

**Series 1000:
GENERAL OPERATIONS**

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Arcade Creek Recreation and Park District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Arcade Creek Recreation and Park District, said rules, regulations or legislation shall prevail.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Arcade Creek Recreation and Park District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Sacramento.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

APPENDIX

DISCLOSURE CATEGORIES:

1. Full Disclosure

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

2. Full Disclosure (excluding interest in real property)

All investments, business positions and sources of income, including gifts, loans and travel payments.

3. Interests in real property

All interests in real property located in the district.

4. General Contracting Categories

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by Arcade Creek Recreation and Park District.

DESIGNATED POSITIONS:

Persons occupying the following positions are designated employees and must disclose the economic interest in the following categories.

Directors	1. Full Disclosure
General Manager	1. Full Disclosure
Office Manager	1. Full Disclosure
Park Supervisor	1. Full Disclosure
Legal Counsel/Attorney	2. Full Disclosure
Consultants*	4. General Contracting Categories

- Consultants shall be included in the list of designated employees and shall disclose pursuant to broadest disclosure category in the code subject to the following:

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is described in this section. Such determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

APPENDIX A – Conflict of Interest Statement List

As referenced in Policy 1020, Conflict of Interest, the following list indicates those that have submitted conflict of interest statements, including board members and designated employees:

Staff Position

General Manager
Office Manager

Legal Counsel

Appointed Legal Counsel

Position

Board Member
Board Member
Board Member
Board Member
Board Member

Arcade Creek Recreation and Park District

POLICY HANDBOOK

APPENDIX B – Mission Statement

Mission Statement – 2019

Arcade Creek Recreation and Park District

“Creating Community through People, Parks, & Programs”

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: District Concerns and Comments from the Public
POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Office Manager or designee with the objective of resolving the matter informally. The Office Manager or designee will maintain and update a complaint log with the appropriate information. If the individual complains to staff or a Board Member, the complaint information is to be forwarded to the Office Manager for processing. The District will respond to the complaint within two (2) business days of logging the complaint.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy. The General Manager will update the complaint log with the appropriate information.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy. The General Manager will update the complaint log with the appropriate information.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Claims Against the District

POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone, email, or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager, or his/her designee, shall investigate the property owner's allegations. If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager. If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing providing the same information as the District insurance claim form.

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors. The Board of Directors shall review the claim and receive input from staff in closed session [*qualifies as "anticipated litigation" under the Brown Act*]. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$10,000), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1040.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting printed copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$0.25 per sheet) to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for confidential documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$0.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

1050.3 All records maintained by the District are potentially subject to disclosure under the California Public Records Act, including both electronic and hard copy, unless they fall into a clearly authorized exception and then become confidential, such as: Preliminary drafts not retained in the ordinary course of business (Cal. Gov. Code § 6254(a); Records pertaining to pending litigation (Cal. Gov. Code § 6254(b); Personnel records that would be an invasion of personal privacy (Cal. Gov. Code § 6254(c); Records exempted by Federal or State Law (Cal. Gov. Code § 6254(k); information technology security records (Cal. Gov. Code § 6254.19); and any record, where the public interest served by withholding clearly outweighs the public interest to be served by disclosure (Cal. Gov. Code § 6255).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Public Contributions

POLICY NUMBER: 1060

1060.1 Monetary donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities may be processed through the Sacramento Parks Foundation, an IRS registered charitable organization (EIN 94-3291754), or directly to the District. The Office Manager will provide the public information on how to contact the Sacramento Parks Foundation and how to direct monetary donations to benefit the Arcade Creek Recreation and Park District.

1060.2 Donors can be anyone from the public, including Board Members, businesses and corporations, and individuals. Residency within the District is not required.

1060.3 Monetary donations not identified to benefit the Arcade Creek Recreation and Park District will become part of the Sacramento Parks Foundation funds for general use.

**Series 2000:
PERSONNEL**

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2530 Pregnancy Disability Leave
2535 Military Leave
2540 Bereavement Leave
2545 Workers' Compensation Leave
2550 Leave for Crime Victims and Family Members
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2565 Jury Duty
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2903 Maint. Worker I Job Description
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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Arcade Creek 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. The agreement of employment shall be for the period of time as specified therein.

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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2003

2003.1 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. Written confirmation from the General Manager or supervisor stating that the probationary period has been satisfied will confirm this status.

2003.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

2003.2.1 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.

2003.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a undetermined length of continuous service.

2003.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees.

2003.3.2 A temporary employee will receive not less than the minimum rate for the job, but 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. Sick leave shall apply per Policy 2520-PT (in accordance with AB 1522-Healthy Workplace Healthy Family Act of 2014)

2003.3.3 If a temporary 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.

2003.4 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime". A Part-time employee does not earn holiday pay, vacation, Sick leave shall apply per Policy 2520-PT (in accordance with AB 1522-Healthy Workplace Healthy Family Act of 2014 or other benefits). And shall not exceed 1020 hours per year.

2003.5 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.

2003.5.1 A Full-Time hourly employee is one whose duties routinely require direct supervision.

2003.5.2 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.

2003.5.3 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Continuity of Service
POLICY NUMBER: 2006

2006.1 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.

2006.2 Continuous service with the District will start with the date of employment and continue until one of the following occurs:

2006.2.1 An employee is discharged for cause;

2006.2.2 An employee voluntarily terminates his/her employment; or,

2006.2.3 An employee is laid off.

2006.3 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:

2006.3.1 Absence by reason of industrial disability;

2006.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2006.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service.

2006.4 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 employees 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:

2006.4.1 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,

2006.4.2 He/she has seniority, as defined above.

2006.5 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 2006.4, 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. An individual shall be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2006.6 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.

2006.7 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.

2006.8 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.

2006.9 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2010

2010.1 This policy shall apply to all employees.

2010.2 The General Manager or his/her designated representative 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.

2010.3 Performance evaluations shall be in writing on forms prescribed by the District Administrator. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2010.4 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.

2010.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Customer Relations
POLICY NUMBER: 2016

2016.1 Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never regard a customer's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

2016.2 Never place a telephone caller on hold for an extended period (and should not to exceed 30 seconds). Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a person requesting assistance, find someone who can.

2016.3 All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

2016.4 When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the General Managers should be called immediately for assistance. Employees should never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask your supervisor to assist in a resolution. Employees will be trained and expected to resolve customer conflicts in a timely manner.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Use of and Responsibility of Employer Property
POLICY NUMBER: 2019

2019.1 Desks, computers and other equipment are Arcade Creek Recreation and Park District property and must be maintained according to Arcade Creek Recreation and Park District rules and regulations. They must be kept clean and are to be used only for work-related purposes. Arcade Creek Recreation and Park District reserves the right to inspect all Arcade Creek Recreation and Park District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

2019.2 Arcade Creek Recreation and Park District provides tools, supplies and facilities for the use of the employees in the performance of their work. Employees who use Arcade Creek Recreation and Park District equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees shall notify the Administrator immediately of any needed maintenance for any Arcade Creek Recreation and Park District facility or equipment, and if they need guidance as to the uses.

2019.3 Employees must report all accidents and/or damage to Arcade Creek Recreation and Park District equipment to the Administrator. Failure to properly use Arcade Creek Recreation and Park District equipment or to report accidents and/or damage may result in disciplinary action up to and including termination.

2019.4 No employee shall use Arcade Creek Recreation and Park District facilities or equipment for personal use.

2019.5 Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. Arcade Creek Recreation and Park District reserves the right to monitor and/or review voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

2019.6 Arcade Creek Recreation and Park District may periodically need to assign and/or change "passwords" and access codes for computers. These communication technologies and related storage media and databases are to be used only for Arcade Creek Recreation and Park District business and they remain the property of Arcade Creek Recreation and Park District. Arcade Creek Recreation and Park District reserves the right to keep a record of all passwords and codes used and/or ability to override any such password system.

2019.7 Prior written authorization must be obtained before any Arcade Creek Recreation and Park District property may be removed from the premises.

2019.8 For security reasons, employees should not leave personal belongings of value in the workplace.

Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent. Arcade Creek Recreation and Park District is not to be responsible for damage or loss of employee personal property in the workplace or in facilities.

2019.9 Terminated employees are to remove any personal items at the time they leave Arcade Creek Recreation and Park District. Personal items left in the workplace are subject to disposal if not claimed within a reasonable time of an employee's termination.

2019.10 Employees may not enter District property after normal work hours without authorization.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Housekeeping
POLICY NUMBER: 2022

2022.1 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. Employees using common areas such as lunch rooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Personal Possessions in the Workplace
POLICY NUMBER: 2025

2025.1 The Arcade Creek Recreation and Park District shall not be responsible for any personal or non-business items or belongings brought to the District offices or facilities. Other than necessary personal items such as weather coats, a wallet or purse or briefcase for an employee, prior permission from a supervisor shall be received to bring and keep any personal items in the work place or vehicles.

2025.2 An employee's personal property, including but not limited to packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Arcade Creek Recreation and Park District property or violation of Arcade Creek Recreation and Park District policy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Dress Code & Personal Standards
POLICY NUMBER: 2028

2028.1 At Arcade Creek Recreation and Park District, professional image is important and is maintained, in part, by the image that employees present to members, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, the nature of the job, and working conditions.

2028.2 Arcade Creek Recreation and Park District expects all employees to use good judgment and taste in matters of personal grooming and dress. Good judgment includes consideration for both Arcade Creek Recreation and Park District and its constituents and clients. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional attire, and conduct themselves in a businesslike manner. Visible piercings must be limited to earrings. Visible tattoos may be offensive and shall be covered, whenever possible, by clothing during work hours. Extreme hair styles are prohibited. Excessive use of perfume or cologne, or other fragrance that can be intrusive to coworkers or participants, or may cause allergic reaction, shall not be permitted.

No clothing may be worn that presents a negative image, represents a conflict of interest or otherwise is contrary to the best interest of the District.

2028.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. If there is doubt about whether an article of clothing is contrary to policy, the General Manager shall be consulted for a determination.

The following is offered as a general guideline:

Business Casual Attire (Monday through Friday): No t-shirts, exposed midriffs, low cut tops showing cleavage, tops with spaghetti straps, tube-tops, halter tops, sweats, shorts, flip flops, or other informal or inappropriate attire.

Business Attire (Board & Special Meetings): Will generally include, dress shirt and tie and dress slacks unless excused by the General Manager in advance.

Field Work Attire (All times): Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance.

2028.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate Arcade Creek Recreation and Park District dress code policy and/or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Uniforms and Protective Clothing
POLICY NUMBER: 2029

2029.1 The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District.

2029.2 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 all products purchased.

2029.3 When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to completing three continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to three continuous months of regular work.

2029.4 District employees shall wear personal protective clothing and use proper safety equipment when required by their working assignment. For park employees, this includes steel toe boots, long pants, long sleeved shirts and hats. Sunscreen shall be used.

Employees who refuse to use proper safety equipment or wear personal protective clothing may be subject to appropriate discipline up to and including termination.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Records
POLICY NUMBER: 2032

2032.1 All personnel information and records are to be considered as confidential to the extent allowed by Federal or State law. The Arcade Creek Recreation and Park District policy is to require all personnel files to be maintained in a secure and private condition and to have all employees manage personnel information in that manner.

2032.2 An employee shall have the right to inspect certain documents in his/her personnel file, as provided by law, in the presence of a designated Arcade Creek Recreation and Park District representative at a mutually convenient time. If you wish to inspect your file, you must schedule an appointment with the designated Arcade Creek Recreation and Park District representative

2032.3 Arcade Creek Recreation and Park District will restrict disclosure of your personnel file to authorized individuals within Arcade Creek Recreation and Park District. Any request for information contained in personnel files must be directed to the designated Arcade Creek Recreation and Park District representative. Only the designated Arcade Creek Recreation and Park District representative is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Arcade Creek Recreation and Park District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required or authorized.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee References
POLICY NUMBER: 2035

2035.1 All requests for references or employment information must be directed to the General Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

2035.2 By policy, Arcade Creek Recreation and Park District discloses only the dates of employment and the title of the last position held of former employees. If a district employee authorizes the disclosure of information in writing, Arcade Creek Recreation and Park District also will inform prospective employers or financial entities of the amount of salary or wage you last earned.

2035.3 No other employee may provide information about a current or former employee without prior written authorization of the General Manager. Violation of this policy may result in disciplinary action up to and including termination.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Information/Emergency Data
POLICY NUMBER: 2038

2038.1 It shall be the policy of Arcade Creek Recreation and Park District to maintain accurate and vital personal contact information for each employee and General Manager of the District in case of need to contact them. All such information shall be maintained as confidential to the extent allowed by law.

2038.2 It is important that employees promptly notify Arcade Creek Recreation and Park District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone Telephone Numbers
- Number, Names, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Educational Accomplishments
- Marital or Registered Domestic Partner Status
- Payroll Deductions
- Benefit Plan Beneficiary

2038.3 Employees are responsible for notifying the Office Manager in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

2038.4 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner and a loss of benefits or services by the employee or dependents.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage
POLICY NUMBER: 2040

2040.1 Employees may be provided with a business cell phone and/or camera for conducting official business. At times an employee may have to use a personal cell phone to conduct emergency business on behalf of the agency. All uses of cell phones and/or cameras shall be done in conformance with this policy and federal/State law.

2040.1.1 Personal cellular telephones may have to be used by employees during hours of work for essential personal calls, or for an occasional personal business call. 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. or are work related

2040.1.2 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.

2040.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities, for safety reasons.

2040.3 Personal and District-owned cellular telephones are to be turned off or set to vibration mode during meetings, training sessions or during work hours.

2040.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. California law prohibits all drivers from using a handheld wireless phone while driving, unless that phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code §23123). Drivers under the age of 18 may not use a wireless telephone or hands-free device at all while driving (California Vehicle Code §23124.) California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (Vehicle Code §23123.5).

Exemptions to these laws are granted to emergency service professionals if they are operating an authorized emergency vehicle in the course and scope of his or her duties. (California Vehicle Code §23123 (d) & 23123.5 (e))

2040.5 Phones with cameras 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, training rooms or offices wherein employees or the public may not want cameras used.

2040.6 Text messaging devices shall not be used by employees to communicate during working hours unless specifically authorized for District purposes by a supervisor or unless for an emergency situation or need to communicate with another employee re: work related items.

Arcade Creek Recreation and Park

POLICY HANDBOOK

POLICY TITLE: Driver Training and Record Review
POLICY NUMBER: 2043

2043.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:

- Applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business;
- Establishing disciplinary procedures for different types of driving violations.

2043.2 Scope. 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.

2043.3 Implementation. Arcade Creek Recreation and 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:

- Yearly; and,
- 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.

2043.4 Review Criteria. Information that will be generated during the record review will include:

- Type of license;
- Expiration date; (
- Endorsements;
- DMV action suspensions, revocations, and penal code violations; and,
- Vehicle Code violations.

2043.6 Disciplinary Procedures.

2043.6.1 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:

- They earn two points within 36 months of report date; or,
- They receive any moving violation in a District vehicle within 36 months of report date; or,
- They are involved in an accident within 36 months of report date.

2043.6.2 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.

2043.6.3 A driver will be suspended from District driving privileges for 120 days if:

- They earn four or more points within 24 months of report date; or,
- They earn six or more points within 36 months of report date; or,
- They receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
- If they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. 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.

2043.6.4 A driver will be permanently suspended of District driving privileges if:

- They receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or,
- They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. 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.

2043.6.5 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.

2043.7 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: District Vehicle Usage
POLICY NUMBER: 2046

2046.1 This policy applies to employees who drive District vehicles to and from work.

2046.1.1 During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

2046.1.2 Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior written approval. This means that weekend or after-hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage
POLICY NUMBER: 2049

2049.1. The district shall make every attempt to coordinate work so the District vehicles are available and operational for the performance of District work.

2049.2. All employees whose job responsibilities require the ability to drive a motor vehicle, shall maintain an acceptable driving record throughout the duration of their employment with the district. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. The District does participate in the California DMV Record Pull Program to verify each employee's current driving record.

2049.3. Any employee whose job responsibilities require the ability to drive a motor vehicle and does not maintain both a valid driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer, or termination. Factors involved in determining such a disciplinary action shall include the employee's length of service with the district, the employee's past performance reviews, and the district's ability to modify the employee's work setting or driving responsibilities.

2049.4. When an employee experiences any change on their Driver's License, they must submit a new copy of the Driver's License to the District Office Manager prior to the end of the next pay period.

2049.5. Employees may be authorized by the General Manager to use their personal vehicles in the performance of District work.

2049.6. When using their own vehicle, the employee shall provide proof of adequate insurance coverage based upon California's requirements. Any change in the insurance coverage must be reported to the District Office Manager prior to the end of the next pay period.

2049.7 When using their own vehicle, employees shall be reimbursed for the cost of said use based on total miles driven using the rate specified in the Internal Revenue Service Guidelines and any related parking fees paid. This information shall be submitted to the District Office Manager in a monthly log identifying dates, miles driven, fees paid, and tasks accomplished.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Usage of Tools and Equipment
POLICY NUMBER: 2052

2052.1 Use of District tools and equipment for personal purposes is prohibited.

2052.2 Employee use of District Facilities for personal or family functions is permitted (family as defined in section 2540.3)

- Each employee shall receive this reservation if the date is available.
- The employee will not pay a security/damage deposit with the understanding that they will be present for the duration of the event and be responsible for opening and closing of the facility.
- The employee will be charged at the non-profit rate for facility rentals (50% of typical rate)

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Seminar Attendance & Continuing Education
POLICY NUMBER: 2055

2055.1 It is the policy of the Arcade Creek Recreation and Park District to encourage its General Manager and staff to pursue educational opportunities, related to their present work, which will prepare them for foreseeable future opportunities within the District or that will enhance and update their performance skills and professional development.

2055.2 The District will reimburse expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and/or attendance at local, state and national conferences associated with the interests of the District, that are preapproved by the District Administrator, or in the case of the District Administrator, that are preapproved by the Board. When allotted in the budget.

2055.3 District administrative staff shall be responsible for making arrangements for travel, lodging and registration for the General Manager or approved personnel attending such educational courses, state and national seminars, workshops and conferences. All expenses shall be submitted to the District for reimbursement in accordance with District Policy # 2058 – Meeting and Travel Expense Reimbursement.

2055.4 Attendance by staff at seminars, workshops, conferences and educational courses shall require written approval by the General Manager prior to incurring any reimbursable costs, except as provided for in Policy 2055.4.1.

2055.4.1 Attendance by the General Manager at seminars, educational courses, workshops and conferences sponsored by organizations to which he/she is the district's designated representative (i.e.: CAPRI, CSDA, CPRS, NRPA, etc.) shall not require pre-approval by the Board of Directors, provided said attendance is at a preapproved organization and within the annual budget for such expenditures. The General Manager shall inform the Board of any such upcoming events prior to attending.

2055.4.2 All attendance by staff to seminars, educational courses, workshops and conferences that are held outside the State of California shall require approval by the Board of Directors in the annual budget prior to incurring any reimbursable costs, with no exceptions.

2055.4.3 Policy does not apply if travel and fees are covered by the individual.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Compensation for Meetings and Travel
POLICY NUMBER: 2058

2058.1 The Arcade Creek Recreation and Park District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and Directors to attend meetings and to travel in order to conduct District business. The Arcade Creek Recreation and Park District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The Arcade Creek Recreation and Park District is also committed to providing effective and responsive services to its constituents. This policy sets forth guidelines for travel and meeting attendance on District business and for the reimbursement of expenses.

2058.2 All actual and necessary travel and incidental receipts for expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense. All receipts are to be turned into the office for a final trip accounting.

2058.2.1 Meals: Expenditures for food will be moderate and reasonable as determined by the board using current State or County guidelines. Compensation or reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during a normal working day. In order to be compensated or reimbursed for the cost of meals, travel must begin before the times reflected on the following schedule:

* Unless meal(s) are provided at meeting.

MEAL	TRAVEL BEGINS BEFORE
Breakfast	6:00 am
Lunch	11:00 am
Dinner	5:00 pm

In addition, the trip must last for a minimum of six (6) hours, ending after 7:00 pm, to qualify for dinner. For purposes of determining eligibility for meals, travel shall be considered to begin when the traveler departs his/her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his/her office.

2058.2.2 All itemized receipts are to be submitted.
No alcoholic beverages will be reimbursed or paid for by the District.

2058.2.3 Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

2058.2.4 Transportation: Government and group rates for transportation will be used when available.

2058.2.5 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business.

2058.2.6 Cash advance: Subject to approval of the District Administrator, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form must be submitted within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

2058.2.7 Cash advance: Cash advances will be made from the Petty Cash account.

2058.3 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2058.4 Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

2058.4.1 Loss of reimbursement privileges,

2058.4.2 Restitution to the District,

2058.4.3 Civil penalties for misuse of public resources,

2058.4.4 Disciplinary action up to or including termination, and

2058.4.5 Prosecution for misuse of public resources.

2058.5 This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Professional Licenses and/or Certifications
POLICY NUMBER: 2061

2061.1 Licenses and/or certifications may be required as a condition of employment in accordance with Federal or State Law. The Board of Directors and/or General Manager may specify additional licenses and/or certifications for each job classification as may be deemed necessary to carry out the duties and responsibilities of specific job classifications.

2061.2 The District shall pay the required professional certification fees for employees whom have cleared probationary status.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Assistance During Response to Emergency Situations
POLICY NUMBER: 2064

2064.1 Employees are to be trained to handle emergencies in the field or at District facilities as the purposes of such activities are to improve District operation and safeguard the value of District assets. Hence, employees often work under adverse conditions and under stress at times to the degree that is beneficial to the District.

2064.1.1 Employees working in the field or at District facilities may be required to work unusual hours and shifts including nights and weekends. Due to these unusual hours, emergency situations involving the employee or his/her family may occur while working. Employees are trained and are to be prepared for such incidents.

2064.2 It is the policy of the District to provide a safe and environmentally friendly working experience. Employees may be subject to injury or to notifications that members of their families are in need of assistance. It is the policy of the district to assist employees in these situations as much as possible to minimize the mental and emotional impacts upon them.

2064.2.1 An employee who experiences an injury on the job is to inform his/her supervisor or another management employee as soon as reasonably possible by phone or in person. In case of injury beyond first aid level, the employee is to be transported to the designated first aid treatment facility. The nature of the injury or incident and any actions needed to be taken shall be reported. If involving a criminal act or an equipment accident, an accident report shall be completed as soon as possible and within 24 hours.

2064.2.2 In cases where an employee's family member is involved in an emergency situation and the employee believes that he/she must leave the job to respond, the employee shall inform his/her supervisor or another management employee immediately and before leaving the work site. If no response is required, the employee is encouraged to inform his/her supervisor in order to have them aware of the situation and to provide supportive assistance in an appropriate manner. An Employee Assistance Program (EAP) may be available and the employee is encouraged to contact the identified agency or the Human Resources Department for assistance.

2064.2.3 Expenses to the District for an EAP may be provided by the District for initial administrative services. Specific services available to the employee shall be identified and appropriate expense information made known by the EAP provider.

2064.2.4 Absences from work due to injury or emergencies of close family members may be covered by either workers compensation, sick leave or the Federal FMLA regulations. The employee shall consult with the Human Resources Department as soon as practical to determine what applicable leave or laws apply to their situation. A doctor's certification may be required for use of leaves and for returning to work in some cases.

2064.3 Employees, supervisors and managers shall be provided training and information on dealing with injury, emergencies and trauma on the job in order to prepare them for unusual situations. Such training is not to be viewed as for personal safety and security but for handling sensitive and emergency situations until additional assistance may be obtained.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Grievance Procedure
POLICY NUMBER: 2067

2067.1 This policy shall apply to all regular employees in all classifications.

2067.2 The purpose of this policy is to provide a 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.

2067.3 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.

2067.4 Grievance Procedure Steps.

2067.4.1 Level, Preliminary Informal 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.

2067.4.2 Level II, District Administrator. 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.

2067.4.2.1 The statement shall include the following:

- (a) 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;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;

(d) The specific remedy sought.

2067.4.2.2 The 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 District Administrator's written decision. Within the above time limits, either party may request a personal conference with the other.

2067.4.3 Level III, Board of Directors'. 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 Personnel Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the District Administrator; and a clear, concise statement of the reasons for the appeal to Level III.

2067.4.3.1 The Board of Directors 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 Board's decision shall be announced in open session immediately after the closed session in which it was made.

2067.5 Basic Rules.

2067.5.1 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.

2067.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2067.5.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2067.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Arcade Creek 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:

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2070

2070.1 All individuals who are offered full-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.

2070.1.1 Employment will not be offered until after 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.

2070.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2070.2 Retesting of an individual who was previously employed on a full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2070.3 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).

2070.4 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 drivers license photo or a state-issued photo identification card.

2070.5 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.

2070.6 District employment application forms shall contain a notice to applicants as follows:

The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Political Activity on District Facilities or Work Time
POLICY NUMBER: 2073

2073.1 District Employees shall not engage in political campaign activities while on duty for the District or on District facilities or properties. District property (vehicles, bulletin boards, offices, telephones or computers, etc.) shall not be used for political purposes by employees or customers and shall remain free of political statements, propaganda, or endorsement information. District employees shall be afforded reasonable opportunity or time to vote in elections as authorized under District Voting Policy.

California Special Districts Association

POLICY HANDBOOK

POLICY TITLE: Gift Acceptance Guidelines
POLICY NUMBER: 2076

2076.1 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:

2076.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2076.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2076.1.3 Does not result in any kind of special or favored treatment;

2076.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2076.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: **Outside Employment**
POLICY NUMBER: **2082**

2082.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2082.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2082.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2082.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2082.2 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Reductions in the Work Force
ie: Re-assignment or Termination
POLICY NUMBER: 2085

2085.1 Under some circumstances, Arcade Creek Recreation and Park District may need to restructure or reduce its workforce. Arcade Creek Recreation and Park District maintains its exclusive right to make decisions on staffing and work requirements for employees. If restructuring our operations or reducing the number of employees becomes necessary, Arcade Creek Recreation and Park District will attempt to provide reasonable advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. Notifications shall be conducted in accordance with this policy or any applicable employment contract in force.

2085.2 In determining which employees will be subject to layoff, Arcade Creek Recreation and Park District will take into account, among other things, operational and workload requirements; the skill, productivity, ability, and past performance of those employees involved, and also, when feasible, the employee's length of service. For purposes of these Policies, length of service shall be defined as the total number of days on paid status as an employee for the District.

Received By: _____

Date: _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Unemployment Insurance
POLICY NUMBER: 2088

2088.1 Unemployment compensation insurance provides a weekly benefit for a specified period due to a qualifying condition of unemployment. These benefits change periodically and are established by State law. Employees do not contribute for this benefit.

2088.2 Unemployment compensation insurance benefits are not available to employees who voluntarily quit without good cause or who are terminated for work related misconduct deemed injurious to the Arcade Creek Recreation and Park District. At the time of employment separation, employees may, upon request, be provided with a booklet published by the Employment Development Department explaining benefits, eligibility, and claim filing procedures.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: "HIPAA" Compliance
POLICY NUMBER: 2090

2090.1 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Nepotism

POLICY NUMBER: 2100

2100.1 It is the policy of Arcade Creek Recreation and Park District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no appointment of individuals who have close relatives in any staff category in the same or different departments .

2100.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, son, daughter step-child(ren) ,mother, father, grandfather, grandmother, step-grandfather, step-grandmother, brother, sister, step-brother, step-sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchild(ren), and step-grandchild(ren).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2200

2200.1 Resignation. To leave District service in good standing, an employee must file a written notice of resignation with the General Manager or Supervisor 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 District Administrator's approval.

2200.2 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 offered the option of moving to another position within the District, if a position is available and if the employee is qualified.

2200.2.1 Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

2200.2.2 If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and regular. Temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the District Administrator. In cases where there are two or more regular positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

2200.2.2.1 First, all employees having ratings of "Unsatisfactory;"

2200.2.2.2 Second, all employees having ratings of "Marginal;"

2200.2.2.3 Third, all employees having ratings of "Less Than Satisfactory;"

2200.2.2.4 Fourth, all employees having ratings of "Satisfactory;"

2200.2.2.5 Fifth, all employees having ratings of "Commendable;"

2200.2.2.6 Sixth, all employees having ratings of "Superior;" and,

2200.2.2.7 Seventh, all employees having ratings of "Exceptional."

2200.2.2.8 Employees within each of the rating categories shall be laid off in order of least seniority first.

2200.2.3 The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list, unless they have a job performance rating of "less than satisfactory" or lower. The re-employment list shall be used by the General Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2200.2.4 Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the District Administrator, the list may be extended for an additional year.

2200.3 Dismissal of Regular Employees. A regular employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

2200.3.1 The following shall constitute sufficient cause for dismissal:

2200.3.1.1 Conviction of a felony;

2200.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2200.3.1.4 Intentional or gross misconduct; and, unprofessional conduct that reflects negatively on the Park District

2200.3.1.5 Failure to respond or improve regarding an item specified in ¶2220.2, "Grounds for Discipline", of Policy No.2220, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2200.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2200.3.1.7 Severe physical or mental disability.

2200.3.2 A probationary employee may be terminated at any time during a probationary period without right of appeal or hearing. In case of such termination, the General Manager shall notify the probationary employee in writing that he/she is being separated from District service.

2200.3.3 Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

2200.4 Notice of Dismissal. All regular 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:

2200.4.1 A description of the proposed action and its effective date or dates.

2200.4.2 A statement of the acts or omissions upon which the action is based;

2200.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2200.4.4 In the case of a regular employee, a statement advising the employee of the right to file an appeal as provided in ¶2200.5.1 of this policy.

2200.5 Procedures for Disciplinary Action and Dismissal of Regular Employees.

2200.5.1 A regular employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five working days of the date 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2210

2210.1 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.

2210.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2220

2220.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2220.2 Grounds for Discipline.

2220.2.1 Discourteous treatment of the public or fellow employees.

2220.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2220.2.3 Habitual absence or tardiness.

2220.2.4 Abuse of sick leave.

2220.2.5 Disorderly conduct.

2220.2.6 Incompetence or inefficiency.

2220.2.7 Being wasteful of material, property, or working time.

2220.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2220.2.9 Neglect of duty.

2220.2.10 Dishonesty.

2220.2.11 Misuse of District property.

2220.2.12 Willful disobedience.

2220.2.13 Conduct unbecoming a District employee on the job or during their personal time away for the job

2220.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. 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.

2220.4 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, each/both for a period of at least one year.

2220.5 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:

2220.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2220.5.2 A statement of the acts or omissions upon which the action is based;

2220.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2220.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2220.5 of Policy #2200, "Separation from District Employment";

2220.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2220.6 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation¹
POLICY NUMBER: 2230

2230.1 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

2230.1.1 The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

2230.1.2 At his/her discretion, the General Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

¹ Source: Lozano Smith Smith Woliver & Behrens

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: **Letters of Recommendation¹**
POLICY NUMBER: **2230**

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¹ Source: Lozano Smith Smith Woliver & Behrens

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Pay Periods
POLICY NUMBER: 2300

2300.1 The salaries and wages of all District employees shall be paid semi-monthly, being the 15th day and the last day of every month.

2300.2 In the event a payday falls on one of the holidays listed in Policy #2505, "Holidays", or on a Saturday or Sunday, the immediately previous working day shall become the payday.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Time Keeping/Time Records
POLICY NUMBER: 2305

2305.1 It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require Arcade Creek Recreation and Park District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties, less meal periods.

2305.2 Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by a supervisor before it is performed. In accordance with Federal law, Arcade Creek Recreation and Park District rounds this time to the nearest one-quarter hour/fifteen minutes.

2305.3 It is the employee's responsibility to sign and submit on time his/her time records certifying the accuracy of all time recorded for compensation.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Rest & Meal Periods
POLICY NUMBER: 2310

2310.1 All regular, full-time employees may take periods of rest during the workday consisting of a ten-minute rest period in the morning, another ten-minute rest period in the afternoon, and a minimum of one half hour (30 minutes) or a maximum one-hour (60 minutes) meal period.

a. In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee.

2310.2 Employees are required to notify their immediate supervisor, where feasible, at the beginning of any break or meal periods. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

Received By: _____

Date: _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2315

2315.1 This policy shall apply to all District employees. Request for advancement of wages will not be accepted or considered.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Wage Garnishments
POLICY NUMBER: 2320

2320. A garnishment is a legal levy by a creditor against an employee's pay. Arcade Creek Recreation and Park District expects all employees to manage their personal finances so as not to involve Arcade Creek Recreation and Park District where ever possible.

2320.1 All garnishments and other attachment orders that are required by law to Arcade Creek Recreation and Park District will be honored. When a garnishment action is received, any and all paperwork received at the District office will be forwarded to the County of Sacramento's Department of Finance, Payroll Department. Per County Counsel, the County of Sacramento is the employer of record and it is their responsibility to administer the garnishment including formally notifying the employee via US mail of details regarding when enforcement will commence.

2320.2 An employee who suspects that a garnishment action may happen to him/her should review the situation with the Office Manager immediately.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Payroll Deductions for Salaried Employees
POLICY NUMBER: 2325

2325.1 Employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, a salaried employee will receive his/her full salary for any workweek in which he/she performs any work, regardless of the number of days or hours worked. A salaried employee may not be paid for any workweek in which he/she performs no work, subject to Arcade Creek Recreation and Park District benefits programs and policies.

2325.2 No deductions from salary may be made for time when work is not available, provided the salaried employee is ready, willing, and able to work. Deductions from pay are permissible when a salaried employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a plan, policy, or practice of providing compensation for salary lost due to illness;
- Is absent for military duty and performs no work during the time off;
- Works less than a full week during the initial or final week of employment;
- Violates safety rules of major significance; or
- Violates written workplace conduct rules applicable to all employees and is suspended without pay for one or more full days.

2325.3 It is Arcade Creek Recreation and Park District policy to comply with these salary basis requirements. Therefore, Arcade Creek Recreation and Park District prohibits all employees and managers from making any improper deductions from the salaries of exempt employees. Arcade Creek Recreation and Park District wants employees to be aware of this policy and know that Arcade Creek Recreation and Park District does not allow deductions that violate federal or state law.

2325.4 If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor.

2325.5 Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: **Compensation**
POLICY NUMBER: **2330**

2330.1 This policy shall apply to all District employees.

2330.2 Compensation at Hiring.

2330.2.1 Salary Range. All positions are assigned a salary range by the Board of Directors. The salary range shall be reviewed periodically.

2330.2.2 New Employees. . "Placement within a salary range at time of initial employment or transfer is at the Board of Directors' discretion."

2330.2.3 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 a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2330.3 Merit Advancement Within Range. Employees will be eligible for merit advancements within range when budget allows and based on the criterion outlined below.

2330.3.1 Performance Evaluation Required. The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it meets the guidelines for a merit advancement in pay. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2330.3.2 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:

2330.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the appointment date.

2330.3.2.2 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.

2330.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

2330.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

2330.3.2.5 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.

2330.3.2.6 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.

2330.3.3 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 merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the District Administrator's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2330.4 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 increase [or 3%, 5%, etc.], at the same step, in rate.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Payroll Deductions
POLICY NUMBER: 2335

2335.1 Arcade Creek Recreation and Park District is required by state and/or federal law to withhold a portion of an employee's pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, the following items:

1. Federal Income Tax
2. State Income Tax
3. Medicare Deduction
4. Employee's contribution to Social Security
5. Court Ordered Deductions (such as garnishments) and Tax Liens
6. CalPERS Retirement
7. A portion of the Healthcare insurance coverage

2335.2 Additionally, employees may authorize certain deductions to be made from their paychecks for reasons such as payment of group medical and other health benefits insurance premiums, employee portion of retirement. All deductions, whether they are legally required or voluntary, are itemized on each employee's paycheck stub.

Received By: _____

Date: _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Paycheck Direct Deposit
POLICY NUMBER: 2340

2340.1 Arcade Creek Recreation and Park District offers automatic payroll deposit for employees on a discretionary basis to qualifying banking institutions. You may begin and stop automatic payroll deposit at any time with required written notice to the payroll department. To begin automatic payroll deposit, you must complete a form (available from the Office Manager) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

2340.2 To stop automatic payroll deposits, provide written notice the Office Manager stating your desire to end this service.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Temporary Reclassifications

POLICY NUMBER: 2345

2345.1 The General Manager may temporarily assign an employee to perform work normally performed by another employee or position classification at a different level or salary.

2345.2 An employee temporarily assigned to perform work of a lower paid classification shall not have his or her salary reduced, and an employee temporarily assigned to perform work of a higher paid classification shall receive compensation equal to either the lowest salary step for that position that would provide for an increase in pay or five percent, whichever is less, for all time spent in the acting position in excess of four (4) consecutive work weeks. An approved reclassification shall continue only until such time as the employee is returned to his or her original job duties.

2135.3 Temporary assignments to a higher or lower paid class need to be in writing and approved by the General Manager in advance.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Promotion
POLICY NUMBER: 2350

2350.1 An employee may be promoted only if the employee has the desirable qualifications for the higher position. Desirable qualifications shall be ascertained on the same basis of information, application (an application must be filed), examination, interview, and evaluation as those for an initial appointment in accordance with the most current Job Description.

2350.2 A promoted employee shall be required to successfully complete a six (6) month probation period, as outlined in Policy 2003.2. If a promoted employee is unable to perform the required duties of the new position and has not successfully completed the probation period, the employee may be restored to the position from which he/she was promoted, or be required to successfully complete an additional six (6) month probationary period.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 2400

2400.1 This policy shall apply to all full time and part-time hourly employees.

2400.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods or as assigned by the General Manager or Immediate Supervisor.

2400.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five(5) consecutive work days of eight (8) hours each, on an assigned schedule not to exceed forty (40) hours. The regular work hours shall be assigned by position with a minimum of one half (30 minutes) hour and a maximum of one hour (1) off for a meal break.

2400.4 Overtime is defined as.

2400.4.1 Time worked after 40 hours actually worked during the workweek;
An employee must physically work 40+ hours during the work week before receiving Overtime Pay.

*Public Agencies are exempt from being required to pay overtime for hours worked over eight (8) hours of work in a single day. Overtime pay kicks in when 40 hours are exceeded in the seven day workweek.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Use of Make Up Time
POLICY NUMBER: 2410

2410.1 Arcade Creek Recreation and Park District allows the use of make up time when non-exempt /hourly employees need time off to tend to personal obligations. Use of make-up time is discretionary and subject to preapproval by the Administrator. Make up time worked will not be paid at an overtime rate.

2410.2 Subject to compliance with this policy, employees may take time off and then make up the time in the same workweek.

2410.3 Make up time requests must be submitted in writing to your supervisor, with your signature, on the Arcade Creek Recreation and Park District-provided form. Requests will be considered for approval based on the legitimate business needs of Arcade Creek Recreation and Park District at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

2410.4 If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make up time. Your make up time request must be approved in writing before you take the requested time off or work make up time, whichever is first.

2410.5 All make up time must be worked in the same workweek as the time taken off. Arcade Creek Recreation and Park District's seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

2410.6 If you take time off and are unable to work the scheduled make up time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

2410.7 An employee's use of make up time is completely voluntary and subject to the ability of the District to accommodate the employee. Arcade Creek Recreation and Park District does not encourage, discourage, or solicit the use of make up time off.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Management Leave
POLICY NUMBER: 2420

2420 All salaried personnel are expected to perform tasks as assigned to meet the needs of the District and their duties may require them to work more than forty (40) hours per workweek from time to time. Salaried and exempt employees do not receive overtime for hours worked in excess of forty (40) hours per workweek or eight (8) hours per workday.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Requirements for Reporting to Work and for Leaving Work Early
POLICY NUMBER: 2430

2430.1 Employees shall report to work at their regular District facility in accordance with direction from their supervisor or established schedules and shall return thereto at the conclusion of the day's work schedule. Authorized time spent in traveling between such facilities and the job site shall be considered as time worked.

2430.2 An employee who is not able to report to work on schedule shall notify his/her supervisor or other manager immediately of the reason for not being able to report to work and when he/she may expect to return to work.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: **Standby and Call Out**
POLICY NUMBER: **2440**

2440.1 Standby: An employee shall be compensated for standby as follows:

2440.1.1 Weekdays: Guaranteed minimum of two (2) hours of straight time at their regular straight time hourly wage rate for each day on standby status.

2440.1.2 Weekends/Holidays: Guaranteed minimum of two (2) hours of straight time hours at the regular straight time hourly wage rate for each day on standby status.

2440.2 Call-Back: Any employee, whether on standby or not, called back to work after the regular work shift shall be entitled to call-back compensation as follows:

2440.2.1 Guaranteed minimum of three (3) hours at their regular straight time hourly wage rate for each separate call-back occurrence that occurs after return to home or residence.

2440.2.1.1 Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point.

2440.2.2 All time actually worked shall be considered as time actually worked for purposes of compensating overtime in accordance with applicable federal or state law.

2440.3 Call-Out: Call out must be authorized by the General Manager

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Vacations

POLICY NUMBER: 2500

2500.1 This policy shall apply to regular and probationary employees in all classifications.

2500.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

- (a) During the first year of continuous service, (10) days = 2 weeks
- (b) Two through five years of service, (12) days = 2 weeks + 2 days
- (c) Six through ten years of service, (15) days = 3 weeks
- (d) After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 30 days.

2500.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the General Manager in writing.

2500.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed 240 hours (or 30 days or 6 weeks). Once an employee's unused and accrued vacation reaches the maximum cap, the employee will not be eligible to earn/accrue any additional time until the prior vacation time has been used.

2500.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2500.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness unless requested and a waiver is signed. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

2500.7 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.

2500.8 Vacations may be scheduled at any time during the year upon written approval of the District Administrator. The District Administrator, at his or her sole discretion, may require the employee to take his or her vacation at a particular time, and may also refuse an employee's application for vacation.

2500.9. Employees who are out on a leave of absence do not accrue vacation time while they are on their leave.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2505

- 2505.1** This policy shall apply to all Full-time employees.
Part time and seasonal employees do not receive holiday pay.
- 2505.2** The following days shall be recognized and observed as paid holidays: The ACRPD shall observe the holiday schedule set by Section 2.78.720 of the Sacramento County Personnel Ordinance.
- 2505.3** All regular work shall be suspended, and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she was scheduled to work on said holiday, works the day before and the day after said holiday.
- 2505.4** 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.
- 2505.5** 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.
- 2505.6** If any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2510

2510.1 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.

2510.2 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.

2510.3 Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during a leave of absence. Retirement benefits will not be paid during this time off.

2510.4 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2515

2515.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

2515.1.1 After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation.

2515.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2515.1.1.2 The fact-finding hearing shall be held within five (5) days after the end of the three (3) consecutive days of unauthorized voluntary absence.

2515.2 The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for three consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence will be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2515.3 If the General Manager determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2520

2520.1 This policy shall apply to probationary and regular full time employees in all classifications.

2520.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager.

2520.3 Employees shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 1040 days, six (6) months. The determination of total accumulated sick leave days shall be made on January 2 of each year.

2520.4 Each employee 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. 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:

2520.4.1 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 grandparent raises his/her grandchild.

2520.4.2 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.

2520.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2520.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2520.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Administrator.

2520.7 Unused sick-leave will be reimbursed by the District at a rate of one-half (1/2) day for each whole day accrued upon termination of employment from the District.

2520.8 At official retirement from the District and the process is started to receive CalPERS payments the employee will choose one of the following:

2520.8.1 Working with District Administrative staff, they will calculate the number of Sick Leave Days available to determine a final date of work for the employee prior to the actual retirement date. The accrued Sick Leave will be paid at the regular wage rate and all benefits will remain in place until the “official” retirement date.

Note: Unused Vacation Time maybe combined with the unused Sick Leave to lengthen this period.

2520.8.2 The employee may choose to work until their retirement date, at which time they will receive a payout for the unused Sick Leave in a lump sum and the time will be added to their time served within CalPERS.

Note: Unused Vacation Time may not be credited to time served in CalPERS.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2520

2520.1 This policy shall apply to probationary and regular full time employees in all classifications.

2520.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager.

2520.3 Any employee of the district hired on or before June 17, 2021 shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 1040 hours. The determination of total accumulated sick leave days shall be made on January 2 of each year.

2520.3.1 Any employee of the district, hired after June 17, 2021 shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 480 hours.

2520.4 Each employee 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. 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:

2520.4.1 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 grandparent raises his/her grandchild.

2520.4.2 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.

2520.4.3 The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2520.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2520.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Administrator.

2520.7 For employees of the district hired on or before June 17, 2021, unused sick-leave may be reimbursed by the District at a rate of one-half (1/2) day for each whole day accrued upon termination of employment from the District.

2520.7.1 Any employee of the district, hired after June 17, 2021 shall not be eligible to receive cash pay-out of any sick leave accrued, upon termination of employment.

2520.8 At official retirement from the District and the process is started to receive CalPERS payments the employee will choose one of the following:

2520.8.1 Working with District Administrative staff, they will calculate the number of Sick Leave Days available to determine a final date of work for the employee prior to the actual retirement date. The accrued Sick Leave will be paid at the regular wage rate and all benefits will remain in place until the "official" retirement date.

Note: Unused Vacation Time maybe combined with the unused Sick Leave to lengthen this period.

2520.8.2 The employee may choose to work until their retirement date, at which time they will receive a payout for the unused Sick Leave in a lump sum and the time will be added to their time served within CalPERS.

Note: Unused Vacation Time may not be credited to time served in CalPERS.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2525

2525.1 The purpose of this policy is to clarify how Arcade Creek Recreation and Park District will implement the Family and Medical Leave Act of 1993 (FMLA).

2525.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by Arcade Creek Recreation and Park District for at least 12 months, which need not be consecutive; (2) worked for Arcade Creek Recreation and Park District at least 1,250 hours during the 12 months immediately preceding the commencement of leave

The District is not required by law to implement this policy; however, in the welfare of full time employee's, the District will honor this act.

2525.3 Leave Benefit.

2525.3.1 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

- (1) inpatient care in a hospital, hospice, or residential medical care facility; or,
- (2) continuing treatment by a health care provider.

2525.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. 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 husband and wife are both employed by Arcade Creek 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.

2525.3.3 Employees on leave who were previously covered by Arcade Creek 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.

2525.3.4 At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not

accrue seniority or employment benefits (ie: vacation, sick leave, etc) during the leave period. Arcade Creek Recreation and Park District may also require the employee to obtain medical certification that they are able to resume work.

2525.4 Employee Obligations

2525.4.1 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 the District with at least 30 days' prior written 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 District with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the District with 30- days notice, or with as much notice as practicable.

2525.4.2 Employees seeking leave on account of a serious health condition must provide the Administrator with medical certification regarding their condition. The Administrator may require employees to obtain, at Arcade Creek Recreation and Park District's expense, a second opinion. If the second opinion differs from the first, the Administrator may require a third opinion from a mutually agreed on health care provider.

2525.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the Administrator'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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Pregnancy Disability Leave
POLICY NUMBER: 2530

2530.1 Any female employee planning to take Pregnancy Disability Leave (PDL) should advise their supervisor or Administrator as soon as possible. The employee should also inform their supervisor when such leave is expected to begin and how long it will likely last. The employee should make arrangements with their supervisor regarding the scheduling of any planned medical treatment or appointments in order to minimize disruption to the operations of Arcade Creek Recreation and Park District.

2530.2 Upon the request of an employee and recommendation of the employee's health care provider, the employee's work assignment may be modified if necessary to protect the health and safety of the employee and her child.

2530.3 The following conditions also apply:

2530.3.1 PDL begins when ordered by the employee's health care provider. The employee must provide their supervisor with a certification from a health care provider containing:

- a. The date on which the employee became disabled due to pregnancy;
- b. The probable duration of the period or periods of disability; and
- c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- d. Return to work from PDL will be allowed only when the employee's health care provider endorses a release that must be submitted to the employee's supervisor or Administrator.

2530.3.2 The duration of the leave will be determined by the employee's health care provider, but in accordance with regulations may be for not more than 88 working days. Regular part-time employees are entitled to leave on a pro rata basis. The 88 working days of available leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

2530.3.3 The employee will remain in paid status while using appropriate accrued leave (sick or vacation) during a PDL to satisfy any disability waiting periods and/or to supplement disability benefits in order to maintain the equivalent of full salary.

2500.3.4 The employee will be in non-paid status after exhaustion of appropriate accrued leave balances or at the employee's election to not use accrued leave benefits.

2530.3.5 During the period of PDL, Arcade Creek Recreation and Park District will continue payment of all premiums for employee benefit plans in place at the time the leave begins. Arcade

Creek Recreation and Park District will also continue the employer contribution for employee benefit premiums as if the employee were not in leave status, as required by law or regulations. The employee must reimburse Arcade Creek Recreation and Park District for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by Arcade Creek Recreation and Park District within 30 days of the date of the invoice or written notification. If Arcade Creek Recreation and Park District does not receive the reimbursement from the employee within 30 days, Arcade Creek Recreation and Park District can cancel any policies and/or plans for which they have not been reimbursed.

2530.4 Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a PDL, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Military Leave
POLICY NUMBER: 2535

2535.1 Military leave is a form of a personal leave of absence subject to federal and state applicable laws and regulations. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the applicable, official military orders for training or active duty must accompany an employee's request for a leave of absence.

2535.2 An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks per calendar year unless additional time is approved by General Manager or Board of Directors.

2535.3 The following conditions also apply: The employee may remain in paid status while using appropriate accrued leave balances (vacation) to supplement his/her military pay to maintain the equivalent of full salary.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2540

2540.1 This policy shall apply to probationary and regular full time employees in all classifications.

2540.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days, additional time may be considered depending on distance to be traveled. Verification may be required by the General Manager. This is in addition to regular sick leave and vacation time.

2540.3 "Immediate family" is defined as being spouse, parents, children, grandchild(ren), 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Workers' Compensation and Workers' Compensation Leave
POLICY NUMBER: 2545

2545.1 All employees are covered under the workers' compensation insurance program, which provides insurance at no cost for work related illnesses or accidents that prevent employees from working. The District is not liable for payments of workers compensation benefits for any injury that occurs outside of employment.

2545.2 Employees are required to report all on the job injuries immediately and must fill out required accident report and forms.

2545.3 If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be allowed to take an unpaid leave of absence while receiving workers' compensation benefits. Certification from a recognized medical professional confirming the necessity of the leave must be provided to Arcade Creek Recreation and Park District within fourteen (14) days after the leave begins. The duration of the leave will be determined on a case-by-case basis, considering both the injured employee's medical condition and Arcade Creek Recreation and Park District business needs.

2545.4 The employee may elect during such absence to apply sick leave and then vacation leave on a prorated basis to such absence and receive compensation in an amount equal to the difference between compensation received as regular salary and the amount received as Workers' Compensation benefits, not to exceed the amount of available accrued sick leave. Similarly, the employee may elect to use any accrued paid leave time and accrued time off after the sick leave is exhausted (ie: vacation hours).

2545.5 An employee who is on leave for a work related injury is not eligible to accrue sick leave, vacation or receive holiday pay.

2545.6 The employee may return to work only after a recognized medical professional certifies that the employee is capable of resuming all of the essential functions of the employee's position. Arcade Creek Recreation and Park District may, in its discretion, provide modified or light duty work if the employee's release contains such limitation. If the employee has been released without limitation, the employee will be offered the same position he or she held previously, unless the job no longer exists or has been filled so that Arcade Creek Recreation and Park District can operate safely and efficiently or the employment relationship has otherwise been terminated.

2545.7 Workers' compensation leave will run concurrently with any family and medical leave. During the period of leave, Arcade Creek Recreation and Park District will continue payment of all health premiums for employee

benefit plans in place at the time the leave begins. Arcade Creek Recreation and Park District will also continue the employer contribution for employee health benefit premiums, as if the employee were not in leave status, for the duration of the leave. The employee must reimburse Arcade Creek Recreation and Park District for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by Arcade Creek Recreation and Park District within 30 days of the date of the invoice or written notification. If Arcade Creek Recreation and Park District does not receive the reimbursement from the employee within 30 days, Arcade Creek Recreation and Park District can cancel any policies and/or plans for which they have not been reimbursed.

2545.8 The District has an aggressive return to work program.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Leave for Crime Victims and Family Members
POLICY NUMBER: 2550

2550.1 An employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of a crime victim, or the child of a registered domestic partner of a crime victim shall be allowed to be absent from work in order to attend judicial proceedings related to that crime, subject to the General Manager determining that work requirements may be maintained during the absence.

2550.2 "Victim" means a person against whom one of the following crimes has been committed:

1. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code;
2. A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; or
3. A felony provision of law proscribing theft or embezzlement.

2550.3 Prior to an employee being absent from work, the employee must provide the District with a copy of the official notice provided to the victim of each scheduled proceeding.

2550.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave or unpaid leave time.

2550.5 The District shall keep confidential any records regarding an employee's absence from work pursuant to this Policy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Catastrophic Time Bank
POLICY NUMBER: 2553

2553.1 The District does not recognize this program.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Time Off for Children - School Activities
POLICY NUMBER: 2555

2555.1 California Law allows a parent or guardian to take up to a total of 40 hours of time off each calendar year (but no more than 8 hours in one month) using accrued vacation leave to participate in their children's activities at school (grades K through 12) or licensed day care. The absence is subject to all of the following conditions:

2555.1.1 Employees planning to take time off for school visitations must provide as much advance notice as possible and all requests must be approved by the employee's supervisor.

2555.1.2 Employees must use accrued vacation in order to receive compensation for this time off.

2555.1.3 Employees who do not have accrued vacation time available will take the time off without pay.

2555.2 Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

2555.2.1 Employees must use accrued vacation in order to receive compensation for this time off.

2555.2.2 Employees who do not have accrued vacation time available will take the time off without pay.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Time Off to Vote
POLICY NUMBER: 2560

2560.1 Arcade Creek Recreation and Park District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state or local governmental elections. In accordance with this philosophy, the Arcade Creek Recreation and Park District will grant its employees advance arranged and approved time off to vote and for periods of service as an election official.

2560.2 All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Jury Duty
POLICY NUMBER: 2565

2565.1 This policy shall apply to probationary and regular full time employees in all classifications.

2565.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor or Administrator.

2565.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Subpoena Responsibilities
POLICY NUMBER: 2570

2570.1 District Service. A regular full-time employee absent from work because of a subpoena to appear as a witness for the District shall not be entitled to witness fees from the District, but shall be deemed to be in District service and entitled to his/her usual compensation for the time spent in going to, attending, and returning from a court appearance or approved legal consultations.

2570.2 Other Service. A regular full-time employee subpoenaed to appear on behalf of any party other than the District shall be deemed absent from District service and shall not be entitled to his/her usual compensation during the time of absence, unless the employee, with prior authorization, uses accrued vacation time. At the time of service of the subpoena, the employee should request the witness fee and mileage provided for by law, which the employee may retain.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 2575

2575.1 Medical Expense Insurance. Accident, health, hospital insurance to cover non-occupational injuries and sickness for full-time employees in all job classifications, shall be provided by the District. The District will offer Health Care coverage for its' employees through the CalPERS Health Care Plan . The scope of coverage and the premiums to be paid by the District is subject to periodic review and revision by the Board of Directors during the annual budgetary process.

a. The District shall provide employee's medical insurance the Health Premium at 100% of the employee costs per month up to the **median premium cost** of the variety of plans offered by CalPERS Health (effective July 1, 2020).

b. Employees shall be responsible for 100% of their dependent's health care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

2575.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2575.3 Retirement Plan. Upon achieving full-time employee status, employees shall be enrolled in the District's employee retirement plan. Full-time employee status is defined as employees who are regularly scheduled to work more than 30 hours per week.

a. Retirement benefits are provided thru CalPERS. The District contributes 7% to each qualified employee based on his or her income. Employee contributes 7% through payroll deductions.

2575.4 Dental Benefit. The District shall provide a dental benefit plan to all full-time employees. The District shall manage and pay for said benefit.

a. Employees shall be responsible for 100% of their dependent's dental care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

2575.5 EAP Benefit. The District shall provide an Employee Assistance Plan (EAP) to all full-time employees. The District shall manage and pay for said benefit.

2575.6 Vision Care Benefit. The District shall provide a Vision Care benefit plan to all full-time employees. The District shall manage and pay for said benefit.

a. Employees shall be responsible for 100% of their dependent's Vision Care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Drug and Alcohol Abuse
POLICY NUMBER: 2600

2600.1 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.

2600.2 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.

2600.2.1 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.

2600.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2600.2.3 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.

2600.3 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 Arcade Creek Recreation and Park District pending said employee's attempt at rehabilitation. The Arcade Creek Recreation and Park District 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.

2600.3.1 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:

2600.3.1.1 Successfully complete an approved rehabilitation program;

2600.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2600.3.1.3 Be subject to periodic testing without further reasonable cause.

2600.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property and/or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2600.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2600.4 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 drug and alcohol testing facility at District expense.

2600.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2600.4.2 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.

2600.5 If a qualified professional, as a part of the examination specified in Section 2600.4, 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.

2600.6 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.

2600.7 District employees are required to notify the Arcade Creek Recreation and Park District in writing of any criminal drug statute of which they are convicted for a violation no later than five calendar days after such conviction.

Appendix "A"
Arcade Creek Recreation and Park District
CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING

I hereby authorize Arcade Creek Recreation and Park District, and any laboratories or medical facilities designated by Arcade Creek 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 Arcade Creek 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 Arcade Creek 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 substances, 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: (IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYEE _____
(Signature) (Date)

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Substance Abuse
POLICY NUMBER: 2605

2605.1 Policy

Arcade Creek Recreation and Park District is concerned about employees being under the influence of alcohol and/or drugs at work and the use of such substances in the work environment. Moreover, Arcade Creek Recreation and Park District takes the position that any measurable amount of drugs or alcohol while on company time is counter-productive to the goal and mission of this organization. Arcade Creek Recreation and Park District is also concerned about the possession, distribution, purchase or sale of illegal drugs and controlled substances in the workplace.

These activities may adversely affect an employee's work performance, efficiency, safety and health, and therefore seriously impair their value as an employee. In addition, they constitute a potential danger to the welfare and safety of other employees, and expose the District to risks of property loss or damage, or injury to other persons.

Arcade Creek Recreation and Park District has established the following policy:

- 2605.1.1** Any employee who, while on duty or on District premises, sells, distributes, manufactures, possesses, and offers for sale or distribution any illegal drugs or controlled substances will be subject to immediate disciplinary action up to and including termination.
- 2605.1.2** Any employee who, while on duty or Company premises, uses or consumes alcoholic beverages or illegal drugs or controlled substances will be subject to immediate disciplinary action up to and including termination. (Unless at a social gathering where alcohol is permitted).
- 2605.1.3** Any employee who violates this policy in any way will be subject to immediate disciplinary action up to and including termination.
- 2605.1.4** Any employee required to be tested for drugs and/or alcohol under the terms of this policy must comply with all procedures.
- 2605.1.5** All potential full time employees will be subject to pre-employment drug and/or alcohol testing.
- 2605.1.6** All District employees (full and part-time) will be subject to reasonable suspicion, post-accident and post injury drug and/or alcohol testing.

2605.2 Purpose

The purpose of this policy is to assure and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. These policies also help prevent any employee from performing those functions if they test positive.

If any provision of an existing District policy, or rule is inconsistent or in conflict with any provisions of this policy or any state or Local laws, this policy and the State or Local laws shall take precedence; if any provision of this policy is inconsistent or in conflict with any State or Local law, the State or local law shall take precedence.

2605.3 Consequences of Misuse/Abuse:

The cost of substance misuse/abuse is devastating to society, the workplace, the family and individuals. Two thirds of all homicides are committed by people who use drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetimes.

The medical costs of illnesses related to substance misuse/abuse are staggering. Each year 30,000 people will die due to alcohol-caused liver disease. Another 10,000 will die due to alcohol-induced brain disease or suicide.

Symptoms of Substance Abuse Problems:

Tardiness	Alcohol odor on breath
Overreaction to real or imagined criticism	Mood swings
Borrowing money from coworkers	Subject of complaints from clients or co-workers
Avoidance of associates	Stealing small items from co-workers or employers
Lowered job efficiency	Confusion
Difficulty in concentration	Accidents on the job
Absenteeism	Leaving work early
Excessive sick leaves	Frequent unscheduled short-term absences
Higher absentee rate than other employees	

Besides the very real costs just described, substance-abusing employees create very real business costs and legal liabilities for their employers:

- Direct and measurable costs, such as the additional health care benefits claimed by substance abusers.
- Less tangible and difficult-to-measure costs, such as the negative impact on employee morale or the diminished sub-standard job performance of substance-abusing employees.
- Potential costs or “liabilities,” such as the potential costs of a lawsuit filed by an injured party after an accident caused by an impaired employee.

These costs arise as a result of the effects of substance abuse in many areas, including:

- | | |
|--------------------|-------------------|
| - Employee Health | - Productivity |
| - Decision-Making | - Security |
| - Safety | - Employee Morale |
| - Image of Company | |

2605.4 Applicability

2605.4.1 Drug and Alcohol Testing Policy for Employees: Under the Arcade Creek Recreation and Park District drug and alcohol policy it is a requirement for a potential full time employee to have a drug and alcohol testing performed prior to the final hiring process, job offers for full time staff will be contingent upon a negative test result prior to beginning work. Employees who are injured on the job or have an accident involving District owned vehicles or equipment are required to take a drug screening test immediately following the accident or injury, while receiving Emergency Medical Care. Employees who exhibit suspicious behaviors, actions or ineffective work patterns may be required to submit to drug screening by the Administrator

Additionally, Arcade Creek Recreation and Park District has adopted the State of California Drug Free Workplace Act of 1990.

2605.4.2 All employees whether full time or part time are affected by this policy in the event of reasonable-suspicion.

2605.5 Prohibitions

2605.5.1 Prohibited Substances

“Prohibited Substances” addressed by this policy include the following:

2605.5.2 Prohibited Drugs. Arcade Creek Recreation and Park District specifically prohibits the use of the following illegal substances and requires testing for their presence under certain circumstances: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine (“Prohibited Drugs”). Employees may be tested at any time while on duty or on Arcade Creek Recreation and Park District property.

NOTE: The drugs listed above are an example of a DOT panel. This does not mean that the employer cannot choose to test for more drugs than the above panel.

2605.5.3 Alcohol. The consumption of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing duties is prohibited. “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)

2605.5.4 Legal Drugs. The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected should be reported to supervisory personnel prior to beginning an assigned task. Medical advice should be sought, as appropriate, before performing duties.

2605.5.5 PROHIBITED CONDUCT

- **Manufacture, Trafficking, Possession, and Use of Controlled Substances.** The manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. A “controlled substance” is any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by 21 CFR 1300.11-1300.15. Any employee in violation of this act will be subjected to disciplinary action, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.
 - **Intoxication/Under the Influence.** Any employee who is reasonably suspected of being intoxicated or under the influence of a prohibited drug shall be immediately relieved from their job duties, and sent for drug/alcohol screening. Any employee who tests positive on a drug or alcohol test will be subject to disciplinary action up to and including termination.
 - **Alcohol Use.** Arcade Creek Recreation and Park District has a “zero” tolerance policy for the use of alcohol while on company property and/or during scheduled working hours.
 - **No employee should report for duty or remain on duty when his or her ability is adversely affected by alcohol or when his or her blood alcohol concentration is 0.02 or greater.** No employee shall use alcohol while on duty or while performing job functions.
 - **NOTE:** 0.02 is the concentration level that the DOT has implemented in the FMCSA 382 Regulations. This is a recommended level.
- A. **Compliance with Testing Requirements:** Any 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. Refusal can include an inability to provide a specimen or breath 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.
- B. **NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION:** Pursuant to the “Drug Free Workplace Act of 1988,” any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

2605.6 Testing For Prohibited Substances

2605.6.1 Procedures for Testing

2605.6.2 Testing shall be conducted in a manner to assure a high degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). Testing for prohibited drugs and alcohol on employees shall be conducted in accordance with the procedures set forth in 49 CFR Part 40 of the Department of Transportation (DOT), although employees are not subject to Federally mandated drug and alcohol testing, Arcade Creek Recreation and Park District chooses to use the same standards as the DOT.

2605.6.3 **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.

2605.6.4 TESTING FOR PROHIBITED SUBSTANCES: Drug tests will be done from a urine specimen. Each urine sample will be collected into a primary and a split sample. The urine samples will be sent under seal, with required chain of custody forms, to a laboratory approved by the Substance Abuse and Mental Health Services Administration (SAMHSA). At the laboratory, specimens are placed in secure storage. An initial drug screen will be conducted on each primary specimen. For those specimens that are not negative, a confirmatory Gas Chromatography /Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40. Under these testing rules the laboratory is allowed to make a determination of pH or tests for specific gravity, creatinine concentration or presence of adulterants. If the result of the primary specimen is positive, the split sample will be retained in frozen storage for at least 60 days from the date the laboratory receives it. All positive specimens will be retained by the laboratory in frozen storage for at least one year.

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

2605.6.5 Alcohol Testing: Alcohol tests will be performed by a certified breath alcohol technician (BAT) in accordance with the procedures established by the DOT's Part 40 - Procedures for Transportation Workplace Drug and Alcohol Testing Programs. The BAT will use an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA) in the administration of the breath alcohol test. In order to maintain quality assurance, EBTs must be externally calibrated in accordance with plan developed by the manufacturer of the device. If the initial test on an employee indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

2605.6.6 The Arcade Creek Recreation and Park District will designate a representative who will receive and handle all the alcohol and drug testing results. All results will be handled in a confidential manner.

2605.7 Medical Review Officer

All drug test results shall be interpreted and evaluated by an MRO, who shall be a licensed physician. The MRO shall comply with the drug testing procedures set forth in 49 CFR Part 40. The MRO will not review alcohol test results. When a confirmed positive urine test is reported from the testing laboratory, it is the MRO's responsibility to: (a) review the individual's medical history, including any medical records and biomedical information provided; (b) contact the employee and afford the employee an opportunity to discuss the test results with him/her; (c) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO shall not convey test results until the MRO has made a definite decision that the test result was positive or negative. The MRO may request the laboratory to analyze the original sample again in order to verify the accuracy of the test result. When the MRO reports the result

of the verified positive test, the MRO may disclose the drug (s) for which there was a positive test. The MRO may only reveal the levels of a positive drug test result to the employer, the employee, or the decision-maker in lawsuit, grievance or other proceeding initiated by the employee and arising from a verified positive result.

If the MRO declares a drug test to be invalid for any reason, that test is considered canceled, and neither positive nor negative.

2605.8 Types of Testing

The Arcade Creek Recreation and Park District requires the following types of testing for controlled substances for employees: Pre-employment for full time position, pre-promotion or transfer to a full time position. Any reasonable-suspicion, post-accident, and after an on the job injury claim for all employees (full time and part-time).

2605.8.1 Pre-Employment Testing

- A pre-employment drug test shall be conducted for a full time position prior to a job offer being confirmed and beginning work for the Arcade Creek Recreation and Park District. This includes new employees and current employees transferring into a full time position.

2605.8.2 Reasonable Suspicion Testing

- All employees or any persons employed by Arcade Creek Recreation and Park District shall be subject to reasonable-suspicion testing, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance or the employee has violated the District's alcohol or drug prohibitions. A reasonable-suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short-term effects of substance abuse. Reasonable-suspicion tests for the presence of alcohol shall only be made just prior, during or just after performance of a job function.
- Persons designated to determine whether reasonable suspicion exists shall have received at least 60 minutes of training to detect and document the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional 60 minutes of training that covers the indicators of controlled substance use.

NOTE: This is not mandatory, but is good practice.

2605.8.3 Post-Accident, Post-Incident, Post-Injury Testing

- A Post-Accident, Post Incident and Post-Injury test will be required under the following circumstances:
 - Any accident or incident that occurs while operating a District owned vehicle (or personal vehicle while on District duty) or mechanical equipment
 - Any on the job injury that requires more than first aid
- Documentation should always follow any Post-Accident, Post-Incident or Post Injury testing determinations.
- Alcohol tests conducted by authorized federal, state, or local officials will fulfill post-accident or post-injury testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

2605.8.4 Employee-Requested Drug Re-Testing

- Any employee who questions the results of a drug test under this section of this policy may, within 72 hours of having been notified of a verified positive test by the MRO, request that an additional test be conducted on the original specimen by a different SAMHSA certified laboratory. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

2605.8.5 Consequences of Positive Test Results

- All employees will be subject to termination of employment if they are found to be in violation of the District's policy and the prohibitions stated herein.
- An employee, who violates the District's prohibitions related to drugs and alcohol, shall receive from the District upon termination, the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems.

2605.8.6 Refusal to Submit to an Alcohol or Controlled Substance Test

- A refusal to test means that an employee:
 - Engages in conduct that clearly obstructs or does not allow for the successful completion of the testing process, including refusal to sign consent forms.
 - Fails to provide adequate breath for alcohol testing as required by Arcade Creek Recreation and Park District without a valid medical explanation (as determined by a medical evaluation);
 - Fails to provide an adequate urine sample for controlled substances testing as required by Arcade Creek Recreation and Park District without a genuine inability to provide a specimen as determined by a medical evaluation.

2605.8.7 Substance Abuse Program Contact

Any questions regarding this policy or any other aspect of the Arcade Creek Recreation and Park District Substance Abuse Program should be directed to the office of the General Manager.

General Manager
c/o Arcade Creek Recreation and Park District
P.O. Box 418114
Sacramento, CA 95841-8114

Telephone Number (916) 482-8377

2605.9 Revisions to the Policy and Program

This policy and program is subject to revision and will be disseminated by Official Notice. All revisions will be adopted by the Board of Directors of the Arcade Creek Recreation and Park District

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Smoke-free Workplace
POLICY NUMBER: 2615

County Ordinance 9.36.057 – Prohibits smoking of “any” substance in the park.

2615.1 Smoking is prohibited within the buildings, facilities and vehicles of Arcade Creek Recreation and Park District. Those who smoke are requested to do so outdoors away from entrances or windows of buildings.

2615.2 Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.

2615.2.1 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc.

2615.3 Smoking is allowed in non-district vehicles. If employees observe unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.

2615.4 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2220.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2700

2700.1 Arcade Creek Recreation and 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.

2700.2 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.

2700.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2700.3.1 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:

2700.3.1.1 Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2700.3.1.2 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).

2700.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2700.3.1.4 Internet access is to be used for District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited. Unless the employee is on break)

2700.3.2 Employees do not have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2700.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2700.3.4 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 public business records and should be treated as such.

2700.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2700.3.6 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. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2700.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2700.3.8 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.

2700.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2700.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2700.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2700.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2700.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2700.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2700.3.15 Without express permission of the Systems Administrator, use of another user's name/account to access the Internet is strictly prohibited.

2700.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2700.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail

2700.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

2700.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2700.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the General Manager.

2700.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2700.3.22 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.

2700.3.23 Employees will only download information and/or publications for official business purposes.

2700.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2700.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2700.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Employee's Signature

Print name here

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity

POLICY NUMBER: 2800

2225.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

2800.2 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.

2800.2.1 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Accommodations for Disability
POLICY NUMBER: 2810

2810.1 The employment related provisions of the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) apply to all employees and job applicants seeking employment with Arcade Creek Recreation and Park District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

2810.2 Arcade Creek Recreation and Park District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with Federal or State law. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform Arcade Creek Recreation and Park District to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss the request, job duties and possible accommodations.

Employee or applicant should contact your supervisor, or the General Manager for further information.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Harassment

POLICY NUMBER: 2820

2820.1 Arcade Creek 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 #2825) 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:

2820.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2820.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2820.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2820.2.4 Retaliation for having reported or threatened to report harassment.

2820.3 If any employee of the District believes that he/she has been harassed, the employee should provide a written complaint to the supervisor, the Administrative Assistant to the General Manager, or the General Manager as soon as possible after the incident. The complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2820.3.1 Staff receiving harassment complaints will refer them immediately to the General Manager or the Chairperson of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2820.4 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.

2820.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2825

2825.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment.

2825.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2825.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2825.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2825.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2825.3 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions, subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2825.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2825.3.2 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 words to describe the person, or propositions of a sexual nature.

2825.4 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.

2825.4.1 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 supervisor within whose division they will be working.

2825.4.2 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 reinforcing them of the District's sexual harassment policy.

2825.6 Complaint Process. Any employee who believes he/she is the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2825.6.1 An informal complaint is made verbally by the employee to the immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

2825.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2067. 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 a formal complaint with any supervisory employee, or with the Chairperson of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2825.7 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 the General Manager or Chairperson of the Board of Directors if the employee's immediate supervisor is the General Manager is unavailable or personally involved in said complaint.

2825.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the supervisor, in cooperation with the Personnel Manager, within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the supervisor is unavailable or personally involved in said complaint.

2825.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Directors.

2825.7.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2825.7.4 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.

2825.8 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, including mandatory sexual harassment training to prevent future incidents. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2825.8.1 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.

2825.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.

2825.8.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: General Manager

POLICY NUMBER: 2900

SALARY RANGE \$64,104 - \$81,816 per Year

JOB DESCRIPTION

- The General Manager works independently managing a full service recreation and park district. The General Manager serves at the pleasure of an elected Board of Directors supervising and leading a small dedicated staff to carry out the District's mission, and goals and objectives.
- The General Manager provides direction and supervision in all areas of the District's operations including, but not limited to, budget and finance, facilities development, land acquisition, personnel, maintenance of all parks, nature areas and trails, planning, and recreation program development.
- The General Manager serves as a technical advisor and consultant to the District by keeping abreast of local, state and federal legislation, and community issues involving parks, recreation, and open

DUTIES, RESPONSIBILITIES, FUNCTIONS

- District budget preparation
- Administers the expenditure of funds and collection of fees, including researching and securing loans, grants, property tax, other revenue sources
- Facilities development including interpreting District policy for bid process, revenue stream, construction
- Administers the policies adopted by the Board of Directors, including the District
- Master Plan and local, state statutes governing Special Districts
- Prepares Board agenda for monthly meetings, including necessary written reports, minutes and correspondence
- Prepares or supervises office correspondence, fiscal records, monthly and annual reports and statements; purchases or requisitions District supplies
- In accordance with adopted procedures, selects, and generally supervises District employees and volunteers
- Supervises all park maintenance and development
- Supervises maintenance for District facilities
- Supervises a diversified recreation program, including partnering with neighboring park districts, school districts or other public and private agencies
- Represents the District in a variety of community and civic organizations and activities

QUALIFICATIONS

- Candidates will need to be innovative and flexible when working with a small staff to carry out the District's business. Excellent organizational skills are essential, as well as strong written and verbal
- Graduation from a recognized college or university with a Bachelor's degree in recreation and parks administration, public administration or related field.
- Completion of a Master's Degree in recreation and parks or related field may be substituted for two years work experience.
- In addition, 5-years successful and progressive work experience in a recreation and parks supervisory or management capacity is preferred.
- Possession of the category of California Driver's license required by the state Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license and compliance with established district vehicle operation standards are a condition of continued employment
- Successful applicants for employment must pass a pre-employment medical examination administered by the district's physician.
- Person in this position sits for extended periods; frequently stands and walk; exhibits manual dexterity and eye-hand coordination and verbal communication skills; and uses office equipment, including computer terminals, telephone, calculators, copiers and fax. Also must be able to do light lifting, bending, pulling, and pushing when assisting staff in their functions. Some of these requirements may be accommodated for otherwise qualified persons requiring and requesting such accommodation.

BENEFITS

- Vacation 10 to 20 vacation days per year depending upon length of service.
- Twelve days sick leave per year.
- Thirteen paid holidays per year
- 40 hours Administrator's leave per fiscal year
- District paid medical for employee
- Retirement: In addition to social security, the District participates in CalPERS Retirement System.

EQUAL OPPORTUNITY STATEMENT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Office Manager

POLICY TITLE: 2901

SALARY RANGE \$45,792 - \$58,425 per Year

JOB DESCRIPTION

- Under direction of the General Manager, this exempt position provides front office customer service,
- Organizes and supervises the functions and operations of the district's offices Including, Human Relations, Accounts payable and receivables, daily receipts, and daily accounting.
- Responsible for the development and maintenance of the District Board of Directors records,
- Serving as Secretary to the Board of Directors;
- Manages facility use and registration and related software;
- Supervises the district's part-time building monitors and volunteers;
- Manages the District's Safety Committee;
- Is responsible for all financial and personnel matters in the district, in the Administrators absence
- And does other work as required.

DUTIES, RESPONSIBILITIES, FUNCTIONS

- Recruits, hires, trains, evaluates, disciplines and schedules part-time office, building monitors and volunteers;
- Organizes and leads staff Safety Committee meetings, volunteer meetings, and various training sessions.
- Coordinates office operations with other District operations and functions; has responsibility for the development and maintenance of time and leave records, payroll entry and tracking; has responsibility for administration and processing of all employee benefits including appropriate payroll reports and records for benefit providers and other government agencies; has responsibility for the security of personnel records and maintaining files on all district employees;
- Handles program and facility registration and fee collection;
- Maintains and processes Workers Compensation claims and general liability claims;

- Maintains accounts receivables and payables; reconciles receipts, bank deposits and revenue ledgers; works with the County and outside auditors on district records; has responsibility for keeping an inventory of district office supplies;
- Works with staff and their vendors to assure accurate and timely payments;
- Serves as Board secretary, taking minutes at board meetings, preparing correspondence, reports, and other written communication; responsible for assembly and distribution of material for monthly Board meetings; responsible for development and maintenance of District files, records, and archives;
- Serves as receptionist and provides front office customer service to the public;
- Responsible for customer service; explains district programs, policies, etc. to public; coordinates with the Community Services Director in communicating with program instructors regarding the status of classes and programs; and responds and directs inquiries and complaints on various District functions and services to the appropriate staff;
- Assists with special events and other district programs as needed;
- Acts as District's Risk Manager, scheduling and organizing Safety meetings, training, and inspections.
- Principles, practices, and procedures of the organization, and general office management;
- Payroll processing and reporting requirements;
- Workers Compensation insurance and liability and property claim procedures and laws;
- Methods, practices and terminology of financial and statistical record keeping in the local government setting;
- Methods of project coordination and scheduling;
- Budget development and fiscal control;
- Public purchasing methods and procedures;
- Computers and software for general office tasks finance and registration functions;
- Principles of supervision, employee development and performance evaluation;
- Occupational hazards and standard safety practices.

QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Office Manager. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in a supervisory position, including extensive knowledge of daily office management, financial transactions and record keeping, customer service, computer registration software, Microsoft Office applications, use and operations of all office equipment and staff supervision.

An Associates' Degree or higher in Business or Public Administration or a related field is highly desirable. Practical work experience will be considered in lieu of the educational component.

- Possession of or ability to obtain, a valid class C California driver's license.
- Plan, organize, manage, and supervise the District office operations and functions;

- Select, train, supervise and evaluate staff and volunteers;
- Develop and maintain the District payroll, accounts payable and accounts receivable;
- Maintains Workers Compensation cases and liability claims;
- Work with the Community Resources Director regarding facility rentals and utilization; responsible for scheduling part time Building Monitor staff to ensure appropriate coverage.
- Use a computer and applicable software packages in the performance of office management, financial, payroll, benefit and insurance functions; Develop and maintain effective working relationships with community organizations, the general public, co-workers, business community, and other government agencies.
- The position requires sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties.
- The position also requires both near and far vision when reading correspondence, statistical data and using a computer.
- The need to lift, drag, and push files, paper and equipment weighing 25 pounds or more is also required.

BENEFITS

- Vacation: 10-20 vacation days per year depending upon length of service.
- Twelve days sick leave per year.
- Thirteen paid holidays per year.
- District paid medical for employee
- Retirement: In addition to social security, the District participates in the CalPERS retirement program.

EQUAL OPPORTUNITY STATEMENT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Park Maintenance Lead Worker
POLICY NUMBER: 2902

Pay rate: \$17.16 to 21.91 per hour plus benefits

DEFINITION

Under general direction of the District Administrator, plans, coordinates, and supervises the work of park maintenance personnel; engaged in the maintenance of district grounds, buildings, and recreation amenities; aids in the development, improvement, safety audits, maintenance, and safety inspection of playground equipment areas; and performs other related duties as needed.

DISTINGUISHING CHARACTERISTICS

This supervisory position handles training, supervising, and assigning work to relevant staff. Participates with General Manager in evaluating, and disciplining park maintenance personnel. The person in this position must have supervisory skills and a general knowledge of construction and maintenance techniques, some plumbing and electrical experience and a wide range of experience with tools and machinery used by staff in the performance of their duties.

ESSENTIAL FUNCTIONS

Personnel

- Trains, supervises, schedules/assigns job tasks and documents the job performance of the park staff engaged in the maintenance, repair, and improvements of parks and facilities.
- Trains and supervises personnel in the safe use of a variety of equipment.
- Inspects the work of maintenance personnel.
- Enforces safe work procedures and methods required of maintenance staff.
- Reviews and approves timesheets of maintenance personnel and receives their leave requests for approval by the General Manager.
- Coordinates, schedules, and supervises park workers from outside sources including but not limited to:
 - Sacramento County Alternative Sentencing Program
 - Sacramento County CWEX "Welfare to Work" Program
 - Sacramento County Return to work (SETA) Program
 - Middle School and High School Community Service Hour Programs
 - Day labor
- Coordinates and supervises the work requests generated by district personnel, coordinating performing or leading complex tasks involving repairs of equipment, maintenance of park amenities and the repair or the installation of plumbing, carpentry, masonry, electrical or other crafts.

Equipment and Supplies

- Recommends the purchase of supplies and equipment to be used by maintenance staff, obtains the approval of the Administrator for purchases over \$500.00.
- Responsible for the safe use, condition, and proper care of tools and equipment used by maintenance staff.

Inspections, Recordkeeping and Reports

- Ensures that weekly facility inspections, including parks, athletic fields, grounds, play areas, and other park amenities for safety issues, maintenance, and vandalism occurs.
- Maintains records and reports for playground and vehicle inspections and documentation of completed repairs.
- Prepares reports on monthly work activity for the General Manager.

Other Professional Duties

- Responsible for coordinating and supervising maintenance staff, and evening/weekend monitors, evaluating the work completed and job performance.
- Monitors and inspects the work done by contract providers of maintenance services.
- Ensures the monthly park security light audits and coordination of repairs with SMUD.
- Participates in the annual budget planning process by recommending equipment and supply needs, facility improvements, and other identified facility deficiencies to the General Manager.
- Receives and handles public complaints about facilities, maintenance and/or safety issues. Responding to them in a professional and polite manner within forty-eight (48) hours
- Participates in meetings and professional workshops and conferences on maintenance and facilities.
- Assists with special events, such as Creek Week, concerts, and other events.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Park, grounds, and landscaped area maintenance materials, procedures, tools and equipment.
- Safe and effective operation and maintenance of a variety of equipment used in park maintenance.
- Common plant and turf diseases and insect pests, and methods and materials used in their control.
- Irrigation design, diagnosis and repair.
- Basic principles of supervision, training, scheduling, evaluating, and disciplining personnel.
- Basic recordkeeping and report preparation practices.
- Safe work practices; *and*

Ability to:

- Train, schedule, supervise, and evaluate the work of crews and/or contractors engaged in park maintenance tasks.
- Perform or supervise assignments involving application of building trade craft skills.
- Operate and show the safe use of a variety of tools and equipment used in facility maintenance.
- Assist in work planning, buying, recordkeeping, and report preparation.
- Follow oral and written directions.
- Establish and support cooperative working relationships.
- Read and write at the level needed for successful job performance.

SPECIAL QUALIFICATIONS

Playground Safety Inspector Certification by the National Playground Safety Institute is highly desirable. Ability to operate a tractor with a variety of implements including; front-end loader, backhoe, auger, spreader, aerator, and mowing attachment.

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training and experience, which would offer the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be *either*

- Four years of experience comparable to that of a Park Maintenance Worker II. Three years of increasingly responsible experience in park or grounds maintenance work, including experience in a lead or supervisory capacity.
- Possession of a two-year degree from an accredited college in landscape architecture, horticulture, landscape maintenance, or closely related field is desirable;

SPECIAL REQUIREMENTS

Possession of the category of California Driver's License and Auto Liability insurance is required by the State Department of Motor Vehicles to perform the essential duties of the position. Maintenance of a valid driver's license and valid liability insurance policy and compliance with established vehicle operation standards are a condition of continued employment.

MEDICAL/PHYSICAL REQUIREMENTS

The Park Maintenance Foreman must be able to perform heavy physical labor as follows

1. Lift, carry, push and pull heavy objects such as cement and fertilizer bags with weights up to 80 pounds.
2. Walk, stand, stoop, crouch, and work on hands and knees for long periods.
3. Ability to perform fine motor tasks such as pinching, twisting and turning of hands and wrists and hand-eye coordination.
4. Ability to read written directions and follow spoken directions given in English.
5. Climb ladders.
6. Ability to use and use power tools of a variety of weights (weed trimmer, circular saw, drill, chain saw, and other similar power tools, mowers), at or above shoulder level repetitively each day.
7. Use a shovel and other garden tools in the preparation and care of planting beds and placement of plant material in the ground. Dig ditches and post holes.
8. Lift and hold items overhead that weigh up to 30 pounds for five or more minutes at a time.
9. Diagnose and repair damage to park facilities in a safe manner.

PRE-EMPLOYMENT SCREENING

The district requires a Live Scan Fingerprint background check, and drug testing. Applicants for employment must successfully pass a pre-employment medical examination administered through the district's medical program prior to a formal job offer being extended.

BENEFITS

- Vacation: 10-20 vacation days per year depending upon length of service accrual up to 240 hours.
- Twelve days sick leave per year, accrual up to 1,040 hours.
- Thirteen paid holidays per year.
- District paid medical for the employee
- Retirement: In addition to social security, the District takes part in the CalPERS retirement program.

EQUAL OPPORTUNITY STATEMENT

Following the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Maintenance Worker I
POLICY NUMBER: 2903

SALARY RANGE \$14.77 per hour to \$18.85 per hour. Plus Benefits

JOB DESCRIPTION

- The Park Maintenance Worker I position is a non-exempt position which is paid an hourly wage Federal and California Labor and Overtime Regulations apply.
- The position reports to and is under the supervision of the District Administrator.
- This position is responsible for the maintenance, repair and monthly safety inspection of all park grounds and playground areas.
- The position works regular weekend hours. Typical workdays will be Friday-Tuesday with Wednesday and Thursdays off.

DUTIES, RESPONSIBILITIES, FUNCTIONS

- Responsible for the care, cleaning, and regular maintenance of the community center, gym, and group use areas.
- Opens the parks on weekends,
- Deals with rentals and park facility reservations and users meeting their needs as directed or outlined in the rental agreements.
- Responsible for cleaning public use restrooms, and emptying trash containers.
- Responsible for the maintenance and upkeep of planting beds and will change out flowers on a seasonal basis.
- Performs painting tasks on buildings, picnic tables, structures, and interior areas as needed.
- May use a string trimmer for edging along walkways and around trees and structures.
- Assists with weekend special events receiving direction from the Community Services Director.
- Performs general daily safety inspections, repairing identified items as needed, and reporting needed repairs to the District Administrator in writing at the end of each shift.
- Communicates with the Turf, Irrigation, Plumbing and Athletic Field Specialist to report irrigation issues, and turf issues, receiving direction on mowing and trimming techniques and other turf care issues.
- Must have the ability to perform or learn to perform horticulture related tasks.
- Represent the Park District in a positive and professional manner.
- Demonstrate the ability to get along with their co-workers at all levels.

- Follow the stated and appropriate safety guidelines when on the job.
- Wear the appropriate clothing, footwear, eyewear and headwear (if needed) in order to perform the tasks of the day in a safe manner.
- Report for work at the assigned time and ready for the day's assignments.
- Inform the District Administrator when absent from work for health reasons.
- Follow and abide by the policies set forth by the Board of Directors.

QUALIFICATIONS

- A minimum of a High School diploma or GED is required
- Three to four years of maintenance experience, dealing with turf care and general repairs. .
- Trade school completion may be substituted for two years of work experience. .
- Preference will be given to military veterans

The Park Maintenance Worker I must be able to perform heavy physical labor as follows:

1. Lift, carry, push and pull heavy objects such as cement and fertilizer bags with weights up to 80 pounds.
2. Walk, stand, stoop, crouch, and work on hands and knees for long periods.
3. Ability to perform fine motor tasks such as pinching, twisting and turning of hands and wrists and hand-eye coordination.
4. Ability to read written directions and follow spoken directions given in English.
5. Climb ladders.
6. Use a shovel and other garden tools in the preparation and care of planting beds and placement of plant material in the ground. Dig ditches and post holes.
7. Lift and hold items overhead that weigh up to 30 pounds for five or more minutes at a time.
8. Diagnose and repair damage to park facilities in a safe manner.
9. Operate power tools (weed trimmer, circular saw, drill, chain saw, and other similar power tools, mowers)

The district requires drug testing and applicants for employment must successfully pass a pre-employment medical examination administered through the district's medical program prior to a formal job offer being extended.

BENEFITS

- Vacation: 10-20 vacation days per year depending upon length of service.
- Twelve days sick leave per year.
- Thirteen paid holidays per year.
- District paid medical for the employee
- Retirement: In addition to social security, the District participates in the CalPERS retirement program.

EQUAL OPPORTUNITY STATEMENT

Adopted 8/15/2013 Wage Revision 4/19/2018

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

Received By: _____

Date: _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Monitor (Facility and Park)

POLICY NUMBER: 2904

Pay Rate: Current minimum wage

MONITOR (2-3 positions)

Assigned to work 12 -18 hours per week, working a maximum of 980 hours per calendar year.

Required hours of work are evenings, weekends and occasional holidays.

Hours per week may vary depending on activities and rental of facilities.

Under direction of the Park Lead Worker, the Monitor oversees the care and use of recreational facilities for meetings, receptions, classes, etc.

DUTIES:

- ♦ Provides customer service supervising the use of recreation buildings, office, and other park facilities for classes, recreation programs and rentals.
 1. Opens and closes District facilities, including recreation buildings, parking lot gates, and restrooms.
 2. Works with rental party/instructors regulating use of facilities, needed supplies, or condition of facilities.
 3. Assist and ultimately be responsible for the set up, take down and clean up of facility.
 4. Inspects before and after each use and has the user sign in and out of facility. Notates quantity and condition of equipment used by renter.
- ♦ Monitor is responsible for checking schedule/calendar in District Office, for time, date, and location of work assignment.
- ♦ Program registration, enrolling and collecting class fees and delivers messages to office from instructors.
- ♦ Monitor performs custodial and maintenance work as assigned by the Park Lead Worker.
- ♦ Responsible for enforcing District rules and regulations, as well as practicing good public relations.
- ♦ Contacts District's police patrol department or the County Sheriff when problems or situations arise.
- ♦ Other duties as assigned.

KNOWLEDGE OF:

- ♦ Custodial/janitorial materials, methods, tools, and equipment used in cleaning buildings.
- ♦ Federal, state, and local regulations related to safety and safe work practices

ABILITY TO:

- ◆ Follow oral or written instructions.
- ◆ Follow and promote safe work practices.
- ◆ Effectively communicate with fellow staff and the public verbally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.
- ◆ Perform routine building maintenance tasks, reporting needed repairs to supervisor.
- ◆ Perform basic math (addition and subtraction)

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED equivalent required;
- Ability to read, follow instructions, and work independently.
- Applicants must be eighteen years of age prior to appointment.
- Custodial or park maintenance experience;
- Ability to communicate well with the general public and fellow coworkers;

PHYSICAL REQUIREMENTS:

Work is frequently performed both indoors and outdoors. Work will involve moderate to heavy physical labor.

- (1) Mobility; frequent standing, walking, climbing, bending; occasional driving of vehicles, sitting
- (2) Lifting: frequent lifting up to 25 pounds; occasional lifting over 50 pounds.
- (3) Vision: constant use of overall vision, awareness of surroundings.
- (4) Dexterity: frequent grasping, holding, and reaching; occasional use of hand tools.
- (5) Ability to listen, comprehend and reply to another person.
- (6) Emotional/Psychological: frequent coworker and public contact; occasional working alone.
- (7) Environmental: occasional exposure to loud noise; occasional exposure to chemicals, fumes, and other chemical substances and bodily fluids.

Other Requirements:

Must be able to work evenings, weekends, and holidays.

LICENSES, ETC.

- Possession of a valid California Drivers License with a clean DMV record of traffic incidents.
- Proof of current insurance with basic automobile coverage.

**Series 3000:
OPERATIONS**

Policy #	Policy Title
3005	Emergency Preparedness
3006	Emergency Response Guideline for Hostile or Violent Incidents
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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 3005

3005.1 It is the policy of Arcade Creek Recreation and Park District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3005.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

3005.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

3005.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

3005.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

3005.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding

and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

3005.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

3005.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

3005.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents

POLICY NUMBER: 3006

3006.1 Purpose of the Policy: To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

3006.2 Background: The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent time frames, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types and risks are to be considered extreme emergencies and the safety and well being of employees and/or customers is the highest priority.

3006.3 Response to an Incident: Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act including possible gunfire, explosion, fighting, scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises including but not limited to:

1. Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
2. Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - a. Gunfire-awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency resources via 911 is imperative once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.

- b. Explosion-an explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
- c. Physical or bomb threat-awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
- d. Situations involving hostages-if a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
- e. Irrate customer/threat at counter or meeting-in cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person except in defense of life for self or immediate others at the facility.
- f. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3006.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

1. Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
2. Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
3. Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code _____ is recommended.
4. Develop a radio communication alert code _____ to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
5. Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager as may be possible or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3006.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

1. Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.

2. The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
3. Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
4. Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
5. Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
6. Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
7. Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
8. Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
9. Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

3006.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility from operating for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Computer and Business Continuity Security
POLICY NUMBER: 3010

3010.1 Purpose. The District seeks to ensure that detailed or sensitive information regarding its water and power system facilities and operations not be released to parties who might use it for malicious purposes. This security plan is designed to address computer security procedures for District personnel who are issued desktop or laptop computers and who may handle sensitive or important information to the operation of the agency.

3010.2 Scope. This program applies to all employees who are issued desktop or laptop computers.

3010.3 Responsibilities.

3010.3.1 The General Manager approves all purchases of desktop or laptop computers for use by District personnel, subject to the General Manager's oversight.

3010.3.2 The General Manager is responsible for assigning laptop computers to personnel within their respective divisions, and for enforcement of this policy.

3010.3.3 Each employee issued a desktop or laptop computer is responsible for understanding and following the requirements of this policy.

3010.4 Sensitive Information. Sensitive information that must not be released has been classified by the Federal Energy Regulatory Commission as Critical Energy Infrastructure Information and includes electrical, civil and mechanical schematics and drawings that show details of location and layout. The District also considers detailed maintenance records that include photos and schedules to be sensitive information.

3010.5 Computer Security.

3010.5.1 A password will be required to start the laptop computer. Passwords must be a minimum of eight (8) characters in length and must contain at least one (1) number and one (1) special character.

3010.5.2 Any software installed on the laptop computer must be pre-approved by the General Manager.

3010.5.3 Internet access may only be made through the District's network server. The laptop

computer may not be used to access the Internet via an employee's personal Internet account.

3010.5.4 The laptop computer may be transported between the main District office and the field location at which the employee is assigned to work via a District vehicle. If the employee at any time leaves the vehicle unattended, the laptop computer will be stored out of sight in a locked compartment.

3010.5.5 All electrical, civil and/or mechanical schematics, drawings, photos and database records will be stored in electronic format on the District's network computer. Only those schematics, drawings, photos or maintenance database records necessary for the work being conducted at the given field location may be downloaded and temporarily stored on the laptop computer's hard drive. Upon completion of the field assignment, all revised files will be uploaded onto the District's network computer and all temporarily stored files will be deleted from the laptop computer's hard drive.

3010.5.6 Any desktop or laptop computer may not be removed from the District's service area without prior approval of the General Manager.

3010.6 Compliance. The division manager will periodically check all desktop or laptop computers to ensure that no critical infrastructure information or other sensitive data is being stored on the computer's hard drive. Personnel found to be in violation of this policy will be subject to disciplinary procedures.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental, Health & Safety Compliance Program
POLICY NUMBER: 3012

3012.1 The Board of Directors of the Arcade Creek Recreation and Park District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

3012.2 Within the District, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for implementation within the District.

3012.2.1 The General Manager shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

3012.2.2 It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

3012.3 By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Illness and Injury Prevention Program
POLICY NUMBER: 3015

3015.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

- 3015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.
- 3015.1.2** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.
- 3015.1.3** Training all employees in good safety and health practices.
- 3015.1.4** Providing necessary personal protective equipment, and instructions for use and care.
- 3015.1.5** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- 3015.1.6** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
- 3015.1.7** Developing a system of recognition and awards for outstanding safety service and/or performance.

3015.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

- 3015.2.1** The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

3015.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

3015.2.3 No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

3015.3 Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

3015.3.1 A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3015.8.)

3015.3.2 Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

3015.3.3 A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3015.32, above.

3015.3.4 Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

3015.3.5 All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

3015.4 Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

3015.4.1 Records of scheduled and periodic inspections as required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

3015.4.2 Documentation of safety and health training required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

3015.5 Program Communication System.

Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

3015.5.1 Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

3015.5.2 The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

3015.5.3 Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

3015.5.4 Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

3015.5.5 General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

3015.5.5.1 Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

3015.5.5.2 Feedback from employees.

3015.5.5.3 Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

3015.5.5.4 Brief audio-visual materials that relate to the District's operations.

3015.5.6 Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

3015.5.6.1 New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

3015.5.7 Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

3015.5.8 News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

3015.5.9 A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District's General Manager.

3015.6 Hazard Assessment and Control.

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

3015.6.1 Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

3015.6.2 Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

3015.6.3 A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

3015.6.4 The General Manager *[or other designated program manager]* will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

3015.7 Accident Investigation.

All accidents shall be thoroughly and properly investigated by the General Manager, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

3015.7.1 The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3015.7.2 The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

3015.7.3 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

3015.7.4 Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

3015.7.5 Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

3015.8 Code of Safe Practices.

GENERAL

3015.8.1 All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Supervisor, or General Manager [or other responsible managing employees].

3015.8.2 Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

3015.8.3 Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

3015.8.4 Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

3015.8.5 Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

3015.8.6 No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

3015.8.7 Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

3015.8.8 Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor [or other responsible managing employee].

3015.8.9 Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

3015.8.10 Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Supervisor [or other responsible managing employee].

3015.8.11 All injuries shall be reported promptly to the Supervisor [or other responsible managing employee] so that arrangements can be made for medical or first aid treatment.

3015.8.12 When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

3015.8.13 Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

3015.8.14 Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

3015.8.15 Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

3015.8.16 Gasoline shall not be used for cleaning purposes.

3015.8.17 No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor *[or other responsible managing employee]*.

3015.8.18 Any damage to scaffolds, falsework, shoring or other supporting structures shall be immediately reported to the Supervisor *[or other responsible managing employee]*.

USE OF TOOLS AND EQUIPMENT

3015.8.19 All tools and equipment shall be maintained in good condition.

3015.8.20 Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

3015.8.21 Pipe or Stillson wrenches shall not be used as substitute for other wrenches.

3015.8.22 Only appropriate tools shall be used for the job.

3015.8.23 Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

3015.8.24 Files shall be equipped with handles and not used to punch or pry.

3015.8.25 Screwdrivers shall not be used as chisels.

3015.8.26 Wheelbarrows shall not be used with handles in an upright position.

3015.8.27 Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.

3015.8.28 In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

MACHINERY AND VEHICLES

3015.8.29 Only authorized persons shall operate machinery or equipment.

3015.8.30 Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

3015.8.31 Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

3015.8.32 Where appropriate, lock-out procedures shall be used.

3015.8.33 Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

3015.8.34 Air hoses shall not be disconnected at compressors until hose line has been bled.

3015.8.35 All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

3015.8.36 Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

3015.8.37 Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Safety
POLICY NUMBER: 3020

The District holds safety in the workplace for employees and the public as our highest priority. In compliance with California law, and to promote the concept of a safe workplace, District maintains an Injury and Illness Prevention Program, Policy 3015. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the District office

3020.2 All employees are responsible for their own safety, as well as that of others in the workplace and District facilities. To help maintain a safe workplace, everyone must be safety-conscious at all times. Immediately report all work-related injuries or illnesses to your supervisor or to the General Manager. Additionally, employees are to report any unsafe or hazardous conditions to your supervisor or the General Manager.

3020.3 Necessary safety equipment will be purchased by District and used by all employees who require such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who continually loses or damages equipment will be subject to disciplinary action, up to and including termination.

3020.4 In compliance with Proposition 65, District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Workers' Compensation
POLICY NUMBER: 3025

3025.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the illness or injury to the employee's supervisor or the General Manager, the day the injury or illness occurs or not later than 24 hours after the occurrence. Failure to do so could result in a delay of benefits.

3025.2 All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact your supervisor.

3025.3 The District provides medical treatment for work-related injuries and illnesses through pre-determined hospitals or clinics that provide medical care to injured employees. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations. The senior employee in attendance at an incident shall make an initial determination of a facility to be identified and used for first treatment pending added review by the General Manager.

3025.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor prior to any injury.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Recreational Activities & Programs

POLICY NUMBER: 3030

3030.1 The District or its insurer have placed all employees on notice that they will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties. An employee should consult with their supervisor if they are not sure of the nature or intent of any non-work-related activity whether during or outside of district works hours.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3105

3105.1 An annual budget proposal shall be prepared by the General Manager.

3105.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3105.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.

3105.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting Control
POLICY NUMBER: 3110

3110.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3110.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3110.3 Applicable purchases for inclusion in said accounting shall be the following:

3110.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$300 [or other appropriate amount];

3110.3.2 All land and building acquisitions regardless of price; and,

3110.3.3 Additions or major improvements to the District's service infrastructure.

3110.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3110.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3110.6 Information to be maintained in said inventory records shall include at least the following:

3110.6.1 Asset number;

3110.6.2 Description;

3110.6.3 Manufacturer's serial number;

3110.6.4 Storage location;

3110.6.5 Original cost;

3110.6.6 Acquisition date;

3110.6.7 Life expectancy; and,

3110.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Capitalization
POLICY NUMBER: 3115

3115.1 The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3115.2 Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

3115.3 Other expenditures of \$5,000 or more that provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

3115.3.1 To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3115.3.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3115.4 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

3115.5 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE

Fixed Asset	Useful Life (years)
General Plant/Structures	50
Reservoirs, Dams, etc.	50
Vehicles	5
Heavy Equipment (normal – light use)	7 – 10
Light Equipment (normal – light use)	5 – 7
Office Equipment	5 – 10
Office Furniture	10 – 15
Computer Equipment	5 – 7

[Consult your district's auditor for other structures and equipment specific to your agency]

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Asset Protection and Fraud in the Workplace

POLICY NUMBER: 3117

3117.1 Purpose and Scope: To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

3117.2 General

- A. The Arcade Creek Recreation and Park District is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.
- B. Definitions:
1. **Fraud** – Fraud and other similar irregularities include, but are not limited to:
 - Claim for reimbursement of expenses that are not job-related or authorized by the District Administrative and Ethics Code.
 - Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
 - Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.).
 - Inappropriate use of District resources (including but not limited to labor, time, and materials).
 - Improprieties in the handling or reporting of money transactions.
 - Authorizing or receiving payment for goods not received or services not performed.
 - Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
 - Misrepresentation of information on documents.
 - Theft of equipment or goods.
 - Any apparent violation of federal, state, or local laws related to dishonest activities or fraud.
 - Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations.
 - Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.
 2. **Employee** – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board of Directors, from the District. The term

also includes any volunteer who provides services to the District through an official arrangement with the District or a District organization.

3. **Management** – In this context, management refers the General Manager or to any manager, supervisor, or other designated individual who manages or supervises District's resources or assets.
 4. **Internal Audit Committee** – In this context, if the claim of fraud involves anyone other than the District's General Manager, the Internal Audit Committee shall consist of the General Manager, the District's Legal Counsel and any other persons appointed to the Internal Audit Committee by the General Manager. If the claim of fraud involves the General Manager, the Internal Audit Committee shall consist of the Chairperson of the Board of Directors of the District, the District's Legal Counsel and those persons appointed to the Internal Audit Committee by the Chairperson. Nothing contained in this policy shall be construed as requiring the General Manager or the Chairperson of the Board to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the General Manager or the Chairperson of the Board other than the District's Legal Counsel shall serve at the pleasure of the General Manager or the Chairperson of the Board.
 5. **External Auditor** – In this context, External Auditor refers to independent audit professionals who perform annual audits of the District's financial statements and are appointed by the District's Board of Directors.
- C. It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation. An employee being investigated for fraud may request representation by an Employee Association if applicable.
 - D. District Management is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
 - E. For claims of fraud not involving the General Manager, the General Manager or an Internal Audit Committee appointed by the General Manager shall have primary responsibility for investigation of the activity covered by this policy. For claims of fraud involving the General Manager, the Chairperson of the Board or an Internal Audit Committee appointed by the Chairperson shall have primary responsibility for investigation of the activity covered by this policy. The District's General Counsel shall advise the Committee, the General Manager or the Board Chairperson on all such investigations.
 - F. Throughout the investigation, the Internal Audit Committee will inform the General Manager of pertinent investigative findings.
 - G. Employees will be granted whistle-blower protection when acting in accordance with this policy so long as the employee has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall:
 1. Dismiss or threaten to dismiss the employee,
 2. Discipline, suspend, or threaten to discipline or suspend the employee,
 3. Impose any penalty upon the employee, or
 4. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including termination.
 - H. Upon conclusion of the investigation, the results will be reported to the General Manager or in the event the investigation involves the General Manager, then the Board Chairperson shall receive the report and shall advise the Board of Directors.

- I. The General Manager or the Board Chairperson, as the case may be, following review of investigation results, will take appropriate action regarding employee misconduct based on the District's Administrative and Ethics Code. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.
- J. The General Manager or the Board Chairperson will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

3117.3 Procedures

A. Board of Directors Responsibilities

1. If a Board Member has reason to suspect that a fraud has occurred, he or she shall immediately contact the General Manager or the Board Chairperson. If the activity involves the General Manager, he or she shall immediately contact the Board Chairperson and the District's Legal Counsel.
2. The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager (if not involved), the Board Chairperson and the District's Legal Counsel.
3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the Board Chairperson after consultation with the District's Legal Counsel and the Internal Audit Committee, if any Committee is appointed.

B. Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
2. Management should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If management determines a suspected activity may involve fraud or related dishonest activity, He or she should contact the District's General Manager. If the activity involves the General Manager it shall be reported to the Board Chairperson and the District's Legal Counsel.
5. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent recurrence of improper actions.
6. Management should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
7. Management must give full and unrestricted access to all necessary records and personnel. All District's assets, including furniture, desks, and computers, are open to inspection at any time. There is no assumption of privacy.
8. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - Incorrect accusations.
 - Alerting suspected individuals that an investigation is underway.
 - Treating employees unfairly.
 - Making statements that could lead to claims of false accusations or other offenses.

9. In handling dishonest or fraudulent activities, management has the responsibility to:
 - Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc.
 - Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager.
 - Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, Internal Audit Committee, the District’s Legal Counsel or law enforcement personnel.
 - Direct all inquiries from the suspected individual, or his or her representative, to the General Manager, the Board Chairperson, or the District’s Legal Counsel. All inquiries by an attorney of the suspected individual should be directed to the General Manager or the District’s Legal Counsel. All inquiries from the media should be directed to the General Manager or the Board Chairperson if the activity involves the General Manager.
 - Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with Legal Counsel, in conformance with the District’s Administrative and Ethics Codes.

C. Employee Responsibilities

1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the General Manager.
2. When the employee believes the General Manager may be involved, the employee shall make the report directly to the Board Chairperson or the District’s Legal Counsel.
3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Audit Committee, the District’s Legal Counsel, or law enforcement personnel.

D. Internal Audit Committee Responsibilities

1. Upon assignment by the General Manager or the Board Chairperson, the Internal Audit Committee will promptly investigate the alleged fraud.
2. In all circumstances where there appears to be reasonable grounds for suspecting that a criminal fraud has taken place, the Internal Audit Committee, in consultation with the General Manager or the Board Chairperson and Legal Counsel, will contact the local law enforcement agency.
3. The Internal Audit Committee shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District’s Legal Counsel.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will proceed as follows:
 - Discuss the findings with the General Manager and other management.
 - Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District’s financial statements.
 - Coordinate with the General Manager regarding notification to insurers and filing of insurance claims.
 - Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records.
 - Such action shall include, but is not limited to removing the records and placing them in a secure location, or limiting access to the location where the records currently exist, or preventing the individual suspected of committing the fraud from having access to the records.

- In consultation with the District Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the General Manager. If the activity involves the General Manager, the Internal Audit Committee will refer the media to the Board Chairperson or the District Legal Counsel.
- At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the General Manager or the Board Chairperson for action. If the report concludes that the allegations are founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the local law enforcement agency.
- The Internal Audit Committee will be required to make recommendations to the General Manager or other management for assistance in the prevention of future similar occurrences.
- Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained during the investigation will be returned by the Internal Audit Committee to the District.

3117.4 Exceptions

There will be no exceptions to this policy unless provided and approved by the General Manager or the Board Chairperson and the District Legal Counsel.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Handling Cash Transactions

POLICY NUMBER: 3118

- 3118.1** When cash payments are received the following procedures will be followed;
- 3118.1.1** All payments must be receipted when received, no matter if in the office or at an off-site location. The completed receipt shall designate how the payment was made (Cash, Check, Money Order)
 - 3118.1.2** Off-site cash when it exceeds twenty-five (\$25.00) dollars must be deposited with the office prior to 12:00 noon the following workday. Otherwise if the receipts do not total twenty-five (\$25.00) dollars they must be submitted to the office by 12:00 noon on Thursday or weekly if the off-site program does meet on Thursday or Friday.
 - 3118.1.2.1** The receipt book shall be submitted to the office each Thursday with the deposit for verification.
 - 3118.1.3** A numbered receipt must accompany each payment received at an off-site location and shall be submitted in numerical order. Any receipts that are voided must be submitted with the deposit and marked as VOID. When a receipt is VOIDED, all copies of the receipt must be retained (stapled) in the receipt book. If the VOID was because of an error the receipt immediately following the VOIDED receipt must be filled out properly. Any deviation from these steps must be documented by a dated and timed note stating what happened.
 - 3118.1.4** The receipt must have on it the name of the person making the payment and a note dictating what the payment is for.
- 3118.2** Payment plans may be established for families with multiple participants or where the need exists. An agreement shall be signed by the responsible party and the staff person responsible for the program/event. A copy of the signed agreement shall be given to the office, for accounting purposes.
- 3118.2.1** When a payment is made, the receipt shall show the current outstanding balance owed minus the amount paid, and it shall show the new outstanding balance.
- 3118.3** At no time shall cash payments received be used as a Petty Cash Fund to make purchases of supplies and materials.
- 3118.4** Cash that has been received may be used to make change for another customer's payment, however the receipts and the correct amount of cash shall be joined together.
- 3118.5** District staff shall make a deposit to the bank at any time when the cash on hand amount exceeds three hundred (\$300.00) dollars and weekly regardless of the total amount.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Expense Authorization
POLICY NUMBER: 3135

3135.1 All purchases made for the District by staff shall be authorized by the General Manager and shall be in conformance with the approved District budget.

3135.2 Any commitment of District funds for a purchase or expense greater than \$25,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3135.3 A "change box" fund shall be maintained in the District office having a balance-on-hand maximum of \$100.00 for providing change to customers paying for services in cash.

3135.3.1 No personal checks shall be cashed in the change box fund.

3135.3.2 The change box fund shall be included in the District's annual independent accounting audit of the fees account.

3135.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request with a District's warrant request. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Payment Processing

POLICY NUMBER: 3140

3140.1 All commercial obligations or requests for issuing payments shall be reviewed and approved by the General Manager or his/her designate.

3140.2 Payment for the commercial obligations are presented to the Board of Directors at their regular board meetings for review except as provided for in Policy #5070.

3140.3 District's payroll obligations on a predetermined schedule of each month are processed through Sacramento County. The General Manager or his/her designate will distribute the payment documentation on the payday as defined in Policy #2300.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Credit Card Usage
POLICY NUMBER: 3145

3145.1 Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

3145.2 Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

3145.3 Implementation. A credit card shall be issued to the General Manager, the Office Manager, the Community Services Director, and lead Park Maintenance Staff. Credit cards shall not be issued or used by members of the Board of Directors.

3145.3.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

3145.3.2 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

3145.3.3 All credit-card transactions shall have third-party documents (itemized receipts) attached and the District purpose annotated by the cardholder.

3145.3.4 The General Manager shall review and approve credit-card transactions by District cardholders.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Purchasing
POLICY NUMBER: 3150

3150.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

3150.2 To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by telephone, fax or mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase. The General Manager must approve purchase.

3150.3 For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased via a formal bid process. Suppliers will provide formal bid for consideration and recommendation to the General Manager for Board of Director review and award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

3150.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3150.2 or 3150.3.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employment of Outside Contractors and Consultants
POLICY NUMBER: 3205

3205.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, or for auditing purposes. The District's procedure is as follows:

- Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available.
- The bid opening is open to the public and will be specified in the bid documents.

3205.2 Consultants will be selected by the General Manager and are subject to approval by the Board of Directors. The General Manager and/or Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Only qualified consultants can be used for engineering and architectural services.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Easement Abandonment
POLICY NUMBER: 3210

3210.1 Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3210.2 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Easement Acceptance
POLICY NUMBER: 3215

3215.1 Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3215.2 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

3215.2.1 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO.
[DISTRICT NAME]

ACCEPTING [*SPECIFY TYPE OF SERVICE*] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Arcade Creek Recreation and Parks District that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Sacramento, State of California.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Encroachment Permits
POLICY NUMBER: 3220

3220.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safe keeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

3220.1.1 Plans for said structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates existing district facilities.

3220.1.2 The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures.

3220.1.3 A fee in the amount of \$100.00, together with actual county recording costs, shall be charged to cover District administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

3220.1.4 Documentation that captures all the necessary information of the Encroachment Permit will be submitted to the District Administer for the Board of Directors for consideration and approval.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3300

3300.1 Sale of Surplus Equipment. Surplus equipment may be sold through a sealed bid process or on a government surplus auction website. If a sealed bid process is used, follow the next steps:

3300.1.1 Board of Directors takes action to declare equipment surplus.

3300.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3300.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3300.1.4 Bidders are notified of Board's action.

3300.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3300.2 Sale of Real Estate. Surplus real estate is property that had been modified for special use by the District and is not likely to be sold in the standard real estate market. If a property is declared surplus, follow the next steps:

3300.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3300.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3300.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3300.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3300.2.5 Bidders are notified of the Board's action.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Records Retention

POLICY NUMBER: 3310

3310.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3310.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3310.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3310.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

3310.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3310.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3310.4.3 In no instance are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3310.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3310.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3310.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3310.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3310.5 The District will follow the records retention schedule for Special Districts authorized for Park Recreation and Park Districts by the County of Sacramento.

3310.5.1 Administration Records Retention Schedule

3310.5.2 Board Members / Administration Records Retention Schedule

3310.5.3 Development Records Retention Schedule

3310.5.4 Finance Records Retention Schedule

3310.5.5 Personnel Administration / Finance Records Retention Schedule

3310.5.6 Public Safety / Works Retention Schedule

Records Retention Schedules

The following table lists the legal authority abbreviations used in the records retention schedules.

<u>Legal Authority Abbreviations</u>	
<i>Code</i>	<i>Description</i>
<i>CCP</i>	Code of Civil Procedures
<i>CCR</i>	California Code of Regulations
<i>CFR</i>	Code of Federal Regulations
<i>EC</i>	Elections Code (California)
<i>GC</i>	Government Code (California)
<i>IRC</i>	Internal Revenue Code
<i>IRS</i>	Internal Revenue Service
<i>LC</i>	Labor Code (California)
<i>PC</i>	Penal Code (California)
<i>R&TC</i>	Revenue & Taxation Code (California)
<i>USC</i>	United States Code

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Accident/Illness Reports	Administration	Not a public record Employee Medical Records and Employee Exposure Records – includes Material Safety Data Sheets (MSDS)	Duration of employment + 30 years	8 CCR 14307 8CCR 3204 GC 625(c)
Accident/Damage to District Property	Administration	Risk management administration	10 years	GC 34090 CCP 337.15
Affidavits of Publications/ Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	2 years	GC 34090
Agreements	Administration	Original contracts and agreements and back-up materials, including leases.	4 years after termination/ completion	CCP 337 CCP 337.2
Articles of Incorporation	Administration		Permanent	GC 34090 GC 60201
Brochures/Publications	Administration	Retain selected documents only for historic value.	2 years	GC 34090
Citizen Feedback	Administration	General correspondence	2 years	GC 34090
Claims Against the District	Administration	Paid/Denied	Until settled + 5 years (may be microfilmed after 3 years)	GC 34090; GC 25105.5

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Collective Bargaining Agreements	Administration		Current + 3 years	29 CFR 516.5
Complaints/Requests	Administration	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	2 years	GC 34090
Contracts	Administration	Original contracts and agreements and back-up materials.	4 years after termination or/completion	CCP 337
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	2 years	GC 34090
Demographic / Statistical Data	Administration		Current + 2 years	GC 34090
Environmental Quality Air Quality (AQMD)	Administration	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; commute alternative	3 years	CCP 338 (k); GC 34090
Forms	Administration	Administrative – blank	Until Superseded	
Information Services, Internet/World Wide Web	Administration	Management policies and supporting documentation	Until superseded + 2 years	GC 34090
Information Systems, Inventory	Administration	Hardware/software inventory logs; systems manuals	Until superseded + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Information Systems, Network Information Systems (LAN/WAN)	Administration	Configuration maps and plans	2 years	GC 34090
Information Systems - Program files and Directories	Administration		2 years	GC 34090
Information Systems Tapes	Administration	System generation	2 years	GC 34090
Legal Notices/Affidavits of Publication	Administration		2 years	GC 34090
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	Until superseded + 2 years	GC 34090
Litigation	Administration	Case files	Until settled or adjudicated + 2 years	GC 34090
Maintenance Manuals	Administration	Equipment service/maintenance	Current + 2 years	GC 34090
Maintenance/Repair Records	Administration	Equipment	2 Years	GC 34090
Marketing, Promotional	Administration	Brochures, announcements, etc.	2 Years	GC 34090
Newsletter, District	Administration	May wish to retain permanently for historic reference.	2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	Current + 2 years	GC 34090
Press Releases	Administration	Related to District actions/activities.	2 years	GC 34090
Procedure Manuals	Administration	Administrative	Current + 2 years	GC 34090
Records Management Disposition Certification	Administration	Documentation of final disposition of records	Permanent	GC 34090
Records Retention Schedule	Administration		Current + 2 years	GC 34090
Resolutions	Administration	Vital records – originals may never be destroyed. Image immediately.	Permanent	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Agenda / Agenda Packets	Board Members /Administration	Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only	Duration of employment + 30 years	GC 34090 GC 34090.5
Agenda reports (staff reports)	Board Members /Administration	Paper copies of agenda packets should be maintained for 1 yr. as complete packets. Originals should be imaged immediately for permanent retention. The filmed record may serve as the permanent record.	2 years	GC 34090 GC 34090.5
Economic Interest Statements – Form 700 (copies)	Board Members /Administration	Copies of statements forwarded to Fair Political Practices Commission	4 years (can image after 2 years)	GC 81009 (f), (g)
Economic Interest Statements – Form 700 (originals) - Elected	Board Members /Administration	Originals of statements of designated employees	7 years (can image after 2 years)	GC 81009 (e), (g)
Economic Interest Statements – Not Elected	Board Members /Administration	FPPC filings	5 years	GC 81009 (b)
Election – Administrative Documents	Board Members /Administration	Not ballot cards or absentee voter lists/applications	2 years	GC 34090
Election – Affidavit Index	Board Members /Administration	Voter registration index	5 years	EC 17001
Election – Ballots and Related	Board Members	STATE & LOCAL ELECTIONS:	6 months	EC 17302, 17306, 17505

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Documents	/Administration	All ballot cards (voted, spoiled, cancelled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.		
		For elections to Federal office (President, Vice President, US Senator, US Representative)		
Election – Ballots and Identification Envelope – Federal Offices	Board Members /Administration	For elections to Federal office (President, Vice President, US Senator, US Representative)	22 months	EC 17301
Election – Ballots – Prop. 218 (Assessment Districts)	Board Members /Administration	Property related fees (Assessment Ballot proceeding)	Permanent	California Constitution Art, XIII
Election – Canvass	Board Members /Administration	Notifications and Publication of Election Records used to complete final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results.	6 months	EC 17304
Election – Certificates of Election	Board Members /Administration	Certificates of election; original reports and statements	Termination + 4 years	GC 81009 (a)(d)
Election – Election Official’s Package of Documents	Board Members	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list.	6 months	EC 17304
	/Administration	Public record – all voters may inspect after commencement of official canvass of voters		
Election – Nomination Documents – successful	Board Members /Administration	All nomination documents and signatures in lieu of filing petitions	During term and 4 years after	EC 17100

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Election – Nomination Documents – unsuccessful	Board Members /Administration		5 years	GC 81009(b)
Election Petitions – Initiative/Recall/Ref. Charter Amendments	Board Members /Administration	Not a public record – documents resulting in an election – retention is from election certification	8 months	EC 17200,17400 GC6253.5; EC 17400. GC 34458-60
Election Petitions – No election	Board Members /Administration	Not a public record. Not resulting in an election. Retention is from final examination	8 months	EC 17200, 17400 GC 6253.5
Election – Precinct Records	Board Members /Administration	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service.	5 months	EC 17503
Election – Roster of Voters	Board Members /Administration	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	5 years	EC 17300
Election – Voter Affidavits	Board Members /Administration	Affidavits of registration (including cancelled affidavits); voter registration index	5 years	EC 17000, 17001
Election – Voter Registration Signature Copy	Board Members /Administration	Fire, special or school district	5 years	EC 17000
Minutes	Board Members /Administration	Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board.	Permanent	GC 34090
Notices – Public Meetings	Board Members /Administration	Special meetings	2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Oaths of Office	Board Members /Administration	Elected and public officials – Board Members	Current + 6 years	GC 34090 29 USC 1113
Petitions	Board Members /Administration	Submitted to legislative bodies	Current + 2 years	GC 34090
Policies, District Board	Board Members /Administration	Original policies adopted by the District Board	Current + 2 years	GC 34090
Political Support/Opposition, Requests and Responses	Board Members /Administration	Related to legislation	2 years	GC 34090
Recordings – Audio Taped	Board Members /Administration	Taped recordings of Board meetings – for preparation of Board meeting minutes.	Until no longer required for preparation of minutes (after minutes are approved)	GC 34090 64 Ops. Atty.Gen 317
Recordings – routine video monitoring, telephone, and radio communications	Board Members /Administration	Routine daily taping/recording of telephone communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems.	Videos – 1 years; Phone & Radio communications – 100 days; (destruction must have been approved by legislative body)	GC 53160
Recordings, videotaped – Meetings of legislative bodies	Board Members /Administration	Tapes of public meetings made by or at the direction of the District (e.g. Board meetings)	30 days	GC 54953.5
Recordings, videotaped	Board Members /Administration	Other than videotapes of public meetings; Considered duplicate records if another record of the same event is kept (i.e. written minutes)	90 days after event is recorded	GC 53161

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.3**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Annexations / Reorganizations	Development	Notices, resolutions, certificates of completion	Permanent	GC 34090 GC 60201(d)(1)
Benchmark Data	Development	Horizontal, vertical and control	2 Years	GC 34090
Bids, Accepted	Development	Includes plan and specifications; notices/affidavits	4 Years	GC 34090 CCP 337,337.1
Bids, Unaccepted	Development	Unaccepted bid packages only	2 Years	GC 34090 GC 60201
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	Permanent	GC 34090
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed	Permanent	GC 34090
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	Permanent	GC 34090
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Permanent	GC 34090 CEQA Guidelines
Environmental Quality Congestion Management	Development	Ride sharing, trip management	Completion + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.3**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	Completion + 2 years	GC 34090
Environmental Quality Pest Control	Development	Pesticide applications, inspections and sampling documents.	Completion + 2 years	GC 34090
Environmental Quality Soil	Development	Analysis, construction recommendations	Completion + 2 years	GC 34090
Environmental Quality Soil Reports	Development	Final Report	Permanent	GC 34090
Grants Community Development Block Grant (CDBG)	Development	Grants documents and all supporting documents: Applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	Until completed + 4 years	GC 34090 24 CFR 570.502
Property, Abandonment	Development	Buildings, condemnation, demolition	Permanent	GC 34090
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	10 years	CCP 337.15

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers	Until audited + 4 years	GC 34090 CCP 337
Accounts Payable	Finance	Invoices, checks, reports, investments, purchase orders	4 years	GC 34090 26 CFR31.6001-1(e)(2)
Accounts Receivable	Finance	Invoices, checks, reports, investments, receipt books, computer receipts, and registration payments	4 years	26 CFR31.6001-1(e)(2)
Annual Financial Report	Finance	Independent auditor analysis	Until audited + 2 years	GC 34090
Audit Reports	Finance	Financial services; internal and/or external reports; independent auditor analysis	Permanent [May be revised at a later time by Sec. of State or County officials]	GC 34090 Sec. of State Local Gov't. Records Retention Guidelines
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	2 Years	GC 34090
Bank Account Reconciliations	Finance	Bank statements, canceled checks, certificates of deposit	4 Years	26 CFR 31.6001-1(e)(2)
Bonds	Finance	Authorization/public hearing records/prospectus/proposal/certificates/notices (transcripts)/registers/statements	Permanent	GC 34090
Bonds, Development	Finance	Housing; industrial development	10 Years	CCP 337.5

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Bonds – Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	10 Years	GC 34090 CCP 337.5
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	2 Years	GC 34090 GC 53921
Bonds – Unsold	Finance	Unsold bonds	2 Years	GC 34090 GC 43900 et seq.
Budget, Annual	Finance	Adjustments, journal entries, account transfers	Until audited + 2 years	GC 34090
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	6 years	R&TC 19530 R&TC 19704
Checks	Finance	Includes payroll, cancelled and voided checks	Until audited + 4 years	GC 34090 CCP 337
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	Until audited + 4 years	GC 34090; CCP 337
Deposits, Receipts	Finance	Checks, coins, currency	Until Audited + 4 years	GC 34090 CCP 337
Fixed Assets - Inventory	Finance	Reflects purchase date, cost, account number	Until audited + 2 years	GC 34090
Fixed Assets - Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	Until audited + 4 years	GC 34090 CCP 337
Fixed Assets -	Finance	Title transfers when vehicle is sold	Until sold	VC 9900 et. seq.

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Vehicle Ownership & Title				
Fund Transfers	Finance	Internal; bank transfers & wires	Until audited + 2 years	GC 34090
General Ledgers	Finance	All annual financial summaries – all agencies	Permanent [May be revised at a later time by Sec. of State or County officials]	GC 34090 CCP 337 Sec. of State Local Gov't Records Retention Guidelines GC 34090
Gifts/Bequests	Finance	Receipts or other documentation		
Insurance, Joint Powers Agreement (JAP)	Finance	Accreditation, MOU, agreements and agendas	Current + 2 years	GC 34090
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licenses.	Current + 2 years	GC 34090
Insurance, Liability/Property	Finance	May include liability, property, Certificates of participation, deferred use of facilities	Current + 2 years	GC 34090
Insurance, Risk Management Reports	Finance	Federal OSHA forms; Loss analysis report; Safety reports; Actuarial studies	5 years (Federal) 2 years (State)	29 CFR 1904.44 GC 34090
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report		

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Invoices	Finance	Copies sent for fees owed, billing, related documents	Until audited + 2 years	GC 34090
Purchasing RFQ's, RFP's	Finance	Requests for qualifications; Requests for proposals regarding goods or services	Current + 2 years	GC 34090
Purchasing, Requisitions, Purchase Orders	Finance	Original documents	Until audited + 4 years	GC 34090 CCP 337
Returned Checks	Finance	Finance – NSF (not District checks)	2 years after audit	GC 34090
State Controller	Finance	Annual reports	2 years	GC 34090
State Tax Records	Finance	Filed annually; quarterly	5 years after file date	Refer to Federal Tax Records
Stop Payments	Finance	Finance – bank statements	2 years	GC 34090
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	Until audited + 3 years	CCP 338(m)
Vouchers - Payments	Finance	Account postings with supporting documents	Until audited + 4 years	GC 34090 CCP 337
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	Until audited + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Bonds – Employee	Personnel Finance	Personnel fidelity bonds	Current + 2 years	GC 34090
Cal-OSHA	Personnel Administration	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	5 years	LC 6410; 8 CCR 14307
Deferred Compensation Reports	Personnel Finance	Finance – pension/retirement funds	3 years	29 CFR 516.5 29 CFR 1627.3
DMV Driver Information Reports	Personnel Administration	Personnel – Not a public record	Until superseded	GC 34090 GC 6254 (c)
Employee Bonds	Personnel Administration	Personnel fidelity bonds	While employed + 2 years	GC 34090
Employee Files	Personnel Administration	Personnel – Not a public record	While current + 2 years	GC 12946 GC 6254 (c)
Employee Information, General	Personnel Administration	Name, address, date of birth, occupation	3 years	GC 12946 29 CFR 1627.3 LC 1174
Employee Information, Payment	Personnel Administration	Rate of pay and weekly compensation earned	7 years	GC 60201
Employee Information – CEIR	Personnel Administration	Personnel – California Employer Information Report (for employers of 100 or more employees)	2 years	2 CCR 7287(a) 2 CCR 7287 (c)(2) GC 12946

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employee Information – Applicant Identification Records	Personnel Administration	Personnel – Data regarding race, sex, national origin of applicants	Current + 2 years	2 CCR 7287(b), (c)(2)
Employee, Medical Files	Personnel Administration	Protected by HIPAA Part of Personnel file – not a public record. Includes medical records; exposure records, etc. (for employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination)	Length of employment + 30 years	29 CFR 1910.1020 8 CCR 3204 GC 6254(c)
Employee, Non-Safety	Personnel Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee Medical; fingerprints; identification cards (ID'S)	Length of employment + 3 years	29 CFR 1627.3 GC 12946
Employee Programs	Personnel Administration	Includes EAP and Recognition	Current + 2 years	GC 34090 GC 12946
Employee, Recruitment	Personnel Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	Current + 2 years	GC 12946 GC 34090 29 CFR 1602 et. seq. 29 CFR 1627.3
Employee, Reports	Personnel Administration	Employee statistics, benefit activity, liability loss	Current + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employee, Safety	Personnel Administration	Police, fire, emergency employees may include: Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals	Current + 3 years	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a) GC 34090, GC 12946
Employee Rights – General	Personnel Administration		Length of employment + 2 years	GC 12946 29 CFR 1602.31
Employment Applications - not hired	Personnel Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	2 years	GC 34090 GC 12946
Employment Eligibility Verification (I-9 Forms)	Personnel Administration	Federal Immigration and Nationality Act; Immigration Reform / Control Act 1986	3 years after date of hire, or 1 year after date of termination, whichever is later	8 USC 1324a (b)(3) Pub. Law 99-603
Employment – Surveys and Studies	Personnel Administration	Includes classification, wage rates	2 years	GC 12946 GC 34090 29 CFR 516.6
Employment – Training Records, Non-Safety	Personnel Administration	Volunteer program training – class training materials, internships	Length of employment + 2 years	GC 34090 GC 12946
Employment – Personnel (by name)	Personnel Administration	Paperwork documenting internal and external training	Length of employment + 2 years	GC 34090 GC 12946

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employment - Public Safety	Personnel Administration	Certification/designations	Length of employment + 2 years	GC 34090 GC 12946
Employment – Vehicle Mileage Reimbursement Rates	Personnel Administration	Annual mileage reimbursement rates	Until suspended	GC 34090
ERISA Records	Personnel Administration	Employee Retirement Income Security Act of 1974 -plan reports, certified information filed	6 years	29 USC 1027
ERISA Records	Personnel Administration	Employee Retirement Income Security Act of 1974 - records of benefits due	Indefinitely	29 USC 1059
Family and Medical Leave Act (Federal)	Personnel Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	While employed +3 years (Federal) or 2 years (State)	29 CFR 825.500 GC 12946
Federal Tax Records	Personnel Finance	May include forms 1096, 1099, W-4 and W-2	5 years after file date	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6
Insurance	Personnel Finance	Personnel related	Current + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
OSHA	Personnel Administration	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	5 years	LC 6410; 8 CCR 14307 29 CFR 1904.2 – 1904.6
OSHA (Accident/Illness Reports)	Personnel Administration	Personnel – Employee Exposure Records & Employee Medical Records Not a public record	Duration of employment + 30 years	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254 (c)
PERS – Employee Benefits	Personnel Administration	Retirement plan	6 years	29 USC 1027
Personnel Records	Personnel Administration	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records related to promotion, demotion, transfer, lay-off, termination	3 years	29 CFR 1627.3
Personnel Rules and Regulations	Personnel Administration	Including employee handbook	Current + 2 years	GC 34090
Payroll – Federal/State Reports	Personnel Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	7 years	GC 60201
Payroll Deduction Authorizations	Personnel Finance	Finance	While Current + 7 years	29 CFR 516.6 (c) GC 60201
Payroll, registers	Personnel Finance	Finance	7 years	29 CFR 516.5 (a) LC 1174 (d) GC 60201
Payroll records, terminated employees	Personnel Finance	Finance files	7 years from date of last entry	29 CFR 516.5 GC 60201

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Payroll, timecards/sheets	Personnel Finance	Employee	7 years	GC 60201
Payroll – Wage Rates / Job Classifications	Personnel Finance	Employee records	While current + 7 years	GC 60201
Recruitments and Selection	Personnel Administration	Records relating to hiring, promotion, selection for training	3 years	29 CFR 1627.3
Salary Surveys	Personnel Finance	Surveys of other agencies	2 years	GC 34090
Unemployment Insurance Records	Personnel Finance		4 years	IRC 3301-3311
Workers Compensation Files	Personnel Finance	Work-injury claims (including denied claims); claim files, reports, etc.	Until settled + 5 years	8 CCR 10102 8 CCR 15400.2

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.6**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Fire Protection District Administration	Public Safety	Administrative documents	2 years	GC 34090
Fire Safety Administration	Public Safety	General orders, policies & procedures	Until superseded + 2 years	GC 34090
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	While current + 10 years	CAL OSHA
Hazardous Materials – Permits, Hazardous Materials Storage	Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	While current + 2 years	GC 34090
Hazardous Materials – Exposure Records, etc	Public Safety	Employee exposure records; Name/identity of chemical substance used; when and where chemical substance was used	30 years	8 CCR 3204(d) et. seq.
Hazardous Materials – Underground storage tank	Public Safety	Compliance: Documents regarding: storage, location, installation, removal, remediation	Permanent	GC 34090
Hazardous Materials – Underground storage tank	Public Safety	Maintenance and repair	2 years	GC 34090
Inspections – Park and Facilities	Public Safety		7 years	
Inspections – Vehicle(s)	Public Safety		7 years + 1 year after taken out of service	
Inspections – Maintenance Equipment	Public Safety		7 years + 1 year after taken out of service	

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.6**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Paramedic Services	Public Safety	Documents other than original contracts.	2 years	GC 34090
Backflow or Test Reports	Public Safety	Reports of testing and maintenance – water supply	3 Years	17 CCR § 7605
Meter Operations	Public Works	Reader reports; orders; tests; maintenance reports	2 Years	GC 34090
Meter Reading	Public Works	Reports and rebate reports	Current + 2 years	GC 34090
Utility Services – Applications	Public Works	Applications for utility connections, disconnects, registers, service	Completion + 2 years	GC 34090
Utility Services – Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations	Until audited + 2 years	GC 34090
Utility Services – Journals, Utility Billing	Public Works	Billing including monthly activity	Until audited + 2 years	GC 34090
Utility Services – Meter Reading; Reports	Public Works		Current + 2 years	GC 34090
Utility Services – Utility Rebates, Reports	Public Works		Current + 2 years	GC 34090
	Public Works			GC 34090

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Facility Naming Policy

POLICY NUMBER: 3320

3320.1 The purpose of this policy is to: provide guidelines regarding the naming of parks, facilities and buildings within the District.

3320.2 Titles should reflect the street name at the park entrance, or a location of geographic significance located in or near the park (i.e. Arcade Creek runs through Arcade Creek Park)

3320.3 Titles may be given in honor of a person who made significant contribution(s) to the District in time served as an employee or Board member, a community volunteer, or by a significant monetary contribution toward the completion of a specific facility. Titles honoring a person must be done posthumously. The person must be deceased for a minimum of three (3) years prior to their name being considered for naming of a facility.

3320.4 Naming process

3320.4.1 An application for Naming or Renaming Parks or Facilities must be completed and submitted along with a petition containing 200 valid signatures to the General Manager for consideration. The General Manager will then forward the request on to the naming committee. (A valid signature is from an individual who is a registered voter in the State of California, and resides within the district boundaries)

3320.4.2 The District Ad Hoc Naming Committee will consist of two members of the Board of Directors, General Manager, one District employee and three members of the public of which one must be a neighbor of the park or facility being considered for the name change. When the Ad Hoc Naming Committee completes their work and makes a recommendation to name or rename a park, facility or location, public notice of the recommended name change will be provided in the local newspaper, the District's website, and by signage in the designated location thirty (30) days prior to the Board of Directors meeting when a public hearing is scheduled on the topic and a decision is to be made.

3320.4.3 Whenever possible, the District will solicit suggestions or concur on a name during the planning stages and prior to the AD Hoc Committee beginning their meetings.

3320.4.3.1 The District may solicit input from community groups having special knowledge of the area's geographical or historical significance.

3320.4.3.2 In selecting the name of a park or facility, the following guidelines should be considered:

- Names of subdivisions and/or communities within which the park is being developed.

- Names of major streets which serve as access to the park.
- Names of schools located immediately adjacent to the park.
- Names of historical significance; may be the name of a particular historical event, e.g. gold rush, pony express, etc.
- Names of prominent geographic features or local reference points.
- Wishes of the community
- Duplication of other names of places or facilities within the District or the surrounding area shall not be considered.
- Consideration may be given to naming parks or facilities after persons according to the guidelines listed next.

3320.4.4 Naming a park or facility after a person must meet the following guidelines:

3320.4.4.1 The suggested name must be accompanied by a biographical sketch which shall provide evidence of the contributions made to the Park District and the specific facility or park location overall.

3320.4.4.2 The person must be deceased for a minimum of three years. The Board of Directors may waive this provision by a 4/5 vote if the action is determined to be in the best interest of the District.

3320.4.4.3 The person must have made a significant positive contribution to the community, without which the District's programming, events, and/or facility development would not have been possible. Or the contribution enhanced District operations in an extraordinary way (the park or facility to be named should match with the person's area of interest or dedicated work when possible; i.e. John Smith coached youth soccer and ran the league for many years, the facility to be named should be a soccer field or park, not a community center, rose garden, playground, etc.).

3320.4.4.4 If the park site was acquired by means of a substantial gift or by donation by an individual, family or corporation consideration can be given to naming the park for this person, family or entity; or for a specific name request made by the benefactor.

3320.4.4.5 A park should not be named after a person whose contribution to the Park District was or is a part or all of that individual's normal duties as an employee of the District, unless such a contribution was of an extraordinary nature and/or above and beyond that person's employment duties. The period of service to the district should be for a minimum period of time not to be less than twenty-five (25) years of service.

3320.4.5 The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

3320.4.5.1 Only those parks and facilities named for location or subdivision shall be considered for renaming.

3320.4.5.2 Parks named by deed restriction shall not be considered for renaming.

3320.4.5.3 Parks and facilities named after or in honor of individuals shall never be changed, unless it is found that the individual's actions and/or personal character is or was such that continued use of the name on the park or facility would not be in the best interest of the Park District or community.

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Applicant's Name: _____

Mailing Address: _____

E-mail: _____

Phone: _____

Proposed site for name change:

Park
Location: _____

Recreational Facility
Location: _____

District-owned Building
Location: _____

Column of Honor
 No
 Yes (If checked, please complete the following page.)

Does this pertain to only a portion of the site or facility?

No
 Yes (If checked, what is the portion suggested for naming?)

Signature: _____

Date: _____

Print Name: _____

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Please indicate which honor criteria below pertain to the application and provide a brief description of how the application meets the criteria (attach additional sheets if necessary):

1. The honoree has made lasting and significant contributions to the protection of natural or cultural resources of Arcade Creek Recreation and Park District.
 No
 Yes (If checked, please explain.) _____

2. The honoree has made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or Arcade Creek Recreation and Park District which has positively impacted the lives of citizens.
 No
 Yes (If checked, please explain.) _____

3. The honoree has made substantial contributions to the advancement of commensurate types of recreational opportunities with the Arcade Creek Recreation and Park District.
 No
 Yes (If checked, please explain.) _____

4. The honoree is associated with an economic development or redevelopment activity that meets the Mission of the Arcade Creek Recreation and Park District and improves the quality of life for its residents.
 No
 Yes (If checked, please explain.) _____

5. The honor commemorates a significant historical event.
 No
 Yes (If checked, please explain.) _____

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets the criteria (attach additional sheets if necessary):

1. The name preserves the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the District as a whole.

No
 Yes (If checked, please explain.) _____

2. The land, facility, or the funds for the purchase, construction, renovation or maintenance was donated by the individual, family or organization.

No
 Yes (If checked, please explain.) _____

3. An in-kind contribution or service of major and lasting significance was made to the acquisition of the land, facility, or the planning, development, construction, renovation or maintenance of a facility.

No
 Yes (If checked, please explain.) _____

4. The name recognizes a benefactor organization, group or business that contributed to the site or facility.

No
 Yes (If checked, please explain.) _____

5. The name commemorates a significant historical figure.

No
 Yes (If checked, please explain.) _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Use/rental of District Facility
POLICY NUMBER: 3400

3400.1 The District owns and operates various facilities and has determined that the public or other entities may be considered to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary from time to time. The District's procedure for use of facilities is as follows:

3400.1.1 Organizations or individuals shall submit requests to the General Manager or their designee in advance for use of one or more facilities. The request shall include the date(s), times and proposed uses including information deemed pertinent by the General Manager in order to verify that the use is acceptable. The General Manager or their designee will notify the applicant of approval or denial of the request within 5 business days unless more information is required for a decision.

3400.1.2 Organizations or individuals whose request is denied by the General Manager or their designee may request a hearing with the General Manager if denied by their designee. A hearing shall be scheduled within thirty (30) days of receipt of such a request in writing outlining the reasons for the request and any explanation of the factors appealed by the applicant. If not satisfied with the General Manager's ruling, then an appeal may be made to the District Board of Directors for reconsideration of the request at a regularly scheduled meeting of the Board of Directors where the item will be placed on the agenda for discussion and possible Board action.

3400.2 The Board of Directors may establish a user fees and deposit fees schedule for various facilities by resolution using criteria and costs borne by the district for operation and maintenance of such facilities. The user fee will be gauged and adjusted periodically to reflect changes in costs of use and maintenance of the facility. District staff shall collect the deposit and estimated user fees in advance of reserving a facility. The deposit shall be a set fee based on the estimated impact on the District's man-power resources to perform clean up and repair work if needed. Fees will be based on the expenses to maintain and prepare the facility along with the administrative costs for handling the reservation. The deposit may be refundable to the extent that clean up costs are less than the deposit, minus the administrative processing costs and the refund (\$25.00).

3400.3 A priority schedule for use of facilities may be established using the following general criteria:

- A. District organized activities
- A. Organizations who provide recreation level youth athletic programs
- B. Organizations who provide competitive level youth athletic programs
- C. Organizations who provide athletic programs for adults and seniors
- D. School districts, charter schools, and other governmental agencies
- E. Public or non-profit organizations for non-political or non-commercial uses

3400.4 Any organization or individual requesting use of District facilities may be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. Any organization or individual requesting use of District facilities shall execute a waiver

of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility. This shall be in the form of an endorsement of additional insured

3400.5 All requesting organizations will be required to comply with federal, state and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

3400.6 Priority and/or right of first refusal is granted to groups/organizations who rent/use facilities on a seasonal long term basis (minimum of 8 weeks) and fees are paid in advance.

3400.7 Facilities are available on a first come/first serve basis if they are not reserved. Individuals must leave an area if a group has the proper facility reservation paperwork. Groups of fifty (50) or more people will be subject to paying a day use fee that may be collected by Park District staff.

3400.8 Alcohol use permit: Private groups/gatherings may request an alcohol use permit as long as the event is not celebrating an event that is honoring a minor (age 20 or younger). A fee will be charged along with an increased damage deposit. Glass containers/bottles are not allowed, nor are kegs of beer. Failure to obtain a permit may cause a party to be evicted from the park grounds.

3400.9 Facilities available for rental use include:

- B. Athletic Fields (soccer)
 - Hamilton Street Park (Large field and Small field)
 - Oakdale Park (Large field, Medium Field, Small Field, Lg. Field A, Lg. Field B)
- C. Herzog Community Center
 - Maple Room (large room)
 - Oak Room (small room)
- D. Covered Group Picnic Area
- E. Picnic Area (natural)
 - Hamilton Street Park Oak Grove
 - Hamilton Street Park South Lawn
 - Hamilton Street Park Playground Area
 - Arcade Creek Park Eucalyptus Grove
- F. Individual Picnic sites
- G. Oakdale Gym
- H. Tennis Courts
 - Hamilton Street Park Courts #1, #2, #3, #4
 - Arcade Creek Park Courts #1, #2

3400.10 Reservations and dates will not be confirmed until payment of at least the deposit and/or a portion of the fee to the District is made.

3410.11 Fees and Charges: All fees and charges will be adopted annually by the Board of Directors during the annual budget process. Please refer to the attached sheet for related information.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Off-Road Diesel Equipment Idling
POLICY NUMBER: 3500

No vehicle or engine subject to the in-use off-road diesel regulation may idle for more than five consecutive minutes. The idling limits took effect on June 15, 2008, the day that the off-road diesel regulation became effective under California law. Please contact the General Manager for more information or clarification.

General

The Air Resources Board (ARB) has adopted a regulation for In-Use Off-Road Vehicles, which became effective under California law on June 15, 2008. This regulation is designed to reduce harmful emissions from diesel powered construction and mining vehicles operating in California. Fleet owners are subject to retrofit or accelerated replacement/repower requirements for which ARB must obtain authorization prior to enforcement from the United States Environmental Protection agency under the federal Clean Air Act. However, this regulation also imposes idling limitations on owners, operators, renters, or lessees of off-road diesel vehicles, which the ARB is authorized to enforce.

The idling limits are effective and enforceable as of June 15, 2008. The regulation requires an operator of applicable off-road vehicles (self-propelled diesel-fueled vehicles 25 horsepower and up that were not designed to be driven on-road) to limit idling to no more than five minutes. These requirements are specified in title 13, California Code of Regulations as follows:

ARB Regulatory Section 2449 (d)(3) Idling:

3500.1 Idling Limit – No vehicles or engines subject to this regulation may idle for more than five consecutive minutes. Idling of a vehicle that is owned by a rental company is the responsibility of the renter or lessee, and the rental agreement should so indicate. The idling limit does not apply to:

- 3500.1.1** idling when queuing,
- 3500.1.2** idling to verify that the vehicle is in safe operating condition,
- 3500.1.3** idling for testing, servicing, repairing or diagnostic purposes,
- 3500.1.4** idling necessary to accomplish work for which the vehicle was designed (i.e. operating a crane),
- 3500.1.5** idling to bring the machine system to operating temperature,
- 3500.1.6** idling necessary to ensure safe operation of the vehicle,
- 3500.1.7** idling when waiting in line is allowed (idling to wait for other vehicles or materials is not allowed),
- 3500.1.8** idling to accomplish secondary functions, such as concrete agitation, load hoisting, fuel pump operation, or other necessary function,
- 3500.1.9** idling to keep equipment (including equipment windows) clear of ice and snow,
- 3500.1.10** idling to provide air conditioning or heat in extreme conditions to ensure the health and safety of the operator,
- 3500.1.11** idling to warm up a vehicle to operating temperature as specified by the manufacturer.

ARB Regulatory Section 2449(l) Right of Entry

For the purpose of inspecting off-road vehicles and their records to determine compliance with these regulations, an agent or employee of ARB, upon presentation of proper credentials, has the right to enter any facility (with necessary safety clearances) where off-road vehicle records are kept.

Non-Compliance:

Health and Safety Code, ARB Regulatory Section 39674 (a) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed one thousand dollars (\$1,000) for each day in which the violation occurs.

Health and Safety Code, ARB Regulatory Section 39674 (b) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed ten thousand dollars (\$10,000) for each day in which the violation occurs. The standard for assessing penalties is one of strict liability. The owner, renter or lessee will be responsible for the penalty.

ARB will pursue idling complaints received from the public and conduct "Idling Inspections" to observe off-road vehicles at construction sites, mines or any other location where such vehicles operate. In the event a vehicle is observed idling for more than five minutes, the operator and the site supervisor will be contacted to determine reason for the idling, if the reason for idling is not exempted by the rule, citations for each idling vehicle found to be in violation will be issued. Penalties of \$1,000 to \$10,000 can be imposed for each day in which the violation occurs.

3500.2 District Equipment Affected by This Policy:

3500.2.1 All diesel powered on and off-road vehicles (dozer, scraper, compactor, wheel tractor, forklift, man lift, roll-off truck, semi truck, water truck, light truck, etc.) owned and operated by the District

3500.2.2 All other vehicles (pick-up, service truck, flatbed truck, administration vehicle, etc.) owned and operated by the District will also be required by District to adhere to idling limits described in this policy.

3500.3 Employees Affected by This Policy: All District] employees who operate any District owned, leased, or rented vehicles.

3500.4 Corrective Actions Required for Operator Violations of This Policy: All District employees operating any District owned, leased or rented vehicles who violate the five-minute idling regulation will receive progressive discipline, per their respective bargaining agreements, up to and to include termination for any violations.

3500.5 Additional Requirement of This Policy:

3500.5.1 Policy must be reviewed by management staff and updated annually.

3500.5.2 Copy of policy is to be posted in the employee lunchroom/break room in each facility.

3500.5.3 Training shall be required of all District employees employed at the District.

3500.5.4 Safety manager will perform first training session, safety manger and department supervisors will be responsible for training employees who do not attend first session. All employees must attend this training, no exceptions.

3500.5.5 Administration staff shall provide Spanish session for those employees who require interpretation to fully understand requirements and expectations.

3500.5.6 Training of new employees will be required and performed by department supervisor before operating any District owned, leased, or rented vehicles.

3500.5.7 Training requirement compliance and records shall be maintained by administration staff.

3500.5.8 Review of this policy to all employees by department supervisors shall be completed every two years.

3500.5.9 All District owned off-road diesel vehicles covered by the regulation that require particulate and nitrogen oxide (nox) compliance will display a decal with red background and white characters issued by the ARB. Compliance records for this part of the regulation will be maintained by equipment manager.

3500.5.10 All District vehicles will also receive a decal reminding operator of five minute idling limit placed in an area viewed by operator frequently.

**Series 4000:
BOARD OF DIRECTORS**

Policy #	Policy Title
4005	Operating Principles of the Board (Norms)
4010	Code of Ethics
4015	Voluntary Candidate Expenditure Ceiling
4025	Expenditure Reimbursement
4030	Remuneration
4037	Board Members and Supporting Roles
4068	Directors Health Insurance
4040	Duties of Board President
4040A	Duties of Board President - Addendum (Procedure)
4045	Board Secretary
4047	Clerk of the Board
4048	Legal Counsel and Auditor
4050	Members of the Board of Directors
4070	Basis of Authority
4090	Training, Education and Conferences
4095	Ethics Training
4097	Filling of Vacancy(s) on Board of Directors (Trustees)

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Operating Principles of the Board (Norms)

POLICY NUMBER: 4005

4005.1 IMPLEMENTATION

- The Arcade Creek Recreation and Park District is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

4005.2 COMMUNICATION NORMS

- All communication will be accurate and brief.

4005.3 PROCESS NORMS

- The Board needs to address and resolve policy issues and set priorities. The Board and staff of the district are committed to doing this by practicing the building of consensus and orderly implementation.
- The Board is committed to Arcade Creek Recreation and Park District's mission (Appendix B) and to work as a team.
- The Board needs to monitor and respond to changes in the market and environment.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the General Manager and distributed to all Board members.

4005.4 RELATIONSHIP NORMS

All parties shall;

- Work to create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and Constituents.
- Agree that the focus of Arcade Creek Recreation and Park District's mission is its accomplishments and future vision that meets the needs of its constituents.
- Establish, accept and support common purpose and vision.

4005.5 CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board, Staff and Consultants.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

4005.5 DIRECTOR LIMITATIONS

4005.5.1 Board's Role. The role of a Board of Directors is to oversee operations and set policy. Just as Bboards have limited authority, so do individual directors.

4005.5.2 Vendors. Directors do not have the right to individually contact vendors or give vendors instructions or sign contracts without board authorization. Allowing directors to interact with vendors will result in higher costs to the district, conflicting instructions to vendors and potential loss of vendors. It also creates the potential for ultra vires acts by directors. The proper procedure is to direct matters through the board to the General Manager. Directors who violate these procedures and disrupt operations may be censured by the board and may be subject to personal liability for their acts.

4005.5.3 Personnel. Directors are similarly restricted in their ability to interact with employees. Individual directors do not have the right to direct or discipline employees. The board as a whole is to provide direction, guidance, and discipline direction as needed to the General Manager. To allow individual directors to take such actions is to invite potential liability via Labor Code violations, harassment issues, and constructive termination actions.

4005.5.4 Records. Directors have a right to review books and records of the district operations. Directors' access to personnel records is restricted by California employment laws.

4005.5.5 Board Review. The entire board may review an employee's file related to a pending disciplinary action or appeal, maintenance issue, etc. The entire board or approved sub-committee may review the District Manager's personnel file at any time.

4005.6 ULTRA VIRES ACT

An "ultra vires" act is one performed without legal authority; something done which is beyond the scope of the board's or an individual director's authority.

4005.6.1 Director Liability. Individual directors who act without authority may become personally liable for those actions. For example, when the board decides against hiring a particular landscape company and the board chairperson signs the contract anyway, the chairperson has committed an ultra vires act. When that happens, the chairperson may not be covered by the district's insurance and may be personally liable for his acts. Although the contract may be voidable by the district, the chairperson may be personally liable for any damages suffered by the district.

4005.6.2 Board Actions. Boards who act outside their authority may have their actions reversed by the courts. Where the board exceeds its scope of authority, any rule or decision resulting from such an ultra vires act is invalid whether or not it is a "reasonable" response to a particular circumstance.

4005.7 CENSURE

Censure is defined as an official condemnation, reprimand, or expression of adverse criticism, usually by a legislative or other formal body, of the conduct of one of its members or of someone whose behavior it monitors. *Webster's New World Law Dictionary, Wiley Publishing, Inc., Hoboken, New Jersey.*

4005.7.1 Purpose of Censure. A censure is a formal reprimand of a director. Conduct worthy of censure may include but is not limited to:

- Disruption of a meeting (shout, use profanity, engage in personal attacks against fellow directors, etc.),
- Breach of confidences,
- Interference with district operations,
- Breach of fiduciary duties,
- Improper behavior toward district vendors or employees, and
- An undisclosed conflict of interest.

4005.7.2 Potential Liability. A Director who commits *ultra vires* actions may create a liability for the district and/or other directors. It is the responsibility of the Board to actively provide correction in cases where a Director commits *ultra vires* acts. In addition to possibly correcting the errant Director's behavior, a censure may minimize or eliminate the District's potential liability created by the Director's inappropriate actions.

4005.7.3 Approval of Censure. A censure is accomplished by a motion approved by a majority of Directors, in a duly called meeting where a quorum has been established. The censure shall be recorded in the minutes and the minutes shall reflect the reason for the censure. A copy of the censure shall be provided to the censured Director.

4005.7.4 Removal from Office. If the censured Director holds an office on the board (Chair, Vice-Chair, Secretary/Treasurer, etc.), that Director may be removed from office through a vote of the board at a duly called meeting. However, he/she cannot be removed from the board.

4005.7.5 Powers Unaffected. While expressing strong disapproval of a Director's behavior, a censure does not remove a Director from the board nor does it impair the Director's ability to attend meetings, make and second motions or vote on motions, unless there is reason for the Director to recuse themselves from a particular vote.

4005.7.6 Request for Resignation. In addition to censure, the Board may request a Director's resignation through a motion at a Board meeting.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

4010.1 The Board of Directors of Arcade Creek Recreation and Park District is committed to providing excellence in policy leadership that result in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is expected.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director has a conflict of interest on an agenized item, he/she may recuse themselves from discussion and shall not make or second a motion or vote on a motion related to that item. If the Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to honest and open discussion of proposed board policies.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided. When interacting with other Directors, staff, or constituents, Directors shall treat other parties with respect and integrity.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, individual Directors should not interfere with the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve policy decision-making.

4010.1.8.2 When receiving complaints from residents and property owners of the District, these complaints should be referred directly to the General Manager for evaluation and resolution.

4010.1.8.3 In handling items related to public health and safety, concerns should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, See Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

4010.1.9 If approached by District personnel with questions regarding specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should endeavor to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels to responsible management personnel.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission (Appendix B).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Voluntary Candidate Expenditure Ceiling
POLICY NUMBER: 4015

4015.1 In accordance with *Government Code §85400* (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Arcade Creek Recreation and Park District, and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

4015.2 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4015.2.1 If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

4015.2.2 If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Expenditure Reimbursement

POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation.

Whenever a District employee or director desires to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.3.1 The General Manager will review and approve reimbursement requests. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Sub-Committee.

4025.3.2 All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.3.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.3.4 Expenditures for food and lodging will be moderate and reasonable as determined by the board using current State or County guidelines.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Remuneration and Attendance

POLICY NUMBER: 4030

- 4030.1** For FY 2018-19 the stipend will be \$50.00 per month for attendance at each Board meeting. The stipend each year will be determined by the Board during the annual Budget process.
- 4030.2** Board members are elected/appointed to office to represent their constituents and should make the effort necessary to attend each regularly scheduled Board of Directors meeting. Members are also expected to fulfill duties and obligations taken on or assigned by the entire Board.
- 4030.3** Members who wish to attend committee meetings, community meetings (subject to the Ralph M. Brown act), or workshops may do so with approval for reimbursement. Members must also report back to the full Board in open session on their activities, discussions and actions taken during those functions. A written report must be presented on these actions and placed on file with the District Office to be included in the minutes of the meeting at which the report was presented. This must be done prior to receiving the reimbursement if funded for that activity.
- 4030.4** The Board of Directors may provide, by ordinance or resolution, that members may receive their actual and necessary traveling and incidental expenses incurred for attendance at an outside meeting, outside of Sacramento County, California. Reimbursement for these expenses is subject funds available and to Government Code sections 53232.2 and 53232.3.
- 4030.4.1** Eligible expenses include travel/mileage (least expensive option), 3 meals per day (based on an 8 a.m. to 8 p.m. absence from home), and hotel accommodations if needed.
- 4030.5** A Board member should notify the Chair of the Board or the General Manager of their inability to attend a regularly scheduled Board of Directors meeting, a minimum of forty-eight (48) hours' prior notice when possible.
- 4030.6** Absences reported in such manner will be considered an excused absence. Failure to notify the Chair or General Manager will result in an unexcused absence.
- 4030.7** Board members who accumulate five (5) or more unexcused absences in a twelve (12) month period, or members absent for three (3) or more consecutive times without a viable excuse shall be subject to censure by a majority vote of the remaining members of the Board. Health issues are considered excusable absences and do not pertain to Item 4030.6.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Member and Supporting Roles

POLICY NUMBER: 4037

4037.1 Members of the Board of Directors and supporting roles for the board of the Arcade Creek Recreation and Park District are defined as:

1. Chairperson
2. Vice-Chairperson
3. Secretary/Treasurer
4. Clerk
5. Legal and Auditor
6. Directors (also known as Board Members)
7. Committees (Standing and Ad hoc)

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Duties of Board Chairperson

POLICY NUMBER: 4040

4040.1 The Chairperson of the Board of Directors shall serve at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining member with the greatest tenure on the board shall serve as chairperson of the meeting.

4040.3 DUTIES REGARDING MEETINGS OF THE BOARD

The Chairperson shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

4040.4 RESPONSIBILITIES

The Chairperson shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the Chairperson wishes to move or second a motion he/she must pass the gavel to the Vice- Chairperson and step down as the presiding officer for that particular agenda item. Responsibilities of the Chairperson include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

Arcade Creek Recreation and Park District

Board of Directors District Urgent Correspondence Procedure

POLICY TITLE: Duties of Board Chairperson

POLICY NUMBER: 4040 – Addendum (Procedure)

The Arcade Creek Recreation and Park District Board of Directors may take official public positions on Legislative and Ballot Measures that impact the district. This shall be done by placing an item on the agenda for consideration by the entire Board of Directors at regularly scheduled Board Meeting. The Board of Directors may then consider action to support, support if amended, oppose, or oppose unless amended on the topic. Preparation for this board action will be conducted by board staff in a manner consistent with that for other agenda items. Adoption of an official position on proposed legislation or an upcoming ballot measure requires a majority vote of the Board of Directors.

Matters urgent in nature (action has to be taken prior to the next Board meeting):

A provisional official position may be determined if:

1. The Board Chair, Vice Chair and the General Manager concur on the urgency;
2. The position does not deviate from existing District policy or adopted positions;
3. There is a unanimous agreement in the position by the Board Chair and Vice Chair
4. There is a strong and compelling reason for action to be taken prior to the next scheduled meeting of the Board.

If all three requirements are met; the Arcade Creek Recreation and Park District may take a position and issue a public letter or notice on the Legislation or Ballot Measure, signed by the Board Chair and/or the Vice Chair. The position must be ratified by a majority of the entire Board of Directors at the next meeting. In cases where the Board fails to ratify the position, the General Manager shall communicate to affected parties (including any who were notified about the provisional official position) that the provisional official position has been rescinded.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Secretary/Treasurer

POLICY NUMBER: 4045

4045 The position of Secretary/Treasurer of the Board of Directors is required by state law. The Secretary/Treasurer oversees the recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

4045.1 If for any reason the Chairperson or Vice Chairperson resign or are absent or disabled, the Secretary/Treasurer shall perform the Chairperson's duties until the position of Chairperson is filled.

4045.2 If for any reason the Chairperson and Vice- Chairperson disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary/Treasurer shall perform the duties of the presiding officer.

4045.3 DUTIES of the Secretary/Treasurer

The Secretary/Treasurer of the Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Oversee the approval of the minutes of the Board meeting;
3. Oversee and review the financial documents of the District;
4. Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary/Treasurer; and
5. Perform the lead role in the Finance Committee.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Clerk of the Board

POLICY NUMBER: 4047

4047.1 The Clerk of the Board shall be responsible for performing the duties imposed by law or District Resolution. Additionally, the duties of the Clerk of the Board include:

1. May provide input in formulating the budget of the office of the Board and have the authority to expend funds in accordance with the annual budget of the Board.
2. Manage the office of the Board and responsibility for maintaining confidential information and files; prepare the Board agenda, minutes, resolutions, ordinances, notices and other related matters.
3. Attend Regular, Special, Emergency, and Adjourned Board meetings and other meetings as required, taking non-verbatim notes of business transacted and prepare minutes; post/publish all notices and agendas required by law.
4. Prepare reports, memoranda and other documents; act as custodian of the District seal; serve as filing officer or filing official.
5. Be responsible for receiving, forwarding or retaining statements of economic interest or campaign statements in accordance with California Code of Regulations, Title 2, Section 18227;.
6. Maintain resolutions, ordinances, Board approved policies and District agreements; attest to ordinances and resolutions, and accept correspondence on behalf of the Board.

4047.2 RESPONSIBILITIES of the Clerk of the Board

It is the responsibility of the Clerk of the Board with assistance of the General Manager to ensure:

1. Minutes of the Board of Directors meetings are recorded and/or documented only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the documents will be destroyed and/or the recording media will be reused;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents & reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

4047.3 The Board may appoint an Assistant to the Clerk of the Board to perform the duties of the Clerk of the Board in the absence of the Clerk.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Legal Counsel and Auditor

POLICY NUMBER: 4048

4048 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

4048.1 Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

4048.1.2 The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board members participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the General Manager for consultation on applicable issues and activities.

4048.2 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

4048.2.1 The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. General Manager will install and maintain an accounting system that will completely and at all times show the financial condition of the District.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager or the Board Chairperson.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the District or the community as a whole.

4070.3 The District is governed by several government codes. The Board of Directors endeavors to follow these codes in setting its policies. However, the following codes take precedence over any policy adopted by the Board of Directors:

1. California Public Resources Code: Sections 5780-5791.7 (*District Governing Code*)
2. California Government Code: Section 54950 et seq. (*Brown Act*) and Section 26900 et seq. (*County Auditor Authority*)
3. California Labor Code: Sections 1770-1780 (*Prevailing Wage Law*)
4. California Public Contract Code: Division 2 (*Contracting and Construction Code*)
5. Sacramento County Codes: Chapters 9.36 and 9.70 (*Park Ordinances*)

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain

discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are budgeted to be reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Ethics Training

POLICY NUMBER: 4095

4095 All directors and designated executive staff of Arcade Creek Recreation and Park District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of Arcade Creek Recreation and Parks District that serves on the board of another agency is only required to take the training once every two years.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Filling of Vacancy(s) on Board of Directors (Trustees)
POLICY NUMBER: 4097

4097.1 The District Board of Directors are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under state law, the District has a total of sixty (60) days in which to take action.

4097.2 The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

4097.3 The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

4097.4 In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

4097.4.1 The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

4097.5 The Board may review and invite those candidates that a majority of the Board determines are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

4097.6 If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

4097.7 All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

4097.8 A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

4097.9 If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.

**Series 5000:
BOARD MEETINGS**

Policy #	Policy Title
5010	Board Meetings
5020	Board Meeting Agenda
5030	Board Meeting Conduct
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings
5070	Rules of Order for Board and Committee Meetings

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 6:00 PM in the Herzog Community Center Oak Room located at 4855 Hamilton Street, Sacramento, California, or at another site within the District decided on and announced during the prior month's Board meeting.

The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board (January meeting each year). When Board of Directors find it necessary to change the date, time, or place of their regular meeting, the changes are to be published 72 hours advance notice.

5010.2 Special meetings of the Board of Directors may be called by the Board Chairperson or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting will be held during the regular January Board meeting each year. At this meeting the Board will elect a Chairperson, Vice Chairperson and Secretary/Treasurer from among its members to serve during the coming calendar year, and will identify those who hold the positions of Clerk, Legal and Auditor, and standing committee members.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950).

- Regular Agendas will be prepared on or before the end of work on the Monday that is ten days prior to a regular Board of Directors meeting.
- Special called meeting agendas will be prepared a minimum of 24 – 36 hours in advance of the called Special meeting.
- Any Director may contact the General Manager or the Board Chair to request an item to be placed on the regular meeting agenda, prior to the preparation of the agenda for the next meeting (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 Agenda requests by the Public must be made to the General Manager or Board Chair with supporting documents and information, if any, prior to the date of the Agenda preparation meeting;

5020.2.2 The General Manager and the Board Chair shall determine whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the decision to the entire Board at the next regular meeting of the Board of Directors.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. **However, the Board shall not discuss or take action on such matters at that meeting.**

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting in the District office.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location(s) as for Regular Meeting agendas (California Government Code Section 54956).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be permitted to remain in the meeting.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three Directors of the five member board represent a quorum for the conduct of business.

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.2.1.1 Example: If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example: If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.3.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Clerk for the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 When an audio recording of regular and special meetings of the Board of Directors is made, a copy of the recording stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Administrative staff present by name;
4. Call to order;
5. Time and name of late arriving Directors;
6. Time and name of early departing Directors;
7. Names of Directors absent during any agenda item upon which action was taken;
8. Summary record of staff reports;
9. Summary record of public comment regarding matters not on the agenda, including names of commentators;
10. Approval of the minutes or modified minutes of preceding meetings;
11. Approval of financial reports;
12. Record by number (a sequential range is acceptable) of all warrants approved for payment;
13. Complete information as to each subject of the Board's deliberation;

14. Record of the vote of each Director on every action item for which the vote was not unanimous;
15. Resolutions and ordinances described as to their substantive content and sequential numbering;
16. Record of all contracts and agreements, and their amendment, approved by the Board;
17. Approval of the annual budget;
18. Approval of all polices, rules and/or regulations;
19. Approval of all dispositions of District assets;
20. Approval of all purchases of District assets; and
21. Time of meeting's adjournment

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings

POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, except the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.

5070.3.2 Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.

5070.5.2 The Chairperson may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

**Series 6000:
FACILITIES DEVELOPMENT**

Policy #	Policy Title
6010	Development Improvement Standards
6020	Environmental Review Guidelines CEQA
6030	Annexation Procedures

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Development Improvement Standards

POLICY NUMBER: 6010

6010.1 In order to provide a uniform and consistent method of regulating and guiding the design and preparation of plans for construction of District facilities; and, of insuring proper installation, Improvement Standards, including Standard Details, shall be maintained by the District.

6010.2 The purpose of the Improvement Standards is to provide standards to be applied to improvements and private works to be dedicated to the public and accepted by the District for operation and maintenance. This is necessary in order to provide for coordinated development of required facilities to be used by the public.

6010.3 It is recognized that it is not humanly possible to anticipate all situations that may arise or to prescribe standards applicable to every situation. Therefore, any items or situations not included in the Improvement Standards shall be designed and/or constructed in accordance with accepted engineering practice, the State of California "Standard Specifications" and "Highway Design Manual", and as required by the District Administrator.

6010.4 Proposed changes in the Improvement Standards shall be presented to the Board of Directors for their review and consideration. If the proposed change(s) is approved by the Board, staff shall incorporate said change(s) in the originals of said Standards, and shall annotate the date of said revision approval upon the documents.

6010.5 Copies of the current Improvement Standards shall be available at the District office and shall be available to interested parties upon request and payment of the cost of producing the requested copy.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental Review Guidelines - CEQA
POLICY NUMBER: 6020

ARTICLE I - GENERAL

Section 1. Purposes. These guidelines implement the California Environmental Quality Act of 1970 (CEQA) as amended and ensure that consideration is given to the environmental effects of projects that are subject to CEQA. An EIR, or environmental impact report, is a detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways either to mitigate or avoid the effects. It is an information document which, when fully prepared in accordance with CEQA and these guidelines, will inform public decision makers and the general public of the significant environmental effects of projects proposed to be carried out or approved. The information in an EIR constitutes evidence that the District shall consider along with any other information that may be presented to the District. While CEQA requires that major consideration be given to preventing EIR damage, it is recognized that public agencies have obligations to balance other public objectives including economic and social factors in determining whether and how a project should be approved. Economic information may be included in an EIR or may be presented in whatever form the District desires. The District retains its existing authority to balance environmental objectives with economic and social objectives and to weigh the various long term and short-term costs and benefits of a project in making the decision to approve or disapprove it.

Section 2. General Implementing Procedures. The regulations contained in Title 14, Division 6, Chapter 3 of the California Administrative Code are incorporated by reference as if set out in full and shall be applicable, except as modified herein, to these procedures. (14 Code of Cal. Regs. Section 5022).

Section 3. Definitions.

- A. “District” means the Arcade Creek Recreation and Park District.
- B. “Board” means the District’s Board of Directors.
- C. “District staff” means the District’s Administrator or other delegated District employee.
- D. “Lead Agency” means the public agency that has the principal responsibility for carrying out or approving a project.
- E. “Responsible Agency” means the public agency that proposes to carry out or approve a project, for which the Lead Agency is preparing or has prepared an EIR.
- F. “Trustee Agency” means the state agency with legal jurisdiction over natural resources held in trust for the people of the state, and which are affected by a project.
- G. “Substantial evidence” means facts, fact-related reasonable assumptions and expert opinion.
- H. “Cumulative Impact” means two or more environmental effects which, when considered together, are considerable or which compound or increase other environmental impacts.
- I. Other definitions as found in 14 Code of Ca. Regs. Section 15350, *et seq.*

ARTICLE II – APPLICABILITY

Section 4. Scope of Applicability. These Guidelines apply to all discretionary projects that are carried out, approved or financed by the District.

Section 5. Statutory Exemptions. The following activities are exempt from the requirements of CEQA and these Guidelines and consequently no environmental documents are required therefore.

- A. Ministerial Projects. Generally speaking, a ministerial project is one requiring approval by the District as a matter of law or the use of fixed standards or objective measurements without personal judgment. Examples of such projects include but are not limited to individual utility service connections and disconnections, agreements to install in-tract utility facilities to subdivisions, development of which has been approved by other appropriate governmental agencies, utility service connections and disconnection's to potential customers within such subdivision and the District's issuance of facility encroachment permits. (14 Code of Cal. Regs. Section 15369).

The decision as to whether or not a proposed project is ministerial in nature, and thus outside the scope of this enactment, shall be made by the District Board on a case-by-case basis or as part of these Guidelines as set forth hereafter.

- B. Emergency Projects. The following emergency projects: (14 Code of Cal. Regs. Section 15269).

- Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code.
- Emergency repairs to public service facilities necessary to maintain service.
- Specific actions necessary to prevent or mitigate an emergency.

- C. Feasibility and Planning Studies. A project involving only feasibility or planning studies for possible future actions that the District has not approved, adopted or funded, does not require the preparation of environmental documentation, but does require consideration of environmental factors. (14 Code Cal. Regs. Section 15252).

- D. Pipelines in Public Right of Ways. A project of less than one mile in length within a public street or highway or any other public right of way for the installation of a new pipeline or the maintenance, repair, restoration, reconditioning, replacement, removal, or demolition of an existing pipeline. A pipeline includes subsurface facilities but does not include any surface facility related to the operation of the underground facility. (Public Resources Code, Division 13, Paragraph 21080.21).

Section 6. Categorical Exemptions. The Secretary of Resources, State of California has found that specific classes of projects do not have a significant effect on the environment and they are declared to be categorically exempt from the requirement for the preparation of environmental documents. A list of these exemption classes commonly found in District operations, along with the specific activities that the District has found to be within these categorical exemptions follows. The categorical exemptions listed herein are not intended to be, and are not to be construed to be a limitation of the exemption classes set forth in 14 Code Cal. Regs. Section 15300, *et seq.*

A. Class I: Existing Facilities. Operation, repair, maintenance or minor alteration of all existing District facilities, structures, equipment or other property of every kind which activity involves negligible or no expansion or use beyond that previously existing, including, but not limited to:

- treated water conveyance facilities and appurtenant structures;
- water connection facilities, including meter boxes;
- fire hydrants;
- storage reservoirs;
- pump stations;
- treatment plants;
- recreational facilities;
- buildings; and
- dams.

B. Class II: Replacement or Reconstruction. Replacement or reconstruction of any existing District facilities, structures or other property where the new facility or structure will be located on the same site and have substantially the same purpose and capacity as the replaced or reconstructed facility or structure, including but not limited to:

- treated water conveyance facilities and appurtenant structures;
- water connection facilities, including meter boxes;
- fire hydrants;
- storage reservoirs;
- pump stations;
- buildings;
- treatment plants;
- recreational facilities, and
- dams and appurtenant structures.

For the purpose of determining the extent of this class exemption for buried pipelines under the water conveyance facility category, the following shall apply. A replacement of a buried pipeline will be considered as categorically exempt under Class II if the replacement is within 30 feet of the existing pipeline, the nominal inside diameter of the replacement pipe is no larger than the existing pipeline or 8-inch, whichever is greater, and no substantial clearing of mature trees or bushes is necessary.

C. Class III: New Construction or Conversion of Small Structures. Construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. Examples of this exemption include but are not limited to:

- Raw water conveyance facility appurtenances, including control and measuring structures.
- Treated water conveyance facility appurtenances, including meter boxes, fire hydrants, blow offs and air release valves.
- Water conveyance facility appurtenances, including water meters, booster pumps, gate, ball and check made in the interior of the structure. Examples of this exemption include but are not limited to valves, blowoffs, valve boxes, etc.

- D. Class IV: Minor Alterations to Land. Minor alterations in the condition of land, water, and/or vegetation, which do not involve removal of mature, scenic trees, including but not limited to:
- small water diversion facilities;
 - grading on land with a slope of less than ten percent (10%), except that grading shall not be exempt in a waterway, in any wetland, in an officially designated (by federal, state or local governmental action) scenic area, or in officially mapped areas of severe geologic hazard;
 - new gardening or landscaping but not including tree removal;
 - filling of earth into previously excavated land with material compatible with the natural features of the site;
 - minor alterations in land, water and vegetation on existing officially designated wildlife management areas or fish production facilities that result in improvement of habitat for fish and wildlife resources or greater fish production;
 - minor temporary uses of land having negligible or no permanent effects on the environment;
 - maintenance dredging where the spoil is deposited in a spoil area authorized by all applicable state and federal agencies.
- E. Class V: Information Collection: Basic data collection, research, experimental management and resource evaluation activities, which do not result in a serious or major disturbance to an environmental resource. These activities may be undertaken strictly for information-gathering purposes or as part of a study leading toward the undertaking of a project.
- F. Class VI: Inspection. Inspection activities, including but not limited to inquiries into the performance of an operation and examination of the quality, health or safety of a project.
- G. Class VII: Accessory Structures: The construction or placement of minor structures accessory to or appurtenant to existing commercial, industrial or institutional facilities, including small parking lots.
- H. Class VIII: Surplus Government Property Sales: Sales of surplus government property except for parcels of land located in an area of statewide interest or potential area of critical concern as identified in 14 Code Cal. Ergs. Section 15206. However, if the surplus property to be sold is located in any of those areas even its sale is exempt if:
- the property does not have significant values for wildlife habitat or other environmental purposes; and,
 - any of the following conditions exist: the property is of such size or shape that it is incapable of independent development or use, or the property to be sold would qualify for an exemption under any other class of categorical exemption in Section 6 of these Guidelines, or the use of the property and adjacent property has not changed since the time of purchase by the District.
- I. Class IX: Annexations of Existing Facilities and Lots for Exempt Facilities. The following annexations:
- annexations to the District of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing governmental agency whichever is more restrictive, provided, however, that the extension of

utility services to the existing facilities would have a capacity to serve only the existing facilities.

- annexations of individual small parcels of the minimum size for facilities exempted by Class III, New Construction or Conversion of Small Structures.
- J. Class X: Changes in Organization of the District: Changes in the organization or reorganization of the District where the changes do not modify the geographical area in which previously existing powers are exercised. Examples include but are not limited to:
- establishment of an improvement district;
 - consolidation of two or more districts having identical powers;
 - merger with a district lying entirely within the boundaries of the District.
- K. Class XI: Small Hydroelectric Projects at Existing Facilities. Installation of hydroelectric generating facilities in connection with existing dams, canals, and pipelines where:
- the capacity of the generating facilities is 5 megawatts or less;
 - operation of the generating facilities will not change the flow regime in the affected stream, canal, or pipeline including but not limited to: rate and volume of flow, temperature, amounts of dissolved oxygen to a degree that could adversely affect aquatic life, and timing of releases;
 - new power lines to connect the generating facilities to existing power lines will not exceed one mile in length if located on a new right of way and will not be located adjacent to a wild or scenic river;
 - repair or reconstruction of the diversion structure will not raise the normal maximum surface elevation of the impoundment;
 - there will be no significant upstream or downstream passage of fish affected by the project;
 - the discharge from the powerhouse will not be located more than 300 feet from the toe of the diversion structure;
 - the project will not cause violations of applicable state or federal water quality standards;
 - the project will not entail any construction on or alteration of a site included in or eligible for inclusion in the National Register of Historic Places; and,
 - construction will not occur in the vicinity of any rare or endangered species.
- L. Class XII: Acquisition of Land for Wildlife Conservation: Acquisition of lands for fish and wildlife conservation purposes, including preservation of fish and wildlife habitat and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Annexation Procedures

POLICY NUMBER: 6030

6030.1 Property must be annexed to the District prior to receiving any services. Furthermore, unconditional commitments to provide service to property and/or proposed developments will not be granted until said property is annexed to the District.

6030.2 In conformance with Policy #6040, District approval of residential, commercial, industrial or other types of development projects will not be granted by the Board of Directors until the entire site has been annexed to the District, or will be granted with the condition that the entire project site be successfully annexed to the District.

6030.3 Annexation Procedures.

6030.3.1 Determine suitability. Property owners or project developers desiring annexation to the District should first determine several factors regarding their property's suitability.

6030.3.1.1 Is the property presently not within the District's boundaries?

6030.3.1.2 Is the property within the sphere of influence established for the District by the Local Agency Formation Commission (LAFCo)?

6030.3.1.3 Where are the District's existing service facilities relative to the property?

6030.3.1.4 Is the excess capacity in the District's existing facilities adequate for the property's proposed development density?

6030.3.1.5 Information regarding District annexation, sphere of influence, and the location of existing service facilities and available excess capacity will be provided by District staff upon request. Determination of the property's suitability for development and/or connection to the services is the responsibility for the property owner, and his/her use of professional engineering and/or development consultants is encouraged.

6030.3.2 Application to LAFCo. LAFCo has been established by the State Legislature to, among other duties, review and approve or disapprove proposals for annexation of territory to special districts. Approval by LAFCo of any annexation proposal is required before the District can approve the annexation and provide services.

6030.3.2.1 To initiate the LAFCo application procedure, owners of the property proposed for annexation, or the registered voters residing within the area proposed for annexation,

shall submit a petition (§56704, Ca. Gov. Code) to LAFCo. The contents of the petition, itemized below, shall conform to §56700 of the California Government Code.

6030.3.2.2 With the petition, annexation proponents shall submit to LAFCo a map and legal description of the proposal. The contents of the map and legal description, itemized below, shall conform to LAFCo and the State Board of Equalization requirements.

6030.3.2.3 Also with the petition, annexation proponents shall submit to LAFCo a completed application form and appropriate filing and environmental review fees.

6030.3.3 Application to District. If annexation proponents desire to receive confirmation of District acceptance of their proposal prior to initiating the LAFCo application, the petition, map, legal description and LAFCo application form, discussed in 6030.3.2.3 above, should be submitted to the District office. A deposit of \$_____ must also accompany said submittal to cover LAFCo's filing and environmental review fees, State Board of Equalization fees, and District processing costs. When the annexation process is complete or terminated, cost overruns will be billed to the applicant, and underruns will be refunded.

6030.3.3.1 The Board of Directors will consider the annexation proposal at a regularly scheduled meeting. Acceptance by the Board of the proposed annexation shall be formalized by the adoption of a resolution. Said resolution shall contain the following:

- (a) all of the information required in the petition, as itemized below, excepting provisions regarding signatories and signatures;
- (b) the annexation map and legal description as attachments;
- (c) verification that the District desires to annex the subject territory;
- (d) authorization for the resolution to be submitted as an application for annexation approval by LAFCo; and,
- (e) a request that LAFCo approve and authorize the District to conduct proceedings for the annexation without notice and hearing and without an election (only if the petition has been signed by all of the owners of land within the boundaries of the proposed annexation).

6030.3.4 District Approval of Annexation. If LAFCo accepts the annexation proposal it will adopt a resolution and forward same to the District. After confirmation of LAFCo acceptance, and after the annexation proponent(s) tenders to the District applicable annexation fees (discussed below) and appropriate recording and State Board of Equalization fees, as determined by LAFCo, the District's Board of Directors, at a regularly scheduled meeting, will consider approval of the proposed annexation. Approval by the Board of the proposed annexation shall be formalized by the adoption of a resolution.

6030.3.4.1 Said resolution shall contain the following provisions:

- (a) That a description of the annexed lands shall be attached to said resolution;
- (b) The annexed land shall be subject to the District's policies, rules and regulations, charges made, and assessments levied pursuant to the provisions of the laws pertaining to special districts to pay for outstanding obligations of said district, and also shall be subject to all and any combination of assessments, tolls and charges as may exist at the adoption of the resolution and as thereafter may be established and/or levied by the County of Sacramento and/or the District for any District purpose;

- (c) The District shall be under no obligation to install a service or system or any facilities in connection with the subject annexation and the owners of the land to be annexed shall install, as and when service is desired, without cost, charge or obligation to the District, a complete service system as may be specified by the District, in accordance with plans and specifications approved by the General Manager and Consulting Engineer, in a manner meeting his/her approval, and shall convey, at no cost to the District, all of said service or system, including rights of way over all parts thereof, to the District; and,
- (d) The project developers and/or owners of the annexed property, and their heirs, successors and assigns shall agree to abide by all Board policies, rules and regulations of the District presently established and as shall be established by the Board in the future.

6030.3.4.2 After adoption of said resolution of approval by the Board of Directors, it shall be sent to LAFCo along with necessary fees, for processing of State filings, local recordings, and filing with the State Board of Equalization.

6030.3.5 Annexation Petition. In accordance with §56700 of the California Government Code, the petition proposing annexation of property to the District shall do all of the following:

6030.3.5.1 State that the proposal is made pursuant to said §56700;

6030.3.5.2 State the nature of the proposal (i.e., annexation of property to the District)

6030.3.5.3 Include a description of the boundaries of the affected territory accompanied by a map showing the boundaries;

6030.3.5.4 State any proposed terms and conditions;

6030.3.5.5 Explain the reason for the proposal (e.g., to receive services or systems);

6030.3.5.6 State whether the petition is signed by registered voters or owners of land;

6030.3.5.7 Designate no more than three persons as chief petitioners, including their names and mailing addresses;

6030.3.5.8 Request that proceedings be taken for the proposal pursuant to said §56700; and,

6030.3.5.9 State whether the proposal is consistent with the sphere of influence designated by LAFCo for the District.

6030.3.6 Descriptions and Maps. In accordance with State Board of Equalization and District requirements, annexation descriptions and maps shall conform to the following conditions:

6030.3.6.1 All documents must be capable of producing a readable photographic image;

6030.3.6.2 Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document, with references to deeds of record used only as a secondary reference;

6030.3.6.3 When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted, with the points of departure from the existing boundary clearly established;

6030.3.6.4 A specific parcel description in sectionalized land is permissible without a metes and bounds description of the perimeter boundary;

6030.3.6.5 A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat, and the relationship of lot lines with street rights of way must be clearly indicated;

6030.3.6.6 Every map must clearly indicate all existing streets, roads and highways within and adjacent to the lands to be annexed, together with the current names of these thoroughfares;

6030.3.6.7 Every map shall be a scale and a north point;

6030.3.6.8 The point of beginning of the legal description must be shown on the map;

6030.3.6.9 The boundaries of the lands to be annexed must be distinctively shown on the map without obliterating any essential geographic or political features;

6030.3.7 All maps must be professionally drawn or copies (rough sketches of maps or plats will not be accepted); and,

6030.3.7.1 All descriptions must be prepared by a surveyor or civil engineer licensed in the State of California, and his/her stamp and signature shall be affixed to said description.

6030.3.8 In addition to LAFCo filing, environmental review, State filing, recording, State Board of Equalization and any other applicable non-District fees, an annexation fee shall be paid to the District prior to adoption by the Board of Directors of the resolution approving any annexation. Said annexation fee is presently established at \$_____ per acre and may be adjusted from time to time by the Board of Directors.

**Series 9000:
SUSTAINABILITY BUSINESS GOAL**

Policy #	Policy Title
9000	Sustainability Business Goal
9010	Recycling
9020	Waste Management
9030	Water Use
9040	Environmental Policy - Paper Use
9050	Energy Conservation
9060	Environmental Policy - Purchasing
9070	Environmental Policy - Meeting Planning
9080	Environmental Policy - Transportation
9090	Indoor Environment

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Sustainability Business Goal
POLICY NUMBER: 9000

9000.1 Purpose of the Policy The primary purpose of this policy is to establish Sustainability as a guiding principle for planning and daily operations as well as a framework for longer term business decisions for the District. The Board of Directors of the District recognizes and accepts its responsibility to support a sustainable community through plans, policies, and procedures that promote clean air and water, reduce energy consumption and air pollution, promote water use efficiency, the use of alternative energy sources, recycling and solid waste management, and to provide awareness in these areas to its employees, customers, and the community.

9000.2 Definition - Sustainability is defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” (United Nations, 1987)

9000.3 It shall be the Policy of the District to consider the financial, environmental, and social benefits of business practices, to make decisions that are cost effective to ratepayers and responsive to the environment. To support this policy the District will, when practical and prudent, make best efforts to:

9000.3.1 Encourage and develop connections between environmental quality and operational efficiency.

9000.3.2 Include long term and cumulative impacts in decision making and work to protect environmental quality in our community.

9000.3.3 Ensure commitment to equity so environmental impacts and the costs of protecting the environment do not unfairly burden the District’s ratepayers.

9000.3.4 Ensure environmental quality and understand environmental linkages when decisions are made regarding project development and implementation, District owned facility use, transportation needs, energy use, water conservation, and air quality impacts.

9000.3.5 Use resources efficiently and, when possible, reduce demand for natural resources.

9000.3.6 Use cost effective measures to mitigate additional pollution through planned, proactive measures rather than only corrective action.

9000.3.7 Act locally to reduce adverse global impacts by supporting and implementing innovative programs that maintain and promote the District as a sustainable business.

9000.3.8 Purchase products and services based on long term environmental and operating costs and find ways to include environmental and social costs in short term prices. The District will purchase products that are durable, reusable, biodegradable, made of recycled materials, and are non-toxic.

9000.3.9 Educate customers and employees about the District's sustainable programs. Work with other entities, not directly related to water or other utilities, to implement Best Management Practices if opportunities exist and take advantage of community resources.

9000.3.10 Solicit customer input on actions and solutions. Encourage customer participation in District policy decisions. Encourage individuals and businesses to take responsibility for their actions that impact water, energy and the environment.

9000.4 Policy Review This Policy shall be reviewed at least biennially to incorporate changes in technology and business practices.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Recycling

POLICY NUMBER: 9010

9010.1 District employees should attempt to conserve and recycle whenever possible through the adoption of reasonable and simple practices. Whenever reasonable and possible, District staff will:

9010.1.1 Position recycling bins throughout the office and conference rooms for paper, plastic and other recyclable containers.

9010.1.2 Recycle office equipment, supplies, batteries, and other e-waste through curbside pick ups or by using drop off locations.

9010.1.3 District staff shall use opportunities with customers to advocate recycling as part of District and community operations and lifestyle to maximize the efficiency of the community.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Waste Management

POLICY NUMBER: 9020

9020.1 District employees should attempt to conserve and recycle in the office environment whenever possible through the adoption of simple practices. Whenever possible, District employees will:

9020.1.1 Implement an office “swap closet” for maximizing and exchanging office supplies, particularly during the transition between former and new employees.

9020.1.2 Donate leftover food and beverages to local food banks following meetings/events.

9020.1.3 Use reusable eating utensils, containers, coffee cups and dishes that are able to be cleaned.

9020.1.4 Use cloth towels instead of paper towels for cleaning and hand drying.

9020.1.5 Use rechargeable batteries to reduce toxic waste disposal.

9020.1.6 Encourage other employees to make suggestions on energy and material conservation.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Water Use

POLICY NUMBER: 9030

9030.1 District employees should make every effort to conserve water on an ongoing basis. Whenever possible and reasonable, District employees will promote and provide tap water and minimize the use of bottled water during meetings.

9030.2 The District will implement the use of low flow, or ultra low flow toilets where installed whenever possible.

9030.3 The District will use aerators on faucets and showers to reduce the flow of water whenever possible.

9030.4 The District will work together with all local and regional agencies to optimize conservation efforts and implementation of use. The District will pursue conservation grant funds for potential projects and programs whenever possible.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Paper Use
POLICY NUMBER: 9040

9040.1 District employees and customers of the District are encouraged to conserve and recycle paper whenever possible through the adoption of simple practices. Whenever possible and reasonable, District staff will:

9040.1.1 Make every effort to use the recycle bins located in the cubicles, hallways and kitchen.

9040.1.2 Maximize printing and copying options and enable default settings to double-sided printing.

9040.1.3 Edit documents using word processing tools (as opposed to printing and mark ups).

9040.1.4 Post and utilize electronic meeting agendas and avoid printing hard copies of meeting materials for participants unless requested.

9040.1.5 Conserve paper and cut costs by emailing documents in place of sending them via mail.

9040.1.6 Save used one-sided printer paper in designated areas and reuse for notepaper.

9040.1.7 Set all page margins to 1 inch and use Arial 10 or Times Roman 12 fonts.

9040.1.8 Encourage the use of e-mail instead of faxes.

9040.2 District staff shall utilize ordering stationary paper and other supplies from recycled paper suppliers where sources are available and not at an increased cost. Notations of use of recycled paper should be made to advertize and encourage others in its use.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Energy Conservation

POLICY NUMBER: 9050

9050.1 The District will strive to conserve energy through the adoption of several easy-to-use strategies. Whenever possible, the District will:

9050.1.1 Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment to enhance hibernate or log off modes.

9050.1.2 Enable timers for office copiers and printers that will automatically turn off unused equipment/use energy saving modes after extended periods of inactivity.

9050.1.3 Continue to use and properly dispose of compact fluorescent light bulbs.

9050.1.4 Have policy of last out person to shut down office lights and non-essential equipment. Arrange for cleaning staff to turn off lights left on after hours.

9050.1.5 Continue to promote dress codes that allow staff to dress according to indoor temperatures, and that reduce energy required for dry cleaning.

9060.1.6 Position workspaces in close proximity to natural light sources for light and heat.

9050.2 District employees should make every effort to conserve energy on a daily basis. Whenever possible, The District staff will:

9050.2.1 Turn off unused lights in cubicles and hallways.

9050.2.2 Use additional lighting only when necessary.

9050.2.3 Continue the practice of equipping low-traffic areas with automatic light sensors.

9050.2.4 Program their computer monitors to turn off automatically after periods of inactivity.. Employees should set a time (.e.g. 20 minutes) for the entry 'turn off monitor.'

9050.2.5 Minimize use of active screensavers in an attempt to conserve energy and reduce the amount of wear and tear on their computers.

9050.3 The District shall train employees in proper use of heating and air conditioning systems to minimize need for added heaters or fans in the office areas. Systems should be inspected regularly for proper settings.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Purchasing

POLICY NUMBER: 9060

9060.1 The District will make every effort to consider environmental protection and conservation when purchasing office supplies and other materials. Whenever possible and reasonable, the District will:

9060.1.1 Establish procurement contracts with companies offering environmentally preferable purchasing options and local outlets.

9060.1.2 Purchase office paper that uses 30% or more recycled post-consumer waste.

9060.1.3 Encourage commitment to purchasing recycled/biodegradable products, including paper plates, napkins, paper towels, and other kitchen supplies. Uses at District facilities should include recycled products where proven to be equal to ongoing material and use standards.

9060.1.4 For District uses, purchase organic, locally-grown foods that require minimal energy for transport and production.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Meeting Planning
POLICY NUMBER: 9070

9070.1 The District will make every effort to conduct meetings with minimal environmental impacts and promote environmental conservation. Whenever possible and reasonable, the District will:

9070.1.1 Minimize carbon emissions from travel through taxi, shuttle services and public transportation.

9070.1.2 Eliminate bottled water, in favor of pitchers of tap or filtered water.

9070.1.3 Choose regional, seasonal and/or organic options and donate leftover food from catered meals to local shelters.

9070.1.4 Minimize disposable products and encourage the use of recycled, biodegradable and reusable products.

9070.1.5 Make sure recycling bins are easily accessible at meals and breaks if there will be recyclable materials present.

9070.1.6 When selecting a location for a meeting, consider public transportation options, the city or region's conservation projects, "walkability," smoke-free policies, and food purchase policies.

9070.1.7 Consider use of facilities with recycling programs, efficient water use equipment, and other green initiatives.

9070.1.8 Limit hard copy handouts and make programs and itineraries available online or on posted signage.

9070.1.9 Print double sided on any necessary hard copy materials.

9070.1.10 Encourage a badge return process at the end of the meeting.

9070.1.11 Encourage the use of conference calls or tele-computer systems in lieu of travel for routine meetings. Send summaries and/or minutes by email or website directories.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Transportation

POLICY NUMBER: 9080

9080.1 District employees should attempt to minimize travel to work and assigned meetings and use low-impact transportation options whenever possible, District staff will:

9080.1.1 Use transportation options with minimal carbon emission impacts whenever possible.

9080.1.2 Contract with environmentally sustainable taxi, shuttle or transit services whenever possible.

9080.1.3 Provide public transportation options for individuals or groups attending meetings at District or other facilities whenever possible.

9080.1.4 Where feasible, schedule meetings during off peak traffic hours and at locations minimizing travel of participants.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Indoor Environment

POLICY NUMBER: 9090

9090.1 The District will make every effort to promote a healthy indoor environment. Whenever possible, the District will:

9090.1.1 Request building and automotive services to use biodegradable cleaners when cleaning office space or equipment.

9090.1.2 Ensure routine indoor air quality assessments are conducted and results reviewed by District

9090.1.3 Where feasible or beneficial, install live plants to improve indoor air quality.

9090.1.4 Encourage designs to maximize natural light and minimize energy use lighting.