an issue with a park restroom, they will need to contact the Park District immediately so that there is a record of the problem prior to their permitted time to avoid financial fees being levied against their organization.



**RIO LINDA ELVERTA  
RECREATION AND  
PARK DISTRICT**

Date: \_\_\_\_\_

I, \_\_\_\_\_ represent the following organization, \_\_\_\_\_, and understand that by taking responsibility for the restroom keys at (circle one) **Babe Best Park / Westside Park / Hayer Park**, our organization will be responsible for the condition of the bathrooms both during and immediately following our permitted time. I also agree that the bathrooms will be locked upon our departure from the park and understand that there will be a \$50.00 lock up fee if the bathrooms are left unlocked. Further, our organization, \_\_\_\_\_, will be financially responsible for any damage caused to the restrooms if damage should occur during or immediately following our permitted time.

The restroom keys will only be good for one (1) year, at which time this agreement will need to be renewed and signed as the locks will be changed. Also, duplication of keys is prohibited.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Admin Services Supervisor Signature: \_\_\_\_\_

Please contact the Rio Linda Elverta Recreation and Park District if there should be any questions.

Key(s) Returned:

\_\_\_\_\_  
Accepted By:

\_\_\_\_\_  
Date: