



Paradise Recreation & Park District

Agenda Prepared: 7/27/20
Agenda Posted: 7/27/20
Prior to: 3:00 p.m.

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Van Roekel/Bellefeuille*)

Date: Tuesday, July 28, 2020

Time: 4:30 p.m.

Location: Via Teleconference

Special Notice:

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Personnel Committee Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepprd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar:

<https://us02web.zoom.us/j/83319895913?pwd=YS8yWVBoRE9sYThSU1R2UjR3RLWVNVUT09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 833 1989 5913 Password: 379233

AGENDA:

The Committee will meet to:

1. Review revisions to Job Descriptions (Park Maintenance I, II, and III) for BOD consideration and possible approval.
2. Review and potential revisions to Personnel Rule Section 20 Paid Time Off (PTO).

CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

REPORT ON CLOSED SESSION:

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC2020.0728/PC_20.0728.Agenda.docx



DATE: 7/23/2020
TO: Personnel Committee (Van Roekel/Bellefeuille)
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Streamlined Maintenance Job Description Proposal

1. REPORT IN BRIEF

In December 2008 the Board approved several Park and Facility maintenance job descriptions. In April 2015 two of the park maintenance job description updates were approved by the full Board.

Staff propose to consolidate park and facility maintenance positions into a single, streamlined job description. Utilizing this all-encompassing job description will provide more clarity to candidates applying for these positions as to the level of responsibility and qualifications required at each staffing level, opportunities for career advancement, who their supervisor is, and what their supervisor's responsibilities are.

RECOMMENDATION

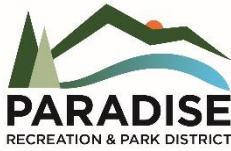
Staff recommends Personnel Committee support the proposed job description for Maintenance I, II, and III for full BOD consideration.

Attachments:

- A) Job Description: Maintenance I, II, and III

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7/27/2020

Job Description



Position:	PARK MAINTENANCE I, II, III
Reports to:	Park Supervisor and/or District Manager or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Park Maintenance I and II: Under the supervision of Park Maintenance III or the Park Supervisor, performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

Park Maintenance III (Park Foreman): Under the general supervision of the Park Supervisor, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Park Maintenance I:

- Custodial maintenance and repair of facilities and equipment;
- Provide a clean and safe environment for patrons and co-workers;
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment;
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties;
- Assisting in carpentry, plumbing, and irrigation services;
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application;
- Assist in coordinating and training staff, outside contract crews, or volunteers;

PARK MAINTENANCE I, II, III

- Safe use and care of District equipment;
- Other duties as assigned.

Park Maintenance II:

All of the responsibilities and duties of Park Maintenance I, as well as:

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation;
- Pest and weed control, herbicide and pesticide use;
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment;
- Observe and report to supervisor construction maintenance needs as they occur;
- Small project development including planning, review with supervisor, construction, and ensuing maintenance;
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair;
- Safe use and care and training in the use of equipment assigned to staff, outside contract crews, or volunteers;
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems;
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers;
- Minor electrical and plumbing repair and maintenance;
- Scheduling equipment and staff for the purpose of patron services;
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance;
- Other duties as assigned.

Park Maintenance III (Park Foreman):

All of the responsibilities and duties of Park Maintenance I and II, as well as:

- In the absence of Park Supervisor, serves in that capacity;
- At an advanced level of skill, provide mechanical, construction, and landscape services.
- Plan, schedule, and evaluate Maintenance I and II staff as well as outside contract work crews, and assist with other District staff as assigned;
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools;
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects.
- Assist with supervision and organize tasks for volunteer and outside contract work crews;
- Maintain appropriate maintenance and safety records and documentation;
- Maintenance, repair and operation of public swim pool systems;
- Perform or supervise safe application of pesticides and herbicides;
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks;
- Safe use and care of tools and equipment by providing appropriate training and example to fellow staff and volunteers;

PARK MAINTENANCE I, II, III

- Other duties as assigned.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Park Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets;
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance;
- General carpentry skills;
- Custodial skills including floor, restroom and window cleaning;
- Ability to perform heavy, physical labor;
- Ability to follow written and oral instruction;
- Ability to relate and communicate with co-workers and District patrons in a respectful manner;
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District.

Park Maintenance II:

All of the requirements and qualifications of Park Maintenance I, as well as:

- Safe use, handling, and storage of chemical products;
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities;
- Basic concepts of construction, electrical and plumbing;
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing;
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required;
- Pool operations, repairs, and chemical maintenance;
- Irrigation systems, clock programming, and sprinkler repair;
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance;
- Basic concepts of construction;
- Turf care, including maintenance, planting and sod installation;
- Trouble-shooting pool maintenance and repair problems;
- Equipment related to pool maintenance, construction, landscaping.

Park Maintenance III (Park Foreman):

All of the requirements and qualifications of Park Maintenance I and II, as well as:

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment;

PARK MAINTENANCE I, II, III

- General principles of landscape maintenance, irrigation, and pesticide application;
- Mechanical skill;
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities;
- Ability to assign duties to staff as required, providing for efficient use of the District work force.

Education and Experience

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Park Maintenance I:

Education:

- Equivalent to a high school diploma.

Experience:

- Two (2) years of experience in park maintenance or related field;
- Experience working with the public;
- Experience in one or more of the construction trades.

Park Maintenance II:

Education:

- Equivalent to a high school diploma;
- Certification in any course that would likely provide knowledge in building care, building equipment repair and maintenance, or construction, electrical and plumbing concepts;
- Certification in any course that would likely provide knowledge in landscape care, equipment repair and maintenance, construction, or pool maintenance.

Experience:

- Three (3) years of experience in building and/or park maintenance or related field;
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair.

Park Maintenance III (Park Foreman):

Education:

- AS degree in park related major;
- Certification in any course, or combination of courses, that would likely provide knowledge in landscape management, vehicle or equipment repair and maintenance, pool maintenance, construction, metal fabrication or pesticide application.

Experience:

- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity;

PARK MAINTENANCE I, II, III

- Expertise in one of the construction trades or landscape management.

License and Certification

All Park Maintenance I, II, and III positions must possess, or have the ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles;
- Basic First Aid and CPR certification.

Additional License and Certifications:

Park Maintenance II:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement (mandatory for position responsible for pesticide application and documentation)
Possess either:
 - Qualified Pesticide Applicator Certificate (mandatory for position responsible for pesticide application and documentation); (or)
 - Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

Park Maintenance III (Park Foreman):

- Qualified Pesticide Applicator Certificate;
- Certified Pool Operation Certificate.

Medical Examination and Finger Printing

Park Maintenance I, II, III:

- Pass District pre-employment medical examination;
- Complete finger-printing and screening.

Physical Requirements

Park Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds.
- Estimated working position is standing or walking 70% of the time.
- Some bending, kneeling, squatting, reaching overhead, climbing of stair and ladders, and crawling.
- Frequent negotiation of rough and uneven terrain.
- Frequent handling and dexterity.
- Reasonable accommodations provided.

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to

PARK MAINTENANCE I, II, III

enable individuals with disabilities to perform the essential functions.

- Frequent work in outside weather conditions.
- Frequently exposure to wet, humid, hot, or cold conditions;
- Occasional work in high, precarious places;
- Exposure to street/road traffic and noise.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is frequently loud.

Direct Reports

Park Maintenance III (Park Foreman): Park Maintenance I and II.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Full Time Employees:

- Medical, Dental, Vision, Life Insurance, CalPERS Retirement (Employee Share of Cost at 7%)
- Vacation
- Paid Holidays

Full and Part-Time Employees:

- 457 Retirement (Optional employee contribution plan)
- Flex Plan (Optional employee contribution plan)
- Sick Leave, Longevity Increases
- Employee Discount on District Programming and Facility Rentals

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park and facility maintenance positions approved 4/15/19. This version combines all separate Facility and Park Maintenance I, II, and III descriptions into one document.</i>
Reviewed:	<i>Personnel Committee reviewed and suggested edits to draft on 7/7/2020.</i>

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7/27/2020



DATE: 7/23/2020
TO: Personnel Standing Committee (Van Roekel/Bellefeuille)
FROM: Dan Efseaff, District Manager
SUBJECT: Personnel Rules Section 20
Vacation and Leave Policy

1. Background

Sick Leave - The calculation method to determine accrued sick leave can be found in Section 20.01(1) of the Personnel Rules. It states in part, *"Full-time employees shall accrue sick PTO at the rate of one working day per month cumulative to maximum of 120 days after which no sick PTO will be earned."*

July 1, 2015 Part-time Employees in California who, on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick leave per Assembly Bill 304, amending the Healthy Workplaces, Healthy Families Act of 2014. The current version of the Personnel rules in Section 20.01-B does not reflect this change required by state law.

Vacation Leave – The calculation method to determine accrued vacation PTO can be found in Section 20.02(1) of the Personnel Rules. It states in part, *"Accrual shall be computed from the date of hire:*

- *First through fifth years of compensated and continuous service employee shall accrue twelve (12) days of vacation PTO;*
- *Sixth through fifteenth year... twenty days (20) of vacation PTO;*
- *Beginning the sixteen year and each year thereafter... twenty-three (23) days of vacation PTO."*

Section 20.02(2) of the Personnel Rules limits accrual of PTO to:

- 20 days for employees with fewer than six years of service;
- 32 days for employees with six through fifteen years of service; and
- 36 days for employees with over sixteen years of service.

Part-time employees currently receive no PTO vacation days.

2. Fiscal Impact

Full-time employees are eligible to sell back a maximum of six days of their unused PTO sick leave each calendar year at a rate of 75% of hourly wage rate. There is no sell-back option for unused PTO vacation leave.

3. Discussion

The existing PTO sick leave and vacation leave policies encourage employees to utilize these benefits due to their use it or lose it accrual limitations. However, it can be challenging to utilize these benefits while the District functions with a skeleton crew of employees. Now more than ever, staff are encouraged to utilize PTO sick leave when they feel the slightest bit ill to prevent the spread of illness to other staff and patrons.

Attachments:

- A. Personnel Rule Section 20
- B. Part-Time Employee Sick Leave

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC2020.NEXT/2020.XXXX.BOD.Report.template.19.1002.docx
7/27/2020

Rule 20 – Paid Time Off (PTO)

20.01-A Sick Paid Time Off (Full-Time and Part-Time Benefited)

Sick Paid Time Off (PTO) for full-time and part-time benefited employees who are in their introduction period or regular period of employment. Sick PTO shall in all instances be granted subject to the following terms:

1. Full-Time employee shall accrue sick PTO at the rate of one (1) working day per month cumulative to maximum of 120 days after which no sick PTO will be earned. Part-time benefited employees will accrue a prorated portion as stated in their job description.
2. An appointing authority shall approve sick PTO only after ascertaining that the absence was due to illness or unfitness for work for medical reasons, and a health care provider certificate may be required, and will be required if an employee is absent due to medical reasons for more than ten (10) work days consecutive. The health care provider certification must state:
 - Date of commencement of the serious health condition;
 - Probable duration of the condition;
 - Inability of the employee to work at all or to perform any one or more of the essential functions of his or her position because of the serious health condition.
 - If probable duration of the condition is extended, employee will be required to provide a certification stating this extension.
3. If an employee uses all of his or her accrued sick PTO, additional time off for illness will be "leave without pay", unless the employee requests accrued vacation time to be used or qualifies for other leave time as stated in these Rules.

4. Accrued Sick PTO may be used for the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.
 - b. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
 - c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
 - d. For an employee who is the victim of domestic violence, sexual assault, or stalking.
5. Unused Sick PTO Payback - Upon termination in good standing, a Full-Time or Part-Time Benefitted employee who has accrued more than twenty (20) days of sick PTO will be compensated for that portion in excess of twenty (20) days sick PTO at 75% of the employee's current rate of pay, up to a maximum of three thousand two-hundred (\$3,200) dollars. A retiring employee may elect to participate in the District's 457 Plan and use accrued sick PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.
6. Sick Leave Sell Back Policy - Each year full-time and part-time benefitted employees will have the option to cumulate or sell back their sick leave accrual from the previous year under the following guidelines. The word "accrued" is defined in the Sick Leave Sell Back Policy as remaining sick leave:
 - a. To be eligible for Sick Leave Sell Back, an employee must have; (1) accrued over six (6) days of sick leave within the twelve month period of January 1st through December 31st of the current year, or; (2) has accrued over one hundred twelve (112) days of sick leave overall.

- b. At the employee's request the District will purchase back a maximum of six (6) days of sick leave if the employee is eligible. A Sick Leave Sell Back Request Form must be completed and turned into the District Manager between December 1st and December 15th if the employee wishes to apply. An employee may include any anticipated accrued sick leave up to and including December 31st of the current year in Sick Leave Sell Back Request Form. If necessary, the Sick Leave Sell Back Request Form will be adjusted on December 31st to reflect the true accrued figure.
- c. The District will only purchase back the accrued sick leave above six (6) days of the current year unless an employee has accrued over one hundred twelve (112) days of sick leave, then the employee may sell back up to the maximum six (6) days of sick leave accrued over one hundred twelve (112) days.
- d. The District will purchase back sick leave at a rate of 75% of the employee's hourly wage. The hourly wage used will be the employee's hourly wage as of December 15th of the current year.
- e. Once a check is processed for Sick Leave Sell Back, the employee may not change the request. Sick leave hours that an employee sells back to the District are used and no longer available to the employee. Money received from Sick Leave Sell Back will be taxed as income and checks will be issued the first pay period in January.

20.01-B Sick Paid Time Off (Part-Time)

Sick Paid Time Off (PTO) for part-time employees who on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick days subject to the following terms:

- 1. A part-time employee who, on or after July 1, 2015, works for the Paradise Recreation and

Park District for thirty (30) days or more days within a year is entitled to Sick PTO. For purposes hereof, a work day is any 24 hour period, 12 a.m. to 11:59 p.m., during which a part-time employees works.

2. An eligible part-time employee shall accrue Sick PTO at the rate of one hour per every 30 hours worked, beginning July 1, 2015 or at the commencement of employment after this date.
3. A part-time employee shall be entitled to use accrued Sick PTO beginning on the 90th day of his or her employment, after which day the employee may use Sick PTO as they are accrued.
4. A part-time employee may not use over twenty-four (24) hours or three days of accrued Sick PTO in each fiscal year (July 1 through June 30).
5. Accrued Sick PTO shall carry over to the following year of employment. However, a part-time employee cannot accrue over forth-eight (48) hours of Sick PTO or six days.
6. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. However, if a part-time employee separates from the Paradise Recreation and Park District and is rehired by PRPD within one year from the date of separation, previously accrued and unused Sick PTO shall be reinstated. The employee shall be entitled to use those previously accrued and unused Sick PTO and to accrue additional Sick PTO upon rehiring.
7. If the need to use Sick PTO is foreseeable the employee shall provide reasonable advance notification to his or her immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave as soon as practicable.
8. The part-time employee must submit a written leave form, stating the hours requested or

used for Sick PTO, to his or her immediate supervisor for approval.

9. A part-time employee shall be paid for Sick PTO taken no later than the payday for the payroll period during which the approved Sick PTO was taken.
10. The part-time employee shall receive his or her current hourly wage for approved Sick PTO.
11. Once a month eligible part-time employees who qualify for Sick PTO will receive written notice that set forth the amount of Sick PTO available.
12. Sick PTO for part-time employees may be used in the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.
 - b. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
 - c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
 - d. For an employee who is the victim of domestic violence, sexual assault, or stalking.
13. A part-time employee may only use sick leave for work hours missed because of qualifying events.

20.02 Vacation Paid Time Off

Vacation PTO is a benefit to full-time or part-time benefited employees who are in their introduction period or regular full-time. It shall be granted on the following terms:

1. Accrual shall be computed from the date of hire:
 - a. During the first through the fifth years of compensated and continuous service, an employee shall accrue twelve (12) days of vacation PTO per year, providing that no vacation shall actually be taken until completion of the orientation period.

- b. During the sixth through fifteenth year of compensated and continuous service, an Employee shall accrue twenty (20) days of vacation PTO per year.
 - c. Beginning with the sixteenth year of compensated and continuous service, and each year thereafter, an employee shall accrue twenty three (23) days of vacation PTO per year.
 - d. Part-time benefited employees will receive a prorated portion of vacation PTO as stated in their job description.
- 2. The balance of accrued unused vacation PTO for any employee shall be limited to twenty (20) days for employees with less than six years of service, and thirty-two (32) days for employees with six through fifteen years of service, and thirty-six (36) days for employees with over sixteen years of service. Accrual of vacation PTO will stop once the limit is reached and will not start again until after the unused vacation PTO accrual is below the limit.
 - 3. Vacation PTO shall be taken with the prior approval of the appointing authority, provided that there is no reasonable basis for denial of an employee's request. Appointing authorities shall be responsible for ensuring that employees have the opportunity to take vacation PTO each year.
 - 4. Upon death, retirement, or layoff, or upon resignation from the classified service, an employee or said employee's estate shall be paid one hundred percent (100%) of the value of any accrued, unused vacation PTO. Valuation shall be on the basis of the hourly equivalent of said employee's monthly salary at the effective date of termination or resignation.

A retiring employee may elect to participate in the District's 457 Plan and use accrued

vacation PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.

20.03 Bereavement Leave PTO

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to three consecutive days funeral leave with pay to make arrangements for the funeral and attend same without charge to the accumulated sick leave credits or vacation eligibility.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the District Manager.

For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

20.04 Holidays

The following holidays are officially recognized holidays. On such holidays, an employee shall be entitled to time off with full pay if the employee is regular full-time or in their orientation period. If the employer and employee agree, the employee may work a holiday as part of a normal work week and take the holiday at another time so long as it is within the fiscal year in which the holiday falls.

1. January 1, New Year's Day; *
2. The third Monday of January, Martin Luther King Day; *
3. The third Monday in February, in observance of President's Day. *
4. The last Monday in May, in observance of Memorial Day. *

5. July 4, Independence Day. *
6. The first Monday in September, Labor Day. *
7. November 11, Veterans' Day.
8. The fourth Thursday in November in observance of Thanksgiving. *
9. The Friday following Thanksgiving. *
10. December 25; Christmas Day. *
11. Days between Christmas and New Years'. *

If New Year's Day, Independence Day, Veterans Day, or Christmas Day, falls upon a Sunday, the Monday following shall be observed as the holiday; if such foregoing date falls upon a Saturday, the preceding Friday shall be observed as the holiday.

* Part-time benefited employees are entitled to these holidays.

20.05 Rest Period PTO

All non-exempt employees who work an eight hour shift are provided two paid 10 minute Rest periods per shift; one on each approximate four-hour period before and after the meal period. Rest periods may not be combined or added to an employee's meal period. Rest periods are paid as time worked and employees must remain on the premises during the 10 minute rest period and return to work promptly.

Nursing mothers are encouraged to use this time, in a private place, to express breast milk. If this is not possible, nursing mothers are authorized to take a reasonable amount of unpaid break time in a private place to express breast milk.

Employees are to adhere to District policies and to use discretion in their activities during rest periods.

20.06 Jury and Witness PTO

An employee who is called for jury duty or subpoenaed to appear as a witness, other than as an expert witness or party to the action, shall receive PTO for such purpose on the terms that follows:

1. Regular full-time employees will be paid the difference between regular straight-time pay and the jury pays for each day of work missed due to jury duty. In addition, exempt employees will be paid their full salary for any work week interrupted by jury service.
2. The employee shall receive PTO provided that any witness fees or jury fees are assigned to PRPD.
3. You must present your jury summons to your supervisor as soon as you receive it. You shall report to work during hours or days that your presence is not required on the jury panel. An employee who does not work when available will not receive pay for the day and discipline action may be taken.
4. In the event the volume of work or the expressed nature of your position necessitates it, a request for postponement of jury service can be made. If you and the PRPD believe that it is necessary we will assist you, if possible, in requesting a postponement. It is every employee's obligation and duty to serve jury duty. We encourage you to do so and would like to be able to schedule it when our work load best permits you to fulfill your duty.

Acting as a Witness

You may be required by law to appear in court as a witness. The PRPD provides regular full-time employees paid time off for this purpose provided that witness fees are assigned to the District. We ask that you give your supervisor as much advance notice, as possible, of when you will be absent.

If called as a witness in litigation in which the PRPD is a party, or to testify in an official capacity as a PRPD employee, the employee shall receive PTO and an allowance for any necessary travel, provided that any witness fees are assigned to the PRPD.

20.07 Voting PTO

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular work shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days notice that time off to vote is needed.

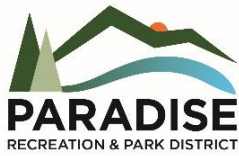
20.08 Administrative Time Off

All exempt employees shall receive administrative time off during the fiscal year (July 1 through June 30). Administrative time off per category is as follows:

- District Manager and Assistant District Manager 76 hours per fiscal year

Administrative time off does not accrue from year to year and must be used before the end of each fiscal year. Exempt employees shall request administrative time off in advance, in writing, to be approved by the District Manager.

Upon separation, eligible employees are paid for the earned but unused Administrative time off.



Paradise Recreation & Park District

6626 Skyway
Paradise, CA 95969
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Website: www.ParadisePRPD.com

Date: July 1, 2015
To: All Part-Time Employees
From: Dan Efseaff, District Manager
Subject: **Sick Paid time Off (Part-Time Employees)**

Beginning July 1, 2015 Part-time Employees in California who, on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick leave per Assembly Bill 304, amending the Healthy Workplaces, Healthy Families Act of 2014.

If you have questions concerning this policy, please ask your immediate supervisor who will assist you in understanding your eligibility for this benefit. Attached is the District Policy as it appears in the PRPD Personnel Rules manual.

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