Part-Time Employee Handbook

Building community and enhancing quality of life through People, Parks and Programs.
IMPORTANT PHONE NUMBERS

City of Vallejo
Fire/Police Department........................................... Emergency Dial 911
Vallejo Dispatch................................................. Non Emergency 552-3285
Vallejo Fire Department........................................ Non Emergency 648-4526
American Red Cross-Solano........................................ 438-7060
Animal Control........................................................ 645-7906
Illegal Dumping see ClickFix.com................................. 553-7214
Illegal Dumping in progress........................................ 648-4321
Poison Control.......................................................... 1-800-222-1222
Public Works - Maintenance (Emergency Only).................. 648-4556
Vallejo Garbage...................................................... 552-3110
Vallejo Sanitation & Flood Control............................... 644-8949
Water Department................................................. Emergency 648-4313

Repairs
Comcast........................................................................ 1-800-266-2278
Rooteerman Drain & Sewer Services............................... 552-7777
Preferred Plumbing & Drain.......................................... 1-800-414-0463
Vallejo Glass............................................................. 644-4447

Utilities
AT&T Repair Service.................................................. 1-800-332-1321
PG&E....................................................................... 1-800-743-5000
any specified period of time or make any agreement contrary to the foregoing.

I received a copy of the Part-Time Employee Handbook on

I acknowledge that I have read the Part-Time Employee Handbook by signing this form:

Employee ID # ______________________

Employee Name (Print)

Employee Signature    Date

Supervisor’s Signature    Date

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RECEIPT AND ACKNOWLEDGMENT
OF GVRD PART-TIME
EMPLOYEE HANDBOOK

The Greater Vallejo Recreation District (GVRD) Part-Time Employee Handbook describes important information about the District, and I understand that I should consult my Supervisor or the Human Resources Administrator regarding any questions not answered in the Handbook.

I have received a copy of the Part-Time Employee Handbook and understand that it contains information about the District's general personnel policies, rules and regulations. I acknowledge that I am expected to read, understand, and adhere to District's policies and to familiarize myself with the material in the Handbook.

I understand that the District may change, rescind, delete, or add to any policies, benefits and practices described in the Handbook from time to time, at its sole and absolute discretion, with or without prior notice.

GVRD will advise employees of personnel rules and regulations changes within a reasonable time. I understand that revised information may supersede, modify or eliminate existing policies, benefits, and practices.

I have read the GVRD Part-Time Employee Handbook and understand and agree that it is only a general guide that does not constitute an employment contract or guarantee of continued employment.

I understand and agree that my employment is for no defined period: that my employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either the Greater Vallejo Recreation District or myself.

I understand that no representative of the organization has any authority to enter into any agreement for employment for
Welcome to the Greater Vallejo Recreation District

We would like to welcome you to the Greater Vallejo Recreation District (GVRD). We look forward to having you on our team.

As an employee of GVRD, you are the public's perception of GVRD. Your appearance and behavior shall always be impeccable.

Your role is critical in fulfilling the mission of your department and GVRD. We are committed to the idea that working together as a group leads to quality customer service and productive results. We want to make GVRD programs and parks the best they can be!

Nothing in this handbook constitutes an employee contract. All policies outlined herein are to provide you with a general understanding of the District’s personnel policies and provide resources that will help you make a smooth transition into your new role. We ask you that you read this handbook carefully, and refer to it whenever questions arise.

Updates and new editions of this handbook are subject to modification in response to District needs and in compliance with GVRD, Federal and State law. The District reserves the right to revise, supplement, or rescind any of the provisions of the Part-time Employee Handbook, as well as any of it other personnel policies or benefits. As policies, State and Federal law are revised, updated pages will be distributed to employees.

If you require clarification on any of the Greater Vallejo Recreation District rules and regulations, please contact your Supervisor. Full policies can be located in the District Personnel Rules and Regulations/Policies/Rules and Regulations/Safety handbook.

We are looking forward to you joining our team and your success at GVRD.
INTRODUCTION

History

The Greater Vallejo Recreation District was established in 1944 as a special park and recreation District. As a "Special Service District," GVRD operates separately, but in partnership with the City of Vallejo. GVRD manages thirty-six parks, other District facilities include four community centers and an Olympic-size swimming pool and manages over 1000 acres of public land.

The District offers a wide range of recreation programs as well as public parks and other recreation facilities for over 120,000 people.

Mission Statement

"Building community and enhancing quality of life through people, parks and programs."

Goal

The goal of the District is to help enrich, and fulfill the lives of the citizens by providing facilities and programs that will provide and enhance creative, wholesome and imaginative leisure-time living patterns.

Basic Principles

The District shall strive to provide opportunities for all citizens of the District, with an emphasis on family and youth-oriented programs and facilities.

The District does not discriminate on the basis of race (ethnicity), color, sex, religion ( creed), gender, gender expression, age, sexual preference, national origin, sex or sexual orientation, disability in its programs and activities, and complies with the provisions of the Americans with Disabilities Act.

GVRD DIVISIONS & DEPARTMENTS

Administration

The Administration Department is responsible for the day-to-day management of the District with the primary responsibility of recommending and administering policies as set forth by the Board of Directors.

Recreation

The Recreation Department serves the needs of the community through implementation of safe, fun and wholesome activities such as Before

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**Personal Protective Equipment (PPE) Requirements**

There is a variety of personal protective equipment available to you. Each employee is issued safety glasses and work gloves. Ear plugs and sunscreen can be obtained at any time. If you need any special equipment ask your Supervisor or Lead Maintenance Worker prior to performing the task. Following is a chart of the equipment you are required to use for specific job tasks. It is your responsibility to use and care for this equipment, and to request training if not already provided.

<table>
<thead>
<tr>
<th>Work Area/Job</th>
<th>PPE Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorized Lawn Mowing Equipment</td>
<td>Ear, Eye</td>
</tr>
<tr>
<td>Line Feed Trimming Equipment</td>
<td>Ear, Eye, long pants</td>
</tr>
<tr>
<td>Hand-held Power Tools (electric, gas,</td>
<td>Ear, Eye</td>
</tr>
<tr>
<td>pneumatic)</td>
<td></td>
</tr>
<tr>
<td>Table and Floor-mounted Power Tools</td>
<td>Ear, Eye</td>
</tr>
<tr>
<td>Metal Grinding</td>
<td>Ear, eye, long pants, gloves</td>
</tr>
<tr>
<td>Chainsaw Work</td>
<td>Ear, eye, head, long pants, gloves (If operating also need kevlar chaps, face shield)</td>
</tr>
<tr>
<td>Hedge Trimmer</td>
<td>Eye, Ear, Gloves</td>
</tr>
<tr>
<td>Chipper</td>
<td>Ear, eye, long pants, gloves</td>
</tr>
<tr>
<td>Power Blowers</td>
<td>Ear, eye, long pants (dust mask optional)</td>
</tr>
<tr>
<td>Pesticide Spraying</td>
<td>Eye, chemical gloves, Tyvek chemical suit,</td>
</tr>
<tr>
<td></td>
<td>breathing protection as recommended on label</td>
</tr>
<tr>
<td>Parts Washer</td>
<td>Eye, latex or rubber gloves</td>
</tr>
<tr>
<td>Plumbing and Pipe Brazing</td>
<td>Eye with proper shading</td>
</tr>
<tr>
<td>Oxygen Acetylene Torches</td>
<td>Eye, gloves, long pants, apron optional</td>
</tr>
<tr>
<td>Welding</td>
<td>Ear, welders helmet, long pants, welder's gloves, welding apron</td>
</tr>
<tr>
<td>Tractor</td>
<td>Ear, eye, dust mask optional</td>
</tr>
<tr>
<td>Backhoe</td>
<td>Ear as needed, eye, hard hat</td>
</tr>
<tr>
<td>Work Near Roadways/Parking Lots</td>
<td>Reflective vest</td>
</tr>
<tr>
<td>All Jobs</td>
<td>Heavy soled shoe or boot (unless stated differently)</td>
</tr>
<tr>
<td>Summer</td>
<td>Sunscreen, hat</td>
</tr>
</tbody>
</table>

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**CONCLUSION**

As an employee of GVRD, you are always in the public eye whether preparing ball fields, mowing grass, or running a program. You should always strive to be courteous in your dealings with the public. You should be proud to be an employee of GVRD, and you should conduct yourself accordingly in the eyes of the public, you are the GVRD District.
For all accidents, all forms must be filled out completely with the following information:

- Police - Case Number, Officer's Name, PD Department, Badge Number. Exchange the following information with driver of the other vehicle.
  - Driver's License Information - name/address/telephone, Driver's License Number, Issuing State, Expiration Date
  - Vehicle Registration Information - name/address/telephone, Vehicle ID Number, Vehicle Plate Number
  - Insurance Information - Driver(s) name/address, policy number, insurance company, insured vehicle, Vehicle ID
  - Injuries - name/address/telephone, type and extent of injury. Always know the physical address of where you are working.
  - Witnesses/Passengers Information
  - Accident Information and Diagram
  - Use of disposable camera to photograph scene

Fire

Dial 911 first. Combat small fires with CO-2, ABC multipurpose or dry chemical type fire extinguisher using PASS (Pull, Aim, Squeeze, Spray) and keeping your back toward an escape route. Do not use foam, soda and acid and water type fire extinguishers to fight electrical fires as the stream conducts electricity.

Other Emergencies

See the Safety Manual for other safety policies and procedures.

Equipment Problems

- Report to Lead Worker for assistance while at the job site.
- Always tag any deficient equipment by way of the equipment tags. Identify out of service date and problem tags and report to Lead Worker or Supervisor.

Equipment Training

- Prior to operating any equipment, you must have been instructed on its use and sign off on your training. If still unclear, ask your Supervisor or Lead Worker.
- Other equipment/jobs needing special training includes chain saws, chipper, confined space entry, pesticide/herbicide use and electrical repairs.

and After School Programs, Break Camps, Summer Day Camps and Swimming Lessons. Activities also include special events such as Vallejo Sports Hall of Fame and Vallejo Celebrates Youth.

Maintenance Department

The purpose of the Maintenance Department is to build community and enhance the quality of life through the provision, maintenance, improvement, and preservation of quality parklands and other recreational resources.

Maintenance, Facilities

The Facilities Division serves the community by working to maintain and improve community centers and facilities in a safe and aesthetically pleasing condition. The function of the division is to focus on the overall operation and maintenance of the District’s buildings, swimming pools, vehicles, equipment, park lighting and pump stations.

Maintenance, Parks

The Parks Division performs all tasks associated with the maintenance, inspection and operation of parks and facility grounds, athletic fields, recreational equipment and assists in the development of capital improvement programs to ensure that users have safe, well maintained and aesthetically pleasing parks and facilities.

Visitor Services

The Visitor Services performs all tasks associated with assisting park visitors, ensuring compliance with District regulations, providing services for park reservations and special events and ensuring park users have safe, well maintained and aesthetically pleasing facilities.

POLICIES RULES AND REGULATIONS

Equal Opportunity

GVRD is an Equal Opportunity Employer. The District employs persons having the best available skills to efficiently provide high quality service to the public. The District provides equal employment and advancement opportunities in the workplace to all qualified employees and applicants regardless of race, color, religious creed including religious dress and grooming practices, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin (including language use restrictions), ancestry, mental and physical disability, medical, age (40 and over), pregnancy (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), denial of medical and family care leave, or pregnancy,
Military and Veteran status, disability leave (FEHA Government Code sections 12940, 12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories or any other characteristic protected by law.

Purpose

GVRD believes that through our employees, GVRD is able to offer quality recreation programs in Vallejo. It is in this belief that we expect staff members to provide quality service to meet the leisure time challenges in our community.

The goals of the part-time employee program are to:

- Supplement and complement our existing programs.
- Enable the employee to gain an awareness of how a recreation District operates.
- Enable the employee to develop and maintain a good working relationship with the community of Vallejo.
- Give the employee a chance to provide skilled service to the community.
- Enable the employee to gain the knowledge, experience and recognition for future employment.
- Introduce the employee to new skills through training sessions and workshops.

Code of Ethics

- Be courteous and respectful to the general public and co-workers.
- Be aware of how others perceive you.
- Protect and preserve District property.
- Return to the District office any valuable articles found in the parks or areas under the jurisdiction of the District.
- Operate equipment safely at all times and observe all safety precautions.
- Do not remove or allow to be removed from the District sites any article, equipment or material belonging to the District except on official business.

GVRD should never receive a complaint about being rude or inconsiderate. We understand that the public may not agree or understand rules and policies. Always be polite as you interpret and enforce rules. Refer people to a Supervisor for more clarification rather than have a negative experience.

Social Media

GVRD recognizes the growing importance of online social media

Serious Accidents/Injuries

1. Use emergency telephone number 911. If you are on a cell phone call dispatch directly at 552-3285.
   - Say, "This is an emergency."
   - Give victim's name and age.
   - Give description of accident, injuries (as much as is known), and the service needed.
   - Give location of your area (school, park, facility) and phone number. Always know the physical address of where you are working.

   **Do not hang up until directed to do so by the Dispatcher when reporting accident or injury.**

2. Do not transport an injured participant yourself. Stay with the injured participant until a parent or Police officer relieves you. Do not attempt to move an injured participant unless there is a possibility of further injury or unless their life is in immediate danger.

3. The 911 operator will decide if an ambulance is necessary and should make the appropriate call.

4. Do not discuss the accident with anyone at any time other than emergency personnel. Your Supervisor will provide the necessary information to other program participants and their parents or the press.

5. All accidents and injuries must be reported to your Supervisor immediately. If unable to contact Supervisor, contact the Main Office (648-4604).

6. Report the accident or illness to the injured participant's parent or person(s) listed on emergency card. The City Police will assist in the location of the participant's parents.

7. Fill out an Accident Report and give to your Supervisor within 24 hours after the accident. When completing the Accident Report, be specific, complete and state the facts including witnesses. Do not report assumptions or personal opinions.

Vehicle Accident

If an employee is involved in an accident while using a District vehicle, or piece of equipment, the accident should be reported to the Supervisor immediately. The police should be contacted, and the accident reported so a police report is on file. A CAPRI Driver's Report of Accident form should be filled out at the scene of the accident. Use disposal camera located in the glove compartment of the vehicle to take photos of scene and vehicles involved. District policy requires the employee driving the vehicle to immediately following the accident submit to a drug test.
ACCIDENT/INJURIES EMERGENCY PROCEDURES

All on-the-job accidents, property damage, employee or participant injuries and illnesses must be reported within 24 hours, regardless of the severity of accident or injury and will be tracked.

In the event of a work related injury, the employee should seek first aid which may include going to the hospital or calling for emergency medical personnel. The workers' compensation poster located at all District sites lists our health care provider and location for emergency treatment. All injuries must be reported IMMEDIATELY to the employee's Supervisor and/or the employer representative listed on the workers' compensation poster or if unsure the main GVRD office. For all work related injuries, the employee must complete an Employee Injury Report and additional forms depending on the severity of the injury. Benefits cannot start until the claims administrator knows of the injury, and any delay in reporting an injury may delay workers' compensation benefits.

Participant Injuries

Non-Emergency Accidents/Injuries
1. Evaluate the situation calmly, accurately, and quickly.
2. Apply first aid as needed.
   • Always use protective coverings.
   • Do not move a seriously injured person unless their safety demands it.
   • Injured patrons in the water must be moved to the deck as soon as possible.
   • Do not allow the participant to continue in the activity until you have assessed the full extent of the injury, even if the accident or illness seems minor.
3. Report the accident or illness to the parent or person(s) listed on emergency card or registration form, if the participant cannot or does not wish to continue participation.
4. Notify your Supervisor if a participant must leave a class or program because of accident or illness no matter how minor.
5. Fill out an accident report and give to your Supervisor within 24 hours after the accident. When completing the accident report, be specific, complete and state the facts including witnesses. Do not report assumptions or personal opinions. As soon as possible take pictures of injury and physical surroundings where injury occurred.

networks as a communication tool and respects the rights of employees to use social medial networks during their personal time.

Employees are not to publish, post or release any information that is considered confidential or not public. Advertising of liquor or tobacco products, politically oriented advertising or false, misleading, inappropriate, deceptive and/or offensive to the moral standards of the community or contrary will not be allowed in the District's publications, on the District's Internet website, or facilities owned by the District.

Employees are prohibited in posting images of current or former employees, vendors, members of the community or employees wearing GVRD uniforms or GVRD logo that are defamatory, pornographic, proprietary, bullying or harassing or that can create a hostile work environment. Employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. All advertising material is subject to the approval of the General Manager.

Social media networks, blogs and other types of online content which generates press and media attention or legal questions should be referred to the General Manager or authorized District spokesperson.

Personal Cell Phone Usage

Personal cell phones are NOT to be used while on District time. The ONLY time the usage of a personal cell phone is permitted is on your break or during an emergency situation (i.e. to call 911).

Friends and Relatives

While on job duty, please refrain from interacting with family and friends. Visitors create an interruption and detract from the performance of your job duties. Also, employees who are on break should not visit other staff members who are on duty.

EMPLOYMENT LAW

California Minimum Wage

Effective January 1, 2017, the minimum hourly wage in California will increase to $10.50 per hour to comply with California minimum wage to $15.00 per hour by year 2022.

Americans with Disabilities Act (ADA)

The District encourages participation in all programs for all people, regardless of any mental or physical disability or challenge they may face. The District will make all reasonable accommodations to ensure
participation in all programs by any person desiring to participate. If you are asked about making an accommodation for a disabled participant, contact your Supervisor who will work with the General Manager and Human Resources on finding the best arrangement to accommodate full participation.

The ADA gives civil rights protection to individuals with disabilities and guarantees equal opportunity in employment, public accommodations, transportation, local and state government services and telecommunications.

Each employee at GVRD will be required to work with their respective Department’s staff on making reasonable accommodations for persons with disabilities in programs. Once the Department is contacted or notified by an individual with a disability, the Department will make every attempt to accommodate that individual’s request to participate fully in the class or program.

Employees may be asked to make recommendations or suggestions as to how their program could be modified to accommodate this individual.

California FEHA Harassment and Discrimination

The Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment because of race, color, religious creed including religious dress and grooming practices, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin (including language use restrictions), ancestry, mental and physical disability, medical, age (40 and over), pregnancy (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), denial of medical and family care leave, or pregnancy, Military and Veteran status, disability leave (Government Code sections 12940,12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories.

Complaints of discrimination must be filed with FEHA within one year from the date of the alleged discriminatory act. For victims who are under the age of 18, complaints of discrimination must be filed no later than one year following that person’s 18th birthday. For further information call (800) 952-5275 or visit on-line: www.hcd.ca.gov

The District prohibits employee, co-workers and supervisors from engaging in unlawful behavior under FEHA and federal law.

Workplace Harassment and Discrimination

Harassment is a form of employment discrimination that violates Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1978 and the Civil Rights Act of 1991.

associated with the substance must be visibly labeled, tagged, or marked on the container. All chemical containers must include: material name, hazard symbols and warnings, personal protective equipment (PPE) required and organs that would be affected by exposure, and name and address of a person who can offer additional information.

Hazardous Material Training

Employees who work with hazardous chemicals must be trained at the start of employment and whenever a new chemical comes into the work area. Your training will consist of how the hazard communication program is implemented in the workplace, how to read and interpret information on labels and the MSDS, and how employees can obtain and use the available hazard information, hazards of the chemicals in the workplace, measures employees can take to protect themselves from the hazards and where to receive medical treatment and emergency procedures for chemical accidents. Always take precautions. If you are ever unsure of how to properly handle, store or use a product, ask your Supervisor for assistance.

Bloodborne Pathogens Standards

Frequent hand washing will help prevent the spread of disease, especially after lavatory use, prior to handling food or after contact with blood or bodily fluids. Keep open wounds covered with a bandage when at work. All employees should use “universal precautions” because the presence of a disease may not be apparent. This involves using latex/vinyl gloves when handling blood or bodily fluids and using bleach, chlorine products (10%+) or a cleanup kit to disinfect contaminated surfaces.

The District will provide you with a uniform shirt. Other clothing or protective items may be provided as needed such as hats, gloves, CPR shields, gowns, mouthpieces, cleaning products and resuscitation bags. It is your responsibility to notify your Supervisor when the availability of these products are low.

If blood or bodily fluids contact your eyes, nose, mouth or skin, flush with water and notify your Lead Worker/Supervisor immediately. Needles found in District should be carefully placed in a Sharps container and transported to the Maintenance Facility. Inform your Supervisor immediately.

Other Emergencies

See the Safety Manual for other safety policies and procedures.
Sun Protection

Staff must be aware of dangers related to overexposure to the sun. Aside from the heat, which adds to fatigue and occasional sunburn, the sun can cause other more severe problems. The sun’s rays are known to cause skin cancer - in the worse case, malignant melanoma.

Apply sunscreen with a minimum of SPF 15. Sunscreen should be reapplied frequently after heavy perspiration and after going in the water. Areas to pay attention to when applying sunscreen are:

- Top and back of the ears
- Cheeks and the bridge of nose
- Nape of the neck
- Back of the hands and fingers
- Front of the thighs
- Knees and shins
- Top of the feet and between the toes

Staff should examine their skin on a regular basis. Moles, freckles, and beauty marks should be kept track of so that new marks can be identified and changes can easily be noticed and identified in old marks.

Right-to-Know/Hazard Communication

Federal and California Code of Regulations, Section 5194, Hazard Communication requires the District to provide you with the following:

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) or printed materials describing the characteristic, safe handling and health hazards of toxic substances in accordance with OSHA requirements.

Chemical manufacturers and importers are responsible for creating an MSDS for each hazardous chemical they produce and must provide them upon receipt of the shipment. Each MSDS must be in English and include: chemical identity, physical and chemical characteristics, known acute and chronic health effects and health information, exposure limits, precautionary measures, emergency and first aid procedures and organization that developed the MSDS sheet. MSDS sheets must be readily accessible to employees in the work area at all times. MSDS sheets will be kept on site where chemicals are used and stored. A Master MSDS file will be placed at the District’s main office located at 395 Amador Street.

Hazardous Material Labeling

Any container considered hazardous by definition or reference must be labeled with warning labels. The hazards known to be


Effective January 1, 2016, AB2053—Abusive Conduct—bullying was added to California law to prevent workplace bullying. AB2053 defines abusive conduct as that which “a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.”

The District is committed to providing a safe and healthy work environment that is free of all harassment and discrimination against any employee, applicant for employment or participant because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 or older), sexual orientation or military status of such person. All such harassment is prohibited. Workplace Harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as offensive, intimidating, demeaning, hurtful, malicious or threatening comments or conduct towards another person.
- Derogatory jokes or comments, slurs or unwelcome sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, computer generated graphics, cartoons, drawings or gestures.
- Threats and demands to submit to sexual requests such as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

It is the impact of the behavior on the recipient that determines the existence of harassment as prohibited by the law. Any person who behaves in a manner which he or she is told is unwelcome may be guilty of harassment in accordance with the District policy and Federal/State law.

If any employee believes that they have been unlawfully harassed, he/she should be advised to provide a written or oral complaint to their Supervisor or superintendent as soon as possible after the incident. The complaint should include details of the incident(s), names of the individuals involved and names of any witnesses. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee. Any supervisory employee who receives the formal or informal harassment complaint, shall at all times maintain the
confidentiality of the plaintiff and shall personally deliver said complaint to their Department Manager or to the General Manager.

Within 24 hours of the filing of formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

If the District determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstance involved. Refer to Policy 2215, Rules and Regulations manual for additional information.

Retaliation

The District maintains a zero tolerance policy for any type of harassment in the workplace including discrimination. Any employee who believes they are the victim of harassment may file a formal or informal confidential complaint without fear of retaliation.

The District prohibits retaliation against anyone for reporting discriminatory activity, registering a complaint pursuant to the policy, assisting in making a discrimination complaint, or cooperating in an investigation.

Violence Free Environment

GVRD is committed to providing a safe and secure workplace without compromising the safety of the public and its employees. GVRD does not condone and will not tolerate any form of workplace harassment or violence, whether in the form of action or verbal threats, veiled or explicit, including actions or threats by non-employees.

All threats of violence must be taken seriously and immediately reported to your Supervisor. You should report all situations and incidents which you feel may cause a current or future threat. The Police Department shall be informed when an employee is physically assaulted, threatened with a weapon or other object that could cause injury or threatened verbally or in writing in a manner suggesting bodily harm.

Whistleblower Protection

The Board of Directors of the Greater Vallejo Recreation District shall not make, adopt, or enforce any rule, regulation or policy preventing an employee from disclosing information to a government or law enforcement official. No employee of the District shall retaliate against an employee for disclosing information to a government or law

1. Report all personal injuries, no matter how minor, to your Supervisor immediately.
2. Avoid horseplay and practical jokes on the job. Any employee participating in such activities shall be subject to disciplinary action.
3. Possession, consumption or purchase of any alcoholic beverage or drug while on the job is prohibited. Any employee reporting to work under the influence of alcoholic beverages or drugs during working hours shall be subject to disciplinary action.
4. Work at a speed consistent with safety. "FOOLISH HURRY" such as running in passageways or on stairs is dangerous.
5. Always inspect tools and equipment before use; report defects to Supervisors and other potential users. Do not use tools and equipment that are defective to an unsafe degree.
6. Remove, cut-off or hammer down protruding nails, staples or steel straps, splinters from workbenches, tables, shelves or chairs before someone is injured.
7. Obey warning tags and signs. They are posted to point out hazards.
8. Operate only the machinery or equipment you have been authorized and trained to operate safely.
9. Never reach over moving parts of machinery or equipment.
10. Common sense, health and sanitation rules must be observed for the welfare and consideration of other employees.
11. Lifting: Don't be afraid to ask for help when handling heavy objects. Crouch down, bend your knees and keep your back as nearly straight up and down as possible. Lift gradually, avoid jerking or twisting.
12. Practice good housekeeping around your work. It is necessary for safety and efficiency.
13. Report any unsafe conditions or practices to your Supervisor.

Confrontation/Altercation with Public

1. Move yourself to a safe area.
2. Contact Vallejo P.D. and Emergency Medical Services (911), if needed.
3. Notify your Lead Worker/Supervisor immediately.
4. Supervisor shall go to location of incident.
5. A police report shall be filed as soon as possible.
7. Supervisor shall conduct an investigation to determine any mitigation.
8. Develop a plan of action, if necessary.
passengers.
- All employees are required to turn on lights and windshield wipers when conditions warrant their use. It is a state law that lights be turned on when windshield wipers are in use.
- All employees are required to wear seatbelts at all times. Drivers should not move their vehicle until all passengers are wearing their seatbelts.
- GVRD vehicles may be used for official GVRD business only. Personal use may result in termination.
- Must follow State/Federal laws while operating a vehicle
- Obey all posted speed limits
- California State Law and GVRD safety policy prohibit using a wireless/cellular telephone without a “hands free” device while driving a motor vehicle for District business, including District owned leased or rented vehicles.

Equipment and Supplies
Each employee will be responsible for all vehicles, equipment and supplies used on a daily basis. One must insure a sense of responsibility for the equipment which has been provided. It is important for all to treat equipment with care, enabling it to be used throughout the course of the season without excessive repair or requiring replacement due to loss.

All Department property assigned for specific programs must be returned and/or accounted for at the end of the recreation program. Any equipment that is broken or lost should be reported to Supervisor. Equipment that is broken or unsafe should not be used.

SAFETY & HEALTH
General Safety Rules
It is the District’s policy to minimize the risk of injuries by maintaining a comprehensive safety program for the public and employees in daily operations and use of facilities.

Safety means efficient performance. Safety must, therefore, be a part of the planning for every job. People are constantly finding new ways to do things. The new ways are not always safer. It is possible to find safer ways to do things.

The following are some general safety procedures that GVRD has established for District employees. Additional safety procedures are located in Greater Vallejo Recreation District’s Safety Manual, Injury/Prevention Program:

enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or District Policies and Rules and Regulations, or violation or noncompliance with a state, federal or written District regulation

EMPLOYMENT

Fingerprint Screening
District Policy requires that all potential employees 18 years or older will be required to submit fingerprints through the California Department of Justice. The Administration Department will provide you with the necessary paperwork to schedule an appointment for fingerprint screening. Candidates who refuse to comply with the procedure will not be considered for employment.

If a candidate is under 18 years of age, a work permit is required prior to starting employment with GVRD. If you are still employed with the District when you turn 18, you will be provided with necessary paperwork for fingerprint submission.

Drug and Alcohol Free Environment
It is the desire of the District that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol, prescribed medical marijuana and/or other controlled substances.

The use, sale, possession, purchase or transfer of drugs, alcohol, prescribed medical marijuana and/or other controlled substances by a District employee on District property, work sites or on District business during hours of work is prohibited.

Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could impair in any way the fitness of an employee to perform his/her job duties. An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.

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

Drug and Alcohol Testing
Drug and alcohol testing for any employee may be conducted as directed by the General Manager or his/her designee. Testing may be
required whenever the General Manager or any Supervisor determines that there are objective indicators of behavior, demeanor, or job performance which create a reasonable suspicion that the employee has been impaired by drugs and/or alcohol while in the scope of his/her work or representation of GVRD.

An employee who refuses to cooperate fully with the requirement to undergo drug or alcohol testing shall be considered insubordinate and subject to disciplinary action up to and including termination.

**Separation from District Employment**

Policy 2250 - Policy Manual Rules and Regulations

To leave the District in good standing, an employee should notify their supervisor of resignation at least two weeks before the effective date of separation.

An employee who fails to report to work for two (2) consecutively scheduled workdays without notice or approval by his/her supervisor will be considered voluntarily terminating employment with the District.

**Smoke Free Environment**

No District employee or member of the public shall use any tobacco product inside a District owned or operated facility, vehicle, or in any parks within twenty (20) feet of the facility’s main entrance, exit, or operable window, or within twenty five (25) feet of any playground.

No Smoking is allowed in our parks per Vallejo City Ordinance: Section 7.68.

**State Disability Insurance**

State Disability Insurance (SDI) is paid entirely by employees’ contributions. When you are unable to work because of sickness, injury, or pregnancy, you may be eligible to receive State Disability Insurance benefits. For more information visit the EDD website www.edd.ca.gov.

**Unemployment Insurance**

The Unemployment Insurance program provides weekly unemployment insurance payments for workers who lose their job through no fault of their own. Eligibility for benefits requires that the claimant be able to work, be seeking work and be willing to accept a suitable job. For further information, call the Employment Development Department (EDD) at 1-800-300-5616 or visit EDD’s Internet site www.edd.ca.gov.

After school programs such as ENCORE and Cool School programs are State/Federally funded. GVRD is reimbursed for ENCORE and Cool

**Safeguarding Cash**

Funds held overnight should be minimized. Cash should be kept in a locked safe or other approved secure storage facility.

**GVRD PROPERTY**

**Keys**

The security and safety of recreation facilities and/or School District property are vital. Employees shall retain possession of keys at all times. Keys will not be loaned, given or otherwise disposed of without specific approval of the General Manager. GVRD facilities or storage areas are never to be left open or unattended. Keys shall be returned to GVRD upon end of employment with GVRD.

**Alarm Codes**

Alarm Codes will be issued to certain staff members to operate the facility. If it is determined that an alarm code is required, your Supervisor will secure alarm code and password for your facility. DO NOT GIVE OUT YOUR ALARM CODE TO ANYONE EXCEPT ALARM SERVICE COMPANY FOR YOUR VALIDATION.

**District Vehicle**

All employees whose job responsibilities require the ability to drive a District vehicle or his/her own vehicle on District business will maintain a valid driver’s license and an acceptable driving record during the duration of their employment with the District. Employees shall provide a copy of DMV record or authorize the District to request their record from DMV. Additionally, employees are required to provide proof of insurance, if driving their own vehicle.

Any employee who does not maintain both a valid California driver’s license and an acceptable driving record, if required to perform job duties, may be subject to disciplinary action up to and including termination.

**Transportation and General Vehicle Use Rules**

- No employee may operate a District vehicle without having in his/her possession a valid driver’s license.
- New employees shall furnish a DMV driving record at time of hire.
- A check ride will be conducted by an employee’s immediate Supervisor to insure familiarity with the vehicle operation.
- Report all unsafe conditions. Do not use vehicle until all unsafe conditions are corrected.
- District vehicles shall not be used to transport unauthorized
The following disciplinary action will result when an employee has accumulated the following point totals:

<table>
<thead>
<tr>
<th>Action</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal consultation</td>
<td>3</td>
</tr>
<tr>
<td>Written counseling notice &amp; possible suspension of up to 3 working days</td>
<td>5</td>
</tr>
<tr>
<td>Termination</td>
<td>10</td>
</tr>
</tbody>
</table>

**CASH HANDLING TRAINING/PROCEDURES**

**Individual Cash Accountability**

Individual accountability for all cash, including cash receipts, change funds and petty cash funds, should be maintained at all times. An accounting record for cash should be established immediately upon receipt. This person should be provided a locked, secure storage facility to which only he/she has access.

All transfers of cash should be documented to include amount transferred, date and signatures of both persons involved in the transfer. The documentation should be kept in a location separate from the cash funds.

Some locations do not accept cash. Follow direction from your Supervisor.

**Cash Recording**

All cash should be immediately recorded upon receipt. The recordings may be made on a cash register, by means of pre-numbered receipt forms, or in a hand-written log. Each individual receipt should be identified by a sequential transaction number, such as a cash register number or cash receipt number.

**Cash Deposit**

All cash deposits must be made no later than the next business day. Weekend deposit to the Bank of the West should include deposit slip and cash verification form. Missing cash or deposits may result in termination.

**Reconciliation**

Cash receipts should be counted and balanced to the cash recordings at the end of the business day. A dated and signed record of the reconciliation should be prepared and retained. When possible two people should prepare and sign deposit.

School services by the Vallejo City Unified School District (VCUSD). Because these programs are school funded, the Employment Development Department has informed us that these programs fall under California Unemployment Insurance Code Section 1253.3 which states, in part, that you are not eligible for unemployment benefits during the recess period because you have a reasonable assurance of work with GVRD in the next school year.

**Workers’ Compensation**

The District provides workers' compensation insurance coverage for employees who sustain work related injuries/illnesses. Injuries must be reported within 24 hours to your Supervisor and Human Resources Department (707-648-5320 or 707-648-4606). Employees who fail to report injuries within 24 hours, regardless, if weekend day, may be disciplined for violation of District policies or regulations.

**Non Emergency** (normal business hours)

Kaiser Occupational Health Services, 975 Sereno Drive, Building 1, Hallway H, Vallejo, CA 94590. Telephone (707) 651-1370

**Emergency** (after normal business hours/weekends)

Kaiser Emergency, 975 Sereno Drive, Vallejo, CA.

**Third Party Administrator**

York Insurance Services Group, P.O. Box 619079, Roseville, CA 95661
Telephone (916) 783-0100

**Hours of Operation and Work Schedules**

The normal workweek is defined as any seven-day period established by the District in which part-time, temporary and seasonal employees will not exceed 1,000 work hours in a fiscal year. Each employee’s supervisor will advise the employee regarding his or her specific working hours in accordance with the needs of the department and position.

Part-time, temporary and seasonal employees are assigned an hourly rate. Employees are not guaranteed a minimum of working hours per week. Employees may be assigned less than twenty hours per week not to exceed 1,000 hours in a fiscal year (July 1 through June 30). Employees may be required to work weekends, holidays and on-call as part of their schedule or for emergency situations.

**Performance Evaluation**

Part time and Seasonal Employees should be evaluated once per year by their supervisor and the evaluation individually discussed with each employee. A Performance Evaluation does not guarantee a merit
increase. In order to be considered for an increase, an employee must have a satisfactory or better evaluation score within one year of being placed in position.

It is the responsibility of both the employee and the supervisor to begin the process of the performance evaluation process. The increase must be approved by the Department Manager and General Manager.

Holidays and Weekends

Because the community recreates on holidays and weekends, part-time/seasonal employees will be expected to work some holidays. For summer part-time employees this may include Memorial Day, Fourth of July and Labor Day.

Part-time/seasonal employees are not eligible for holiday benefits and only receive pay if worked on a holiday.

Pay Period

All employees are paid on a bi-weekly basis. Checks are distributed on alternate Fridays for the previous two (2) weeks of work, ending the Saturday before payday. Checks will be distributed during your work shift or can be picked up at the appropriate division office.

Direct Deposit

The Direct Deposit Payroll Program eliminates many of the inconveniences often experienced on payday (i.e. waiting in line, special trips to the bank and lost or stolen paychecks).

Take home pay is automatically deposited into a checking or savings account each payday. Employees may enroll for Direct Deposit, change the bank or account where pay is deposited, or cancel participation in the program at any time. To enroll you will need to simply complete a Direct Deposit form and attach a voided check. The Finance Department will process Direct Deposit requests.

If you leave GVRD, your direct deposit will automatically be cancelled.

TIME REPORTING AND SCHEDULING

Timesheets

All employees are required to track and record their time on a timesheet. Timesheets are used as a means of accurately recording hours worked and calculating pay. Accordingly, employees are required to record the time they begin and end work each day, and the beginning and end of each meal period. It is strictly forbidden to falsify a time card

Responding to the Abused Child

1. **Believe the child** - Experience shows that children seldom make up stories about abuse.
2. **Be a good listener** - Allow the child an opportunity to talk freely with you if he/she is comfortable, but also remember to respect the child’s right to silence.
3. **Reassure the child** - Let the child know that you will try to keep him/her safe and to help the family. Be honest with the child regarding your moral and legal responsibility to report the incident. Do not promise NOT to tell!
4. **Help relieve the child of guilt** - Children often believe they are to blame for the abuse. Explain what happened was the responsibility of the adult.
5. **Protect the child’s right to privacy** - Other staff, program participants and parents do not need to know about the incident unless there is a concern for those children as well.

Sports and Mare Island Sports Complex

Work schedules will be posted on [www.whentowork.com](http://www.whentowork.com) each week. Schedules must be checked at least twice a week for changes.

College school schedules and Sports schedules must be turned in prior to the beginning of each season.

Leave requests

Requests for time off must be submitted 2 weeks prior to the time being requested. Requests must be submitted on [www.whentowork.com](http://www.whentowork.com) and on a leave request form prior to approval. If you are within the 2 week time period a trade must be requested and approved by the Sports Coordinator.

Sports and Mare Island Employee Infractions

Infractions are given to those employees who break or bend the rules. We have rules in place for a reason, please try your best to follow them. Here are some ways you could accumulate points. A total of 10 Infraction points can cause you to be suspended/terminated from your position here at GVRD.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late call with call to Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>Unauthorized use of cell phone</td>
<td>1</td>
</tr>
<tr>
<td>Failure to check schedule</td>
<td>1</td>
</tr>
<tr>
<td>Not in uniform</td>
<td>1</td>
</tr>
<tr>
<td>No call/Late</td>
<td>3</td>
</tr>
<tr>
<td>Absenteeism</td>
<td>3</td>
</tr>
<tr>
<td>Sharing a cash drawer</td>
<td>5</td>
</tr>
</tbody>
</table>
As an organization that programs for and works with children, Department staff may encounter children who show signs and symptoms of child abuse. Child abuse is damage to a child for which there is no "reasonable" explanation. There are four types of child abuse:

- **Physical:** An injury or pattern of injuries that happen to a child that are not accidental; such as bruises, burns, bites, broken bones, abrasions, scars.
- **Neglect:** Neglect occurs when adults responsible for the well being and care of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter, affection; failure to keep children clean and safe; lack of supervision and withholding medical care.
- **Emotional:** Any chronic or persistent act by an adult that endangers the mental health or emotional development of a child including rejection, ignoring, terrorizing, constant criticism, insults and giving little or no love, guidance, support and affection.
- **Sexual:** Sexual abuse is the sexual assault or sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Sexual abuse includes rape, incest, fondling, exposing oneself and other adult forms of sexual behavior that are not appropriate for children (minors under 18).

**Mandated Reporter**

- As employees in a public recreation department that serves children and where staff interact with children in a professional capacity, department staff are mandated by law (State Penal Code 11166) to report known or suspected child abuse.
- A designated Supervisor or the Recreation Superintendent will file the report with the appropriate officials upon notification by any Department staff or volunteer.
- Child abuse reports will be made to the Vallejo Police Department and Child Protective Services (CPS) per state law.
- As a mandated reporter of child abuse, the law provides immunity from civil and criminal penalties for making reports required of them under law.
- Penalties for not reporting can include a fine and possible jail time as well as potential civil damages.
- In the event the reported incident involves an employed Department staff person or registered volunteer, the Recreation Superintendent or General Manager will take immediate action per the District's Personnel policies.

or tamper with another employee's time card and may result in termination. If there is a mistake on the time card, an employee must inform the Supervisor immediately.

Incomplete time sheets will be returned for correction, which may result in a delay in issuing the paycheck. Supervisors review timesheets to approve them.

Fill out your time sheets following the information below:

<table>
<thead>
<tr>
<th>Time worked</th>
<th>Decimal Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>0.25 hours</td>
</tr>
<tr>
<td>30 minutes</td>
<td>0.50 hours</td>
</tr>
<tr>
<td>45 minutes</td>
<td>0.75 hours</td>
</tr>
<tr>
<td>1 hour</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

**Meal/Rest Periods**

Employees who work over five (5) hours a day are required by law to take a lunch break of not less than thirty (30) minutes unless the work day will be completed in six hours. Employees shall be entitled to a rest period of fifteen (15) minutes for every four (4) hours worked.

**Overtime**

Part-time or seasonal employees working in excess of forty (40) hours in a week shall be compensated at the rate of time and half (1 ½) which must be approved in advance by the Supervisor.

**Sick Leave Policy**

In compliance with the California "Healthy Workplaces Healthy Families Act," an employee who is employed with GVRD for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Leave will be used and accrued as outlined below:

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- Sick Leave may be used in 0.25 (15 minutes) increments.
- GVRD shall provide paid sick days upon the oral or written request of an employee for the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an employee who is the victim of domestic violence, sexual assault or stalking.
• Paid sick leave is limited to 24 hours or three days in each year of employment. Unused sick shall carry over to following year of employment and will be capped at 48 hours or 6 days. No cash out at time of separation. Please refer to Sick Leave, Policy 2040, RR2040, Rules and Regulations for further information regarding sick leave policy.

Sick Leave Request

A PT/Temporary/Seasonal employee who is sick or needs to take an unplanned day off shall notify his/her immediate Supervisor two hours prior to the beginning of his/her work day, whenever possible please look for a substitute before calling out. If you are running late to work, a call must be made to your immediate supervisor of your tardiness. Texting is prohibited.

If the employee is unable to speak directly to his/her Supervisor, the employee should not leave a message on the Supervisor’s voicemail. Please call staff in the main office (707-648-4600). If there is no answer at the main office or you are unable to speak directly to the Supervisor, continue calling until you reach a live person. While it is permissible to contact co-workers to inform them of the absence, it does not relieve the employee of directly contacting his/her Supervisor.

A certification of illness, or disability, by a health care provider will be required if you are off for three or longer for illness.

Department Practices/Dress Code

Maintenance, Facilities and Parks

All part-time/seasonal employees will receive a minimum of two (2) GVRD Shirts and one (1) GVRD hat. Shirts will be replaced as needed. GVRD will also provide gloves and necessary safety equipment.

It is the responsibility of the employee to wear denim jean work pants. Shorts, sweat pants or nylon pants are not allowed as well as excessively baggy or torn clothing. You must wear a heavy soled shoe or boot. Tennis shoes or sneakers will not be allowed.

Aquatics Department

All staff members are to wear GVRD approved uniforms and swim wear while on duty. All personnel are expected to use discretion in the purchase of their bathing suits. Female staff members working in an aquatic setting must wear a modest “one piece suit” (no bikinis). A lifeguard shirt to cover when applicable. Male staff members working in an aquatic setting must wear board shorts or swim trunks, no swim briefs (Speedo type suits). The District shall furnish free of communicable tuberculosis. The test must be redone every four years. If you did not have a TB test at the time you were hired or if it has been four years since your last test, you must be tested, submit the certificate to Personnel, and notify your Supervisor.

Para-educator Testing

All ENCORE/Kids Club employees are required to be NCLB compliant before being hired to work an ENCORE after school program.

The test is $5.00 and GVRD is willing to pay for the testing. You only have three times to pass the test.

Recreation/Youth Employee Infractions

Never touch or physically discipline a child or participant. Employee Infractions are given to those employees who do not follow the department policy rules and regulations. In various divisions infraction points have been implemented to evaluate job performance. A total of 10 infraction points may result in suspension or termination from your position with GVRD. Infraction points remain on your record while employed with GVRD unless notified by your Coordinator. The following are some of the infractions for not following department rules and regulations.

• Call in late
• Dress code infraction (ID badge required)
• Timesheet infraction
• Misuse of GVRD property
• Improper language
• Use of personal cell phone
• No call/late
• Call/no-show
• No call/no show

Two or more violations of the rules may result in termination at the discretion of the Coordinator.

Child Abuse and Neglect

All staff working with children has the responsibility to report suspected child abuse physical, sexual or emotional. This responsibility is legislated and is part of the Child and Family Services Amendment Act of 1999.
• **Administering Emergency Oxygen:** learn the knowledge and skills necessary to provide care to a victim of a breathing emergency using breathing devices, including resuscitation masks, bag-valve mask resuscitators and supplemental oxygen. Valid for 1 year

**Pool Maintenance**

The chlorine level in the pool must be checked every time the facility is opened and before any patrons enter the water by the Pool Manager, Senior Guard in charge, Aquatics Specialist, and/or Aquatics Coordinator. It should also be tested if there is any indication of a problem in the water (example: cloudy water, foul smell, etc.). In order to prevent any problems such as these from occurring, the chlorine and pH must be tested upon opening the facility, once every hour there after, and at closing.

All test results are to be recorded on the Chemical Testing Log. It is best if the same person continuously takes the tests throughout the day as assigned by Aquatics Coordinator. This will eliminate the possibility of employees judging the colors differently. If the chlorine or pH level appears to be off, retake the test. If problem still seems to exist, notify the Pool Manager, Senior Guard in charge, Aquatics Specialist, and Aquatics Coordinator immediately.

**Acceptable Chemical Ranges**

<table>
<thead>
<tr>
<th>Chlorine: 1.0 – 5.0</th>
<th>Ideal Level: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>pH: 7.2 – 7.8</td>
<td>Ideal Level: 7.4</td>
</tr>
</tbody>
</table>

**Youth & Sports Divisions**

**First Aid & CPR**

Some public recreation employees hired by the GVRD must possess current First Aid (FA) and CPR certification. These employees must be certified within six months of being hired and be re-certified as required by the certifying authority. The department may schedule FA and CPR classes but employees may be required to pay for certification costs.

**Tuberculosis Testing**

State law requires that all employees working in childcare positions must be certified free from communicable Tuberculosis (TB). A certificate must be in file with the GVRD, signed by a qualified doctor or public health official, showing that within the last two years, the individual has been examined and found to be

Lifeguards, Senior Guards, and Pool Managers two tee shirts each, a whistle, and sunscreen.

- Longer hair must be tied back so hair does not interfere with performing CPR or other rescue procedures.
- All piercings and earrings are limited to studs only, and must be removed before any aquatics work begins.
- Quality sunglasses with UV protective lenses should be worn to reduce glare and decrease the fatigue on the eyes.
- Hats must be worn with bills facing forward and are limited to aquatics department and straw hats only, no teams etc.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events or a school/district property.

**Youth, Community Centers, Children's Wonderland**

- Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean and in good taste at all times. Uniforms must be visible to the public and not worn under another shirt, jacket or sweatshirt.
- All clothing must be discreet and professional.
- Bare feet or sandals are prohibited, except around an aquatic setting.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events or a school/district property.
- All facial piercings including tongue piercings must be removed while working.
- Baseball caps with single logos may be worn during your shift if worn properly and authorized by your Supervisor.
- Knee length khaki or denim shorts may be worn. No athletic shorts, leggings, sagging or baggy clothes.
- Staff ID Badges and Whistles must be worn at ALL times.
- Replacement Cost for both badge and whistle in the Youth Department: $5.00.

**Sports & Mare Island Sports Complex**

- Staff shirts/uniforms will be issued by the District and are to be worn during all programs, and they are not to be altered in any way. All attire must be kept neat, clean, and in good taste at all times. Uniforms must be visible to public and not worn under another shirt, jacket, or sweatshirt.
- Staff ID badges must be worn at all times.
- Athletic attire must be worn when coaching athletic attire or jeans may be worn at the Sports complex (no leggings, shorts must come to mid-thigh, no sagging, or baggy clothes). Baseball caps with GVRD logo, major league teams, or college teams are allowed. All caps must be worn face forward.
- Visible tattoos that can be considered inappropriate, such as those containing objectionable language or designs must not be exposed when representing the District during regular business hours, public events or a school/district property.
- All visible piercings including tongue piercings must be removed while working.
- Hair must be properly groomed.

RECREATION

Aquatics Division

Work Shift

Lion Clock is the Aquatics' Time Keeping Program. When you come in, go into the pool manager's office and on the computer under Lion Clock find your name and click sign-in. At the end of your shift click on the sign-out button. Also, make sure to always sign-out and sign-in for breaks.

It is your responsibility to sign-in and sign-out. If you make a mistake on Lion Clock, leave a note about the problem with the date and time that needs to be changed.

Rules and Regulations

The following is a summary and staff shall refer to Aquatics training manual at the pool for complete rules and regulations.

- There shall only be authorized personnel in the pool area prior to opening the pool and after pool is closed.
- Lifeguards are to be at their assigned duty stations before patrons are allowed into the pool area and are to remain at their duty stations until all patrons are out of the pool area. After the last patron has left the area, the entire pool area should be checked by the lifeguards on duty.
- Lifeguards must assume personal responsibility for everyone and be constantly alert. They protect the patrons not only from possible hazards in the water and on deck, but from themselves and each other.
- No member of the Aquatic Staff may leave the deck area or facility without notifying the Pool Manager or Senior Guard in charge.
- Rotation of positions shall take place every 15 or 20 minutes as determined by the Pool Manager or Senior Lifeguard in charge.
- Rotations are to be made on time and in a timely fashion. Communicate any necessary information to the rotating lifeguard and continue to the next station.
- Swim tests are required for all children. To pass the swim test:
  1) The child must swim across the width of the pool using arm strokes with some type of rhythmic breathing without stopping.
  2) Tread water for 30 seconds before allowing them to go into deep water.
- Whistles will be expected to be in your possession at all times while lifeguarding. Use whistles sparingly, effectively, and only when necessary.

Primary Duties of the Lifeguard

- Stand watch or patrol the activities of the swimming pool.
- Give aid to patrons in distress and immediate administration of first aid.
- Warn patrons of unseen hazards.
- Daily inspection of lifeguard equipment and report necessary repairs.
- Maintain order and enforce established rules.
- Teach swim lessons.
- Keep work areas, restrooms, deck, locker rooms clean and sanitary.
- Participate in on-going lifeguard training program and services.

Certificates Required

- **CPR/AED for the Professional Rescuer:** recognize and care for breathing and cardiac emergencies for adults, children and infants; use of a resuscitation mask (pocket mask), and bag-valve mask. Also, familiarize with the use of an Automated External Defibrillation (AED) device for victims of sudden cardiac arrest. Valid for 1 year
- **Lifeguard Training:** trains in surveillance skills to help you recognize and prevent injuries, rescue skills in the water and on land, first aid training and CPR for the professional rescuer as well as professional lifeguarding responsibilities.
- **First Aid for Public Safety Personnel (Title 22):** meets the first aid requirements for Title 22 of the California State Health and Safety Code specified for lifeguards, sheriffs and other public safety personnel. Valid for 3 years