

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: July 12, 2007

TO: General Manager

FROM: Business Supervisor

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 2  
Personnel: Section 2-700-A Regarding Changes to District Holiday  
Benefit and Section 2-1300-C Regarding Changes to District Health  
Premium Allowance

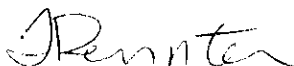
**SUMMARY**

During its recent negotiations with employee representatives, the Board of Directors approved an increase in the health premium allowance of \$50 per month for full-time employees. In addition, an adjustment to the holiday benefit was implemented: The General Manager ½ day holiday and the ½ day floating holiday were eliminated and converted to a full day Christmas Eve holiday.

Attached to this report is the proposed resolution and recommended revisions to District Policy Manual Sections 2-700-A and 2-1300-C, indicated in bold and strikeout format.

**BOARD ACTION REQUESTED**

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapter 2 – Personnel, Sections 2-700-A regarding changes to the District's holiday benefit, and 2-1300-C regarding changes to the District's health premium allowance and authorization for the General Manager to proceed with implementation of this update to the District's Policy Manual.

  
Theresa Pennington  
Business Supervisor

**RANCHO SIMI RECREATION AND PARK DISTRICT**

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL,  
CHAPTER 2 PERSONNEL: SECTIONS 2-700-A REGARDING CHANGES TO  
DISTRICT HOLIDAY BENEFIT AND 2-1300-C REGARDING CHANGES TO  
DISTRICT HEALTH PREMIUM ALLOWANCE**

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, during its negotiations with the employee representatives for fiscal year 2007-08, the Board of Directors agreed to an adjustment to the District's holiday benefit: the half day floating holiday and half day General Manager Christmas Eve holiday will be eliminated and a full day Christmas Eve holiday will be implemented; and the health benefit allowance will be increased by \$50 per month to \$800.00; and

WHEREAS, this benefit should be clearly described and set forth in the District's Policy Manual; and

WHEREAS, this benefit is best placed within Policy Manual, Chapter 2 – Personnel, Sections 2-700-A and 2-1300-C; and

WHEREAS, this change and other relevant changes are clearly marked in bold and strikeout format on the attachment hereto; and

NOW, THEREFORE, BE IT RESOLVED that the District's Policy Manual at Chapter 2 – Personnel, Sections 2-700-A and 2-1300-C, is hereby amended as indicated in bold and strikeout format on the attachment hereto, and the General Manager is authorized to proceed with the implementation of this update to the District's Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a special meeting held on July 12, 2007 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chair of the Board of Directors  
Rancho Simi Recreation and Park District

MISCELLANEOUS (continued)

**Retirement System**

**1309**

All eligible employees in the classified service will be members of the California Public Employees' Retirement System. For purposes of these rules, the General Manager will be a member of the California Public Employees' Retirement System.

The district will pay the employees' contributions to CalPERS as provided in Section 20615 of the California Government Code.

**Health Benefits**

**1310**

The district provides its eligible employees and dependents with a comprehensive package of health benefits which includes health and life insurance and vision and dental care reimbursement programs.

The district has placed a limit ~~\$750~~ **\$800** per month on the amount it will contribute toward each full-time employee eligible to participate in the health insurance plans provided through PERS.

Full time employees electing to receive health coverage outside of the health insurance provided by the district must provide the district with evidence of said health insurance coverage, in order to receive a monthly opt-out payment of \$220.

- A. Health Insurance: Effective August 1, 1991, the district entered into contract with the California Public Employees' Retirement System Health Benefits Division to provide eligible employees and their dependents health insurance through a variety of health maintenance and preferred provider organizations. The contract also includes a mandated provision to provide retired employees and their eligible dependents (spouse, in most cases) with health insurance at their option upon retirement. The district contributes toward the retired employee and dependent health insurance premium through an increasing contribution formula established when the contract was initiated. Retired employees pay their portion of health insurance premiums from their regular CalPERS retirement benefit.

Effective July 1, 1995, the district will provide additional retirement benefits to executive level managers that retire through PERS at the time of their separation from the District and who have a minimum of 20 years of service with the district at the time of retirement. The retirement benefit will be equivalent to the retired employee's portion of CalPERS health insurance premiums not to exceed the maximum contribution of \$725 per month. The reimbursement will be made

HOLIDAYS

**Holidays - Definition**

**700**

The following days will be recognized as district holidays; regular full-time employees will have these days off with pay, except as otherwise provided:

January 1 <sup>st</sup>	New Year's Day
Third Monday in January	King's Birthday
Third Monday in February	Washington's Birthday
March 31 <sup>st</sup>	Chávez' Birthday
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
First Monday in September	Labor Day
November 11 <sup>th</sup>	Veterans' Day
Fourth Thursday in November and the day following	Thanksgiving Day Friday after Thanksgiving
<b>December 24<sup>th</sup></b>	<b>Christmas Eve</b>
December 25 <sup>th</sup>	Christmas Day

In the event any of these days fall on Sunday, the following Monday is observed as the holiday.

In the event any of these days fall on Saturday, the preceding Friday is observed as the holiday; except where Saturday is regularly scheduled as a workday, persons who have Saturday as a regularly scheduled workday observe the holiday on that day. Every day appointed by the President of the United States or the Governor of California for public feast, thanksgiving, holiday or day of mourning is further designated a holiday.

~~The General Manager is authorized to excuse non-emergency personnel whose duties permit them to be absent with pay for one-half (1/2) workday on the afternoon of the last day of work prior to Christmas of each year. The General Manager may authorize emergency personnel who cannot be excused on that day to be excused one-half (1/2) workday on another date mutually convenient to the employee and the department concerned.~~

In addition to the above holidays, each regular full-time employee is authorized one ~~and one-half~~ (1 1/2) holidays per calendar year of the employee's own choosing, subject to the approval of the employee's supervisor and the Human Resources Officer. An employee becomes eligible for this additional holiday time upon completion of the initial probationary period. The number of employees granted time off on a particular day will, however, not impair the ability of the district to maintain normal office hours and carry on regular operations.

Date Adopted: ~~December 20, 2001~~ **July 12, 2007**(revised)      Type of Policy: Board of Directors