

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, DECEMBER 13, 2023, 12:30 PM
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
AUBURN, CA

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The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/86952183383>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 869 5218 3383 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.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities, and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ainsleigh _____ Holbrook _____

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 15, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

4.3 ARD's Sick Leave Policy for Part-time Employees under 20 hours and Seasonal Employees

Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Personnel Policy regarding District Sick Pay benefits for Part time (under 20 hours) and Seasonal Employees per State Law SB 616?

4.4 Updating ARD's Petty Cash Policy

Shall the Auburn Area Recreation and Park District (ARD) approve updating the Petty Cash Policy and the District Policy regarding the limit on the Petty Cash funds?

Discussion items:

None.

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

None.

6.0 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:

Dec. 8, 2023
Date

9:45AM
Time

Carly Wayford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, November 15, 2023 at 12:30 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 12:47 PM.

ROLL CALL

Director Ainsleigh and Director Holbrook were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee as written.

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, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Director Ainsleigh and Director Holbrook reviewed and approved the minutes from October 18, 2023, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no Legal Bills.

4.3 Annual Investment Policy and Authority for Investment Policy

Director Ainsleigh and Director Holbrook reviewed the Annual Investment Policy and Authority for Investment Policy and forwarded this item to the consent calendar for review and approval.

Discussion items:

1. Review of ARD Ordinance #1 - this item was discussed. The Committee would like the discussion item brought back at a future date.

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

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:03 PM.

Cathy Wayford
Board Secretary

Nov 16, 2023
Date

4.3 Cover Sheet for ARD’s Sick Leave Policy for Part-time Employees under 20 hours and Seasonal Employees

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, December, 2023.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Personnel Policy regarding District Sick Pay benefits for Part-time (under 20 hours) and Seasonal Employees per State Law SB 616?

Background

State bill 616 amends the Healthy Workplace Healthy Family Act by increasing the Sick pay from three (3) days or twenty-four (24) hours to five (5) days or forty (40) hours for the amount of paid annual sick leave (accrued based on the hours worked). The maximum amount of paid sick leave an employee may accrue is ten (10) days or eighty (80) hours per year. Sick pay is ineligible to be paid out upon leaving ARD. Full-time and Part-time Employees over 20 hours accrue Personal Time Off (PTO), which combines sick and vacation time and which accrues at a higher level and negates SB 616 for those employees.

Current Policy with changes

Article V

Employee Benefits

5.1 Introduction

*D. Part-time employees who work an average of less than twenty (20) hours per week: Part-time employees in this category and temporary, seasonal, and on-call, only qualify for participation in the retirement program as required by CalPERS. These employees do not qualify for any other benefits **except as mandated by applicable state or federal law.***

5.3 Leaves - General

AA. Part-time/Seasonal Sick Leave

After 90 days of employment, all part-time employees working less than 20 hours per week, seasonal and on-call employees are entitled to Sick Leave Pay. These employees start accruing Sick Leave Pay per SB 616 upon hire. Sick Leave shall be accrued at .034 hours per hour worked. These employees may take up to five (5) days or forty (40) hours of Sick Leave per year of accrued Sick time. Sick Leave Pay is retained on the employee’s record for returning seasonal work. An employee may accrue up to ten (10) days or eighty (80) hours of Sick Leave Pay.

Sick Leave Pay is ineligible to be paid out upon leaving the District..

Recommendation

Staff recommends that the Policy Committee send a positive recommendation to the Board to approve updating the District's Personnel Policy to include the Sick Leave Pay accruals for Part-time (under 20 hours) and Seasonal Employee

Fiscal Impact

The fiscal impact for this policy change is unknown at this time.

Attachments

None

4.4 Cover Sheet - Updating ARD's Petty Cash Policy

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, December, 2023.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve updating the Petty Cash Policy and the District Policy regarding the limit on the Petty Cash funds?

Background

The Petty cash policy was established to allow up to \$600 at any given time. The ARD Admin office holds \$350 and Customer Service holds \$180. However, during the year events are held and extra cash needs to be made available.

During this time, Petty Cash needs can run as high as \$950. Rises in Petty Cash include cash for; Public Swim and Special Event in Summer and Fall.

Current Policy with changes

District Policies

I Budget

- G. Petty Cash. The District may establish a petty cash fund, in an amount not to exceed the sum of **Nine Hundred, Fifty Dollars** (~~\$600~~ **\$950**), for the purpose of making change for customers at various locations where fees and charges may be collected, **reimbursements**, and for the purchase of items which require cash to be available, and it is not practical or cost effective to purchase through the normal purchasing and accounts payable process. The funds shall only be disbursed by designated personnel from locations and in amounts as authorized by the District Administrator or his or her designee. The petty cash fund may only be replenished through the normal accounts payable process. Personal checks may not be drawn against petty cash.

Recommendation

Staff recommends that the Policy Committee send a positive recommendation to the Board to approve updating the District Policy to update the Petty Cash Policy.

Fiscal Impact

None

Attachments

None