



Paradise Recreation & Park District

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Agenda Prepared: 4/13/2023.
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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Bellefeuille/Goodlin*)
Date: Tuesday, April 18, 2023
Time: 3:00 p.m.
Location: Via Teleconference and Terry Ashe Recreation Department, Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradiseprpd.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=c3JOeG0zMTI2Q0wyOWdXMXI5WjhDQT09>
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose)
Meeting ID: 833 1989 5913 Password: 6626

AGENDA:

The Committee will meet to:
1. Rule 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.

https://paradiseprpd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2023/PC.23.0418/PC_23.0418_Agenda.docx

Rule 20 – Paid Time Off (PTO)

20.01-A Sick Paid Time Off (Full-Time)

Sick Paid Time Off (PTO) for Full-Time employees shall be granted subject to the following terms:

1. Full-Time employees shall accrue sick PTO at the rate of one (1) working day per month cumulative to maximum of 120 days. No sick PTO will be earned once this threshold is exceeded. Sick PTO may be used only for qualifying events. 
2. Sick PTO Sell Back Policy - Each year full-time employees will have the option to accumulate or sell back their sick leave accrual (i.e., remaining sick leave from the previous year) under one of the following guidelines.

Eligibility Sick PTO Sell Back Condition	District Buyback Policy	Rate
Annual (current calendar year) - accrued greater than (>) 6 days (48 hours)	Sick PTO above 6 days, up to 6 days (48 hours).	75% of the employee's hourly wage as of December 15th of the current year.
Cumulative (since employee start date) - total accrued greater than (>) 112 days (896 hours)	Up to 6 days (48 hours)	

- a. A Sick PTO Sell Back Request Form must be completed and turned in to the District Manager between December 1st and December 15th. An employee may include anticipated accrued sick leave up to and including December 31st of the current year (if necessary, the Form will be adjusted on December 31st to reflect the true accrued figure).
 - b. Once a check is processed, the employee may not change the request and Sick PTO hours sold back to the District are considered used and not available to the employee. Money received will be taxed as income and included in the first pay period employee paycheck in January.
3. Unused Sick PTO Payback - Upon separation in good standing, a Full-Time employee will

be compensated according to the following:

Cumulative Days of Sick PTO	District Buyback Policy
Less than twenty (20) days (160 hours)	None – Not eligible.
Greater than 20 days (160 hours)	District compensates employee for time in excess of twenty (20) days at 75% of the employee's current pay rate. Capped at a maximum of three thousand two hundred (\$3,200) dollars.

A retiring employee may elect to participate in the District's 457 Plan and invest unused sick PTO in this plan according to the District Buyback Policy rate as allowed under the rules and regulations of the District's 457 Plan.

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

Sick Paid Time Off (PTO) for part-time employees who work for thirty (30) or more days (a workday is any 24-hour period, 12 a.m. to 11:59 p.m., during which an employee works) within a year from the date of commencement of employment are entitled to Sick Paid Time Off (PTO) subject to the following terms:

1. An eligible part-time employee:
 - a. Shall have accrued twenty-four (24) hours of Sick PTO after having worked thirty (30) days within a year from the date of commencement of employment.
 - b. May not use over twenty-four (24) hours or three days of accrued Sick PTO in each fiscal year (July 1 through June 30).
2. Accrued Sick PTO shall carry over to the following year of employment. However, a part-time employee cannot accrue over forty-eight (48) hours of Sick PTO or six days.
3. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. A part-time employee rehired by PRPD within one year, will have previously accrued and unused Sick PTO reinstated and allowed to accrue additional Sick PTO.

4. A part-time employee shall be paid for Sick PTO for the payroll period during which the approved Sick PTO was taken.
5. The part-time employee shall receive his or her current hourly wage for approved Sick PTO.

20.01-C Approval of Sick PTO and Qualifying Events

The supervisor 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) consecutive workdays. 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 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.

If the need to use Sick PTO is foreseeable, the employee shall provide reasonable advance notification to their immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave prior to their next scheduled shift. The employee must notify their supervisor of the hours requested Sick PTO for approval.

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.

20.01-D Qualifying Events

Accrued Sick PTO may be used for the following leave qualifying events:

- a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- b. The birth and care of a child.
- c. The placement of a child with the employee for adoption or foster care and to care for the newly placed child.
- d. For an employee who is the victim of domestic violence, sexual assault, or stalking.

An employee may only use sick leave for work hours missed because of qualifying events.

20.02 Vacation Paid Time Off (PTO)

Vacation PTO is a benefit to full-time employees. It shall be granted on the following terms:

Service Years	Vacation (PTO) Accrual Rate	Maximum Cap
1-5	12 days/year (96 hours/year)	20 days (160 hours)
6-15	20 days/year (160 hours/year)	32 days (256 hours)
>16	23 days/year (184 hours/year)	36 days/year (288 hours/year)

1. Accrual shall be computed from the date of hire.
2. Service years are compensated based on continuous service.
3. No Vacation PTO shall be taken before successful completion of the orientation period.
4. Accrual of vacation PTO will stop once the total hours has reached the maximum cap and will not start again until after the unused vacation PTO accrual is below the limit.
5. Vacation PTO shall be taken with the prior approval of the employee's supervisor, provided that there is no reasonable basis for denial of an employee's request. Supervisors shall be responsible for ensuring that employees have the opportunity to take vacation PTO each year.
6. 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 based on the hourly equivalent of said employee's monthly salary at the effective date of termination or resignation.

A retiring employee may use accrued vacation PTO to participate, as allowed, under the rules and regulations of the District's 457 Plan.

20.03 Bereavement Leave Paid Time Off (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 of bereavement 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 District holidays. A full-time employee shall be entitled to time off with full pay. 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, President's Day. *
4. The last Monday in May, 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, Thanksgiving. *
9. The Friday following Thanksgiving. *
10. December 25; Christmas Day. *
11. Days between Christmas and New Years'. *

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

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.

20.05 Rest Period PTO

The District will follow state and federal regulations related to breaks, which may supersede the following. All non-exempt employees who work an eight-hour shift are provided with 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 pay for each day of work missed due to jury duty. In addition, exempt employees will be paid their full salary for any work interrupted by jury service.
2. ~~Each~~ 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. 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 workload best permits you to fulfill your duty. In the event the volume of work or the nature of your position necessitates it, a request for postponement of jury service can be made. PRPD may assist you, if possible, in requesting a postponement.

Acting as a Witness

You may be required by law to appear in court as a witness. The PRPD allows provides

regular full-time employees to use their personal with 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 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 is as follows:

- District Manager and Assistant District Manager - 80 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.