



DATE: 3/23/2022  
TO: Board of Directors  
FROM: Sarah Hoffman, Administrative Assistant III  
SUBJECT: Personnel Committee Report

## Attendance:

Committee Chair: Mary Bellefeuille, Committee Member; Dennis Ivey,  
PRPD Staff: Dan Efseaff, District Manager; Catherine Merrifield, District Accountant; Sarah Hoffman, Administrative Assistant III

The meeting was called to order at 4:04 pm.

The Committee met to:

### 1. Review Job Descriptions

Committee members and staff discussed the updated job descriptions. Both committee members agreed to keep reviewing them and sharing comments with staff.

### 2. Review and Discuss Personnel Rules Manual Update – Rule 20 Paid Time Off

Committee members and staff discussed making changes to the paid time off policy (PTO) and the possibility of setting up a donation pool for sick time that could be shared with staff exceeding their PTO limit. There was also discussion about changing the bereavement time from 3 days to 5 days.

The meeting moved to closed session at 4:37 pm.

## CLOSED SESSION:

The Committee met in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary, and Wage negotiations.

The Committee came back from Closed Session at 5:34

## REPORT ON CLOSED SESSION:

The Committee returned from Closed Session at 5:00 pm and reported that the Committee reviewed and discussed Employee Salary and Wage Negotiations.

The meeting adjourned at 5:35 pm.

[https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Personnel/2022/PC\\_22.0315/PC.Staff.Report.2022.0315.docx](https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2022/PC_22.0315/PC.Staff.Report.2022.0315.docx)  
4/22/2022