

**RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM**

DATE: December 6, 2007

TO: General Manager

FROM: Business Supervisor

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 2
Personnel sections 2-601 and 2-804


SUMMARY

The District's Policy Manual is reviewed and updated regularly to reflect changes and clarification to policy. In reference to section 2-601, when over-time is worked, the District's standard practice is to record at the nearest quarter hour (1/4) worked, not to the half hour as stated in the policy manual. In addition, regarding section 2-804, when employees request conversion of annual leave to salary compensation, the District issues checks on the first regular pay check of June and December, not the first day of the month as stated in the policy manual.

Attached to this report is the proposed resolution and recommended revisions to District Policy Manual Sections 2-601 and 2-804, indicated in bold and strikeout format.

BOARD ACTION REQUESTED

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapter 2 – Personnel, Sections 2-601 and 2-804 regarding changes to the terminology, and authorization for the General Manager to proceed with implementation of this update to the District's Policy Manual.


Theresa Pennington
Business Supervisor

OVERTIME

Overtime Policy Definition

600

It is the policy of the district that overtime work is to be kept to the minimum, consistent with the efficient operation of the several departments and services and activities of the district, and is to be authorized only under such administrative rules and procedures as the General Manager may prescribe. Overtime for which compensation is derived may be performed only with prior authorization of the General Manager except in emergencies where such authorization cannot be issued.

Overtime work for all employees is defined as any time in excess of eight (8) hours on any day, in excess of five (5) days during any week, or in excess of 40 hours during any week. Employees called out on emergency situations during unscheduled work hours will be compensated at one and one-half (1-1/2) times their regular pay. Unscheduled work hours are defined as any working hours not scheduled 48 hours in advance. Time worked in excess of five (5) consecutive eight-hour (8) days because of a change in days off or shift is not considered as overtime. Overtime will commence at the time an employee reaches the place where the employee is directed to report and will continue until the employee is released or the work is completed, whichever is the earlier. If an employee is required to report to a specific location at a time other than during normal working hours, the employee may record two (2) hours of overtime worked on the employee's time card should less than two (2) hours of work be necessary. Employees will work overtime as deemed necessary by management.

Overtime Compensation and Computation

601

Overtime will be compensated by payment at the rate of one and one-half (1-1/2) times the employee's basic hourly salary, except as otherwise provided in these rules. Overtime credit may be given or allowed only when at least one-half (1/2) hour of overtime has been worked, and all overtime will be recorded at the nearest ~~one-half (1/2)~~ **one-quarter (1/4)** hour worked.

The district will pay overtime compensation for time worked beyond 40 hours during one (1) work week counting district holidays (Policy 2-700) as time worked. Annual leave and floating holidays approved prior to the scheduling of overtime will be counted as time worked for the purposes of computing overtime.

All overtime compensated for by pay is to be reported on all employee time cards.

Exceptions to this procedure will be made only upon written authorization of the General Manager.

Date Adopted: December 6, 2007 (revised)

Type of Policy: Board of Directors

ANNUAL LEAVE (continued)

Maximum Accumulation

803

The maximum accumulation of annual leave for all regular full-time employees will be 800 hours (100 days). Upon reaching 800 hours (100 days) of accumulated annual leave, all regular full-time employees must convert 100 hours of annual leave into either cash, or deposit the cash equivalent in the regular full-time employee's 457 retirement account.

Conversion of Annual Leave to Salary Compensation

804

On the first working day of June and December of each year, Regular full-time employees will be allowed to convert a portion of the annual leave accrued during the previous six (6)-month period to either salary compensation, or by converting the cash equivalent and placing that amount into the regular full-time employee's 457 retirement account. **Any such conversion will be paid with the first regular pay check in June and December of each year.** All regular full-time employees also have the option of prorating their annual leave sell-back amount by taking some of the money in cash and placing the balance in their 457 retirement account. The district's conversion of annual leave policy is available to all regular full-time employees providing the eligible employee meets the following requirements:

- A. The regular full-time employee must have been employed with the district for a minimum of six (6) months as of the first working day of either June or December.
- B. A regular full-time employee converting accrued annual leave to either salary, or by converting the cash equivalent and placing that amount into the regular full-time employee's 457 retirement account, or any prorated share thereof, must have a minimum of 10 days (80 hours) remaining on the books after any conversion.

Those regular full-time employees converting annual leave to salary or converting the cash equivalent and placing that amount into the regular full-time employee's 457 retirement account, or any prorated share thereof, will be compensated the first workday in June and December at the regular full-time employee's salary rate at the time of conversion.

CONVERSION SCHEDULE

<u>Years of Service</u>	<u>Days of Annual Accrual</u>	<u>Maximum Annual Leave Days (Hours) Allowed to Convert</u>	
1-5	22	6 days	(48 hours)

Date Adopted: December 6, 2007 (revised)

Type of Policy: Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. _____

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL,
CHAPTER 2 PERSONNEL: SECTIONS 2-601 AND 2-804 REGARDING
CORRECTION OF TERMINOLOGY IN POLICY MANUAL**

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, the District's Policy Manual is reviewed regularly and updated to reflect changes or clarifications in District policy; and

WHEREAS, staff has reviewed Policy Manual Chapter 2, Personnel, Sections 2-601 and 2-804 and has determined updates are necessary to reflect current practice of procedures in the Policy Manual; and

WHEREAS, these 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 2-601 and 2-804, 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 regular meeting held on December 6, 2007 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

Chairman of the Board of Directors
Rancho Simi Recreation and Park District