

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, DECEMBER 09, 2020, 1:00 PM

CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM

AUBURN, CA 95603

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/98298418903>. The public can use this link and/or call **1 669 900 6833** Webinar ID: 982 9841 8903 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

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1.0 CALL TO ORDER

Holbrook _____ Ainsleigh _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

**4.1 Approval of Minutes from the November 10, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting
(Pages 3 – 4)**

Recommendation: Review and approve minutes.

4.2 Increase in Minimum Wage (Pages 5 – 6)

Shall the Auburn Area Recreation and Park District (ARD) change pay scales for certain job descriptions, based on upcoming mandate minimum wage increases as well as increases for job descriptions that succeed those needed to be raised by law?

4.3 Resolution Number 202-34 Approving a Debt Management Policy, Per Government Code Section 8855 (Pages 7 – 14)

Shall the Auburn Area Recreation and Park District (ARD) approve establishing a Debt Management Policy and adopt Resolution Number 2020-34 approving same?

4.4 Approval of Legal Bills

Recommendation: Review and approval of legal bills.

4.5 Discussion item: (Pages 15 – 17)

1. A review of Auburn Area Recreation and park District (ARD) policies regarding volunteers.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

12-4-20
Date

10:25 AM
Time

T. Laram
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Tuesday, November 10, 2020 at 1:00 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 1:00 p.m.

ROLL CALL

Directors Holbrook and Ainsleigh were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Ainsleigh.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the October 21, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the October 21, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 ARD Encroachment Policy – Fuels and Fire Reduction Program

Directors Holbrook and Ainsleigh reviewed this item and forwarded it to the Board of Directors for review and approval.

4.3 ARD's Medical Family Benefit Policy

Directors Holbrook and Ainsleigh reviewed this item and recommended the change to the Medical Benefit Policy to include a 50/50 split between ARD and the employee of any increases or decreases to annual premiums as well as an update to P/T staff limits hired prior to April 1, 2017. This item was forwarded to the Board for consideration.

4.4 Approval of Legal Bills – Legal bills were approved by the Committee.

4.5 **Discussion Items:** None.

5.0 **ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL,
POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**

Review of ARD's volunteer policy. This item was requested by Director Holbrook.

5.1 **PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:27 p.m.

Board Secretary

Date

Item 4.2 Cover Sheet for Increase in Minimum Wage

Auburn Area Recreation and Park District Policy Committee Meeting Dec, 2020.

The Issue: Shall the Auburn Area Recreation and Park District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for job descriptions that succeed those needed to be raised by law?

Background: The minimum wage in California is set to increase to \$14.00 on January 1, 2021. The adjustments to ARD positions include job descriptions below minimum wage as well as job descriptions succeeding those job descriptions. An example of succeeding job descriptions are the Youth Services' Program Leader I, II, III, Youth Services Coordinator and Youth Services Manager.

ARD Policy on salary schedules:

2.20 Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

Recommendation: Staff recommends the Policy Committee review and recommend approval to the Board.

Fiscal Impact: \$8,500 for the remaining 2020-21 fiscal year (this amount is in the current budget)
\$42,200 for 2021-2022

Attachment: Spreadsheet of proposed Job Description changes

Job Description Changes 2021-2022

Proposed Minimum Wage Increases - January 1, 2021

Aquatics

Assistant Coach - Competitive Swimming

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Assistant Coach - Synchronized Swimming

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Cashier - Pool

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Head Coach - Competitive Swimming

| Wage Scale | |
|------------|---------------------|
| Current | 17.00 to 22.78 |
| Suggested | 17.50 to 23.45 2.9% |

Head Coach - Synchronized Swimming

| Wage Scale | |
|------------|---------------------|
| Current | 15.00 to 20.10 |
| Suggested | 16.00 to 21.44 6.7% |

Lifeguard

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Head Lifeguard

| Wage Scale | |
|------------|---------------------|
| Current | 14.00 to 18.75 |
| Suggested | 15.00 to 20.10 7.0% |

Swim-Aide

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Swim Lesson Instructor (WSI)

| Wage Scale | |
|------------|---------------------|
| Current | 13.92 to 18.65 |
| New | 14.99 to 20.09 7.7% |

Aquatics Coordinator

| Wage Scale | |
|------------|---------------------|
| Current | 19.34 to 25.72 |
| Suggested | 19.92 to 26.69 3.0% |

Youth Services

Youth Services Program Leader I

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Youth Services Program Leader II

| Wage Scale | |
|------------|---------------------|
| Current | 13.63 to 18.27 |
| New | 14.68 to 19.67 7.7% |

Youth Services Program Leader III

| Wage Scale | |
|------------|-------------------|
| Current | 15.67 to 21.00 |
| Suggested | 15.83 to 21.21 1% |

Youth Services Program Site Director

| Wage Scale | |
|------------|-------------------|
| Current | 17.58 to 23.10 |
| Suggested | 17.76 to 23.80 1% |

Youth Services Program Coordinator (Union Position)

| Wage Scale | |
|------------|---------------------|
| Current | 19.92 to 26.69 |
| New | 21.45 to 28.75 7.7% |

YS Lic Exempt Preschool Teacher 1

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

YS Lic Exempt Preschool Teacher 2

| Wage Scale | |
|------------|---------------------|
| Current | 13.63 to 18.27 |
| New | 14.68 to 19.67 7.7% |

YS Lic Exempt Preschool Teacher 3

| Wage Scale | |
|------------|-------------------|
| Current | 15.67 to 21.00 |
| Suggested | 15.83 to 21.21 1% |

YS Lic Exempt Preschool Site Director

| Wage Scale | |
|------------|-------------------|
| Current | 17.58 to 23.10 |
| Suggested | 17.76 to 23.80 1% |

Youth Services Manager

| Wage Scale | |
|------------|----------------------------|
| Current | 24.21 to 32.46 |
| New | 28.00 to 37.52 Exempt Req. |

Administration

Human Resources Clerk

| Wage Scale | |
|------------|---------------------|
| Current | 13.83 to 18.54 |
| New | 14.00 to 18.76 1.2% |

Under 20 hours (Non Calpers)

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

(Eliminating Non-Calpers rate)

Customer Service

Customer Service Associate

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Customer Representative (Union Position)

| Wage Scale (No Change) | |
|------------------------|---------------------|
| Current | 15.00 to 20.10 |
| Suggested | 15.00 to 20.10 None |

Recreation

Recreation Aide I

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 18.76 7.7% |

Recreation Aide II

| Wage Scale | |
|------------|---------------------|
| Current | 13.50 to 18.09 |
| New | 14.54 to 19.48 7.7% |

Recreation Aide III

| Wage Scale | |
|------------|-------------------|
| Current | 15.56 to 20.85 |
| Suggested | 15.72 to 21.07 1% |

Scorekeeper

| Wage Scale | |
|------------|---------------------|
| Current | 13.00 to 17.42 |
| New | 14.00 to 19.48 7.7% |

5 x 5 Basketball, Single scorekeeper

| Wage Scale | |
|------------|---------------------|
| Current | 17.50 to 23.45 |
| Suggested | 17.99 to 24.11 2.8% |

Sports Coordinator (Union Position)

| Wage Scale (No Change) | |
|------------------------|---------------------|
| Current | 21.48 to 28.90 |
| Suggested | 21.48 to 28.90 None |

Item 4.3 Cover sheet: Resolution #2020-34 Approving a Debt Management Policy, Per Government Code Section 8855

Auburn Area Recreation and Park District Policy Meeting December, 2020

The Issue:

Shall the Auburn Area Recreation and Park District (ARD) approve establishing a Debt Management Policy and adopt Resolution # 2020-34 approving same?

Background and Findings:

The Auburn Area Recreation and Park District entered into an Energy Service Contract with Centrica Business Solutions (Centrica) in November 2020. Pursuant to Government Code Section 8855, the District needs to establish a Debt Management Policy before entering into a financial debt obligation for a long-term debt.

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District and is intended to comply with Government Code Section 8855, effective on January 1, 2017. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the District's interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the District.

The Debt Policy may be amended by the Board as it deems appropriate from time to time in the prudent management of the debt of the District. This Debt Policy shall also apply to any improvement formed by the District.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the District's effort to allocate limited resources to provide the highest quality of service to the public. The District understands that poor debt management can have ripple effects that hurt other areas of the District. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the District for its residents and businesses.

Unless waived by the District, this Debt Policy shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District's sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District's credit-worthiness.

- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.
- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

Recommendation:

Staff recommends that the Policy Committee review and recommend approval of the Debt Management Policy and adopt Resolution #2020-34.

Fiscal Impact:

No fiscal Impact

Attachments

Resolution #2020-34
Debt Management Policy

RESOLUTION NO. 2020-34

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT DEBT MANAGEMENT POLICY

WHEREAS, the Board of Directors (the “Board”) of the Auburn Area Recreation and Park District (the “District”) recognizes that cost-effective access to the capital markets depends on prudent management of the District’s debt program; and

WHEREAS, Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance (the “Report of Proposed Debt Issuance”), and must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies (the “CDIAC Requirements”); and

WHEREAS, the Board wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and

WHEREAS, the Board finds and determines that adoption of the attached Debt Management Policy (the “Debt Management Policy”) will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy, and is in compliance with the CDIAC Requirements; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Auburn Area Recreation and Park District hereby orders and determines as follows:

Section 1. Recitals. The Board hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

Section 2. Approval of the Debt Management Policy. This Board hereby declares that the proposed Debt Management Policy attached hereto, is hereby approved as the Auburn Area Recreation and Park District Debt Management Policy to be effective on the date of approval.

Section 3. Authorization to Manage Debt Issuance Functions. The District Administrator, or a designee thereof, is hereby authorized to manage debt issuance functions for the District in accordance with the Debt Management Policy.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

The foregoing resolution was adopted at a regular meeting of the Board of Directors of the Auburn Area Recreation and Park District held on the on the 17th day of December, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

PRESIDENT

ATTESTED:

SECRETARY

Proposed ARD Debt Policy

To be added to the District Policy Manual

I. Budget

J. Debt Policy

1. Purposes For Which Debt May Be Issued

The District will consider the use of debt financing for capital improvement projects (“CIP”) primarily when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this section's focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below.

a. Long-Term Debt. To the extent permitted by law, long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed will provide benefit to constituents over multiple years.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the Board.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not cause the District to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
- The District estimates that sufficient income or revenues will be available to service the debt through its maturity.

- The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
 - The District considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources
- (d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refundings will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

In general, refundings which produce a net present value savings of at least three percent (3%) of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than three percent (3%) or negative savings will be considered on a case-by-case basis and are subject to Board approval.

b. Short-Term Debt. To the extent permitted by law, short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes (TRAN).

To the extent permitted by law, other types of short-term borrowings, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

2. Types of Debt

In order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

- a. **General Obligation (GO) Bonds:** General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include but, are not limited to:

street improvements, libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.

b. Lease-Backed Debt/Certificates of Participation (COP): Issuance of lease-backed debt is a commonly used form of debt that allows a District to finance projects where the debt service is secured via a lease, lease/purchase agreement or installment agreement.

The District may from time to time find that other forms of debt to, the extent permitted by law, would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the District will only issue debt that carries a fixed interest rate.

3. Relationship Of Debt To Capital Improvement Program And Budget

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes. The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

4. Policy Goals Related To Planning Goals And Objectives

The District is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

5. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- a. Any continuing disclosure undertakings under SEC Rule 15c2-12;
- b. Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues;
- c. Any required reporting to be filed with the California Debt and Investment Advisory Commission (CDIAC); and
- d. the District's investment policies as they relate to the investment of bond proceeds.

The District Administrator or designee can recommend future changes to the Debt Management Policy as deemed necessary.

Item 4.5 Cover sheet – ARD Policies Regarding Volunteers

Auburn Recreation District Policy Committee meeting December, 2020

The Issue

A review of Auburn Area Recreation and Park District (ARD) policies regarding volunteers. Director Holbrook requested this review.

Background

ARD relies on many volunteers to assist with programs, leagues and events. The attached document details existing policies in regards to volunteers.

Recommendation

Review and discuss

Fiscal Impact

N/A

Attachments

ARD Policies in Regards to Volunteers

ARD Policies in regard to volunteers

Section 2.1

C. Employee and Volunteer Screening

1. Public Resource Code section 5164 prohibits recreation and park districts from hiring anyone on a paid or volunteer basis into a position with supervisory or disciplinary responsibilities over minors, if that person has been convicted under Penal Code Section 220, 261.5, 262, 273a, 273d, 273.5, or 290.
2. The District shall not hire anyone for employment, either for pay or as a volunteer, if the person has been convicted within the previous ten years of a felony or of three (3) total misdemeanors of any offense contained in Penal Code Section 11105.3 (c)(1).
3. The District may not hire a person convicted of a felony more than ten years ago if the felony is codified under Chapter 3 of the Penal Code, Section 215, 217.1, 236, or Chapter 9, or 667.5(c).
4. Prior to employment but after initial application, the District shall require fingerprinting and background checks of all employees who will have supervisory or disciplinary responsibilities over minors. That list shall include, but is not necessarily limited to, supervisors, managers, youth services directors, crew leaders, coaches, instructors, lifeguards and youth services personnel.

2.10 Volunteers

Volunteers are people who perform or give their services of their own free will, and provide such services under the direction and supervision of District personnel. Volunteers are not employees of the District and are not entitled to monetary or other compensation. Volunteers are not eligible for employee benefits, although there may be some services and insurance to which they are entitled under applicable state and federal law.

Section 5.5

F. Employee Discounts

The following employee program discounts are available:

1. Facilities: Full-time employees shall receive a twenty-five percent (25%) discount on rentals at the C level rate. Part-time employees shall receive a fifteen (15%) discount on rentals at the C level.
2. Classes: Full-time employees and their dependents must pay fifty percent (50%) or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
3. Classes: Part-time employees, seasonal employees, and their dependents must pay seventy-five percent (75%) (25% discount) or the instructor's portion of classes, whichever is more, on a space available status only. This benefit is also extended to interns currently interning with the District and volunteers who provided a minimum of 100 hours of service in the previous 12 months. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
4. Other programs: Full-time or regularly scheduled part-time employees who wish to enroll their children in day camp or discovery club will be allowed to enroll at a fifty percent (50%) discount. (Seasonal, temporary employees, volunteers and interns are excluded from this discount.) All registration fees, enrichment activity costs within the program and extra fees for minimum days are at full price.
5. Recreational Swim: All employees, interns, volunteers (as described above) and their families will be entitled to "free" admission to the Marsha Skinner Memorial/Sierra and Placer Hills Pools. A list of eligible staff and family members will be maintained at each pool.
6. There will be no Out of District charges for all employees, volunteers as described above and interns who reside outside of the District.