



LIVERMORE AREA RECREATION AND PARK DISTRICT

Policy Manual

Issued: February 2010
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LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY MANUAL

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LIVERMORE AREA RECREATION AND PARK DISTRICT Policy Manual

INTRODUCTION

PURPOSE OF POLICY MANUAL

It is the intent of the Livermore Area Recreation and Park District to maintain a Policy Manual.

Contained therein shall be a comprehensive listing of the District's current policies. The Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over Livermore Area Recreation and Park District, said rules, regulations or legislation shall prevail.

ADOPTION AND AMENDMENT OF DISTRICT POLICIES

A District Policy is a plan or course of action intended to influence and determine decisions, actions and other matters of the District. While a particular policy may not necessarily require Board approval, in some cases Board approval is appropriate because of the nature of the subject.

The following is a list of considerations that might determine that a policy should be a District Policy (approved by the Board), as opposed to an Administrative Policy (approved by the General Manager):

- Employer responsibility (policies that affect employment status of the staff)
- Fiduciary responsibility
- Interagency agreements
- Public sensitivity/political

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director at a Board meeting. The Board will direct staff to research and draft the new policy or policy amendment. The draft will be reviewed by the appropriate Board Committee for discussion and recommendation, and then brought before the Board of Directors for review and approval. Similarly, consideration by the Board of Directors to adopt or amend a policy proposed by the General Manager will follow the same process.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a noticed meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board.

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

After approval by the Board of Directors, the appropriate staff will be notified of the adopted or amended policy. The adopted or amended policy will be included in the District Policy Manual.

ADOPTION AND AMENDMENT OF ADMINISTRATIVE POLICIES

Administrative Policies are those relating to the business of operating the District.

Administrative Policies may:

- Execute Board direction and previously approved policies
- Implement State or Federal law
- Govern Human Resources, Finance, Facility Management and other Operational Matters

Consideration by the General Manager to adopt a new Administrative Policy or to amend an existing Administrative Policy may be initiated by the General Manager or any Supervisor.

The proposed adoption or amendment is initiated by submitting a written draft of the proposal to the General Manager. The General Manager will review the proposal, discuss it with the appropriate staff, and determine whether adoption or amendment of the policy is beneficial to the District.

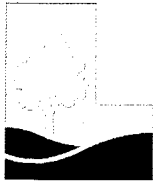
After approval by the General Manager, the appropriate staff will be notified of the adopted or amended policy. The adopted or amended policy will be included in the District Policy Manual.

LIVERMORE AREA RECREATION AND PARK DISTRICT						
POLICY RECORD						
Policy	Policy No. <small>dept-yr-reso # (if no reso.#, date adopted)</small>	Dept.	Type	Effective Date	Reso. Number or Action	Notes
Policies are listed in chronological order within each category						
ADMINISTRATIVE POLICIES						
Records Retention & Destruction	ADM-12-2348	Admin.	District	9/12/12	2348	
Electronic Mail Retention	ADM-13-82013	Admin.	Admin.	9/13/13	GM	
Access to Public Records	ADM-14-2433	Admin.	District	7/30/14	2433	
District Travel and Travel Expense Reimbursement	ADM-14-10914	Admin.	Admin.	10/9/14	GM	
Claims	ADM-14-2448	Admin.	District	10/29/14	2448	
RLCC Code of Conduct	ADM-15-010715	Admin.	Admin.	1/7/15	GM	
FACILITIES POLICIES						
Sponsorship	FAC-73-385	Facilities	District	6/13/73	385	
Memorials & Commemoratives	FAC-86-1007	Facilities	District	3/12/86	1007	Amended by Board Motion on 6/12/96
Recycling	FAC-96-1493	Facilities	District	2/14/96	1493	Amended by Reso. 2210 on 10/14/09
Energy Conservation	FAC-01-1729	Facilities	District	6/13/01	1729	
Public Art	FAC-02-1758	Facilities	District	1/9/02	1758	
Fee Waiver	FAC-03-1864	Facilities	District	11/12/03	1864	
Smoking	FAC-05-1947	Facilities	District	1/26/05	1947	Amended by Reso. 2462 on 12/10/14
Cell Towers in Parks	FAC-07-2070	Facilities	District	7/11/07	2070	
Naming District Facilities	FAC-08-2101	Facilities	District	2/13/08	2101	Board Motion on 3/17/10 (add'l criteria for LARPD facilities only-see below)
Naming District Facilities- Additional Criteria for LARPD Facilities	FAC-10-31710	Facilities	District	3/17/10	Board Motion	Add'l criteria-separate from Joint Naming Policy with City
Flag Display at District Facilities	FAC-09-51309	Facilities	Admin.	5/13/09	GM	

Policy	Policy No.	Dept.	Type	Effective Date	Reso. Number or Action	Notes
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FACILITIES POLICIES (cont.)						
Photography Permit Policy for District Open Spaces	FAC-13-2396	Facilities	District	9/26/23	2396	
FINANCE POLICIES						
Fixed Asset Capitalization and Inventory Control	FIN-88-1142	Finance	District	6/15/88	1142	Amended by Board Motion on 7/12/00 Amended by Board Motion on 5/28/03 Replaced by Board Reso. 2406 on 2/12/14
Deaccession	FIN-98-52798	Finance	District	5/27/98	Board Motion	
Purchasing	FIN-02-1765	Finance	District	2/13/02	1765	
Budget	FIN-07-2078	Finance	District	8/8/07	2078	
Designation of Unreserved Fund Balance						Amended by Reso. 2138 on 9/10/08 Amended by Reso. 2162 on 2/11/09 Amended by Reso. 2293 on 6/15/11 Amended by Reso. 2340 on 6/13/12 Amended by Reso. 2359 on 12/12/12
Buckley Trust, Use of	FIN-07-2079	Finance	District	8/8/07	2079	
	FIN-09-2177	Finance	District	4/15/09	2177	
HUMAN RESOURCES POLICIES						
Drug-Free Workplace	HR-91-42591	HR	District	4/25/91	GM	
Sexual Harassment	HR-91-1311	HR	District	5/8/91	1311	Personnel Commission
Light Duty	HR-95-32195	HR	Admin.	3/21/95		
Reasonable Accommodation for Employees with Disabilities/ADA	HR-98-22598	HR	District	2/25/98	Board Motion	
Driver Evaluation	HR-98-1623	HR	District	10/14/98	1623	Amended by Reso.2053 on 5/30/07 Amended by Reso. 2215 on 12/9/09
Criminal Screening Records	HR-03-91303	HR	Admin.	9/13/03	GM	

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HUMAN RESOURCES POLICIES (cont.)						
Employee Discounts (for full-time & part-time benefitted staff & Board)	HR-06-11106	HR	District	1/11/06	Board Motion	Amended by Board Motion on 3/31/10
Fingerprinting	HR-06-12106	HR	Admin.	12/1/06	GM	
Employee Training	HR-06-121506	HR	Admin.	12/15/06	GM	
Drug & Alcohol Abuse	HR-08-2145	HR	District	10/15/08	2145	
Electronic Media Use	HR-08-2154	HR	District	12/10/08	2154	
Tuition Reimbursement	HR-09-51809	HR	Admin.	5/18/09	GM	
Criminal Offender Record						
Screening Information (CORI)	HR-09-81009	HR	Admin.	8/10/09	GM	
Dress & Appearance	HR-09-82509	HR	Admin.	8/25/09	GM	Amended by General Manager 10/13/14
Volunteer	HR-10-12910	HR	Admin.	1/29/10	GM	
Returning Retirees	HR-13-42613	HR	Admin.	4/26/13	GM	
Reclassification	HR-13-50913	HR	Admin.	5/9/13	GM	
Recreation Activities Benefits (for part-time non-benefitted staff)	HR-13-2388	HR	District	7/1/13	2388	
Bay Area Commuter Benefits Program	HR-14-81214	HR	Admin.	9/1/14	GM	
Administrative Leave	HR-14-2455	Admin.	Admin.	1/1/15	2455	

**LARPD
Administrative
Policies**



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Policy No. ADM-12-2348

RECORDS RETENTION AND DESTRUCTION POLICY

PURPOSE OF POLICY	To provide document archiving, minimize the temporary storage constraints and streamline the paper flow
POLICY SUMMARY	This policy outlines the Records Retention and Destruction Schedule
APPROVAL	Adopted: Board Resolution No. 2348, Sept. 12, 2012

Records Retention and Destruction Program Policy

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Livermore Area Recreation and Park District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The General Manager is authorized by the Board of Directors to interpret and implement this policy and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records.

Records management includes the collection of documentation including legislative history, vital records, correspondence, mail, emails, faxed material, historical reference, and electronic media.

Records management archiving is a conventional method of safeguarding history for the benefit of education, accessibility to research and preservation of valuable legal information. It is incumbent upon each division to ensure proper safekeeping and destruction pursuant to the criteria set forth herein.

Statutory references are legal citations setting forth the retention and destruction guidelines. These guidelines ensure that the records are maintained legally and efficiently. Records that are not appropriately maintained or improperly destroyed expose the District to potential liability.

The improper destruction of documents (electronic or physical in form) is called spoliation. Spoliation is not limited to the willful or purposeful destruction of records but can result from negligent behavior as well. However, no record timely disposed of in accordance with a properly implemented records retention program schedule can result in or be classified as

spoliation. The most obvious example of spoliation is the willful destruction of email records committed after a law suit has been filed and a litigation hold issued. The motive in such a case may be the elimination of incriminating evidence. If, in the course of litigation, a party is found to have been responsible for spoliation of records otherwise discoverable, the consequences can be quite serious, including the shifting of the cost of producing records (e.g. sifting through numerous back-up tapes, etc.), the striking of pleadings in the litigation, the issuance of damaging instructions in a jury trial and/or possible monetary sanctions by way of punishment of the offending party to the litigation.

Once litigation has been initiated and notice is given by the opposing party to the other party or parties being sued that discovery of electronic or physical records will be sought, a litigation hold should be issued. Once a litigation hold has been issued, the records retention destruction schedule must be suspended until further notice. The important fact associated with a litigation hold is that even though a record *might* have otherwise been properly destroyed under the schedule, it can no longer be destroyed once the litigation hold is issued. It is the responsibility of the District Legal Counsel together with District Management as to the timing of the issuance of a litigation hold, but once the hold is issued, it must be properly complied with.

Records that require longer retention and cannot be maintained in the active files shall be stored at the off-site storage facility. The attached Records Transfer Notice must be completed.

In all instances that documentation destruction is required, the attached Records Destruction Notice must be completed and signed by the General Manager. With prior approval from the General Manager, records will be destroyed as outlined in the Records Retention and Destruction Schedule. This form would be utilized in any legal proceedings as evidence of proper destruction.

California Government Code Sections 34090.5 and 60203 set forth that, if a record series can be reproduced electronically and proper archival and procedural methods are set in place, the original may be destroyed, with the exception of those documents that are required to be kept permanently in their original format as outlined in the retention schedule.

The Records Retention and Destruction Program will be managed by the Records Coordinator who is appointed by the General Manager.

Each division manager (Office of Record) will be responsible for the records maintained by his/her division and will assist the Records Coordinator in adhering to the retention schedule. One staff member from each division shall be assigned as Division Liaison with the Records Coordinator.

It is the goal of the District to move towards an electronic imaging program as soon as financial conditions allow. Until that time, a concerted effort will be made to adhere to the retention schedule and to destroy appropriate records that are being stored in various facilities throughout the District and to prepare archival material for electronic filing. Once an electronic imaging or other acceptable system has been installed, and training has been provided, all divisions will manage the backlogged materials and proceed with proper archiving or destruction pursuant to the requirements in the retention schedule under the leadership of the Records Coordinator. This process will eliminate a majority of the storage boxes as well as bring our records management program into compliance.

In most cases, documents not addressed in the attached schedule should be considered routine in nature and should be identified in a general subject, and retention for those files should be two (2) years unless specific laws, decisions, or opinions would apply to the record series. Transitory correspondence files, consisting of correspondence, routine transactions,

memoranda or emails of short-term interest and holding no administrative, legislative, historical or legal value should not be filed in permanent files. Examples of transitory documents may be, but are not limited to, transmittal letters, forms or emails, requests for routine information or publications, announcements, and other documents **not requiring action** by the receiving office. If you have a document that is not transitory in nature, and is not addressed in this schedule, and you believe there are legal requirements, or that the record is essential either for legal, historical, fiscal, or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes. Contact the Records Coordinator for review of any requested changes.

The General Manager will have authorization for updating the policy and procedures.

Definitions

- **Active Records** – As a measure of activity for records that are referred to at least once a month. Also as a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function (Also see **Perpetual Record**).
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** – Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Confidential Documents** – Documents which are designated as such by State or Federal law. This includes attorney-client privilege documents and documents sensitive to LARPD operations. Documents shall be shredded rather than recycled when such documents are determined to be ready for destruction.
- **Date Range** – Period of time covered by records in a file.
- **Destruction** – Destruction of documents shall be by recycling except where such documents have been defined as “confidential documents;” these documents shall be shredded.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Historical Documents** – Permanent documents that reflect significant historical events of an organization and are stored in a secured site.
- **Local Government** – Government Code Section 6252 states: “Local Agency includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”
- **Non-Records** – Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents intended solely for reference. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**).
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, deeds, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** – Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorder’s files, election files, probate records, medical records, etc.

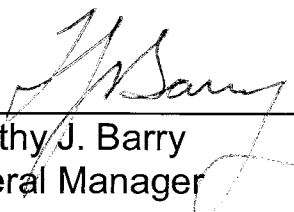
- **Public Records** – Any information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** – All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Center** – Site selected for storage of inactive documents.
- **Records Retention Schedule** – A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency’s legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency’s “normal course of doing business.”
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. When the retention period expires, a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.
- **Spoliation** – The destruction or significant alteration of evidence, or the failure to produce property for another’s use as evidence in pending or reasonably foreseeable litigation.
- **Transitory Record** – Routine correspondence or other documents having short-term value and which are not an integral part of administration or operational records; not required to keep for statutory obligations. (See also **Non-Records**)

Acknowledgement

These guidelines were taken from the California Secretary of State Local Records Management Guidelines.

Board Resolution No. 2348
September 12, 2012

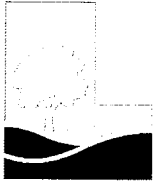
APPROVAL



Timothy J. Barry
General Manager

10-11-12

Date



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RECORDS RETENTION/DESTRUCTION PROTOCOL

- 1) On an annual basis, each division will determine inactive records as a group or through assignment of the Records Coordinator.
- 2) The Records Transfer Notice shall be completed as instructed, one (1) copy placed inside the box and a copy sent electronically to Records Coordinator.
- 3) Inactive records are removed from active files and boxed in appropriate containers. Each box shall contain records with the same retention and be organized into the following categories:
 - a) Inactive original documents – Complete the Records Transfer Notice as instructed
 - b) Historical documents – Complete the Records Transfer Notice as instructed
- 4) The Records Coordinator will:
 - a) Pick up the boxed files
 - b) Verify that the retention and other information on form is correct
 - c) Number the box (top right-hand corner)
 - d) Assign a storage location (top left-hand corner)
 - e) Log the box into the document management system or spread sheet
 - f) Store the records in the off-site storage center
 - g) Send completed form back to originator electronically
 - h) File the Records Transfer Notice electronically in O drive; Records Management Folder; Archived Files; appropriate division
- 5) The Records Coordinator will track the retention period and notify the division when the retention has been reached. The Coordinator will confirm with division manager that the records can now be destroyed.
- 6) The Records Coordinator will complete the Records Destruction Notice and have it approved by the General Manager.
- 7) The Records Coordinator, with prior approval from the General Manager, will be responsible for the following:
 - a) Maintaining a Master Index Record for Inactive and Historical documents being stored.
 - b) Coordinating all requests to store and retrieve documents from storage center.
 - c) Destroying records having met their retention; or, if destruction is performed by an outside agency, the Records Coordinator will view the actual destruction.
 - d) Indexing and filing the original Certificate of Destruction.
 - e) Assisting divisions as needed with compliance of the Records Retention Policy.



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Policy No. ADM-13-82013

ELECTRONIC MAIL RETENTION POLICY

PURPOSE OF POLICY	To provide guidelines for staff in maintaining e-mail records
POLICY SUMMARY	This policy provides the specific parameters and procedures for managing and retaining e-mails
APPROVAL	General Manager, August 20, 2013

Purpose

The purpose of this policy is to provide guidelines for staff in retaining and managing e-mails for the duration of the retention period established by the District.

Electronic Mail, in *most* cases, is considered a transient record and may be deleted at any time by the mailbox owner. However, depending on the content of the e-mail, it may be considered a public record. Communications or records intended or required by law to be retained shall be printed in a hard copy and filed or stored as appropriate. Staff has the same responsibility for e-mail messages as they do for any other public records and must distinguish between records and non-record information.

E-mail is a means of transmission of messages or information. Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The retention period is determined by the content of the e-mail, not the medium.

E-mail attachments should be retained or disposed of according to the content of the attachment itself, not the e-mail which transmits the attachment. The attachment should be retained if it constitutes a document which the recipient or the sender would ordinarily retain in the course of business.

Implementation

The District has established that e-mails shall be retained for a maximum period of three (3) years but that the communication should be deleted from the system by the mailbox owner, as soon as practicable. Information Technology (IT) will set up three new

temporary folders for the duration of the retention period under the Inbox, which will be labeled by year. Example: 2013, 2012, and 2011. If you have determined that certain e-mails must be retained, those may be filed in the appropriate “year” folder. At the end of each calendar year, IT will delete all e-mails residing in Outlook folders (including inbox, sent, draft, follow-up, archive, junk and RSS feed folders) that are older than three (3) months **except** e-mails temporarily stored in the annual folders. IT will, at the end of each calendar year, delete all documents stored in the **oldest** annual folder. Example, folder dated 2013 will be deleted in 2016.

IDENTIFICATION OF E-MAIL RECORDS

Definition:

E-mail records are any messages created, sent or received within an e-mail system that are required by the organization to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to account for activities.

Examples of e-mail records:

- Messages that reflect the position or business of the District
- Messages that initiate, authorize or complete a business transaction
- Messages received from external sources that form part of an official record
- Copies containing more or less information than the original record
- Agenda and minutes of meetings
- Briefing notes, final reports and recommendations

Transitory e-mail records:

Records required only for a limited time to ensure the completion of a routine action or the preparation of subsequent records. Examples may include:

- Messages that are duplicate copies of information used only for convenience or reference
- Informal messages or rough drafts not required as evidence in the development of a document
- Miscellaneous notices of employee meetings, holidays, etc.
- Messages received as part of a distribution list
- E-mails that result from personal use of the official electronic messaging system

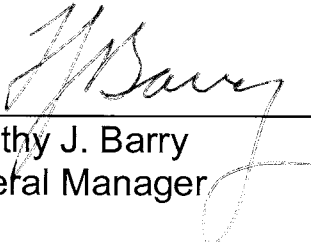
Responsibility for keeping e-mail records:

- The *originator* is responsible for retaining and managing the e-mail he/she creates.
- The *recipient* is responsible for retaining and managing the e-mail when the e-mail is received from an external source and when that information does not exist elsewhere in the District and forms part of the official business record.
- In the case of threatened or actual legal proceedings, regardless of retention requirements, e-mail and all other electronic or paper documents must be retained until the litigation is finally concluded. A separate personal storage folder (pst folder) called “Legal” will be created for each e-mail account. The mailbox owner is responsible for creating a unique folder within the “Legal” pst folder for each threatened or actual legal proceeding, and for transferring e-mails into the

appropriate unique folder. Additionally, the mailbox owner is responsible for retention management of all e-mails within the "Legal" pst folder.

The General Manager may make exceptions to the policy of deleting e-mails beyond the three-year retention.

APPROVAL



Timothy J. Barry
General Manager

9-13-13

Date



**Livermore Area
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Policy No. ADM-14-2433

ACCESS TO PUBLIC RECORDS

PURPOSE OF POLICY	To affirm the public's right to access District records and set forth the procedures that will facilitate accessibility of information to members of the public.
POLICY SUMMARY	This policy provides information and guidelines to staff regarding public access to District records.
APPROVAL	Adopted: Board Resolution No. 2433, July 30, 2014

Policy Statement

The public's right to access information concerning the conduct of the people's business is a fundamental and necessary right. A record shall not be withheld from disclosure unless it is exempt under applicable laws, or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. This policy conforms with the California Public Records Act. The Livermore Area Recreation and Park District (LARPD or District) desired to establish a formal written policy affirming the public's right to access LARPD records and to set forth the procedures by which such records will be made available to the public. LARPD is mindful of the constitutional right of privacy accorded to individuals, and it is the intent of LARPD to promulgate a policy that strikes an appropriate balance between the objectives of open government and the individual's right of privacy.

Purpose

The purpose of this policy is to affirm the public's right to access LARPD records and to set forth the procedures that will facilitate accessibility of information to members of the public.

Accessing LARPD Records

Records Available for Inspection and Copying

Records available for inspection and copying include any writing containing information relating to the conduct of the District's business that is prepared, owned, used or retained by LARPD, regardless of the physical form and characteristics. The records do not have to be written, but may be in another format that contains information, such as computer digital media or video or audio recording.

“Writing” includes any handwriting, typewriting, printing, photocopying, photographing and every other means of recording upon any form of communication or representations, such as letters, words, pictures, sounds or symbols, as well as all papers, maps, magnetic or paper tapes, photographic films and prints and electronic mail.

Locating and Identifying Records

Public records are open to inspection at all times during regular LARPD business hours. LARPD does not maintain a centralized record keeping system, other than certain documents routinely maintained by the District Office. Each of LARPD’s divisions maintains and has custody of records and information relating to the responsibilities and work performed by that particular division. Archived records are stored at a separate site from the District Office.

The General Manager’s Office is responsible for responding to requests for records and coordinating the response with other LARPD divisions. The General Manager’s Office shall, also, to the extent reasonably practicable, assist the public in making focused and effective requests for records and information. In order to accomplish this, the General Manager’s Office shall: 1) assist the member of the public with identification of records and information that are responsive to the request or the purpose of the request, if known; 2) describe the information technology and physical location in which the records exist; and 3) provide suggestions for overcoming any practical basis for denying the request.

Making a Request for Records

There is no specific form that must be used to request records, nor is there any language that must be used when making a request. Requests may be made orally or in writing; either in person, through the mail, via e-mail or over the telephone. The request, however, should contain a reasonable description of the desired records in order to expedite processing of the request.

LARPD encourages, but does not require, requests for records to be made in writing. Written requests help LARPD respond to the requests and correctly identify the records requested. A “Request for Access to Public Records” form is available at the District Office or on the LARPD website, for those who wish to use it. When requests are made orally, LARPD may confirm the request in writing to ensure it has correctly understood the request. Denials of written requests will be provided in writing.

Form of Records Provided

Records shall be made available in their original form or by a true and correct copy. Audio, photographic and computer data, or any other such records, shall be exact replicas unless LARPD determines it is impracticable to provide exact replicas. Any reasonably segregable portion of a record shall be provided to the public after deletion of portions that are deemed exempt from disclosure.

Time for Response

Upon receipt of a written or oral request for records, LARPD shall make the records promptly available to the requestor. In cases where the records are not readily identifiable or accessible, or additional time is needed to determine whether the request in whole or in part seeks copies of disclosable records, LARPD will have ten (10) calendar days to provide its determination. The ten (10) day time period shall be calculated from the date the request is received.

In unusual circumstances, LARPD may extend its time to respond by an additional fourteen (14) calendar days. Should this occur, LARPD will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the estimated date of LARPD’s further response. Unusual circumstances permitting the extension of time are limited to: (1) the need to search for and collect the requested records from facilities separate from the District Office; (2) the need to search for, collect and appropriately examine a

voluminous amount of separate and distinct records that have been asked for in a single request; (3) the need for consultation with a division or another agency that has a substantial interest in the response to the request; and/or (4) the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If a written request for information is denied in whole or in part, the denial shall be in writing and shall contain the explicit reasons for denial of access to the subject records, as well as the names and titles or positions of each person responsible for the denial.

Fees and Charges

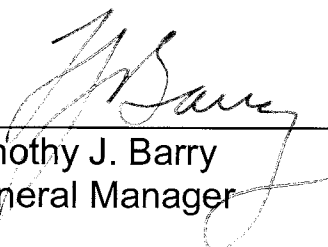
LARPD will not charge any fees to cover the time and costs incurred in researching, retrieving, redacting and mailing the record. However, LARPD may charge for the actual costs of duplicating paper copies of records and postage, consistent with the amounts set forth in LARPD's Schedule of Fees and Charges. LARPD may also charge for duplication costs in another medium in accordance with the amounts set forth in the Schedule of Fees and Charges (e.g. copying video media). Any fee established may be modified from time to time by LARPD to reflect actual chargeable costs.

The fee to cover duplication costs may be waived if LARPD staff determines that the cost to process a fee would amount to more than the fee collected.

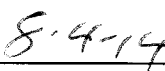
Requestors of electronic records shall pay for production costs, including the cost to construct the records and the cost of programming and computer services necessary to produce the copy if the request would require the production of a record that is otherwise only produced at regularly scheduled intervals, or the request would require data compilation, extraction or programming to produce the record. However, LARPD will not charge for access to data that is readily accessible without significant cost to LARPD.

Any fees or charges are to be paid to LARPD prior to release of the copies/records.

APPROVAL



Timothy J. Barry
General Manager



Date

Procedures for Responding to Requests for Records

Upon receiving a request for records, whether orally or in writing, the General Manager's Office shall promptly respond to the request.

If a request is made in person at the District Office for records that are readily accessible, then the records should be made available to the requestor at the time of the request.

When the request is for records not maintained by the General Manager's Office, staff will coordinate with the LARPD division which is responsible for the records, and respond to the request in a timely manner.

In order to ensure the integrity of LARPD records, staff has the right to be present and to observe while the records are being reviewed.

At no time will a member of the public be permitted to remove records from LARPD premises.

If a particular request requires research as to the existence of the requested record and/or its location, then the General Manager's Office shall promptly begin researching the request and shall make note of the last date to respond to the request. This date shall not exceed ten (10) calendar days from the date the request is received.

In unusual circumstances, LARPD may extend its time to respond by an additional fourteen (14) calendar days. The circumstances permitting an extension of time are limited to:

- 1) The need to search for and collect the requested records from facilities or divisions separate from the office processing the request.
- 2) The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records that have been asked for in a single request.
- 3) The need for consultation with another division or another agency that has a substantial interest in the response to the request.
- 4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Should one or more of these circumstances arise, the General Manager's Office will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the expected date of LARPD's further response. Any questions about extending the initial ten (10) day time to respond to requests should be directed to LARPD legal counsel.

Records shall be available for review and inspection during regular LARPD business hours.

If a request for records seeks the production of records or documents that are not in existence at the time the request is made, LARPD is not obligated to create a document in order to respond to the request.

Legal Counsel

If any question exists as to whether any record, or portion of any record, is exempt from disclosure, it is the responsibility of staff to seek advice from LARPD legal counsel promptly within the time frame for responding to a public records request.

Requests that are related to pending or potential litigation shall be coordinated with LARPD's legal counsel. Questions regarding the Public Records Act or any document that may not be subject to disclosure shall promptly be forwarded to LARPD legal counsel for review.

Common Exemptions

There are certain categories of documents that are generally not subject to disclosure. These include, but are not limited to:

- 1) Preliminary drafts of certain documents that are not retained by LARPD in the ordinary course of business.
- 2) Records related to pending litigation.
- 3) Attorney-client communications.
- 4) Personnel records, medical information, or other similar records, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- 5) Corporate financial and proprietary information, including trade secrets.
- 6) Records protected by State or Federal law.

If LARPD (after consultation with legal counsel when appropriate) determines that the records sought in a written request for records are not subject to disclosure, either in whole or in part, then LARPD shall advise the requestor in writing that the records will not be made available and include the reasons why access is being denied, as well as the names and titles or positions of each person responsible for the denial.

Responding to Requests for Particular Documents

The following procedures shall apply when responding to requests for these particular categories of documents:

Disclosure of Preliminary Drafts

Preliminary drafts of documents kept in the ordinary course of business, including drafts of agreements, which are kept and preserved after final action has been taken, shall be disclosed if requested.

Disclosure of Litigation Materials

1. When litigation in which LARPD is a party is finally adjudicated or otherwise settled, records of communications between LARPD and the adverse party in the litigation shall be

subject to disclosure, including the text and terms of any settlement agreement between the parties.

2. Such disclosure shall not apply to records that are otherwise privileged under Federal or State law, such as attorney-client communications, or to records sealed by the court or where disclosure is otherwise limited by the court.

Disclosure of Information Relating to Contracts, Bids and Proposals

1. Records of contractors' bids shall be available for inspection immediately following the opening of bids.

2. Responses to Requests for Proposals or Requests for Qualifications/Quotations and similar submittals shall be regarded as public records and are available for inspection after LARPD staff's recommendation has been made public, unless there are elements in the proposal which are defined by the proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret" or "Proprietary." Although trade secret information may be exempt from disclosure, LARPD typically is not in a position to establish whether the information that a proposer has submitted is a trade secret. If a request is made for information marked "Confidential," "Trade Secret" or "Proprietary," LARPD will provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court or government agency of competent jurisdiction.

3. When an individual, firm or organization is awarded a contract, information, including financial information which was submitted to LARPD during the bid or proposal process from all proposers, will be subject to disclosure unless otherwise exempt.

Budgetary Information

Budgetary information, including bills or records of payments which are submitted to LARPD, shall be subject to disclosure unless the record is confidential or privileged under State or Federal law.

Personal Information

Requests for records and documents containing personal information, such as social security numbers, home addresses, home telephone numbers, financial matters and medical or employment history, should be reviewed on a case by case basis with LARPD legal counsel. LARPD may respond to requests for personal information in one or more of the following ways:

1) Delete or redact those portions of the record that include personal information and make the remaining portion of the record available for inspection, if the remaining portion of the record is not otherwise exempt from disclosure.

2) Notify the party whose personal information is being sought and provide the party with the opportunity to initiate legal proceedings or other appropriate process to prevent the release of such information.

3) Seek a judicial determination as to whether or not the requested personal information should be disclosed.

4) Disclose the information where permitted, allowed or compelled to do so.

Complaints and Complaint Information

Information regarding complaints shall be made available. However, specific information about complainants shall be redacted from any record furnished, if necessary, in order to protect the privacy rights and safety of individuals making complaints and to protect an individual's right to petition government for redress of grievances.

Electronic Mail

E-mail shall be treated the same as other written documents. If the e-mail is kept in the ordinary course of business it is a public record unless it falls within some exception to disclosure under the Public Records Act. Additional information regarding the storage and use of e-mail may also be found in LARPD's Administrative Policy Manual, in Policy No. HR-08-2154: "Electronic Media Use Policy" and Policy No. ADM-13-082013: "Electronic Mail Retention Policy."

Records Retention

This procedure does not obligate LARPD to retain documents beyond the period of time designated in LARPD's Records Retention and Destruction Schedule. In the event a request for records is received prior to its destruction under LARPD's Records Retention and Destruction Schedule, the requested records will be provided, unless they are exempt from disclosure. See also LARPD's Policy No. ADM-12-2348: "Records Retention and Destruction Policy."

REQUEST FOR ACCESS TO PUBLIC RECORDS

LIVERMORE AREA RECREATION AND PARK DISTRICT

NOTE: Completion of this form is optional. Written requests are not required. Requests may be made verbally.

The California Public Records Act (the Act) was enacted to ensure public access to public records. You may request to review specific records and the District will provide this information for your review, or an explanation of why it cannot be disclosed, as soon as possible, consistent with the Act. You may also request copies of records, for which a fee may be charged.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution and ordinance number, etc.)

Name: _____

Is this information being acquired in relation to pending or existing litigation? Yes ___ No ___

How you would like to be contacted (e-mail, phone, etc.): _____

IDENTIFICATION OF DOCUMENTS	
SPECIFIC NAME/DATE OF DOCUMENT	TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.)

Signature of Requestor: _____ Date: _____

This area for staff use only

- () Records were located and reviewed on _____, 20____
- () Records were located and copies mailed/e-mailed/given to requestor on _____, 20____
- () Charge for duplicates/postage/shipping received _____
- () Records could not be located from the information provided.
- () Other. Explanation _____

Staff Responding to Request: _____



SCHEDULE OF FEES AND CHARGES FOR COPIES OF PUBLIC RECORDS

Person requesting copies of LARPD records shall, prior to the duplication of such records, pay the costs of duplication and shipping as follows:

Duplicating/production costs

25¢ per page	8.5" x 11" or 8.5" x 14" or 11" x 14" page
25¢ per page	Computer printouts
\$5 each	Photograph reproduction
Actual cost	Copies that require special equipment or special technique
Actual cost	Electronic records which require the production of a record that is otherwise only produced at regularly scheduled intervals, or the request would require data compilation, extraction or programming to produce the record

Shipping costs

Actual postage	First class mail
Actual cost	Overnight delivery or messenger service
No charge	Documents picked up by person requesting them

Costs shall be paid by check or money order made payable to LARPD and delivered to the General Manager's Office at the District Office.

Board of Directors

Bob Coomber

Maryalice Faltings

Steve Goodman

David Hutchinson

Beth Wilson



Livermore Area
Recreation & Park District

An independent special district

Policy No. ADM-14-10914

District Travel and Travel Expense Reimbursement

PURPOSE OF POLICY	To establish reimbursement procedures for travel and other business expenses, as well as the issuance and use of credit cards for such purposes.
POLICY SUMMARY	This policy describes allowable reimbursable travel expenses and restrictions, and provides the procedures for processing reimbursements.
APPROVAL	General Manager, October 9, 2014

Statement of Purpose and Responsibilities

This policy establishes the reimbursement procedures for travel and other business expenses incurred during the conduct of Livermore Area Recreation and Park District (LARPD or District) business, as well as the issuance and use of credit cards for such purposes (also see purchasing policies for more details). It is the District's policy that District resources, including, but not limited to, District funds, vehicles, equipment, supplies, job titles and staff time, must only be used for authorized District business. Therefore, the District will only reimburse employees for actual and necessary expenses that are directly related to the transaction of District business.

Directly related expenses are those for which there is the expectation of deriving some current or future benefit for LARPD, the employee is actively engaged in a business meeting, training, conference, seminar or activity necessary to the performance of the employee's job duties, or there is a clear business purpose.

Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy and to conserve District resources by keeping expenses within community standards for public officials and employees.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of LARPD's General Manager (GM) or the GM's designee.

District employees are responsible for complying with this Policy. Employees submitting expenses that are not in compliance with this Policy (including timely submission of requests) risk delayed reimbursement, partial or forfeited reimbursement and/or disciplinary actions.

1. Approvals

Expense reimbursement forms, together with required documentation, must be submitted in a timely manner to the employee's immediate supervisor for review and signature approval.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy, that the expense report has been filled out accurately and has the required documentation, and the expenses are reasonable and necessary.

2. Documentation and Reporting

Requests for reimbursement and/or reporting of business expenses must be submitted on the appropriate expense reimbursement request or reporting form as available from the Finance Department and/or on the District's electronic server. Each expense is to be separately identified. Forms are to be dated and signed by the employee and submitted to their supervisor for approval.

Receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved by the GM or the GM's designee.

The District complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) The amount of the expenditure.
- (2) The time and place of the expenditure.
- (3) The business purpose of the expenditure.
- (4) The names and the business relationships of individuals other than the employee for whom the expenditures were made.

Through the District's regular audit process, additional clarification may be required.

Requests that are lacking complete information will be returned to the requesting employee.

Reimbursement requests are to be submitted promptly and no later than thirty (30) days after the expense is incurred. Reimbursement requests more than thirty (30) days old may be rejected (for mileage reimbursement, see section on Personal Vehicles).

3. Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes only:

- Hotel or motel charges and related tips
- Airfare, train fare, bus fare, taxicabs and related tips
- Meals, including tips up to 20%
- Business telephone calls
- Charges for internet connectivity at the hotel or motel
- If the employee does not have a mobile phone, once daily calls home of a reasonable length while travelling on District business
- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference and convention fees
- Business center costs (i.e., copying, faxing, etc.)
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Other actual and necessary business expenses, not specifically excluded by this section

The following expenses are not reimbursable:

- Airline club dues
- Upgraded airfare seating
- In-flight movies/refreshments
- Hotel room premium/additional charges for room meal service, movies and other forms of personal entertainment
- Child care costs
- Barbers/hairstylists
- Personal vehicle repairs, insurance, gasoline and cleaning
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Luggage or briefcases
- Alcohol and tobacco products
- Meals including only District employees, unless travelling on District business for more than one day or approved in advance by the GM or the GM's designee
- Entertainment and gifts
- Reimbursement for personal miles in excess of the cost of airfare plus ground transportation to the same destination
- Traffic citations
- Any activities that are illegal

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and supervisor must use their best professional judgment in determining if an unlisted expense is reimbursable under this Policy. Check with your supervisor if you have questions regarding what is reimbursable. Some approved expenses may be covered by established per diem rates.

4. Lodging

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the District's standard.

For all lodging expenditures, hotel receipts with transaction details must be submitted; credit card charge slips do not represent adequate supporting documentation.

The District will not reimburse an employee for separate travel costs associated with his/her spouse or partner or family member(s). However, the cost of a shared District standard hotel room need not be allocated between an employee and his/her spouse or partner or family member(s) for purposes of this Policy.

5. Air Travel

All employees are expected to travel coach/economy class, and are encouraged to search for the lowest available restricted but changeable fare (including government and group rates), rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the Finance Division promptly. Employees must identify and pay for all personal flights or portion thereof that are in excess of the base price for direct one-way or direct round trip routes to the business destination(s).

6. District Vehicles

Employees may use a District vehicle for work purposes, which may also include travel to meetings or conferences outside the District boundaries. Any employee driving a District vehicle must have a valid California driver's license, must have an acceptable driving record and is subject to all District driver/driving policies. The driver of a District vehicle is responsible for all parking fines and moving violation tickets that they receive.

7. Rental Cars

It is not the policy of the District to provide rental vehicles for attendees at conferences, seminars or meetings, unless absolutely necessary. If a rental vehicle is required, a reservation or rental agreement will be made for a compact vehicle, depending on the type of travel. Occasionally, a mid-size vehicle may be appropriate, when more than one employee will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.

Employees are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the District's business liability and indemnity policy.

8. Personal Vehicles

Employees who utilize personal vehicles for business purposes (not personal or elective professional training or educational activities) are required to have a valid driver's license and be preapproved by Human Resources for required insurance coverage. Mileage will be reimbursed at the currently allowable IRS rate. The IRS rate is designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 25 miles, only the incremental 5 miles are reimbursable.

Employees must document their travel on the District's Mileage Reimbursement Form. Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be submitted for supervisor approval either separately, or as part of a larger travel reimbursement request. Mileage reimbursement requests (for mileage only) may be submitted up to four months after the date of travel, but no later than 10 days after the end of a budget/fiscal year.

Mileage amounts must be verifiable through the use of commercially available websites (ex: MapQuest, Google Maps) using the "shortest or quickest route" option.

Other expenses, such as parking fees, will be reimbursed at the actual costs. Original, itemized receipts must be provided.

Reimbursement forms may be reviewed by outside auditors. To assist their understanding of the expense or request, list details about the item on the receipt and on the submission form. Examples include unusual items or when the number of miles claimed does not match commercially available websites for calculating mileage due to getting lost.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and employees will be responsible for any damage to the vehicle, as well as for liability.

The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

9. Credit Cards

Credit cards issued in the name of the District may be provided, at the GM's discretion, to those employees whose jobs require a significant amount of travel or business purchasing. Employees requesting a credit card shall submit a written request to the GM or the GM's designee, explaining the necessity for the credit card. Credit cards issued in the name of the District are a privilege which may be revoked at any time. District-issued credit cards shall not be used for personal expenses.

Employees shall process and submit for supervisor's approval, credit card statements with supporting receipts within a minimum of ten (10) days after the statement date, in order to avoid late fees and interest charges. Employees may be held financially

responsible for any late fees and/or interest charges resulting from late submission of a credit card statement. Also refer to any purchasing policies that involve credit card use.

10. Cash Advance

On occasion, a cash advance may be necessary to cover anticipated expenses while traveling or doing business on the District's behalf. Such requests must be made at least 15 days prior to need, and include the following information: the purpose of the expenditure(s); the benefits of the expenditure(s) to the District; the anticipated amount of the expenditure(s) (for example: hotel rates, meal costs, and transportation expenses) and the dates of the expenditure(s).

Unexpended cash advance funds, cash refunds or discounts received for the use, conversion, or exchange of travel tickets or lodging accommodations, etc., paid for by the District must be remitted to the District at, or prior to, the time the applicable expense report is submitted to the District, or within 10 days of the last expenditure date.

11. Policy Exceptions

Generally, any exception to this policy must have the prior written approval of the employee's supervisor and the GM. Requests for exception should document extenuating circumstances or proposed overall savings to the District.

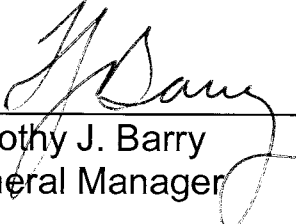
12. Additional Employee Responsibilities

Employees are to only submit reimbursement requests for themselves and not for other employees or individuals. Any employee who has a question or concern regarding this policy is responsible for raising their concerns with their supervisor before they commit or promise to expend District funds.

13. Reimbursement Disclosure Report

LARPD's Disclosure Report is posted monthly on our website.

APPROVAL



Timothy J. Barry
General Manager

10-9-14

Date



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. ADM-14-2448

CLAIMS POLICY

PURPOSE OF POLICY	To establish a policy for processing claims made against the District.
POLICY SUMMARY	This policy describes how claims against the District are processed.
APPROVAL	Adopted: Board Resolution No. 2448, Oct. 29, 2014

Background

The Livermore Area Recreation and Park District (LARPD or District) is self-insured as part of a cooperative insurance group, the California Association for Park and Recreation Indemnity (CAPRI), which processes claims on behalf of the District.

General Provisions

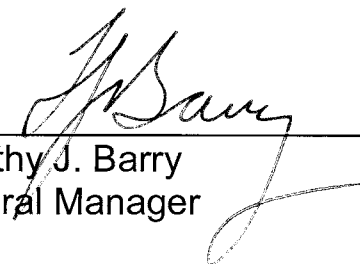
In processing all claims, District staff shall work through CAPRI and will follow all applicable Federal, State and local laws. Staff will also work within the guidelines of CAPRI, the District's own policies and procedures and with the guidance of the District's Legal Counsel.

The General Manager, in consultation with CAPRI and/or the District's Legal Counsel, may determine the course of action, on claims of \$50,000 or less and will report the outcome to the Board of Directors. For claims over \$50,000, the Board of Directors, in consultation with the General Manager, the District's Legal Counsel and CAPRI, will determine the course of action during a closed session Board Meeting.

The General Manager will maintain information on the District's web site, regarding procedures by which members of the public can file a claim against the District.

The General Manager will develop, maintain and inform staff of the procedures to be followed for receiving and processing claims against the District.

APPROVAL



Timothy J. Barry
General Manager

10-30-14
Date



Procedures for Processing Claims Made Against the District

Background

The Livermore Area Recreation and Park District (LARPD or District) is self-insured as part of a cooperative insurance group, the California Association for Park and Recreation Indemnity (CAPRI), which processes claims on behalf of the District. This insurance is for liability only. The District does not carry any form of medical insurance for members of the public, including participants in District services, programs and activities.

When an Accident or Incident Occurs

When an accident or incident occurs, employees should:

1. Stay calm and assist any injured or upset individuals;
2. Contact emergency personnel if appropriate (do not transport injured parties in a District or your personal vehicle);
3. Contact supervisor to provide appropriate details as soon as possible;
4. Collect information by taking photographs, writing down observations, the names of involved parties, license plate numbers, witness information, police report numbers, and so on;
5. Only discuss details of the accident/incident with his/her supervisor, the police, CAPRI or CAPRI's Third Party Administrator and LARPD Legal Counsel.

It is appropriate to express concern and sympathy, but at no time are employees to assign or admit any responsibility or liability for any actions or on behalf of the District. Employees may not make promises to anyone, except that the situation will be investigated by the District.

Statements NOT to make include:

- "It was my/our fault."
- "I knew this was going to happen."
- "The District will take care of everything."

Statements that are acceptable include:

- "I am sorry you were hurt/injured/lost [whatever it is]/or you feel that way."
- "What can I do to help you?"
- "Is there someone we can call for you?"

Inquiries Regarding How to File a Claim

During or immediately following an accident or incident, employees may be approached by individuals asking about filing a claim against the District. These informational

inquiries to LARPD can be made in person, by phone, by letter or email, or by a third party. However, all submissions of a claim must be made in writing. Employees should respond that there are two ways to make a written claim, if someone believes the District is responsible for their injury or loss.

To File a Claim

One of the two following methods must be followed:

1. Claimant sends or delivers a letter addressed to the General Manager (at 4444 East Avenue Livermore CA 94550) that includes the following:
 - Name and address of claimant
 - Date, place and circumstances of the occurrence or action which caused damage, injury or loss
 - General description of the indebtedness, obligation, injury, damage or loss incurred, so far as it may be known at the time of the presentation of the claim
 - Name(s) of the employee(s) or witnesses involved with or having knowledge of the accident/incident, if known
 - The amount claimed, as of the date of the presentation of the claim, including an estimate of any future amount, including a statement about the basis of the computation of the amount claimed
 - Signed and dated by the person making the claim, or a third party administrator, on their behalf
2. Claimant submits a completed LARPD Claim Form (attached). NOTE: Form may also be used by LARPD employees for accidents or injuries to the public.

Processing a Submitted Written Claim

When accepting a claim letter or form, employees are not to: comment on or evaluate the information provided; agree to or promise anything (except that the District will investigate their claim and they will be notified); or speculate on the possible outcome. The employee accepting the claim letter or claim form shall write the day's date and their own name (legible) on the claim and then immediately submit it to the General Manager's office.

Once a claim letter or claim form is received, and depending on the situation, the District may respond to the claimant with a letter stating that the District has received the claim and that the District is investigating it.

Gathering Information

Claims will be investigated by assigned District staff, in conjunction with the District's Risk Administrator, the General Manager, CAPRI and/or the District's Legal Counsel. Information to be collected may include, but is not limited to: Accident/Incident Reports; photographs; observations; District records and reports; police reports; and written statements from witnesses and other relevant parties.

Forwarding Potential Claim Information

Assigned staff will forward any accident or incident information to CAPRI and the District's Legal Counsel. This should be done as soon as possible.

Determining the Course of Action (Per Board approved policy)

The General Manager, in consultation with CAPRI and/or the District's Legal Counsel, may determine the course of action on claims of \$50,000 or less and report the outcome to the Board of Directors. For claims over \$50,000, the Board of Directors, in consultation with the General Manager, the District's Legal Counsel and CAPRI, will determine the course of action during a closed session Board Meeting.

After the initial investigation of a claim, the claim may be:

1. Accepted, by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims of more than \$50,000.
2. Deemed denied by operation of law after 45 days.
3. Denied by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims greater than \$50,000.
4. Submitted to CAPRI or Legal Counsel for further discussion and resolution of the matter with the claimant.

Notifying the Claimant

The claimant, or a party representing the claimant, will be notified in writing if a claim is denied or "deemed denied," via the U.S. Postal Service. If a claim is accepted, CAPRI or their Third Party Administrator will contact the claimant and negotiate a settlement.

Third Party Representation of the Claimant

All Claimants who are represented by a third party must provide an authorization letter indicating that the third party is authorized to represent the claimant and that the third party is authorized to act on behalf of claimant and receive information related to the claim. No information should be provided to any third party without an authorization letter from the claimant.

Time for Filing Claims

**CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE.
(GOVERNMENT CODE SECTION 911.2)**

ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)

Instructions for filing a claim with LARPD

Please read all instructions on this page before completing the claim form. You must fully complete all applicable sections of this form or your claim will be returned to you as incomplete.

NOTE: this information is not legal advice. If you have any legal questions, please seek the advice of an attorney.

Section 1: Claimant Information

Provide the full name, mailing address, and telephone of the person(s) claiming damage/injury. If the claim is being filed on behalf of a minor or a dependent person, specify your relationship to the minor or dependent person, and the date of birth for the minor.

Section 2: Claim Information

Provide the name of the employee(s) involved in the incident (if known). Enter the total dollar amount being claimed as a result of the alleged damage/injury. If damage/injury is continued or anticipated in the future, indicate with a "+" following the dollar amount. Provide a breakdown of how the total amount being claimed was computed. You should declare expenses incurred and/or future, anticipated expenses. Attach three (3) legible copies of all bills, payment receipts, and cost estimates to your claim. Describe in full detail the damage/injury that allegedly resulted from the incident. Describe in full detail the circumstances that led up to the alleged damage/injury. State all facts that support your claim and why you believe LARPD is responsible.

Section 3: Insurance Information

Indicate if a claim for the alleged damage/injury has been filed with your insurance carrier, either automobile, health, disability, homeowner's, or business. If yes, provide the name, telephone number, and mailing address of each insurance agent. Also include your policy numbers and the amount of deductible for each insurance policy.

Section 4: Representative Information

If an attorney or other authorized representative is filing the claim on your behalf, provide the name, telephone number, and mailing address of the attorney/representative. (Note: if representative information is provided, all official notices or other correspondence will be sent to the person listed in this section.)

Section 5: Notice and Signature

The claim form must be signed by the claimant or the claimant's attorney or authorized representative. LARPD will not accept the claim without a proper original signature and date of signature.

CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)
ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)

Claim Submittals

A complete form and/or late claim application and related documentation must be filed with LARPD, either by U.S. mail or in person, during regular business hours (8:00 am-5:00 pm), at 4444 East Avenue Livermore CA 94550, Monday through Friday, except holidays.

Submit an original, completed claim form and all documentation to :

LARPD

General Manager

4444 East Avenue

Livermore, CA 94550

Requests for an endorsed copy of the claim and/or late claim application must be submitted in writing along with a self-addressed stamped envelope.

Your claim will be investigated. You will receive notice of action taken on your claim within 45 days of receipt.

CLAIM FORM

If you wish to file a claim against Livermore Area Recreation and Park District (LARP or District), please complete this form and mail or return it to the General Manager at the Robert Livermore Community Center, located at: 4444 East Avenue Livermore, CA 94550. Attach additional pages, if necessary.

Section 1: Claimant Information

Full Name of Claimant

Address City

State and Zip Code Telephone Number (area code + number)

Mailing Address, if different from above

Address City

State and Zip Code

Date of Birth* Gender Female Male Social Sec. Number*

Section 2: Claim Information

Is the claim filed on behalf of a minor or dependent person? Yes No

If yes, indicate relationship

Date of Accident/Incident Time of Accident/Incident AM PM

Exact Location of Accident/Incident

Explain the circumstances that led to the alleged damage or injury. State all the facts that support your claim against LARP, and why you believe LARP is responsible for the alleged damage or injury. If known, provide the name(s) of the LARP employee(s) who allegedly caused the damage, injury, or loss.

Describe the specific injury, damage or loss as a result of the accident/incident

Explain how the dollar amount claimed was computed

Dollar Amount of Claim

\$

Attach copies of the supporting documentation for the amount claimed with this form

List all items that are attached

Section 3: Insurance Information

Has the claim for alleged damage/injury been filed or will it be filed with your insurance company? Yes No
If yes, please fill out the information below

Name of Insurance Company and agent (if known) (if more than one, please attach additional sheets with required information for each company)

Type of Insurance Policy Number

Mailing Address City, State, Zip Code

Limits of Insur \$ Deductible \$

If claim involves damage to a vehicle:

Make Model Year

Are you the registered owner?: Yes No

Section 4: Representative Information

Must be completed if claim is being filed by an attorney or authorized representative

Name of Attorney/Representative

Address City

State and Zip Code Telephone Number (include area code)

Section 5: Notice and Signature

Form must be signed and dated to process your claim

Signature of Claimant

Date

Signature of Attorney/Representative

Date

NOTE: California Penal Code, section 72 states, every person who, with intent to defraud, presents any false or fraudulent claim is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, by a fine of not exceeding ten thousand dollars (\$10,000), or both such imprisonment and fine.

**CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)
ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)**

Submit an original, completed claim form and all documentation to:

LARPD

General Manager

4444 East Avenue

Livermore, CA 94550



Policy No. ADM-15-010715

Robert Livermore Community Center CODE OF CONDUCT

PURPOSE OF POLICY	To ensure that the Community Center is a welcoming and safe place for the public.
POLICY SUMMARY	This policy establishes that there are rules of conduct for those visiting or participating in activities at the Community Center.
APPROVAL	General Manager, January 7, 2015, July 31, 2019 Amended: Board of Directors, July 31, 2019

The Robert Livermore Community Center (RLCC) is a welcoming and safe place for individuals of all ages to congregate, socialize and recreate. As such, RLCC visitors are required to conduct themselves in a manner that most people would find reasonable and that does not infringe on the enjoyment of the facilities by others.

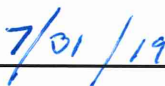
Behavior becomes unacceptable when it: interferes with these expectations; compromises the rights of others; causes damage to buildings or equipment; disrupts activities/programs/services and/or operations; creates a health risk to oneself or others; causes (or is likely to cause) injury to oneself or others; or creates a nuisance due to objectionable personal hygiene. Those willing to comply with this code of conduct or who are willing to modify unacceptable behavior are welcome to stay. Those unwilling to comply will be asked to leave. If necessary, law enforcement will be called.

In addition to the District's general rules and regulations (Ordinance #8), there is a set of rules which applies to conduct at the RLCC and any area within 100 feet of the buildings, courtyard and swim facilities. Individual rooms, sections, equipment or functions within the RLCC may have more specific rules and regulations that apply to the conduct of individuals.

APPROVAL



Mathew Fuzie
General Manager



Date 7/01/19



Livermore Area
Recreation and Park District
An independent special district

4444 East Avenue, Livermore, CA 94550-5053

Rules of Conduct for Visitors at the Robert Livermore Community Center

See Policy No. ADM-15-010715 of the Livermore Area Recreation and Park District

Visitors and Participants agree to observe the following rules when attending the Robert Livermore Community Center (RLCC):

1. Parents, guardians, and caregivers (Responsible Adult) are responsible at all times for the conduct, care and safety of those under their care. Adult visitors and participants must be fully independent and able to respond to emergencies or they must have a Responsible Adult with them at all times. Children 11 years old and younger must have adult supervision at all times, provided by the child's Responsible Adult or through enrollment in an LARPD program.
2. Smoking and use of tobacco or tobacco-like products are not permitted.
3. Alcohol may only be sold, served and consumed by permit.
4. Making offensive gestures, cursing or using obscene, abusive, profane or threatening language and displaying (including electronic devices), wearing or distributing obscene/offensive materials are not permitted.
5. The RLCC structures, furnishings and fixtures must be treated with proper care at all times.
6. Entering or remaining in the RLCC before or after posted hours of operation is not permitted.
7. Use of meeting rooms and activity areas is only available by permit, class/activity registration or as part of a RLCC scheduled public gathering. Under no circumstances may any area be used for commercial or private business without a permit.
8. Entering unescorted into staff work areas that are not open to the public is not allowed at any time. A visitor's badge is required to access staff work rooms and the second floor. Badges must be visibly displayed on the visitor's person at all times and be returned to the front counter staff upon leaving the facility.

9. Talking, laughing, shouting, making loud noises or using amplifying devices (including cell phones, entertainment devices, walkie-talkies, etc.) in a disruptive manner is not permitted.
10. RLCC facilities and amenities are to be used only for their intended purpose. Loitering, changing clothes, bathing (except for washing hands or face), shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming are not allowed unless they are part of an LARPD approved program, activity or rental use.
11. Please be considerate of other patrons while using equipment. Treat furniture, facilities, and equipment with care and respect. Sleeping or lying down on furniture is prohibited.
12. RLCC visitors must keep personal belongings attended at all times. LARPD staff cannot store or oversee personal items or supplies and is not responsible for the loss or damage to individual or group property while using the RLCC.
13. Visitors shall not engage in any activity that disrupts normal RLCC activities or operations. These activities include selling, soliciting, proselytizing or otherwise disrupting the orderly conduct of classes, programs, activities and operations that are authorized by LARPD.
14. Personal hygiene, including the overuse of perfumes and colognes, shall not be offensive nor constitute a nuisance or health risk to others.
15. Harassing, intimidating, stalking or prolonged staring at other patrons or staff members are strictly prohibited.
16. To help ensure privacy rights, individuals may not photograph others without permission from the person or permission of the parent/guardian for children.
17. Cell phone use is not permitted in locker rooms. Refrain from using cell phones in program areas or at service counters. Keep ringers on low or vibrate and keep conversations at a respectful and courteous volume.
18. All persons must comply with lawful orders or directions given by any District staff in the performance of their duties.
19. Use of District computer and communication networks is not allowed without written permission.

Conduct at Board Meetings, Public Hearings, and Committee

Meetings Visitors are welcome and encouraged to attend regular Board Meetings, Public Hearings and Committee Meetings and to participate during the public input or presentation portion at those meetings, provided their presence is not disruptive.

Please note that public forum may not be part of Special Board Meetings, and the public is not allowed to attend closed session Board Meetings. Members of the public wishing to attend Board Meetings or District-sponsored Public Hearings must abide by the following rules:

1. For some meetings and public hearings, visitors may be asked to sign in.
2. Adhere to the time limit for speaking, which may vary, depending on the type of meeting held or at the discretion of the individual(s) conducting the meeting.
3. Remain seated during the proceedings except when called upon to provide testimony, or if there is a lack of seating or for health/safety reasons.
4. If you wish to speak on an item listed on the agenda, please wait until the staff or committee presentations have been made, the Board/Committee has concluded its initial discussion and the Chair invites public comment on the item. Then, upon receiving recognition from the Chair, please state your name and, if you are not speaking as an individual, indicate the name of the group or organization that you represent.
5. If you wish to speak on any item that is not on the agenda, you may do so under Public Forum when the Chair requests remarks from the audience. Please be advised that, by law, no discussion or action can be made on items not already on the posted agenda.
6. "Speaker Cards" are available at LARPD Board Meetings and may be available at other meetings. Please fill them out and hand them to the recording clerk if you wish to speak to the Board.
7. Visitors shall not:
 - a) Disrupt the orderly conduct of business.
 - b) Interfere with public presentations or the proceedings of the meeting or hearing.
 - c) Refuse to comply with a lawful order or direction of any District Board or staff member that is given in the performance of their duties.
8. Using video cameras, filming and photography during Board meetings and public hearings by members of the press shall only be done from areas

designated by the District and must be done in an orderly manner that complies with Section 7 above, or as authorized by District staff.

9. Filming and photography by members of the general public is permitted if done in an orderly manner that complies with Section 7 above, or as authorized by District staff.
10. Visitors are asked to keep their cell phone ringers off or on vibrate and to refrain from using them while the meeting is in progress.

LARPD Facilities Policies

Policy No. FAC-73-385

SPONSORSHIP POLICY

PURPOSE OF POLICY	To establish the rules and procedures for District sponsorship of special interest groups
POLICY SUMMARY	This policy outlines the conditions under which the District will sponsor a group. Includes information on sponsorship rules; District responsibility and services; procedure for initiating sponsorship; extension and evaluation of sponsorship, termination of sponsorship and dissolution.
APPROVAL	Adopted: Board Resolution No. 385, June 13, 1973

The Recreation and Park District sponsorship of public recreation special interest groups involves an agreement between the District and the group, in which the group agrees to fulfill the requirements of the District's sponsorship rules, and the District agrees to carry certain responsibility and provide certain services for the group. In general, these groups are expected to be basically self-sufficient with regard to their leadership and program needs; whereas the District will assist the group with their organization, membership, facilities, publicity and special needs.

- I. **Sponsorship Rules:** To be sponsored, a group must agree to abide by the following rules:
 1. Be organized to serve a constructive "community recreation" purpose.
 2. Be non-profit.
 3. Restrict no persons from the group because of religion, race, ethnic origin, social or economic status.
 4. Membership may be restricted by a voting procedure.
 5. At least 75% of the membership must be residents of the District.
 6. Maintain a District-approved attendance level. Any group whose membership falls below ten will not be sponsored by the District.

7. It is the group's responsibility to keep the District informed of the group's activities, plans, needs, etc., via the District's personnel assigned as liaison person with the group.
 - a. Designate a contact person to be responsible to the District, working with the District liaison person regarding the use and scheduling of facilities and the issuance of keys (no keys are to be duplicated by the group).
 - b. Submit quarterly attendance and activity reports.
 - c. Submit copies of any proposed changes of the group's by-laws and/or constitution for District approval.
 - d. The group is responsible for submitting all current club officers' names, addresses and telephone numbers and any instructors or leaders of the group.
 - e. Submit annual financial report to the District indicating all income, expenditures and current financial status. This report is due yearly, at the time the club has established its fiscal year.
8. Compliance with all limitations, requirements and regulations related to the facility use.
9. Secure and maintain adequate liability insurance coverage as required by the District.
10. No advertising shall be exhibited and no solicitation or sales made on the grounds without written permission by the General Manager.
11. Members of a club for collectors of stamps, coins, photographs, minerals, herbs, etc., may carry on activities aimed to exchange articles. However, a person selling his articles may not bring his stock to the meeting to sell.
12. Money-raising events must comply with Article 4, Section d., "Rules, Regulations and Rental Charges for the Use of Recreation and Park District Facilities."

- II. **District Responsibility and Services:** The District may provide for sponsored groups, one or more of the following services:
1. Use of the District facilities at a nominal fee during the regular facility hours. Any charge for additional use or services will be kept at a minimum and based upon the actual extended costs to the District.
 2. Assistance in scheduling and securing use of the non-District facilities if desired or needed.
 3. Use of certain equipment and materials of the District, assistance with the program information in certain publications.
 4. Consultant service and other assistance in connection with the group organization, membership, publicity and special problems.
 5. Sponsored groups will receive third priority in facility scheduling with that of District directed programs and public agencies.

III. **Procedure for Initiating Sponsorship:**

- Step 1. The group requesting sponsorship receives copies of the District's sponsorship information; "Rules, Regulations and Rental Charges for

the Use of Recreation and Park Facilities” and three applications forms.

- Step 2. Submit sponsorship information and make an appointment with the Recreation Superintendent.
- Step 3. One or more of the group represented will meet with the Recreation Superintendent or designated representative. The group representative shall come prepared to discuss the following:
- a. The District sponsorship rules.
 - b. The District’s “Rules, Regulations and Rental Charges for the Use of Recreation and Park District Facilities.”
 - c. The group’s program for activities.
 - d. General age level of group’s membership.
 - e. Services requested of the District (facilities, equipment, etc.).
 - f. Names, addresses and telephone numbers of the contact person responsible to the District.
 - g. The group’s method of financing.
 - h. Anticipated attendance and membership requirements.
 - i. Rate of pay and hours of instructor (if any).
 - j. By-laws and/or constitution (if any). Bring two copies of same to the meeting.
- Step 4. Approval of sponsorship by the District.

IV. Extension and Evaluation of Sponsorship: Sponsorship by the District will be authorized for a two-year period, commencing from January 1, or July 1. Then at the end of such period, sponsorship may be authorized for another two-year period. Renewal of sponsorship will be with mutual consent after joint review by the District and the officers of the group.

- V. Termination of Sponsorship:** Sponsorship may be terminated as follows:
1. Failure of the group to abide by the sponsorship rules and the “Rules, Regulations and Rental Charges for the Use of Recreation and Park District Facilities.”
 2. Membership falls below the authorized minimum or falls below ten members.
 3. Formal requests in writing by the group based on a majority vote of the current membership.
 4. Mutual consent.

VI. Dissolution: In the event of dissolution, (i.e., no further participation in club activities by the members), then the balance of the Club’s treasury shall be, at the request of the District’s General Manager, turned over to the Recreation and Park District, unless other acceptable provisions are made in the Club’s bylaws.



Livermore Area
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Policy No. FAC-86-1007

MEMORIAL AND COMMEMORATIVE POLICY

PURPOSE OF POLICY	To provide guidelines for staff in addressing requests from the public to donate memorial or commemorative gifts
POLICY SUMMARY	This policy provides the parameters and procedures for processing memorial and commemorative donations.
APPROVAL	Adopted: Board Resolution No. 1007, March 12, 1986 Amended: Board Motion, June 12, 1996 Amended: Board Resolution No. 2210, Oct. 14, 2009

Purpose

LARPD receives requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in/on District facilities or made available for program use. These gifts can enhance a facility or program when they are properly planned, specified, and installed or implemented. Offering a policy and procedure to allow acceptance of these gifts provides a service to prospective donors who wish to give memorial or commemorative items that can be shared with the community. The LARPD Foundation may also be used to assist donors and the staff with the donation process.

The purpose of this policy is to provide guidelines for District staff in addressing requests from individuals, organizations, or other groups wishing to donate memorial or commemorative gifts.

Policy

1. The District shall identify a Memorials Coordinator who will work with donors to select a memorial or commemorative item that will satisfy the wishes of the donor and provide a functional improvement to the District or to the District facility in which the memorial is to be located.

2. It is recognized that each facility or portion thereof has limitations as to the size and number of memorials that can reasonably be installed. The District will, at any time, place restrictions, limitations or disallow future memorial installations at any site.
3. The location of memorial or commemorative items must be compatible with the site chosen and any applicable master plans covering that site. Additionally, the memorial item must be compliant with the Standard Specifications and Standard Details adopted by the District.
4. Normally, all gift recognition plaques will be displayed in the Robert Livermore Community Center or other appropriate community facilities. These plaques are typically bronze, 3" by 1", engraved and mounted on wooden display boards. Engraved text shall follow a standard template including the name of the individual being memorialized, the location of the memorial item, the month and year of installation, and what the memorial item is. As determined by the General Manager, significant memorials or contributions may be given special consideration for plaques mounted on a donated item or at specific sites.
5. Unless otherwise arranged, maintenance of all memorial items shall be the responsibility of the District, and shall be consistent with standards established by the District. Voluntary supplemental maintenance by the donor shall be undertaken only with the prior approval of the District.
6. Donors participating in this program must agree that the memorial items installed or initiated under this policy do not have infinite longevity. The District retains the authority to relocate memorial items to accommodate future park/building development, changes in programs or changes in maintenance procedures. Should memorial items become unusable, unsafe, unsightly or cannot be relocated, the District retains the right to remove and not replace those items. Relocations and removals will be the responsibility of the District. Living memorials which fail to thrive may or may not be replaced at the District's discretion. The District will make reasonable efforts to notify donors of relocation or removal.

Procedures

1. Upon first contact by an individual, organization, or other group proposing a memorial/commemorative gift, staff shall forward the proposal to the District's Memorials Coordinator.
2. The Memorials Coordinator shall provide the donor with an estimated cost for the gift, if possible. This cost will include materials, labor, equipment, designated maintenance, and other related expenses (engraving, shipping, taxes, etc).
3. Following the initial contact, the Memorials Coordinator will forward the memorial proposal information to the appropriate District Division. The respective Division shall assign an employee to assist the memorial donor in completing the project.
4. Individual Divisions are responsible for periodically updating lists of desired items for memorial consideration. These lists will include estimated costs for each item.

5. Once the details of a memorial gift have been mutually agreed upon by the donor and the Division representative, the Memorials Coordinator will complete a Memorial Gift Form. The completed form shall be sent to the donor for signature and pre-payment. The District shall not purchase materials nor initiate labor activity associated with a memorial until full payment has been received from the donor. Upon receipt of funds, the District shall be responsible for installation or initiation of the memorial item.
6. A Certificate of Acknowledgment shall be given to donors. This certificate will document the gift and may be sent to a third party if requested by the donor.

Adopted: Board Resolution No. 1007, March 12, 1986

Amended: Board Motion, June 12, 1996

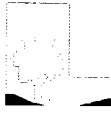
Amended: Board Resolution No. 2210, October 14, 2009

APPROVAL



Timothy J. Barry
General Manager

12-18-09
Date



M e m o r i a l G i f t F o r m

I give the below described item(s) to the Livermore Area Recreation and Park District (LARPD) as a memorial contribution. I understand that the type and placement of the item(s) is determined by LARPD and that installation will be performed by LARPD unless otherwise indicated on this form. I acknowledge and understand that LARPD does not guarantee maintenance and/or replacement of the item(s) in the future and, due to the number and variety of donated items and number of donors, LARPD cannot guarantee that I will be notified if my donation is, for any reason, relocated, damaged or destroyed.

Description of Gift

Tree (type) _____

Park Bench (type) _____

Other _____

Installation Information

Park Name: _____

Date of Installation: _____

Memorial Information

In Honor of: _____

Include engraved plaque to be displayed in an LARPD public building:

Yes x No

Cost

Total amount due and payable to LARPD prior to installation: \$ _____

Your Information

Name: _____
Street Address: _____
City/State/Zip Code: _____
Daytime Phone: _____
Evening Phone: _____
E-mail: _____

Acknowledgment Information

Would you like an acknowledgment sent to another person?

Yes No

Send acknowledgment to:

Name: _____
Street Address: _____
City/State/Zip Code: _____

Contributor Signature

Date

LARPD Representative

Date



Livermore Area
Recreation & Park District
An independent special district

Policy No. FAC-96-1493

RECYCLING POLICY

PURPOSE OF POLICY	To formalize the District's intent to take a proactive approach to recycling
POLICY SUMMARY	This policy lists ways in which the District will recycle and encourage recycling by users of District facilities.
APPROVAL	Adopted: Board Resolution No. 1493, February 14 1996

Because our natural resources are dwindling, the waste stream is growing, our ozone layer is being depleted and air and water pollution is escalating, the Livermore Area Recreation and Park District is taking a proactive approach to recycling.

Whenever possible and feasible, we will continue to attempt to recycle resources and to purchase recycled products when the quality and price are comparable to the non-recycled item.

To provide the public with recycling opportunities in the parks, we will provide recycling bins in selected parks, as funding permits and as the program proves successful.

As new technology warrants, the District will look at additional ways in which to recycle.

Board Resolution No. 1493
February 14, 1996

RECYCLING APPENDIX A

Recycled items as of January 1996

Office paper (white, colored, computer)

Collected at District Office and Maintenance Services Center, recycled through scavenger company. Friendship Center recycles through Sonoma School.

Cardboard

Collected at the MSC from throughout the District, broken down, bundled and recycled. Friendship Center recycles through Sonoma School.

Aluminum

District Office, Little House, MSC, Sycamore Grove and some ESS sites recycle their items. Park staff recycles what is readily accessible from the park garbage. Bins are made available at Children's Fair and the July 4th celebration.

Glass

District Office, MSC, Sycamore and some ESS sites recycle their items. Bins are made available at Children's Fair and the July 4th celebration.

Tree and lawns trimmings

Tree trimmings are put through a chipper and mulched. Grass clippings go into the City's mulching program.

Oil Products

In conjunction with the City of Livermore, recycled vehicle oil is purchased and recycled after use.

Waste antifreeze, solvents and de-greasers, waste brake asbestos, air conditioning refrigerant

Combined with the City's to be recycled when possible or disposed of in an ecologically-appropriate manner.

Oil filters

Given to distributor to be recycled.

Vehicle batteries

The supplier picks them up at the MSC for recycling.

Household batteries

Collected from the District for recycling.

Buy recycled items

Laser toner cartridges and paper for publications (newsletter, brochure, annual report, master plan, flyers, etc.)

At the next opportunity, the park division will be purchasing benches and play equipment made from recycled products, such as tires and milk cartons.

Reuse/recycle

Some ESS/Kids' Zone projects make use of old newspapers, yogurt containers and plastic.

Policy No. FAC-01-1729

ENERGY CONSERVATION POLICY

PURPOSE OF POLICY	To respond to the energy crisis
POLICY SUMMARY	This policy requires the implementation of specific energy conservation measures.
APPROVAL	Adopted: Board Resolution No. 1729, June 13, 2001

Due to the current energy crisis the following energy conservation measures are to be implemented immediately:

Section 1: Heating, Ventilation, Air Conditioning

- Heater thermostats are to be set at a maximum of 68 degrees. Individual space heaters are banned except in building areas where the heating system is inadequate to maintain a temperature of 68 degrees.
- Air conditioning thermostats are to be set at a minimum of 78 degrees. In building areas where air conditioning is inadequate to maintain a temperature of 78 degrees, fans may be used.
- Heating and air conditioning systems are to be turned off completely during non-business hours.

Section 2: Office Systems

- Staff is to work with minimum lighting. In offices with double-switched overhead lights, only one switch is to be used (½ overhead lights). In other offices, ½ of each overhead fixture is to be disconnected.
- Hallway lighting is to be reduced by ½.
- Restroom lighting is to be reduced by ½.
- Lights are to be turned off when leaving individual offices, workrooms, and conference rooms.
- Computers and monitors are to be turned off overnight and weekends.
- When possible e-mail is to be used instead of printed memos and faxes.
- Incandescent light bulbs are to be replaced with fluorescent bulbs as they need replacement.

- Individual coffeepots, refrigerators and radios (unless battery powered) are banned.

Section 3: Field/Court Lights

- Field lights are to be turned on not more than 30 minutes prior to any game and turned off 15 minutes after the conclusion of the last game.
- Field lighting will not be turned on during any stage three emergency or rolling blackout period. If a stage three emergency or rolling blackout period is declared during the course of a game, the game will be stopped and the lights will be turned off as soon as safety concerns allow.
- Tennis court lights are currently on timers allowing ½ hour increments. Signs will be posted requesting no use during stage three emergencies.

Section 4: Swimming Pools

- Swimming pools will be closed and cleared of users immediately if power is cut off by a rolling blackout. Pools will not re-open until health and safety code requirements are satisfied.

Section 5: Park Operations

- Irrigation pumps will not be activated during any stage three emergency or period of rolling blackout.

Section 6: ESS/Kid Zone Facilities

- ESS/Kid Zone facilities are to comply with any energy saving policies and procedures set forth by the School District or school site administrator. In the absence of School District direction, the ESS/Kid Zone sites are to comply with the LARPD policies set forth above in Sections 1 and 2.



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. FAC-02-1758

PUBLIC ART POLICY

PURPOSE OF POLICY	To provide the approval process and procedures for establishing public art in District-operated facilities
POLICY SUMMARY	This policy adopts and incorporates the Public Art Policy of the City of Livermore and outlines the procedures for processing proposals for public art.
APPROVAL	Adopted: Board Resolution No. 1758, January 9, 2002

- I. The Livermore Area Recreation and Park District (District) finds that public art enhances the aesthetic and experiential qualities of public buildings, parks, and trails, and therefore supports, encourages and promotes the concept of public art in the District's facilities.
- II. The District acknowledges that the City of Livermore has adopted a Public Art Policy and has appointed members to the Livermore Public Art Committee. In order to reduce potential conflicts and streamline the approval process for public art proposed for District facilities within the City of Livermore, The District adopts the following:
 - A. The Public Art Policy of the City of Livermore is hereby adopted and incorporated herein as the Public Art Policy of the Livermore Area Recreation and Park District.
 - B. Proposals received by the District for the placement of art in a facility operated and maintained by the District, may be referred to the City's Public Art Committee for review. The Public Art Committee will review the proposal under the criteria contained in the Public Art Policy and will make a recommendation to the District on the merits of the proposal.

- C. Proposals for public art received directly by the Public Art Committee, without referral from the District, for placement of art in a facility operated and maintained by the District shall be referred to the District prior to committee review. The District may refer the proposal back to the Public Art Committee for review under the criteria contained in the public Art Policy. The Committee will make a recommendation to the District on the merits of the proposal.

- D. The District's Board of Directors will make final approval, modification, or denial of the proposal.

Board Resolution No. 1758
January 9, 2002

For more information, refer to the City of Livermore website: www.ci.livermore.ca.us



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. FAC-03-1864

FEE WAIVER POLICY

PURPOSE OF POLICY	To provide a vehicle to address requests for fee waivers for use of District facilities
POLICY SUMMARY	This policy outlines the conditions under which full or partial fee waivers may be granted.
APPROVAL	Adopted: Board Resolution No. 1864, Nov. 12, 2003

Background

LARPD's mission is "to provide the people of this area with an outstanding system of parks, recreation areas and facilities, and to provide recreation programs that will stimulate, educate, and enrich the lives of people within the District." Providing an array of quality leisure opportunities to the citizenry is an increasingly complex task due to: (1) demands for new and expanded services, (2) demands to retain older services, (3) increases in operating expenses, and (4) priorities of allocating local tax dollars. Fiscal responsibility mandates the adoption of a sound and consistent policy that will guide the generation of revenue to supplement the General Fund's support of parks, recreation and open space facilities, programs and services.

Purpose

In the course of following a sound fee policy, it will be necessary at times to respond to the public's desire to have certain fees waived to enable them to meet their goals of service to the community. This policy is designed to provide a vehicle for the Board of Directors and staff to address just such occasions. In addition, the California Public Resources Code [Sec. 5789.5(d)] states that: "A board of directors may authorize district employees to waive the payment, in whole or in part, of a fee authorized by this section when the board of directors determines that payment would not be in the public interest. Before authorizing any waiver, a board of directors shall adopt a resolution which specifies the policies and procedures governing waivers."

Authority, Responsibility and Policy Statement

It shall be the policy of the LARPD Board that LARPD will provide for a full or partial waiver of fees under the following circumstances:

Administrative Approval Required -- General Manager

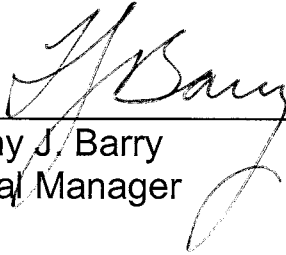
1. In the event the request is from the City of Livermore or the Livermore Valley Joint Unified School District, modifications or waiver of the fee will be administered at the discretion of the General Manager. LARPD will manage the number of these uses (with fees modified or waived) so as not to conflict with the District's financial goals.
2. Fees may be waived or modified for direct services rendered to the District as authorized by the General Manager or set forth in other agreements with the District.
3. The circumstances warrant an emergency use of the facility and waiver of fees for community benefit is requested.

Board Approval Required

Any request that does not fit the criteria above, or an appeal of the General Manager's decision on the above-listed criteria, will come before the Board for consideration. The Board will give special consideration to requests that involve a unique event or that provide a direct community benefit.

Board Resolution No. 1864
November 12, 2003

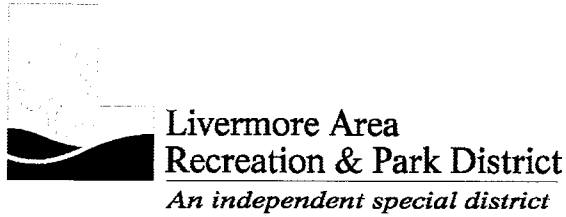
APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date



Policy No. FAC-05-1947

SMOKING AND TOBACCO PRODUCT POLICY

PURPOSE OF POLICY	To protect the health and welfare of members of the public and District employees.
POLICY SUMMARY	This policy strictly limits the use of smoking tobacco products in District facilities.
APPROVAL	Adopted: Board Resolution No. 1947, Jan. 26, 2005 Replaced: Board Resolution No. 2462, Dec. 10, 2014

Definitions

For the purposes of this policy, the following definitions are observed:

“Smoking” is defined as igniting or heating substances for the purpose of inhaling the smoke or steam.

“Tobacco product” is defined generally as an item, in any form, that contains nicotine, tobacco or tobacco-like ingredients. Examples include, but are not limited to: cigarettes, chewing tobacco, marijuana (Also See Drug & Alcohol Policy), pipes, cigars, electronic cigarettes (or e-cigarettes) or cloves. Nicotine gum and nicotine patches are permitted in District parks and facilities as they do not adversely affect others.

“Use” is defined as engaging in the use of any “tobacco product,” in any form.

Purpose

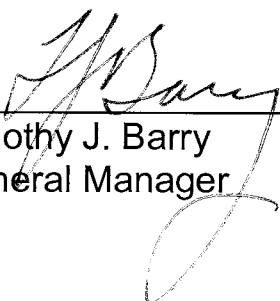
The Livermore Area Recreation and Park District (LARPD or District) is committed to protecting the health and welfare of the public and District employees. In keeping with this commitment, LARPD establishes this policy for the purpose of 1) protecting the public health and welfare by prohibiting smoking and use of tobacco products in District parks and facilities; 2) encouraging healthy lifestyles by helping people avoid addiction, and by helping people who wish to quit smoking or using tobacco products, by limiting their unintentional exposure to such products and the use of those products that may act as an inducement; 3) reducing the risk of fire danger from discarded or mishandled smoking products and; 4) striking a reasonable balance between the needs of people who use tobacco products and the need of non-users to have a smoke and tobacco

product-free environment, and to recognize that, where these needs conflict, the need to breathe clean air shall have priority.

General Provisions

It shall be unlawful to smoke or in any other way engage in the use of tobacco or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the District, including any building, historic site or structure, restroom, grandstand, stadium, bleacher, amphitheater, covered arena, picnic site, other similar places of assembly, also in any District owned vehicle, parkland, open space, sports field, swimming pool, snack bar, parking lot, sidewalk, or trail, unless in a place designated and posted or temporarily permitted for such use.

APPROVAL



Timothy J. Barry
General Manager

12-12-14

Date



Policy No. FAC-07-2070

POLICY FOR PLACING CELLULAR PHONE TOWERS IN DISTRICT PARKS

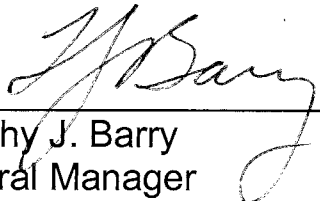
PURPOSE OF POLICY	To regulate the placement of cellular phone towers in District parks.
POLICY SUMMARY	This policy outlines the conditions which must be met in order for the District to consider permitting the placement of cellular phone towers in District parks.
APPROVAL	Adopted: Board Resolution No. 2070, July 11, 2007

1. Cellular Phone towers are not to be allowed in neighborhood parks. Due to the close proximity of neighboring homes, staff feels this would cause a visual problem for the neighborhood and affect park aesthetics.
2. Incorporation of antennas into sports park light towers may be considered.
3. Antennas mounted to the exterior of light poles must be situated as close to the pole as possible to help avoid negative visual impact.
4. If antennae are attached to the lighting fixtures, they must fit within the framework of said fixture and meet wind shear and load requirements for the poles. They are required to provide information proving they meet such requirements, including researching the requirements.
5. When new light poles and light fixtures are to be installed as part of the antenna installation, they must match the height requirements and style and fixtures of other existing light poles on site or replacement of all light poles and light fixtures is required.
6. All auxiliary structures required for the phone tower installation must be approved for design and location by the District. They must be placed so as not to interfere with existing park uses. Landscaping and irrigation may be required to mitigate the appearance of the structure and fencing.

7. Single independent tower(s) will be considered if they can be designed to blend in with existing landscapes.
8. Applicant must pay a deposit (to be determined by LARPD) from which staff time and legal counsel time will be deducted during the review and approval process of the application.
9. A lease for the cellular phone antenna or tower requires compensation to LARPD and Board approval.
10. Applicant must go through City of Livermore or County of Alameda planning and approval process, paying applicable fees separate from LARPD fees, if the location is within one of those jurisdictions.

Board Resolution No. 2070
July 11, 2007

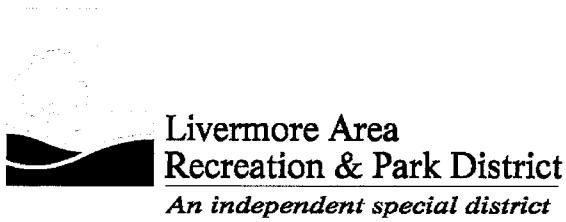
APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date



Policy No. FAC-08-2101

City of Livermore
and
Livermore Area Recreation and Park District

**JOINT POLICY FOR NAMING
RECREATIONAL AND MUNICIPAL FACILITIES**

PURPOSE OF POLICY	To establish the manner in which new or existing recreational and municipal facilities shall be named
POLICY SUMMARY	This policy articulates the provisions, process, criteria and considerations for naming or dedicating parks, recreation facilities, plazas, municipal facilities and trails.
APPROVAL	Adopted: Board Resolution No. 2101, Feb. 13, 2008 Livermore City Council, Feb. 11, 2008

I. PURPOSE

The purpose of this policy is to establish the manner in which new or existing recreational and municipal facilities shall be named.

II. GENERAL PROVISIONS – NEW FACILITES OR EXSTING FACILITES

It is to the benefit of the City of Livermore (City) and the Livermore Area Recreation and Park District (LARPD) that a name for newly acquired facilities be determined as soon as possible following acquisition, in order to clarify reference to, and identification of, the site for the benefit of the public, the City Council, the LARPD Board, and staff.

When appropriate, a facility may be named in honor of a person, if that person has made a major contribution to the community, the country, the City or the field of recreation and/or parks, or has voluntarily donated the land to the City or LARPD.

In addition to determining the names for facilities, these policies apply to the dedication of portions of facilities, such as trail segments or playgrounds, to a person or entity. A dedication does not change the official name of the larger facility in which it is located.

III. NAMING PROCESS

For any facility covered by this policy that is entirely owned, operated, and maintained by the City, the City Council shall approve all facility names, consistent with this policy.

For any facility covered by this policy that is entirely owned, operated, and maintained by LARPD, the LARPD Board shall approve the facility name, consistent with this policy.

For facilities that are owned, operated or maintained in cooperation between the City and LARPD, either the LARPD Board or the City Council may propose a name for a facility for consideration by the other agency. Upon approval of both agencies, the name shall become official. This same process shall be used to modify the name of an existing facility.

IV. GENERAL CRITERIA

- a. Names should be easy and recognizable references for all residents and visitors.
- b. All signs shall be consistent with the City sign ordinance and design standards. A standardized sign program shall include the same size, same font, and same construction material.
- c. Items that may be dedicated include trails segments, furniture, trees, rest or special stops along the trail.
- d. The proposed policies generally do not include the selling of "naming rights." The exception would be special use park/facilities where there is a significant large facility and there exists an opportunity to recover costs. In such a case, an agreement for selling the naming rights would be negotiated by staff with the final approval by the City Council and/or the LARPD Board in accordance to Section III. The agreement could include, but not be limited to, items such as location, duration of the agreement, design, and renewal options.
- e. Advertising is prohibited unless specifically approved by the City Council and/or the LARPD Board in accordance to Section III.
- f. Historical names may be considered when the name is appropriate to the site.
- g. When a facility, such as a park, is carrying out a particular theme, then that theme may be considered for the facility's name.
- h. Descriptive nomenclature should be included in the name of the facility, such as "Community Park," "Neighborhood Park," "Regional Trail" or "Local Trail."

- i. Specific areas within a facility, such as a play area, ball field, tot lot, or meeting room may be named or dedicated separately after an individual or for a geographical area.
- j. The facility name or dedication may be changed by the City Council and/or the LARPD Board per Section III when community interests and events make such a change desirable.
- k. Developers who either contribute or construct parks and trails are not guaranteed the naming rights.

V. Criteria for Parks/Recreational Facilities/Plazas/Municipal Facilities

Names should relate to at least one of the following criteria:

- a. Events or entities with historical significance or positive influence on the development of the City.
- b. Natural features or plant or animal life indigenous to the area.
- c. Cultural features such as archeological, topographic location, or geographic features.
- d. Individuals, families or organizations, subject to the limitations listed in Section IV above.
- e. The neighborhood in which the park or facility is located.
- f. Any street that borders the facility.

VI. Criteria for Trails

- a. For clarity and continuity, trails that cross jurisdictional boundaries and are identified with a name or code in an adopted Master Trail Plan shall maintain their original names or codes but segments of the trail are allowed to be dedicated. For example the Iron Horse trail may have two segments: Iron Horse trail segment John Smith and Iron Horse Trail segment Jane Doe.
- b. Trails with solely a code designation in an adopted Master Trail Plan shall maintain the original code designation but a trail may be named and segments of the trails are allowed to be dedicated.
- c. Names may relate to geographic location, local natural features, or historical elements, uses or events related to the site.
- d. Trail segments may be dedicated after individuals, families, or organizations, subject to the limitations listed in Section VII below.
- e. Trail segments for dedicating purposes shall not be less than approximately one mile long unless the trail itself is less than a mile in length.
- f. Plaques and signage acknowledging trail dedications shall be of uniform design and shall be pedestrian scale. Plaques shall be no larger than one square feet, supported on a pedestal of stone, wood or other natural material, and approximately 30 inches in height. All signs or plaques shall include a few words explaining the reasons for dedication.

VII. Considerations and Guidelines for Facilities to be Named or Dedicated for Individuals, Families, or Organizations

Naming and dedications are a special recognition that is considered for persons deserving exceptional recognition for their unique, substantial or outstanding contributions. If the facility, or a portion thereof, is to be named or dedicated for an individual, family, or organization, they should meet at least one of the following criteria:

- a. Individuals, families, or organizations that have made exceptional contributions to the community, which could include distinguished public service or community activities.
- b. An individual with a direct substantial connection to the facility being named or dedicated, including those whose efforts contributed to the creation of the facility.
- c. Names of historic persons or families that relate to the specific location of the facility or that had a substantial contribution to Livermore's history.

Additional Considerations:

- a. Has the nominee already been substantially honored with recognition naming in other places, particularly in Livermore? The City and/or LARPD should endeavor not to duplicate names within its system.
- b. Is the nominee's contribution sufficiently enduring so as to be apparent to future generations?
- c. Did the individual's contribution provide a major benefit to the City and/or LARPD or on a local, regional, state or national scale?

Board Resolution No. 2102
February 13, 2008

Livermore City Council
February 11, 2008

APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date

Policy No. FAC-09-51309

POLICY ON DISPLAY OF FLAGS AT DISTRICT FACILITIES

PURPOSE OF POLICY	To show respect and pride for the heritage and patriotism of our country and to honor those who defend and protect the country by flying the U.S. and state flags at District facilities.
POLICY SUMMARY	This policy standardizes the manner in which the national and state flags are displayed and conforms to the Federal Flag Code and California Government Code.
APPROVAL	General Manager, May 13, 2009

Purpose

It shall be the policy of the District to fly the flag of the United States of America and the flag of the State of California to show respect and pride for the heritage and patriotism of our country and to honor the men and women in uniform who defend and protect our country, our state and our District. This policy standardizes the manner in which the national and state flags are to be displayed and conforms to the Federal Flag Code at 4 U.S.C. 1, sections 4-10, and California Government Code sections 430-438, "Display of Flags."

Policy Sites

National and State Flags are to be flown from flagstuffs at building and park sites as designated by the General Manager. The National Flag shall be placed above the State flag when both are on the same staff but both flags shall be of the same dimensions. (Gov. Code section 436)

Flying the Flags at Half-Staff

- A. National or State Declarations-In response to a national (by the President) or state (by the Governor) declaration, District flags shall be flown at half-staff. The District will comply with instructions from the federal or state government regarding how long the flags should remain lowered.
- B. Memorial Day-By Presidential Order, flags shall be flown at half-staff until noon on this day, then raised to full staff for the remainder of the day at facilities operating on this holiday.
- C. Patriot Day-By Presidential Order, September 11 of each year is designated as "Patriot Day" and flags shall be flown at half-staff on this day.
- D. Local Authority-Presidential Proclamation 3044 dated March 3, 1954, embodied in 4 U.S.C. section 7(m), allows for the display of the flag at half-staff "in accordance with recognized customs and practices not inconsistent with law." Accordingly, District flags shall, at the direction of the General Manager, be lowered at half-staff in the following situations:
 - A local Police Officer or Fire Fighter is killed in the line of duty
 - Per the General Manager's discretion, in honor of a District employee, local officials or in unity with another federal, state, or local jurisdiction in the region (see "The Bear Flag" publication, Public Affairs Office of the Military Department)

Duration of time flags fly at half-staff include:

- A. For 30 days after the death of the President or former President
- B. For 10 days after the death of the Vice President, the Chief Justice, or a retired Chief Justice, or the Speaker of the House of Representatives
- C. From the day of death until the burial of an Associate Justice, a Secretary from an executive or military department, or a Governor of a state, territory or possession
- D. From the day of death until the burial of a California Senator, the Congressional Representative for Livermore, the State Senator or Assembly Member representing the District, or the County Supervisor representing the District

Placing the Flags at Half-Staff

To place the flags at half-staff, they shall first be raised briskly to the peak of the staff, then slowly lowered to the mid-point. Before lowering the flags, they are to be raised to the peak again and then lowered all the way. When there is only one flag pole, only the US flag shall be flown.

Time of Display

The flags shall be displayed at all designated District buildings consistent with the normal schedule of the on-site personnel with the exception of sites approved for night lighting. A floodlight placed so as to shine on the flags through the night will

allow them to fly 24 hours a day as approved by the General Manager. Flags should not be flown in the likelihood of, or during, inclement weather.

Care of Flags

Flags are to be dry cleaned or replaced when they have been soiled. Flags that are not to be flown are to be disposed of in an appropriate manner.

Sale of Flags

No flag, regardless of condition, is to be sold to the public.

Indoor Display

Board Meetings-The U.S. Flag shall stand on the left side of the Board dais (from the audience's viewpoint). The California flag shall stand on the right side of the Board dais (from the audience's viewpoint). All flags shall be on the same riser and of the same dimensions.

Other Flag Displays

Other displays or uses of flags at District sites shall be in conformance with applicable federal and state statutes or guidelines.

Compliance

The Senior Supervisor for the RLCC and the Senior Supervisor for Facility Maintenance shall be responsible for maintaining compliance with this policy.

General Manager
May 13, 2009

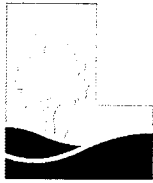
APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date



Policy No. FAC-10-31710

ADDITIONAL CRITERIA FOR NAMING OF DISTRICT-OWNED FACILITIES

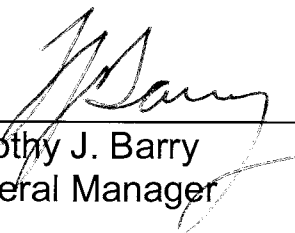
PURPOSE OF POLICY	To add criteria that will assist the Board in determining the appropriateness of naming a District facility for an individual and to identify a funding source for signage
POLICY SUMMARY	This policy stipulates three additional criteria that must be considered when naming LARPD-owned facilities.
APPROVAL	Board of Directors, March 17, 2010

Naming New or Existing LARPD Facilities

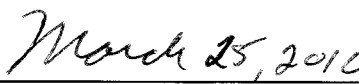
In addition to the standards outlined in the District's *Joint Policy for Naming Recreational and Municipal Facilities* with the City of Livermore, the following three criteria will also be considered by the LARPD Board of Directors:

1. When the Livermore Area Recreation and Park District Board of Directors considers naming a facility after a person, if the person is no longer living, he/she must have been deceased for no less than five (5) years prior to approving the facility name.
2. When the Livermore Area Recreation and Park District Board of Directors considers naming a facility after a person who is, or has been, an LARPD Board member, his/her service as an LARPD Board member must have ended no less than five (5) years prior to approving the facility name.
3. The funding source for the appropriate signage will be identified at the time of nomination.

APPROVAL



Timothy J. Barry
General Manager



Date



Livermore Area
Recreation & Park District
An independent special district

Policy No. FAC-13-2396

PHOTOGRAPHY PERMIT POLICY FOR DISTRICT OPEN SPACES

PURPOSE OF POLICY	To manage commercial/professional photography activities in District Open Spaces, to protect and preserve Open Spaces for the public
POLICY SUMMARY	This policy defines commercial/professional photography; creates rules, regulations and procedures regarding commercial/ professional photography and establishes a fee structure.
APPROVAL	Adopted: Board Resolution No. 2396, Sept. 25, 2013

Purpose

The purpose of this policy is to manage commercial/professional photography activities in District Open Spaces, for the purpose of protecting and preserving District Open Spaces for the public's use and enjoyment.

Nothing in this policy is intended to prevent, restrict or charge a permit fee for non-commercial/amateur photography activities.

Permits

A permit will only be necessary to take commercial/professional photographs in District Open Spaces. Due to the variety of, and differences between, facilities and parklands within the District, there will be specific application processes and fees that will apply to the various types of photography (portrait, motion, student projects, etc.) and for the different District facilities, including Open Spaces. Staff will present revised filming (video and moving photography) and photography permit processes for Board approval at later dates.

Definition of Commercial/Professional Photography

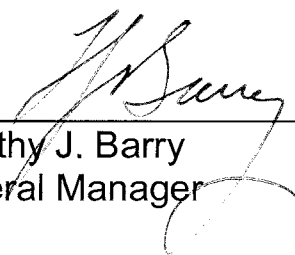
Commercial/Professional Photography is defined by intent and through the photography equipment used in taking the pictures. Commercial/Professional Photography is defined as follows:

Any video, filming, photography or other capture of image, whether moving or still, taken with the objective of sale, profit or barter, including, but not limited to, documentaries, commercials, television series, television movies, motion pictures, advertising, public service announcements, editorials, stock, portfolios, calendars, greeting cards, fine art and portraiture. Additionally, any photographer utilizing equipment beyond a basic camera and tripod, whether selling for profit or not, shall be considered commercial/professional under this definition, due to impact upon District facilities and parklands, as well as other park visitors. This equipment includes, but is not limited to, non-camera mounted external lighting (strobe or flash), light reflectors (disc, panel or other), breeze shields, soft boxes and umbrellas.

Rules, Regulations and Procedures

The current rules, regulations, procedures and fees are all available through the Open Space office or the District's website.

APPROVAL



Timothy J. Barry
General Manager

10-16-13

Date



Policy No. FAC-15-2507

SCATTERING OF CREMATED REMAINS ON DISTRICT PARKLANDS

PURPOSE OF POLICY	To regulate the scattering of cremated remains in and around District parks and recreation facilities.
POLICY SUMMARY	This policy describes the required criteria and conditions under which a permit may be granted for scattering cremated remains on District parklands.
APPROVAL	Adopted: Board Resolution No. 2507, Sept. 30, 2015

The District permits the scattering of legally cremated human or animal remains by family members of the deceased on District parklands under certain circumstances and by permit only.

The location of scattered ashes will be reported to the District's Parks and Facilities Manager; however, the District shall not be responsible for maintaining records of permits, names of the deceased or locations of scattered remains. It should be noted that District parks are acquired, planned, developed, managed and maintained for the benefit of all park visitors; therefore, individuals scattering ashes from cremated remains are advised that no restrictions to future use of, or access to, the parkland will be placed on areas where cremated remains have been scattered.

California State Law

In accordance with the California Health & Safety Code Section 7116, "Cremated remains may be scattered in areas where no local prohibition exists, provided that the cremated remains are not distinguishable to the public, are not in a container, and that the person who has control over disposition of the cremated remains has obtained written permission of the property owner or governing agency to scatter on the property. A state or local agency may adopt an ordinance, regulation or policy, as appropriate, authorizing, consistent with this section, or specifically prohibiting, the scattering of cremated human remains on lands under the agency's jurisdiction."

District Park Permit Required

In order to scatter cremated human or animal remains on District parklands, a written permit, authorized by the District, shall be required prior to scattering the cremated remains.

Criteria to Grant or Deny Permit

The District may grant, deny or limit any permit for scattering cremated remains on District parklands after considering various factors, including, but not limited to: the suitability of the proposed area; the potential impact upon the public property; the effect of the proposed activity upon the peaceful enjoyment of the park by members of the public using or anticipated to use the area; and concerns related to public health and safety.

The District may also impose reasonable conditions related to the time, place, manner, frequency, duration and maximum number of persons who may attend the scattering and shall describe those conditions clearly in any permit issued.

Permit Conditions

The following conditions and limitations shall apply to any permit issued:


1. Permits may be denied, or limited as to time, place and manner.
2. Permits shall only be issued to individuals engaged in private scattering of cremated remains of a single person or animal. Permits shall not be issued to commercial or organized entities.
3. Any person scattering remains on District parklands shall possess and present upon request a valid District permit.
4. All park rules and regulations (including entry and/or parking fees) must be adhered to unless specifically exempted in the written permit.
5. Scattering may not disturb or alter any natural or manmade features and may only occur in the place, manner and location as described in the permit.
6. The remains must be removed from any container and scattered in a manner such that they are not distinguishable to the public.
7. Scattering is prohibited in the following areas:
 - a. within 1,000 feet of any residence or dwelling
 - b. within 500 feet of any creek, stream or other body of water
 - c. within 50 feet of any road or trail
 - d. within 500 feet of any known archaeological, historical or Native American ceremonial site
 - e. any other area specifically restricted by the General Manager

8. Containers, vases, pots, flowers, plants and similar memorial items may not be left at the site.
9. Markers, plaques or other types of identifiers may not be installed or left at the site.
10. Permittees acknowledge that no restrictions related to future use of, or access to, parkland will be placed on the areas where cremated remains have been scattered.
11. The scattering of cremated remains from any aerial craft is not permitted.

Permit Procedure

1. All requests for scattering of remains shall be submitted to the District at least fifteen days in advance of the proposed date of scattering. The request will include the proposed park location; the date, time and duration of scattering; the name, address and phone number of the person legally authorized to scatter the remains; and the anticipated number of people who will be in attendance during the scattering.
2. After review by the District, a recommendation to either issue or deny the permit will be made to the District's Parks and Facilities Manager (based upon the criteria outlined above) within five working days of receipt of the permit application.
3. The District's Parks and Facilities Manager will have final authority to either issue or deny the scattering permit.
4. District staff will communicate directly with the applicant regarding the District's decision to either issue or deny the permit.
5. The District's Parks and Facilities Manager's decision is final. There is no appeal process.

APPROVAL



Timothy J. Barry
General Manager



Date



Policy No. FAC-16-2514

GRAZING ON DISTRICT PARKLANDS

PURPOSE OF POLICY	To regulate grazing of animals on District parklands.
POLICY SUMMARY	This policy describes the required criteria and conditions under which a permit may be granted for grazing animals on District parklands.
APPROVAL	Adopted: Board Resolution No. 2514, Jan 13, 2016

The District permits the grazing of animals on District parklands under certain circumstances and to meet the goals of the District's grazing program, which are to:

- Enhance the diversity of the District's Open Space Facilities grassland habitats;
- Reduce fire intensity and fuel loads; and
- Control invasive, non-native weed species in the grassland habitat and to keep them from spreading onto neighboring property.

District Park Permit Required

In order to graze animals on District parklands, a written permit or contract, authorized by the District, shall be required prior to grazing any animals on District parkland.

Criteria to Grant or Deny Permit

The District may grant, deny or limit any permit or contract for grazing on District parklands after considering various factors, including, but not limited to: the suitability of the proposed area; the potential impact upon the proposed area; the effect of the proposed activity upon the public's use of the area; and concerns related to public health and safety.

The District may also impose reasonable conditions related to the time, place, manner, frequency, duration and maximum number of animals allowed to graze and shall describe those conditions clearly in any permit issued.

Permit Conditions

Each area of parkland has its own challenges and problems to be dealt with developing an effective grazing program. Therefore, each proposal to graze will be treated individually due to the unique physical configurations and resource issues that apply to each specific property, the availability of or need for supporting infrastructure, the potential impact on the public and the desired results from grazing.

The following conditions and limitations shall apply to any permit issued:

1. Permits may be denied, or limited as to time, place and manner.
2. Any person grazing animals on District parklands shall possess and present upon request a valid District permit.
3. All applicable state and county grazing regulations, and all District park rules and regulations (including entry and/or parking fees) must be adhered to unless specifically exempted in the written permit.
4. Grazing may only occur in the place, manner and location as described in the permit.
5. Grazing may be restricted in specific areas or within specific distances from certain natural or man-made features as identified on each permit.

Staff will use the District's Grazing Plan (The April 26, 2010 Grazing Management Plan, prepared by Lisa Bush, a California Certified Rangeland Manager) to developing grazing program guidelines and for any requirements to be placed on the grazers.

Implementation of specifics such as: which areas to graze on specific dates; which grazing partners to contract with; which type of grazing animal to allow; stocking rates; how long a period of time the grazing will continue; what measures will be used for caring for and control of the animals; how best to integrate this particular grazing activity with other uses and negotiating permit fees or provision of grazing infrastructure, will all be managed on a case by case basis by the Parks and Open Space staff.

Permit Procedure

1. All requests for grazing shall be submitted to the District at least thirty days in advance of the proposed date of grazing. The request will include the proposed park location; the date, time and duration of grazing; the name, address and phone number of the person responsible for managing the grazing activities; and the number of animals that will be allowed to graze during the permitted time.
2. After review by District staff, a recommendation to either issue or deny the permit will be made to the District's Parks and Facilities Manager (based upon the criteria outlined above) within sixty working days of receipt of the permit application.
3. The District's Parks and Facilities Manager will issue or deny the grazing permits but will seek preapproval from the Board of Directors for any permits involving permitting costs that are not budgeted or that may have complex impacts on the District.
4. District staff will communicate directly with the applicant regarding the District's decision to either issue or deny the permit.

APPROVAL



Timothy J. Barry
General Manager

1-14-16
Date



Policy No. FAC-17-2573

ADVERTISING ON DISTRICT PROPERTY POLICY

PURPOSE OF POLICY	To regulate advertising on property owned or operated by the District.
POLICY SUMMARY	This policy describes the criteria and conditions that staff will use when issuing permits to display advertisements, such as signs and banners, on property owned or operated by the District.
APPROVAL	Adopted: Board Resolution No. 2573, Feb. 8, 2017

According to the District's Rules and Regulations, It is unlawful to post, install, distribute or display any items on facilities or parkland that are operated by the District without written permission from the District.

The District may allow advertisements on District property if there is a benefit to the District in accordance with goals outlined under District's direction and philosophy, including:

- Sponsorship Policy FAC-73-385
- Pricing Policy FIN-16-2527
- 2016 Parks, Recreation and Trails Master Plan

For the purposes of this policy, 'advertisement' shall mean anything used that promotes a business, activity, effort, organization, philosophy, belief or product, such as a pamphlet, sign or banner.

A District Permit is Required to Advertise

In order to display or disseminate advertisements on property owned or operated by the District, a written permit or contract, authorized by the District, shall be required.

Criteria to Grant or Deny Permit

The District may grant, partially grant, or deny any request to advertise on property owned or operated by the District after considering various factors. Criteria includes, but is not limited to: the suitability of the proposed area; the potential impact upon the proposed area; the effect of the proposed activity upon the public's use of the area; concerns related to public health and safety; the availability of, or need for supporting infrastructure, the potential impact on the public and the desired results from the advertisement ; the number, location and size of any advertisement; and the image or impression it may give of the District. Advertising considered to be for political purposes will not be allowed. Due to the numerous variables, each request will be evaluated individually.

The District may also impose conditions related to the time, size, location and placement, materials, color, wording, message, images, manner, frequency, duration and maximum number of advertisements allowed and shall describe those conditions clearly in any permit issued.

Permit Conditions and Limitations


The following conditions and limitations shall apply to any permit issued. Failure to comply with the permit conditions may result in revocation of the permit and future permits may be denied:

1. Permits may be denied, or limited as to time, location, content and manner.
2. Any advertisements displayed on property owned or operated by the District shall require a valid District permit.
3. All applicable federal, state and local regulations, and all District park rules and regulations must be adhered to unless specifically exempted in the written permit.
4. The District shall not be held liable for any injury or damage caused by or to the advertisement.
5. In the event an advertisement needs to be repaired or replaced, District staff will remove it and will notify the permit holder. The permit holder is responsible for the repair and replacement at their own expense.
6. There must be a benefit to the District, including, but not limited to, financial payment or in-kind goods or services.
7. Advertisement application permit procedures and fees will be determined by District staff.
8. Eligible sites for advertisements will be determined by LARPD staff with consideration for neighbors, space, visibility and overall appearance.

Permit Procedure

All requests shall be submitted to District staff. After review by District staff, a recommendation to either partially grant, grant, or deny the permit will be made to the District's Assistant General Manager or General Manager. If the Assistant General Manager or General Manager determines that the request may have additional costs or complex impacts on the District, he/she will seek approval from the Board of Directors.

APPROVAL

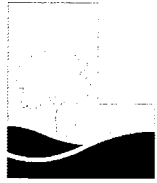


Timothy J. Barry
General Manager

2-9-17

Date

Finance Policies



Livermore Area
Recreation & Park District
An independent special district

Policy No. FIN-88-1142

FIXED ASSET CAPITALIZATION and INVENTORY CONTROL POLICY

PURPOSE OF POLICY	To adhere to Governmental Accounting Standards Board that ensures adequate control, appropriate use, and proper accounting of the District's fixed assets.
POLICY SUMMARY	This policy establishes guidelines for accounting and reporting of fixed assets (capitalization); for the proper safeguarding of fixed assets including inventory control; and for differentiating between capital asset expenses and maintenance or repair expenses.
APPROVAL	Adopted: Board Resolution No. 1142, June 15, 1988 Amended: Board of Directors, July 12, 2000 Amended: Board of Directors, May 28, 2003 Replaced: Board Resolution No. 2406, Feb. 12, 2014

The District's Fixed Asset Capitalization Policy was last amended May 28, 2003. This policy is being significantly amended and expanded so it is replaced by a new policy with the same policy number.

Purpose

Governmental Accounting Standards Board Statement No. 34 requires that a record of fixed assets be maintained. The purpose of this policy is to ensure adequate control and appropriate use of the District's fixed assets. The policy is intended to define fixed assets and to establish guidelines for budgeting, purchasing, using, financial reporting, inventorying, and depreciating of fixed assets. It will also establish guidelines to assist in differentiating between capital asset expenses and maintenance or repair expenses.

Policy

It is the policy of the District that fixed assets be used for appropriate District purposes and be properly accounted for and secured. The Finance Manager and Division Managers are responsible for implementing and maintaining this policy.

Objectives

The District's fixed asset capitalization policy stems from two (2) major objectives:

1. Capitalization (Accounting and Financial Reporting) - To accurately account for and report fixed assets in the District's financial reports.
2. Inventory Control (Safeguard) - The District has a fiduciary responsibility to establish systems and procedures to protect its assets from loss or theft.

Purchase or Construction of Fixed Assets

The purchase or construction of fixed assets must be provided for in the current operating or capital improvement plan budget, or approved by the Board of Directors in a separate action. Non-budgeted fixed assets, including emergencies, must be approved by the General Manager in advance. All fixed asset acquisitions must be made in compliance with the District's purchasing policies.

Capitalization Policy (Accounting and Financial Reporting)

Fixed assets are tangible assets of significant value (defined as a minimum value of \$5,000) having a utility and useful life that extends beyond one (1) year. Fixed assets are broadly classified as land, trails, parks, buildings and improvements, machinery and equipment, office equipment, or vehicles.

All costs associated with the purchase or construction of a fixed asset shall be included in the total cost of that fixed asset. Donated fixed assets are valued at their estimated fair value at the time received.

Capitalization requirements are further defined as follows:

1. The capitalization threshold is applied to **individual units** of fixed asset.
2. The capitalization threshold will not be applied to **components** of fixed assets.
3. **Repairs** to existing fixed assets will generally not be subject to capitalization unless it extends the useful life of the asset. In this case, it represents an improvement and is subject to capitalization and should be evaluated separately.
4. **Improvements** to existing fixed assets will be presumed to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the \$5,000 threshold.
5. **Capital improvement projects** will be capitalized as **Construction-In-Process** until completed.

Inventory Control Policy (Safeguarding)

Division Managers are responsible for safeguarding the District's fixed assets under their control from theft or loss for the intended purpose. The Finance Manager is responsible for establishing and maintaining systems and procedures that enable Division Managers to properly verify and count the District's assets. The Division Managers are required to monitor and report changes to the Finance Manager for assets, such as asset transfers, disposals, damages, losses, or assets out of service for more than one year.

In general, inventory control is applied only to movable fixed assets such as machinery and equipment, office equipment, and vehicles, and not to land, parks, trails, buildings,

or other immovable fixed assets. All fixed assets will be recorded in a schedule that will be used for tracking and for calculating annual and accumulated depreciation.

The Finance Manager will initiate a physical inventory count every two (2) years of all assets capitalized under this policy that is to be completed by the Division Manager responsible for the asset. All adjustments except for disposal of property (see policy below) resulting from this reconciliation will be approved by the General Manager.

Disposal of Property

Policy No. FIN-98-52798 (DEACCESSION POLICY) is to be followed for the disposal of any District asset.

Depreciation Method and Depreciable Lives

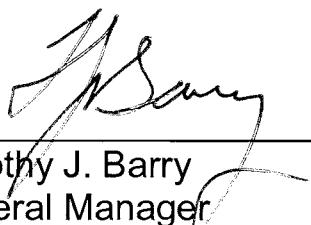
Fixed assets will be depreciated on a straight line basis) using the following guidelines:

Category Description	Depreciation Life (years)
Land	n/a
Trails	10 - 15
Parks	15 - 30
Buildings & Improvements	15 - 30
Irrigation Systems & Equipment	10 - 15
Synthetic Turf Field	10
Machinery and Equipment – Heavy	7 - 10
Machinery and Equipment – Light	5 - 7
Vehicles	5 - 10
Furniture and Fixtures	5 - 10
Office Equipment	3 - 5
Equipment – Other	3 - 10
Computers and related items	3
Computer Software	**
Capital Improvement Project (CIP) in progress	n/a

** Computer software is not capitalized because of its short useful life and the high annual maintenance and upgrade costs.

The General Manager may modify depreciation life listed above.

APPROVAL



Timothy J. Barry
General Manager

3-11-14

Date



Livermore Area
Recreation & Park District
An independent special district

Policy No. FIN-98-52798

DEACCESSION POLICY

PURPOSE OF POLICY	To provide for the permanent removal of an item from the District's collection
POLICY SUMMARY	This policy establishes criteria, procedures and methods of disposal and governs the use of monies realized from deaccession of items.
APPROVAL	Board of Directors, May 27, 1998

Deaccessioning is the process by which an item may be permanently removed from the District's collection. An object or group of objects may be considered for deaccession if it meets one or more of the following criteria:

Criteria

1. The object creates danger to the health, safety or welfare of the general public, District staff or other objects in the collection of the District.
2. The object is one which the District is unable to store, exhibit or preserve properly.
3. The object is beyond repair, or proper repairs either are not feasible or will render the object essentially false.
4. The object cannot be properly preserved or restored without unreasonable expense to LARPD.
5. The object is duplicated in the collection, and the number of duplicate objects exceeds the foreseeable requirements of the District.
6. A similar but superior example exists in the collection.
7. The object is a fragment or portion of a set that could only be used meaningfully as a whole.
8. The object is not associated with the history of Livermore, the Livermore Valley, or does not pertain to the proper time period for the site.
9. The object is not appropriate for interpretive needs in the foreseeable future.

10. The object is one for which possession is found to be inappropriate for ethical or legal reasons, such as stolen work, work illegally exported or imported, or work acquired in violation of applicable state and federal laws.

Procedures

1. The District staff identify a potential deaccession object.
2. The District staff ascertain, with the advice of legal counsel if necessary, that no legal restriction prevents disposal.
3. The District staff consult with appropriate experts in the field to determine fair market value of the object and assess its condition.
4. The District staff submit a recommendation to the General Manager in writing stating reasons for deaccession.
5. The General Manager shall review the recommendation and, if he/she concurs with the recommendation, do one of the following:
 - a) For items with a fair market value of less than \$500, authorize staff to continue with the deaccession process and dispose of items according to the disposal guidelines set forth in this policy.
 - b) For items with a fair market value of greater than \$500, present the recommendation for approval by the Board of Directors before proceeding with disposal of the object.

Method of Disposal

Staff is authorized to dispose of objects approved for deaccession according to the following guidelines:

1. The District staff will attempt to return the object to its donor family if the name and current address thereof are known or ascertainable.
2. Attempt to either sell the object to another museum or educational institution, or exchange with another museum or educational institution, objects having approximately equal intrinsic and monetary value.
3. If an exchange cannot be made, in special cases where the public interest would be better served, an object may be transferred to another museum or educational institution.
4. If placement at another museum or educational institution is not possible, the object may be offered for sale through a reputable dealer and/or auctioneer at public auction.
5. Staff shall diligently attempt to sell or exchange the object in accordance with the provisions relating to sale and exchange unless, in the exercise of sound discretion, the staff determines that a) the object has absolutely no value whatsoever for sale or exchange purposes or b) that administrative cost or expense of attempting to sell or exchange the object equals or exceeds the value which may otherwise be derived.
6. An object which has deteriorated beyond repair, has no further value to the collections or educational programs, and which cannot be exchanged, transferred or sold will be destroyed.

7. No object deaccessioned by the District may be acquired directly or indirectly at the time of the deaccession by any member of the District staff or board of directors or their immediate families except at public auction.

Disposition of Funds

Monies realized from deaccession of items will be placed in restricted accounts and must be used to acquire other works for the same department or area. No other use of deaccession funds will be allowed.

Board of Directors
May 27, 1998



Livermore Area
Recreation & Park District
An independent special district

Policy No. FIN-02-1765

PURCHASING POLICY

PURPOSE OF POLICY	To comply with California Public Resources Code
POLICY SUMMARY	This policy identifies the District's purchasing and leasing options for materials, equipment or supplies, mandates compliance with the Public Contract Code and identifies the General Manager as purchasing agent.
APPROVAL	Adopted: Board Resolution No. 1765, Feb. 13, 2002

The Board of Directors adopts the Livermore Area Recreation and Park District Purchasing Policy in compliance with the Public Resources Code 5786.15, pursuant to Article & (commencing with Section 54201) of Chapter 5 of Division 2 of Title 5 of the Government Code and Sections 22030-22045 of the Public Contract Code as follows:

- I. The District may request the Department of General Services of the State of California to make purchases of materials, equipment, or supplies on its behalf pursuant to Section 10324 of the Public Contract Code.
- II. The District may request the purchasing agent of the County of Alameda to make purchases of materials, equipment or supplies on its behalf or to contract with persons to provide recreation facilities and programs of community recreation, pursuant to Article 7 (commencing with Section 25500 of Chapter 5 of Division 2 of Title 3 of the Government Code. The District shall be responsible for and maintain control over contracted facilities and programs.
- III. The District may lease or rent private vehicles or equipment owned by District employees.
- IV. The District having previously elected to become subject to the uniform construction cost accounting procedures will comply with the Public Contract Code, Sections 22030-22045.

- V. The District shall conduct bids as required in Article 53.5, (commencing with Section 20815), Chapter 1 of Part 3 of the Public Contract Code.


The Board appoints the General Manager as "purchasing agent" to administer purchases in accordance with this policy.

Board Resolution No. 1765
February 13, 2002

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager 

PREPARED BY: Jeffrey Schneider, Administrative Services Manager

DATE: June 12, 2019

SUBJECT: Proposed Update to Budget Policy FIN-07-2078

COMMITTEE: Finance Committee April 25, 2019 and May 30, 2019

RECOMMENDATION: That the Board of Directors approve an updated version of the District's existing Budget Policy, FIN-07-2078.

BACKGROUND: The District's Budget Policy was adopted in 2007 and has not been revised since. In conversations with the Board of Directors during the March 13, 2019, Mid-Year Budget Workshop, staff presented a draft calendar for the 2019-20 Operating Budget process that reflected a change in the annual budget calendar: eliminating the August 30th target for Final Budget approval given that the District's fiscal year begins on July 1st. Staff was instructed by the Board to present a revised Budget Policy that presents the District's Final Budget approval date as June 30th, prior to the onset of the District's new fiscal year.

In its proposal, staff has also revised the Budget Policy to consider the Capital Improvement Plan (CIP) budget process, which is not mentioned in the existing Budget Policy document.

Staff has reviewed the proposed policy revision twice with the Finance Committee, having received guidance to include language that clearly identifies when Board approval will be required.

Attachments:

- A. Proposed Budget Policy Update
- B. Budget-related Public Resources Code

Attachment A – Proposed Budget Policy Update

Policy No. FIN-07-2078

OPERATING and CIP BUDGET POLICY

PURPOSE OF POLICY	To comply with California Public Resources Code while providing Operating and Capital Improvement Program (CIP) Budgets that are timely and useful financial planning and control resources for the District's staff and Board of Directors.
POLICY SUMMARY	This policy guides the process and timeline for the annual development and approval of the District's Operating and CIP Budgets.
APPROVAL	Adopted: Board Resolution No. 2078, August 8, 2007 Revised: Board Resolution No. _____, _____

The District operates on a fiscal year basis beginning on July 1st and ending on June 30th. In accordance with the Public Resource Code (PRC), Section 5788 – 5788.9, the District is required to adopt a Preliminary Budget by July 1st and a Final Budget no later than August 30th.

While the PRC allows for the completion of the District's annual Operating Budget by August 30 each year, the District chooses to complete its Final Budget prior to the onset of the Fiscal Year (by June 30). Exceptions to the June 30th completion date will require approval by the General Manager and the Board of Directors.

The District's annual CIP (Capital Improvement Program) Budget, which is a multi-year (typically three years), project-specific financial plan, is also to be completed by June 30th each year.

Preliminary Budget

- 1) An annual Operating Budget and multi-year CIP Budget proposal shall be prepared by the General Manager.
- 2) Salary and Benefits recommendations for the upcoming fiscal year shall be presented to the Personnel Commission, Personnel Committee, and the Finance Committee for their critical review prior to the District's presentation of its Preliminary Budget to the Board of Directors.

- 3) Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his/her annual Operating and CIP budget proposals.
- 4) The Preliminary Operating and CIP budgets, as reviewed and amended by Board Committees, shall be reviewed by the Board no later than its first meeting in June.
- 5) On or before July 1 of each year, the Board of Directors shall adopt, by Board resolution, a Final annual Operating Budget and multi-year CIP Budget.
- 6) The Board may direct the General Manager to continue budgeting efforts beyond July 1st if events warrant such a delay, but this will be an exception to the normal, prescribed budget process completion date of June 30th.

Final Budget

- 1) Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review any revisions to the Preliminary Budget.
- 2) The proposed Final Budget, as reviewed and amended by the Finance Committee, shall be presented to the Board of Directors for review and adoption no later than June 30th.

Budget Adjustments and Amendments

- 1) The District formally revisits its annual Operating and multi-year CIP budgets as necessitated by changes in priorities and/or underlying business conditions during its annual, mid-year Budget Update process, which must be completed by March 31st.
 - a. No action is required by the Board if the District's Mid-Year Budget Update calls for no increase to the annual appropriation and/or the multi-year CIP budget, except for line-item-specific changes that exceed \$250,000 in total initial year commitments (combined capital and annual operating expenses).
- 2) At any point in the Fiscal Year, the General Manager may make adjustments within the Final Operating Budget that do not exceed the total appropriations approved by the Board of Directors.
 - a. Board approval must be obtained for line-item-specific adjustments that exceed \$250,000 in total initial year commitments (combined capital and annual operating expenses).

- 3) Supplemental appropriations of Operating Reserve Funds may be approved by resolution of the Board of Directors throughout the year when the District determines that the Final Budget's total appropriations level will likely be exceeded.

- 4) CIP Budgets are project specific; adjustments to individual project spending plans that exceed the total, final project budget (including contingencies) must receive Board of Directors' approval prior to the onset of such spending. Shifting of project spending from one fiscal year to another that does not reflect a change in a project's total budget must receive Board of Directors' approval as well, if the total amount of spending that would shift from one year to the next exceeds \$250,000 or 25% of the originally approved project spending total, whichever is lower.

Board Resolution No. 2178

Adopted August 8, 2007

Revised _____

APPROVAL

David Furst
Chair, Board of Directors

Date

Mathew Fuzie
General Manager

Date

ATTACHMENT B: LARPD Budget-related Public Resources Code (as of 04/15/19)

5788.1

- a) On or before July 1 of each year, the board of directors shall publish a notice stating all of the following:
 1. That it has adopted a preliminary budget that is available for inspection at a time and place within the district specified in the notice.
 2. The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.
- b) The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to [Section 6061 of the Government Code](#) .

5788.3

At the time and place specified for the meeting, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.

5788.5

On or before August 30 of each year, after making any changes in the preliminary budget, the board of directors shall adopt a final budget. The board of directors shall forward a copy of the final budget to the auditor of each county in which the district is located.

5788.7

At any regular meeting or properly noticed special meeting after the adoption of its final budget, the board of directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than transfers from the restricted reserve for capital outlay and the restricted reserve for contingencies.

5788.9

- a) In its annual budget, the board of directors may establish a restricted reserve for capital outlay and a restricted reserve for contingencies. When the board of directors establishes a restricted reserve, it shall declare the exclusive purposes for which the funds in the reserve may be spent. The funds in the restricted reserve shall be spent only for the exclusive purposes for which the board of directors established the restricted reserve. The reserves shall be maintained according to generally accepted accounting principles.
- b) Any time after the establishment of a restricted reserve, the board of directors may transfer any funds to that restricted reserve.
- c) If the board of directors finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the board of directors may, by a four-fifths vote of the total membership of the board of directors, discontinue the restricted reserve or transfer any funds that are no longer required from the restricted reserve to the district's general fund.



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. FIN-07-2078

BUDGET POLICY

PURPOSE OF POLICY	To comply with California Public Resources Code
POLICY SUMMARY	This policy guides the process and timeline for the annual development and approval of the District Budget.
APPROVAL	Adopted: Board Resolution No. 2078, August 8, 2007

The District operates on a fiscal year basis beginning on July 1st and ending on June 30th. In accordance with the Public Resource Code, Section 5788 – 5788.9, the District is required to adopt a Preliminary Budget by July 1st and a Final Budget not later than August 30th.

Preliminary Budget

- 1) An annual budget proposal shall be prepared by the General Manager.
- 2) Prior to review by the Board of Directors, the Board's Budget Committee shall meet with the General Manager and review his/her annual budget proposal.
- 3) The proposed annual budget as reviewed and amended by the Budget Committee shall be reviewed by the Board no later than its first meeting in June.
- 4) On or before July 1 of each year, the Board of Directors shall adopt, by Board resolution, a preliminary budget.

Final Budget

- 1) Prior to review by the Board of Directors, the Board's Budget Committee shall meet with the General Manager and review any revisions to the Preliminary Budget.

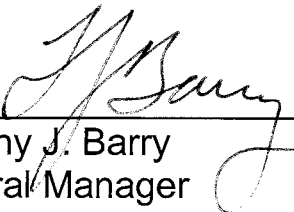
- 2) The proposed Final Budget as reviewed and amended by the Budget Committee shall be presented to the Board of Directors for review and adoption not later than August 30th.

Budget Adjustments and Amendments

- 1) The General Manager may make adjustments within the Final Operating Budget that do not exceed the total appropriations approved by the Board of Directors.
- 2) Supplemental appropriations may be approved by resolution of the Board of Directors throughout the year when the total appropriations budgeted would be exceeded.

Board Resolution No. 2078
August 8, 2007

APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date



Policy No. FIN-07-2079

**POLICY ESTABLISHING DESIGNATIONS
FOR THE DISTRICT UNRESERVED FUND BALANCE**

PURPOSE OF POLICY	To assist with the planning and management of District finances
POLICY SUMMARY	This policy establishes specific designations for the unreserved fund balance.
APPROVAL	Adopted: Board Resolution No. 2079 Aug. 8, 2007 Amended: Board Resolution No. 2138 Sept. 10, 2008 Amended: Board Resolution No. 2162 Feb. 11, 2009 Amended: Board Resolution No.2293 June 15, 2011 Amended: Board Resolution No. 2340 June 13, 2012 Amended: Board Resolution No. 2359 Dec. 12, 2012

As allowed under Public Resource Code 5788-5788.25, the District establishes the following Designations for the Unreserved Fund Balance for planning and management purposes. The amounts of the designations may be adopted by the Board of Directors as part of the Final Budget Resolution, and may be reallocated or appropriated for expenditure during the fiscal year by approval of a Board Resolution.

1. Designated for Economic Uncertainty - To buffer the District against severe budget reductions and minimize the impact on District services and programs. A use of these funds may become necessary if there is an unexpected decrease in property valuations or impacts from the State budget process.
2. Designated for Building Maintenance - For capital expense of building repairs and replacements.
3. Designated for Capital Equipment Purchase or Replacement - For expense of vehicles, mowers, shop equipment and other capital equipment for maintenance and Information Technology systems purposes.

4. Designated for ESS Building Replacement - For acquisition, improvement, repair or replacement of ESS portable buildings.
5. Designated for Retirement Contributions -To smooth the impact of varying contribution rates required to fund the District Retirement Plan. The balance of retirement contributions remaining unspent in the budget at the end of the fiscal year could be designated for future use when contribution rates increase.
6. Designated for Legal Fees - For unanticipated legal costs that may exceed the amount budgeted in a fiscal year for normal operations. These costs may be associated with potential litigation or large projects.
7. Designated for Synthetic Turf Replacement – For cost of replacing synthetic turf, assuming a ten (10) year life cycle.
8. Designated for RLCC Repairs/Replacements – For cost of repairing or replacing Robert Livermore Community Center furniture, fixtures, equipment, and building components.
9. Designated for Fluctuations in ESS Funding – To buffer ESS Program against fluctuations in State, County, and local funding, and minimize the impact on ESS services and programs.

Adopted: Board Resolution No. 2079 August 8, 2007
Amended: Board Resolution No. 2138 September 10, 2008
Amended: Board Resolution No. 2162 February 11, 2009
Amended: Board Resolution No. 2293 June 15, 2011
Amended: Board Resolution No. 2340 June 13, 2012
Amended: Board Resolution No. 2359 December 12, 2012

APPROVAL



Timothy J. Barry
General Manager

2-4-13

Date



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. FIN-09-2177

POLICY ON USE OF THE BUCKLEY TRUST

PURPOSE OF POLICY	To provide for the regular use of a portion of the annual interest of the Buckley Trust for the types of projects and maintenance intended by the endowment
POLICY SUMMARY	This policy specifies the amount of interest that may be transferred to the Ravenswood budget and the timeline and process by which this will be accomplished.
APPROVAL	Adopted: Board Resolution No. 2177, April 15, 2009

Purpose

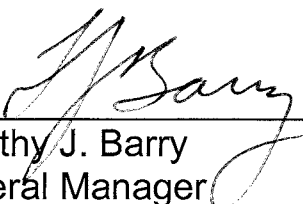
To provide for the regular use of a portion of the annual interest of the Buckley Trust (Charitable Remainder Unitrust, Dec. 22, 1978) for the types of projects and maintenance intended by the endowment. The trust states, "It is Settlor's intent that this gift shall be used for the restoration, care, maintenance and upkeep of Ravenswood Estate, Livermore, California."

Policy

It is the policy of the Livermore Area Recreation and Park District that ½ of the annual interest of the Buckley Trust be reinvested with the corpus of the Trust, and, at the discretion of the General Manager, up to ½ of the prior-year's annual interest is to be transferred to the LARPD Ravenswood Historic Site budget by Sept. 30th of each year, to be used as intended, "for the restoration, care, maintenance and upkeep of Ravenswood Estate..."). While District staff will develop the annual budget proposal for Board approval, staff will discuss possible uses of the transferred funds with a representative from the Ravenswood Progress League during the budget preparation period in the spring each year. It will require a majority approval vote of the Board of Directors to spend any of the corpus of the fund.

Board Resolution No. 2177
April 15, 2009

APPROVAL



Timothy J. Barry
General Manager

12-18-09
Date

LARPD
Human Resources
Policies



Policy No. HR-91-42591

DRUG FREE WORKPLACE POLICY

PURPOSE OF POLICY	To comply with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D)
POLICY SUMMARY	This policy identifies prohibited behavior and specifies the consequences of violation of the policy.
APPROVAL	Assistant General Manager, April 25, 1991

Pursuant to the requirements of the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D), it is the policy of the Livermore Area Recreation and Park District to continue to provide a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, which includes all facilities under the control and use of the Livermore Area Recreation and Park District.

Any violation of this prohibition by an employee of the Livermore Area Recreation and Park District may result in (1) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; or (2) disciplinary action up to and including termination.

Assistant General Manager
April 25, 1991



**Livermore Area
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Policy No. HR-91-1311

POLICY AGAINST SEXUAL HARASSMENT

PURPOSE OF POLICY	To state that the District prohibits sexual harassment
POLICY SUMMARY	This policy identifies situations which constitute sexual harassment and describes the sexual harassment complaint procedure.
APPROVAL	Adopted: Board Resolution No. 1311, May 8, 1991

It is the policy of the Livermore Area Recreation and Park District to provide equal opportunity without discrimination on any basis prohibited by law. The District is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the District maintains a policy prohibiting unlawful harassment, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

Submission to the conduct is made either an explicit or implicit condition of employment.

Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

The District considers sexual harassment to be a serious offense which can result in discipline, including possible suspension or discharge of the offender.

Sexual Harassment Complaint Procedure

Any employee or applicant who feels that he or she has been discriminated against due to his or her sex and/or feels sexually harassed should promptly report such incident, without fear of reprisal, to his or her Supervisor. The employee need not first report the harassment to the Supervisor, if the employee believes the Supervisor engaged in or knowingly tolerated any harassment of the employee. In such circumstances, the employee should report to the General Manager. If the General Manager is alleged to be the perpetrator, then the incident should be reported to the Personnel Commission.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident occurred will be investigated promptly.

A. Informal Process

The Supervisor is primarily responsible for conducting the informal process. The role of the Supervisor is to provide information, advice and assistance to the employee who wishes to explore ways to resolve sexual harassment complaints. Employees will be apprised of the various ways they can handle the complaint themselves (i.e., provide alleged harasser with Sexual Harassment Policy, send letter to alleged harasser, keep a log of ongoing behavior, and so on.) If the employee wishes for the Supervisor to contact the alleged harasser, he/she must be willing to reveal his/her identity to the alleged harasser. When the Supervisor contacts the alleged harasser, he/she will be advised of the complaint and will have an opportunity to discuss the complaint. Where possible, the Supervisor will attempt a resolution of the complaint through mediation on terms agreeable to both parties; the Supervisor may prepare a written agreement to be signed by the parties, describing the terms upon which the complaint was resolved. Copies of such agreements will be provided to signatories and a copy will be kept by the Supervisor. The supervisor is committed to confidentiality and neutrality.

B. Formal Process

1. Filing of the complaint:

A formal complaint must be in writing, and must describe the conduct which is the basis of the complaint. The complaint must also provide the date upon which the conduct is alleged to have occurred.

A formal complaint should be filed as soon as practicable after the date the conduct complained of occurred. If the conduct is continuing, the complaint should be filed as soon as practicable after the most recent incident. A formal complaint of sexual harassment must be filed with the General Manager, who shall be responsible for assuring that appropriate procedures are followed.

2. Investigation of the complaint:

The complaint shall be reviewed or investigated by the General Manager in accordance with the following procedures:

- a. The investigating Supervisor shall meet first with the employee to discuss the complaint, to clarify statements made in the complaint, and to obtain supporting information as necessary. The employee shall be asked to submit names of witnesses and any supporting documentation.
- b. The investigating Supervisor shall meet then with the alleged harasser (respondent) to discuss the complaint, to provide clarification as necessary and to obtain a statement of his or her position. The respondent shall be provided an opportunity to submit the names of witnesses, any supporting documents, and a written statement of position.
- c. The investigating Supervisor shall meet with the witnesses named by the parties and any other individuals who, in the judgment of the Supervisor, may have information relevant to the complaint. The Supervisor shall review documentation and written statements provided by the parties, and any other documentation which, in the judgment of the Supervisor, may be relevant to the complaint.
- d. The investigating Supervisor will attempt to complete the investigation and make a recommendation to the General Manager within thirty (30) working days of the receipt of the complaint.

3. Decision of the complaint:

On the basis of these statements and documents presented, the General Manager shall decide whether the complaint is supported, taking into account the totality of the circumstances, e.g., the nature of the sexual conduct and the context in which the conduct occurred. If any discipline is imposed on a respondent as a result of these procedures based on a complaint of sexual harassment, such discipline shall be imposed under section XXI of the District's Personnel Rules and Regulations. A notice must be placed in the respondent's official personnel file that disciplinary action was taken based on a sexual harassment complaint.

The parties will be advised of the decision.



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Policy No. HR-95-32195

POLICY FOR EMPLOYEES RETURNING TO WORK ON LIGHT DUTY STATUS

PURPOSE OF POLICY	To establish the provisions under which an employee may return to work following medical leave or injury, on a basis which adheres to physical restrictions or limitations
POLICY SUMMARY	This policy describes the conditions and procedures under which an employee may perform light duty work for the District.
APPROVAL	Personnel Commission, March 21, 1995

“Light duty” shall be defined as performing work, normally described within the employee’s job description, on a basis which adheres to physical restrictions or limitations imposed by the employee’s medical care provider and/or supervisor.

An employee may request to return from a sick leave or medical leave to a light duty status, if the employee has obtained a release from a medical care provider which (1) defines the limitations and restrictions under which the employee may work, (2) lists any medications the employee will be taking, and (3) gives the approximate duration of the medical condition.

The determination to allow an employee to return from sick or medical leave to a light duty status, and the conditions under which light duty shall be performed, will be made by the employee’s supervisor and shall be predicated upon:

1. The medical restrictions and physical limitations placed upon the employee;
2. The medications an employee may be taking;
3. The availability of work that could be performed by the employee within the imposed restrictions and limitations, and that is normally within the employee’s job description.

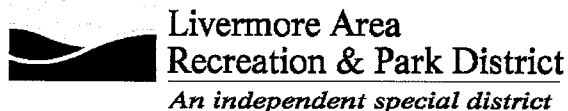
4. Whether work can be performed by the employee so that the employee will not cause injury to themselves or others.

After the supervisor determines that the employee may return to work on a light duty basis, a written notice will be issued to the employee outlining the restrictions and conditions under which the employee may perform work for the District. Agreement to abide by the terms of the notice will be acknowledged by the employee's signature on the notice.

An employee who disagrees with the supervisor's determination regarding light duty, may request a review of that determination by the General Manager. The decision of the General Manager shall be final.

An employee who violates the restrictions established by the medical care provider and/or the supervisor under which the light duty is to be performed may be subject to disciplinary action and removed from light duty status.

An employee may not return to regular duty from light duty status until a release to regular duty is obtained from the medical provider.



Policy No. HR-98-22598

POLICY REGARDING REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES

PURPOSE OF POLICY	To assure employees that the District takes its obligation to comply with disability discrimination laws very seriously
POLICY SUMMARY	This policy serves as a guide to employees with disabilities who would like the District to provide reasonable accommodation to help them carry out the essential functions of the job.
APPROVAL	Board of Directors, February 25, 1998

Employees may experience problems in their job that are related to mental or physical impairments. Where a mental or physical impairment is sufficiently severe, it may be considered a disability under the law. If an employee has a mental or physical disability that affects the employee's ability to perform his/her job, the Livermore Area Recreation and Park District may be able to provide that employee with a reasonable accommodation to help the employee carry out the essential functions of the job.

The Livermore Area Recreation and Park District has no obligation to consider any accommodation, however, unless the employee informs the District that a disability exists that affects the employee's ability to perform his/her job and that an accommodation may be needed.

The purpose of this Policy is to assure employees that the District takes its obligation to comply with disability discrimination laws very seriously. Employees need not fear that disclosing information about a disability will result in negative consequences to themselves. The District encourages employees who believe that they have a disability for which a work-related accommodation is needed, to inform the District promptly by contacting the General Manager, so that the District can determine, with input from

medical professionals, whether an employee has a disability and, if so, whether a reasonable accommodation can be provided to the employee to help him/her perform the essential duties of the position.

If an employee believes that his/her ability to perform his/her job is affected by a disability and that an accommodation may be needed to enable him/her to perform the essential functions of the job, the Livermore Area Recreation and Park district is entitled to have the employee's health care provider, or an independent medical evaluator, determine whether the employee has a disability for which a reasonable accommodation is needed. The District may require that the employee attend a medical evaluation for this purpose, at the District's expense. After the evaluation, the District will meet with the employee to discuss the results of the evaluation and any accommodation which may be appropriate.

Board of Directors
February 25, 1998

The Americans with Disabilities Act (ADA) requires employers to engage in a good-faith interactive process with a disabled employee to determine an effective reasonable accommodation.

What to do when you receive an accommodation request.

1. Enable employees to request accommodations.

The interactive process is triggered whenever an employer becomes aware that an employee has a disability and requests an accommodation. There may also be an obligation if the employer knows (or should know) that an employee has a disability that is causing problems with work. Notify employees that the company provides reasonable accommodation to employees with disabilities and who to contact. Make it clear that it is the employee's responsibility to request an accommodation.

2. Analyze essential job functions.

*Identify the essential job **functions** will allow you to determine whether a reasonable accommodation would enable the employee to perform them.*

3. Consult with the employee. (Document all conversations).

*Meet with the employee to discuss his or her specific limitations and needs. Solicit suggestions directly from the employee about what type of accommodation will be most effective. Consider having the employee obtain suggestions from his or her health care provider. (NOTE: employees are not required to identify an effective accommodation so long as they can describe the work-related problems posed by the disability). * Remember, this IS confidential!*

5. Notify The Human Resources Office:

Once you identify the employee's specific limitations, the next step is to determine what would constitute a reasonable accommodation. Work with HR to determine what a Reasonable accommodation might include providing ex: special equipment, restructuring the job, providing a leave of absence, modifying the work schedule, or reassigning the employee.

6. Respond promptly to employee.

Act promptly to begin the interactive process and provide a reasonable accommodation, if appropriate. Failing to act promptly in response to an accommodation request can constitute a violation of the ADA and expose you to liability.

7. Keep the employee informed.

Depending on the accommodation, there may be an unavoidable delay in implementing the accommodation for example, special equipment will take time to arrive – inform the employee of your efforts and the anticipated timetable and determine if temporary interim measures are appropriate.

8. Choose among effective options; (work with the Human Resources office).

We, the Employers, can assess the effectiveness of various accommodation options. If there are several options, and one is less expensive, we can choose that option so long as it effectively removes the workplace barrier. We have the ultimate discretion to choose an effective accommodation, but the disabled employee's preferences should be considered. An employer cannot require an employee to accept an accommodation, an employee who refuses to accept a genuinely effective accommodation may not be qualified to remain in the job. (Document).

9. Keep your door open.

Providing a reasonable accommodation does not end your interactive obligations. Continue to monitor the situation to ensure the accommodation is enabling the employee to perform the essential job functions. If the accommodation is not effective in eliminating workplace barriers, resume the interactive process and continue efforts to find an effective accommodation.

10. Document scrupulously.

Supervisors and Managers, always document every consultation with the employee and the efforts you make to identify and provide a reasonable accommodation. A written letter of confirmation of every accommodation considered and offered should be sent to the employee and a copy given to the Human Resources Office.

Simple Guidelines to remember and follow:

- *When an employee comes to you about a disability and difficulty with job performance, listen to his complaints, notify your Supervisor and the Human Resources Office of possible Good Faith Interactive process.*
- *Ask the employee if they are aware of any reasonable accommodations that could be made to help them perform the essential functions of their current job.*
- *Look at openings in other departments: Are there any other positions to which they could be transferred?*
- *Keep the lines of communication open. You can't fix problems that you don't know about.*



**Livermore Area
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Policy No. HR-98-1623

DRIVER EVALUATION POLICY

PURPOSE OF POLICY	To provide for the security and safety of District employees and members of the general public
POLICY SUMMARY	This policy sets the standards by which District employees or potential employees, who drive or will drive vehicles while conducting District business, will be evaluated and governed.
APPROVAL	Adopted: Board Resolution No. 1623, Oct. 14, 1998 Amended: Board Resolution No. 2053, May 30, 2007 Amended: Board Resolution No. 2215, Dec. 9, 2009

Findings and Purposes

The Livermore Area Recreation and Park District is committed to providing for the security and safety of District employees and members of the general public. In keeping with this commitment, LARPD establishes this policy to set the standards by which District employees or potential employees, who drive or will drive vehicles while conducting District business, will be evaluated and governed.

It is the goal of the Livermore Area Recreation and Park District that implementation and adherence to this policy will serve to prevent and/or reduce the frequency and severity of motor vehicle accidents.

The Board of Directors of the Livermore Area Recreation and Park District hereby adopts this Driver Evaluation Policy, and makes the following findings:

- (1) That, as a public agency and holder of the public trust, it is incumbent upon the Livermore Area Recreation and Park District to promote and provide for the public safety;
- (2) That establishment of risk management practices is a demonstrated method for achievement of the policy of loss prevention;

- (3) That there are significant potential hazards inherent in the operation of motor vehicles;
- (4) That the risk exposure caused by the operation of motor vehicles merits special attention by the District;
- (5) That it is necessary to establish standards and criteria for driving performance in order to determine acceptability of a driver;
- (6) That periodic examination and evaluation of the overall driving record of an employee or potential employee, including both on-the-job and off-the-job motor vehicle operation, is the best indicator of motor vehicle driver proficiency; and,
- (7) That imposition of a program of monitoring and evaluation of driver records, and where necessary, the imposition of disciplinary measures based on the standards set forth herein, is an effective method to promote safe motor vehicle operation and to insure adherence to good driving standards.

Program Administrator

The Program Administrator shall be appointed by the General Manager.

Personal Insurance Requirement

CAPRI membership requires that the District maintain proof of personal California auto liability insurance for any employee who drives his or her own vehicle on District business. The vehicle owner's insurance is primary, the employer's coverage is excess.

Criteria for Evaluating Drivers

The guidelines established below will assist the Program Administrator in evaluating driving records and making a determination on the initial and continued acceptability of employee drivers and any persons seeking employment with the District.

Values are assigned to the various types of traffic violations, as follows:

<u>Traffic Violation Conviction</u>	<u>LARPD Point Assigned</u>
Each Minor Conviction (not involving an accident)	1
Accident determined to be fault of driver (At Fault)	3
Each Major Conviction (within 2 years)	6
Each Major Conviction (within 3-6 years)	3
Two accidents within 18 months	1
Three Incidents within 18 months	1

Definition of terms:

Major Convictions include but are not limited to: Driving while intoxicated or under the influence of drugs or alcohol; failure to stop in the event of an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving during a period when a license is suspended or revoked; reckless driving; possession of an open container of alcoholic beverage; speed contest, drag or

highway racing (or aiding and abetting those activities); attempting to evade a peace officer; unlawful transportation of explosives; excessive speed [as defined in Vehicle Code Section 22348, subdivision (b)]; and driving on the wrong side of a divided highway [as defined in Vehicle Code Section 21651, subdivision (b)]; any determination by the Department of Motor Vehicles of Negligent Operator status.

Minor Convictions include but are not limited to: Any traffic conviction involving the safe operation of a motor vehicle upon the highway; or any moving traffic conviction other than a major conviction. Exceptions may include, but not be limited to, violations for motor vehicle equipment, load or size requirement, improper display or failure to display a license plate, failure to provide proper vehicle registration upon request, and failure to have a valid driver's license in one's possession when operating a motor vehicle.

An **At Fault Accident** is any accident arising out of the use of a motor vehicle due to the negligence of the operator or for which the operator was at fault, and any other accident unless reasonable proof can be furnished that the operator was not at fault.

Incidents are a major or minor conviction, or an at fault accident.

Vehicle is defined as any motor vehicle, either owned or leased by the District or by the operator, which is being driven on District business.

An **Unacceptable Driver** is defined as a driver whose current Motor Vehicle Report results in a LARPD point count of five or more.

Disciplinary Measures for Unacceptable Employee Drivers:

Any employee who drives a vehicle on District business will be subject to the possibility of the imposition of disciplinary measures related to driving performance and/or the status of his/her driving record. The District intends that the potential for imposition of disciplinary measures will help ensure that District drivers remain aware of the need to drive in a safe manner.

These guidelines will assist the Program Administrator to arrive at a decision on the acceptability of drivers. Whenever an employee driver's Motor Vehicle Report shows a violation, a judgment will be made to determine if that employee should be permitted to operate a motor vehicle on District business. Disciplinary measures will be imposed not only when a driver attains "unacceptable driver" status, but also whenever the Program Administrator determines that the employee's Motor Vehicle Record shows an inappropriate pattern of driving violations. In this way, the District hopes to prevent drivers from progressing to "unacceptable driver" status.

The District will attempt, where practicable, to use a system of progressive discipline. The forms of discipline shall include, but not be limited to, counseling, oral warning, written warning, prohibition from driving vehicles for the District, suspension, reduction in rank, reduction in compensation, withholding of wage increases, and termination.

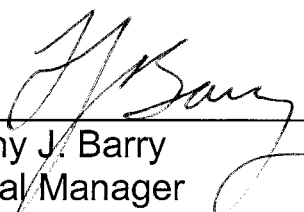
The discipline imposed will depend upon the circumstances of each case, including but not limited to, the type of conduct involved, the employee's work history, including other instances of counseling or discipline for similar or other reasons, the overall work record of the employee, the necessity of driving a vehicle in the performance of the employee's job duties, and the type and pattern of the conviction record. "Unacceptable driver" status may result in automatic termination from employment without previous discipline. Thus, the District may choose to, but is not required to, apply disciplinary measures in any particular order, or to apply progressive discipline at all.

Evaluation of Applicants for Employment

Persons applying for employment with the District for positions requiring a valid State of California Driver's License and a satisfactory driving record, and/or positions that require driving as a job function, will be required to submit a current copy of their Motor Vehicle Driving Record from the Department of Motor Vehicles at the time of interview. Those applicants who have a current Motor Vehicle Driving Record that demonstrates an "unacceptable driver" rating may be denied employment with the District.

Adopted: Board Resolution No. 1623, October 14, 1998
Amended: Board Resolution No. 2053, May 30, 2007
Amended: Board Resolution No. 2215, December 9, 2009

APPROVAL



Timothy J. Barry
General Manager

12-18-09

Date



**Livermore Area
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Policy No. HR-03-91303

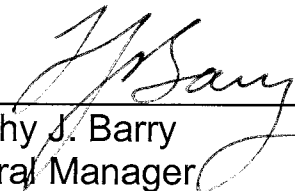
CRIMINAL SCREENING RECORDS POLICY

PURPOSE OF POLICY	To comply with California Public Resources Code
POLICY SUMMARY	This policy describes the method and time period for storage of criminal screening records.
APPROVAL	General Manager, September 13, 2003

It is the policy of Livermore Area Recreation and Park District to retain the criminal screening records required by Section 5164 of the Public Resources Code of the State of California in a secure file, separate from personnel files, for a period of not less than ten years.

General Manager
September 13, 2003

APPROVAL



Timothy J. Barry
General Manager



Date



**Livermore Area
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Policy No. HR-06-11106

EMPLOYEE DISCOUNTS

For Full-Time & Part-Time Benefitted Staff and Board Members

PURPOSE OF POLICY	To enhance the employee's physical and mental well being; to increase the employee's exposure to, and appreciation of, LARPD services; and to solicit feedback on the quality of services
POLICY SUMMARY	This policy identifies discounts that are available to employees and provides parameters and restrictions regarding their implementation.
APPROVAL	Adopted: Board of Directors, January 11, 2006 Amended: Board of Directors March 31, 2010

Who is Eligible

LARPD is pleased to offer additional employee activity discounts to all current full-time employees, part-time benefitted employees and Board Members. Activity discounts are not guaranteed and can be changed, modified or eliminated at any time, through Board action or by direction of the General Manager.

Purpose

These activity discounts are intended to increase the employee's exposure to, and appreciation of, the services LARPD provides; solicit feedback from the employee on the quality of services provided; and enhance the employee's physical and mental well being.

General Provisions

Employee discounts are not transferable (to family, friends, neighbors, co-workers, etc.) and are only intended for the personal use of District employees and not as a benefit to any group or organization (service clubs, scouts, religious organizations, sports teams/leagues, etc.) or to provide financial gain of any kind (sales, bingo, fundraisers, promotions, etc.).

Employee discounts should not increase costs to the District, reduce revenue for the District, have a negative impact on the public's normal use of District facilities and programs or diminish the District's reputation. Employees and eligible family members must have the employee discount ID cards for classes, camps & drop-in activities. The employee discount policy does not extend to part-time/seasonal employees for several reasons (higher turnover, a wider range in number of weeks, days & hours worked by the employees, etc.).

Policy

1. Resident Pricing – All employees are considered to be residents of the District for any resident discounted pricing or priority.
2. Classes, Camps & Teen Trips – Employees, spouses/domestic partners and employee's dependent children who are registered in the discount program, receive a 20% discount on all recreational classes, camps and teen trips, except classes and any camps or trips considered by the General Manager to be adversely impacted, such as swim or rock climbing (very high public demand, low District administrative fee, etc.). Additional class/camp/trip fees for supplies, materials, admissions and meals are not discounted. To receive discount, registration must be done in person.
3. Drop-In Programs – No charge to employee or Immediate Family* with District employee discount ID card, for lap and recreational swim, water exercise, open gym and senior drop-in programs. The Elbow Room and Equestrian Arena are excluded.
4. Facility Rental – Discounts on facility rentals for certain activities are available (retirement & birthday celebrations; receptions; etc). The facility rental staff has a complete listing of rules, regulations and policies governing employee discounted use of rental facilities.

The two (2) basic benefits are:

(1) A prime time indoor facility rental at the lowest public rate, once per calendar year; reservations must be made through the Facilities Reservation Coordinator.

(2) Up to five (5) nights of reserved use at one Camp Shelly camp site per calendar year, per employee, Sunday through Thursday only. Employees pay a \$10 processing fee per camping rental reservation transaction. Employees pay full resident price for Fridays, Saturdays and holidays at Camp Shelly. Camp reservations must be made in person and through the Front Counter staff.

5. Annual Parking Pass – Employees may request and receive an annual parking pass for Sycamore Grove Park and Veterans Park at no cost.

6. Season Swim Pass – Employee and Immediate Family* may request and receive a family season swim pass for May Nissen & RLCC pools (recreation & lap swim times only) at no cost. See information regarding LARPD Discount ID Card.

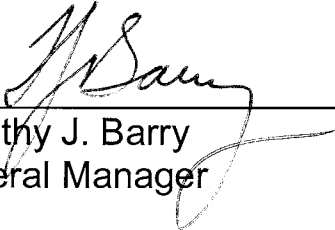
7. Miscellaneous – Additional employee discounts may be offered on other activities or sales items as approved by the General Manager.

8. LARPD Discount Identification Card – Employees must submit a *verification form for themselves and for family members* to their Supervisor for approval and processing for an LARPD Discount Identification Card.

*Immediate Family Member – is a member of the employee's family (spouse or domestic partner, mother, father, & children who are a dependent of an employee) living in the same household as the LARPD employee. Children of an employee not living in the same household, who are dependents of that employee, are also eligible for this benefit.

Adopted: Board of Directors January 11, 2006
Amended: Board of Directors March 31, 2010

APPROVAL



Timothy J. Barry
General Manager

9-5-12

Date



Livermore Area
Recreation & Park District
An independent special district

INSTRUCTIONS TO GET YOUR ACTIVITY DISCOUNTS STARTED

For Full-Time & Part-Time Benefited Employees and Board Members

Attached you will find Policy No. HR-06-11106, which contains a list of the discounts available to full-time and part-time benefited staff and Board Members. Each discount notes who in your family are eligible* to take advantage of the discount.

Also attached is a form for you to complete for yourself and your eligible family members. Please complete the form and return to your supervisor for approval in order to take advantage of the discounts. Once your supervisor has approved your form and turned it in to the District Office, it will take a minimum of one week before you can get your I.D. card (see below).

In order to take advantage of the discount program, you and your family members will be issued an LARPD I.D. card with the employee discount packages built into the card. You must have an I.D. card to present to LARPD staff in order to take advantage of the discounts. You and your family members may obtain I.D. cards by going to the counter in the Recreation Building at the Robert Livermore Community Center (RLCC), 4444 East Avenue. Business hours are Mon-Thurs 8 a.m.-6 p.m. and Friday 8 a.m.-12 p.m.

Please Note: Front counter staff issuing the I.D. cards will be given a master list of eligible persons, based on the forms turned in and approved by supervisors. Front counter staff will only issue cards to those employees and family members on the master list. You must turn in the form to your supervisor to be placed on the list.

Please take advantage of these discounts and know how very much you are appreciated by General Manager Tim Barry and the Board of Directors.

***Immediate Family Member** – is a member of the employee's family (spouse or domestic partner, mother, father, & children who are a dependent of an employee) living in the same household as the LARPD employee. Children of an employee not living in the same household, who are dependents of that employee, are also eligible for this benefit.

Employee Discounts for Full-Time and Part-Time Benefited Employees and Board Members

Eligibility Form

Complete this form and give to your supervisor in order to take advantage of discounts. Allow one week for form to be approved by supervisor and processed by administrative staff.

Employee Name _____ Last _____ First _____ DOB _____ Male Female
(circle one)

LARPD Unit or Division _____ Supervisor Name _____

Home Address _____

Phone # _____ E-mail Address _____

Immediate Family Members Living in Your Household (your dependent children living in another household are eligible)

Spouse/Significant Other _____ Last _____ First _____ DOB _____ Male Female
(circle one)

Child # 1 _____ Last _____ First _____ DOB _____ Daughter Son
(circle one)

Child # 2 _____ Last _____ First _____ DOB _____ Daughter Son
(circle one)

Child # 3 _____ Last _____ First _____ DOB _____ Daughter Son
(circle one)

(see reverse side)

Child # 4 _____ Last	_____ First	____ \ ____ \ DOB	Daughter Son (circle one)
Child # 5 _____ Last	_____ First	____ \ ____ \ DOB	Daughter Son (circle one)
Mother _____ Last	_____ First	____ \ ____ \ DOB	
Father _____ Last	_____ First	____ \ ____ \ DOB	
Mother-in-Law _____ Last	_____ First	____ \ ____ \ DOB	
Father-in-Law _____ Last	_____ First	____ \ ____ \ DOB	

I hereby certify that the above listed information is true and correct.

Employee Signature _____ Date

I have reviewed the above information, and I approve it.

Supervisor Name _____ Supervisor Signature _____ Date

Policy No. HR-06-12106

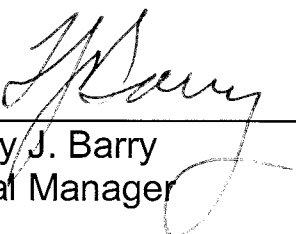
FINGERPRINTING POLICY

PURPOSE OF POLICY	To comply with the California Public Resources Code, Section 5164
POLICY SUMMARY	This policy dictates that all employees or volunteers be fingerprinted at hire and identifies the conditions under which current employees must be fingerprinted or reprinted.
APPROVAL	General Manager, December 1, 2006

Pursuant to the requirements of Section 5164 of the Public Resources Code of the State of California, Livermore Area Recreation and Park District requires that *all* employees or volunteers be fingerprinted at hire, even those not in a position having supervisory or disciplinary authority over any minor or dependent adult. In addition, all employees reclassified or promoted to another competitive service position shall be initially fingerprinted if never fingerprinted, or reprinted unless the initial fingerprinting was done for licensing purposes. Furthermore, all employees rehired into a non-competitive service position shall be re-printed unless the initial fingerprinting was done for State program licensing purposes.

General Manager
December 1, 2006

APPROVAL



Timothy J. Barry
General Manager

2-2-10

Date

LIVERMORE AREA RECREATION AND PARK DISTRICT

MEMORANDUM

DATE: JANUARY 22, 2007
TO: ALL DISTRICT SUPERVISORS AND SENIOR STAFF
FROM: TIM BARRY, GENERAL MANAGER
SUBJECT: FINGERPRINTING REQUIREMENTS FOR HIRING

In the past, the District had a requirement to fingerprint all employees and volunteers that were either a) Required to be fingerprinted due to their duties and licensing requirements from the State or b) In a position of having supervisory or disciplinary authority over a minor or dependent adult. Effective December 1, 2006, I am replacing that policy with the attached District policy, which reads:

FINGERPRINTING POLICY
12-1-2006

Pursuant to the requirements of Section 5164 of the Public Resources Code of the State of California, Livermore Area Recreation and Park District requires that all employees or volunteers be fingerprinted at hire, even those not in a position having supervisory or disciplinary authority over any minor or dependent adult. In addition, all employees reclassified or promoted to another competitive service position shall be initially fingerprinted if never fingerprinted, or re-printed unless the initial fingerprinting was done for State program licensing purposes. Furthermore, all employees rehired into a non-competitive service position shall be re-printed unless the initial fingerprinting was done for State program licensing purposes.

TB/s

Attachment: Fingerprinting Policy 12-1-2006



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. HR-06-121506

EMPLOYEE TRAINING

PURPOSE OF POLICY	To enable employees to continue to meet the certification requirements for their position
POLICY SUMMARY	This policy states that employees will be paid for the cost and time of training to obtain and renew certifications required by the District for their position.
APPROVAL	General Manager, December 15, 2006

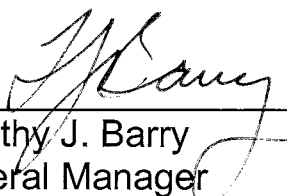
All employees whose position requires a certification, and subsequent renewal of that certification, may attend training for re-certification at the District's cost and on the District's time.

Supervisors will budget funding for this function and allow employees paid time to attend required trainings.

This policy does not include elective training an employee would like to receive. Those requests should be directed to the employee's supervisor who will determine if the request can be accommodated within the District budget.

General Manager
December 15, 2006

APPROVAL



Timothy J. Barry
General Manager

2-2-10

Date

LIVERMORE AREA RECREATION AND PARK DISTRICT

MEMORANDUM

DATE: DECEMBER 15, 2006
TO: ALL PROGRAM SUPERVISORS AND SENIOR STAFF
FROM: TIM BARRY, GENERAL MANAGER
SUBJECT: EMPLOYEE TRAINING- NEW POLICY

Due to requirements for some positions to have certain certifications at time of hire, the District has required, in many cases, that the employee renew their certification at their own cost and on their own time. However, this has not been evenly administered over the years and there is an imbalance in the way the District is handling this matter for employees.

Goal: The goal of this policy is to enable employees to continue their certification requirements for their position which serves the District's needs.

Finding: A Dec. 12, 2006 telephone survey (Cities of Brentwood, Dublin, Livermore, Pleasanton, San Ramon, Walnut Creek and the Park Districts in Pleasant Hill and Hayward Area) revealed that all agencies surveyed both pay for the training of a re-certification or re-licensing of the employee and pay for the employee's time in attending the required training. For retention purposes, the District should strive to match the marketplace for workplace benefits where possible. The District's past practice has not been in keeping with the marketplace concerning training and re-certification.

Policy: Beginning December 15, 2006, all employees whose position requires a certification, and subsequent renewal of that certification, may attend training for re-certification at the District's cost and on the District's time. Supervisors will budget funding for this function and allow employees paid time to attend required trainings. This policy does not include elective training an employee would like to receive. Those requests should go to their supervisor who will see if the request can be accommodated within the District budget.

TB/s

Policy No. HR-08-2145

DRUG AND ALCOHOL ABUSE POLICY

PURPOSE OF POLICY	To protect the safety, health and well-being of all employees and other individuals in the workplace
POLICY SUMMARY	This policy establishes who is covered by the policy, identifies prohibited behavior and states the consequences of violation of the policy.
APPROVAL	Adopted: Board Resolution No. 2145, October. 15, 2008

Purpose and Goal

Livermore Area Recreation and Park District is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that abuse of alcohol and drugs poses a significant threat to our goals, which include providing a safe workplace and upholding the reputation of the District. The District requires employees to be aware of the dangers of abuse of alcohol and drugs and strongly encourages employees to voluntarily seek help with drug and alcohol problems that interfere with their ability to work safely and meet the LARPD workplace standards.

In accordance with Section XII., Disciplinary or Corrective Action, A. Standards of Conduct of the District's Personnel Rules and Regulations, we have established the following drug and alcohol abuse policy (DAAP).

Covered Individuals

Any individual who is employed by or conducts business for LARPD, is applying for a position at LARPD, or is conducting business on LARPD's property is covered by our drug and alcohol abuse policy. Our policy includes, but is not limited to managers, supervisors, full-time employees, part-time employees, temporary employees, consultants, volunteers and interns. Violations of the policy may result in disciplinary action, up to and including termination. While contractors and applicants are not subject

to District Personnel Rules and Regulations, a violation of this policy could result in cancellation of the contract or disqualification of the application process.

Prohibited Behavior

It is a violation of the DAAP to use, possess, sell, trade, and/or offer for sale alcohol or illegal drugs in the workplace. As a Recreation and Park District, the exception to this rule would be the storage, serving, or selling of alcohol in conjunction with a special event with the prior knowledge and consent of the General Manager or his or her designee. Additionally, staff may be representing the District in social settings outside of work hours. In such circumstances, the use of alcohol should be circumspect, keeping in mind that we are public servants and District representatives in such a capacity, and should not interfere with acceptable standards of conduct.

It is also a violation of the DAAP to report to work while impaired or under the influence of alcohol or illegal drugs.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any covered individual taking prescribed or over-the-counter medications is responsible for having prior knowledge of, or for consulting the prescribing physician and/or pharmacist to ascertain, whether the medication may interfere with safe performance of his or her job. If the use of a medication could compromise the safety of the covered individuals or others, it is each individual's responsibility to use appropriate personnel procedures (e.g., sick leave, leave of absence, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our DAAP to intentionally misuse and/or abuse prescription medications.

Drug Testing

Covered individuals will be required to submit to drug and alcohol testing under either of the following circumstances:

- The District has reasonable suspicion that a covered individual is violating this policy; or
- A covered individual has an accident in the workplace that resulted in or could have resulted in serious bodily injury to him/herself or to others.

The substances that will be tested for include but are not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

A covered individual who tests positive will be immediately removed from duty and may be subject to discipline up to and including termination and/or referral to a substance abuse professional for assessment, at the District's discretion.

A covered individual will be subject to the same consequences of a positive test if he or she refuses to submit to testing, will not complete and sign the required forms, or refuses to cooperate in the testing process in such a way that prevents timely completion of the test.

Consequences

One of the goals of our DAAP is to encourage covered individuals to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If a covered individual violates the policy, he or she will be subject to disciplinary action, up to and including termination, or may be required to enter rehabilitation at the individual's cost. An individual who is required to enter rehabilitation and fails to successfully complete it and/or violates the policy either during or after the rehabilitation program will be terminated. Nothing in this policy prohibits a covered individual from being disciplined or discharged for reasons unrelated to this policy.

Rehabilitation

A covered individual who tests positive and who is referred to a substance abuse professional for assessment and recommendations will be required to:

- 1: Successfully complete recommended rehabilitation including continuing care at the individual's expense;
- 2: Pass a Return-to-Duty drug test and sign a Return-to-Work Agreement;
- 3: Be subject to ongoing, unannounced, follow-up testing for a period of five years; and
- 4: Be terminated immediately if he or she tests positive a second time or violates the Return-to-Work Agreement.

Assistance

Livermore Area Recreation and Park District recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our DAAP encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help. Please contact Human Resources for referrals to appropriate resources.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Shared Responsibility

A safe and productive DAAP is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees' Responsibilities

Employees must not report to work or be on duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs including over the counter and prescription drugs.

Employees are **required** to:

Report illegal or unsafe behavior in the workplace to their supervisor.

In addition, employees are **encouraged** to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.

Supervisors' Responsibilities

It is the supervisor's responsibility to:

- Inform employees of the DAAP.
- Clearly state consequences of policy violations.
- Encourage and promote a safe workplace, free of alcohol and drug abuse.
- Observe employee performance and behavior.
- Inform Human Resources of illegal or unsafe practices.
- Inform Human Resources of suspected violations of this policy.

Communication

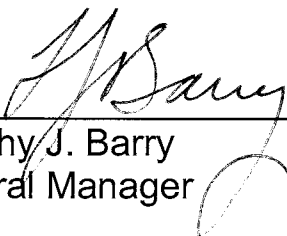
Communicating our DAAP to all covered individuals is critical to our success. To ensure all covered individuals are aware of their role in supporting our DAAP:

- All covered individuals will receive a written copy of the policy.

Every Supervisor will receive training to help him or her recognize and manage employees with alcohol and other drug problems.

Board Resolution No. 2145
October 15, 2008

APPROVAL



 Timothy J. Barry
 General Manager

2-2-10

 Date

LIVERMORE AREA RECREATION AND PARK DISTRICT

MEMORANDUM

DATE: June 4, 2009
TO: All Full-Time & Designated Part-Time Employees
FROM: Tim Barry, General Manager
SUBJECT: Exceptions to District's Alcohol & Drug Policy

Within our recently approved Alcohol and Drug Policy, under the "Prohibited Behavior" section that addresses the storage, serving and sale of alcohol on LARPD property, exceptions for special events can be made With the prior written consent of the General Manager.

It is intended that these exceptions are to accommodate such activities as special events offered to the public (Scottish Games, Rodeos, July 4th, Luncheons, Receptions, etc), facility rentals where an alcohol permit has been approved, and staff events (retirement parties, employee gift exchange, etc). An alcohol permit is already required for facility rentals and it is expected that a request for an exception will be obtained for all other occasions/events/activities.

Before you bring any alcohol onto LARPD property, submit a written request to the General Manager for an exception to the policy. A response to your request will be made as soon as possible. Do not bring any alcohol onto District property until after you have received written permission. Your written request can be by memo, letter or e-mail and should include the following information:

- A. Name of individual(s) requesting the exception & storing the alcohol
- B. For what purpose will the alcohol be stored on LARPD property
- C. How much alcohol and where on LARPD property will it be stored
- D. How it will the alcohol be secured and who will have access to it
- E. How long will the alcohol be stored on LARPD property
- F. When alcohol that has been stored by permission of the GM is used for an event, notify the GM of the quantities used and how much is returned to storage.

Thank you for your understanding and cooperation, as it is in everyone's best interest to keep the actions of our staff "above board" and in full compliance with District policies. If you do have any questions or concerns, please call or e-mail me as soon as possible.

TB/JL/s



**Livermore Area
Recreation & Park District**
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Procedures for the District's Drug and Alcohol Abuse Policy

Covered individuals will be required to submit to drug testing under either of the following circumstances:

- The District has reasonable suspicion that a covered individual is violating this policy; or
- A covered individual has an accident in the workplace that resulted in or could have resulted in serious bodily injury to him/herself or to others.

Before any employee is tested for reasonable suspicion, two Supervisors must substantiate and concur in the decision to test. One Supervisor must have received training for detecting symptoms of alcohol or drug use and personally witness the behavior of the employee. A Supervisor, police officer, or health official will transport the employee for testing and be responsible for returning the employee to the workplace. The District vehicle will be available for these purposes. Ranger transport or an emergency vehicle will be employed if required. A photo I.D. is required at the screening site.

Supervisors shall not physically search employees. Supervisors shall notify Human Resources and the General Manager when they have reasonable suspicion that an employee may have illegal drugs in his or her possession or at the work site. The General Manager, or his designee, will then notify the Police Department.

A covered individual who tests positive will be immediately removed from duty and may be subject to discipline up to and including termination and/or referral to a substance abuse professional for assessment, at the District's discretion.

Alcohol test results will be reported immediately to the Supervisor transporting the employee to the test facility. A negative test will allow the employee the option to return to duty or to take the remainder of the day off with pay. The Supervisor will contact Human Resources with the results of the test.

A staff member shall be put on paid administrative leave while waiting for *drug* test results. Drug test results will be reported to Human Resources.

A covered individual will be subject to the same consequences of a positive test if he or she refuses to submit to testing, will not complete and sign the required forms, or refuses to cooperate in the testing process in such a way that prevents timely completion of the test.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

This policy is administered in conjunction with the District's policy for Alcohol and Controlled Substances Testing for Commercial Drivers under the Department of Transportation random testing regulations (DOT).

Each employee, as a condition of continued employment, will be required to participate in reasonable suspicion testing upon the request of management.

The substances that will be tested for include but are not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

All drug-testing information will be maintained in confidential records separate from Personnel files.

The District screening facility is:

Premier Comp Medical Group
5635 West Las Positas Blvd. Suite 401
Pleasanton, CA 94588 925 520-0055

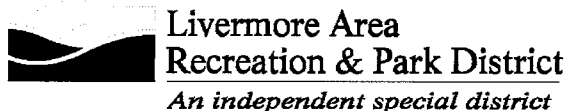
Call before transport.

After hours or weekend screening procedure:

Call (510) 245-2700 for (mobile) **ON-SITE HEALTH AND SAFETY** (24 hours)

Be Prepared to Give: 1. Name of reporting party 2. Location where test is needed
3. Return phone # (cell is best)

Collection for urine testing, (documented chain of custody) and immediate results for breath alcohol. Must have access to a restroom facility.



Policy No. HR-08-2154

ELECTRONIC MEDIA USE POLICY

PURPOSE OF POLICY	To set forth and define the use of LARPD computer and electronic communications systems by employees and volunteers
POLICY SUMMARY	This policy establishes that any work performed using LARPD electronic media is considered public record and is the property of LARPD and subject to monitoring, etc. without notice; list examples of illegal or improper use of electronic media.
APPROVAL	Adopted: Board Resolution No. 2154, Dec. 10, 2008

Purpose

The purpose of this policy is to set forth and define the use of the Livermore Area Recreation and Park District (LARPD) computer and electronic communications systems by employees and volunteers. These systems include, but are not limited to: computers, software, networking resources, any online information services, the Internet and World Wide Web access and usage, electronic mail systems (e-mail), voicemail, facsimile, radios, District-owned telephones, and all data and files within such systems. These systems will be referred to as Electronic Media.

This Electric Media policy as well as all other policies, rules, and regulations such as the Personnel Rules and Regulations, Public Records Act, court orders, and other relevant state and federal laws, apply to all LARPD employees and volunteers.

Scope

This policy applies to all individuals who use LARPD Electronic Media.

Policy

LARPD provides employees access to Electronic Media equipment and systems for use in connection with LARPD business. LARPD Electronic Media remains at all times the property of LARPD. This includes personal e-mail messages or other personal use of LARPD Electronic Media. All data or information composed, transmitted, accessed, received or stored using these systems is considered to be part of the official records of LARPD. LARPD reserves the right, in its sole discretion and without notice, to access, monitor, read or download any such information and provide access to such information to its management, law enforcement officials or other third parties.

Data or information created or received using LARPD Electronic Media in the transaction of public business may be considered public property and may become official records when they are retained as documentation of official policies, actions, decisions, or transactions. As official records, such data or information are subject to the provisions of the California Public Records Act (PRA).

Individuals using LARPD Electronic Media should ensure that any information composed, transmitted, accessed, received or stored using LARPD Electronic Media is accurate, appropriate, legal and ethical. It must not contain content that could be considered fraudulent, discriminatory, offensive, obscene, threatening, harassing, intimidating, defamatory or disruptive.

LARPD Electronic Media cannot be used for illegal or improper purposes. Examples include but are not limited to:

- Internet gambling
- Accessing pornographic sites
- Gaining unauthorized access to any LARPD or non-LARPD system or someone else's e-mail or voicemail
- Misrepresenting your identity
- Sending anonymous e-mail or transmitting information over any LARPD Electronic Media anonymously
- For personal gain or outside employment
- Use that disrupts the operation of LARPD's business or interferes with productivity
- Use that jeopardizes the security of any LARPD information or systems

Accessing or attempting to access files or data, watching and/or listening to streaming video/audio or playing electronic computer games, or accessing social networking sites is prohibited without proper authorization from the LARPD System Administrator. In addition, it is against the policy to upload software (except for software updates) from various media or download software from the Internet, without written authorization from the LARPD System Administrator.

While LARPD recognizes that its Electronic Media may occasionally be used for personal matters, such use should be brief and incidental and should not interfere with the performance of job duties or any LARPD function or business. There is no

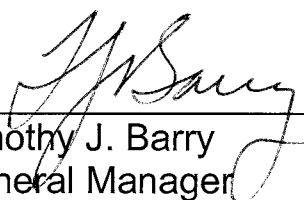
expectation of privacy when using LARPD Electronic Media. Any messages transmitted over the Internet or via e-mail are considered LARPD property and may be considered public records.

The purchase, installation and use of Electronic Media must be approved by the LARPD System Administrator. Software shall be used in accordance with the manufacturers' licensing agreements. LARPD is required to match the number of user licenses with the number of computers loaded with specific software. Software purchased by LARPD may not be used or taken for personal use without prior written approval from the General Manager.

Violations of this policy will result in disciplinary action in accordance with the Personnel Rules and Regulations up to and including termination of employment.

Board Resolution No. 2154
December 10, 2008

APPROVAL



Timothy J. Barry
General Manager

2-2-10

Date

LIVERMORE AREA RECREATION AND PARK DISTRICT

MEMORANDUM

DATE: FEBRUARY 25, 2009
TO: ALL DISTRICT SUPERVISORS AND SENIOR STAFF
FROM: TIM BARRY, GENERAL MANAGER
SUBJECT: PROCEDURES TO IMPLEMENT THE DISTRICT ELECTRONIC
MEDIA USE POLICY

The Board of Directors approved the District Electronic Media Use Policy on Dec. 10, 2008. Following employee meetings in February designed to explain and discuss the policy to employees, the attached procedures have been developed, effective immediately, to assist supervisors in implementing this policy. Please keep these procedures with your copy of the policy and consult your supervisor if you have any questions.

TB/s

attachment

PROCEDURES FOR IMPLEMENTING DISTRICT ELECTRONIC MEDIA USE POLICY

Approved by the General Manager
February 26, 2009

If a Supervisor suspects that a violation of LARPD's Electronic Media Use Policy has taken place, a request for investigation should be made to the Administrative Assistant-Human Resources (HR).

Examples of violations are contained in the Electronic Media Use Policy and include:

1. Accessing inappropriate internet web sites
2. Use for personal gain or outside employment
3. Unauthorized use of software
4. Inappropriate use of District owned electronic equipment

Steps for Implementation:

1. Report suspected violation to HR in writing
2. If appropriate, HR will report the matter to the General Manager
3. The General Manager will take the appropriate course of action, which could include:
 - a. referring the matter to the Supervisor to whom the employee in question reports.
 - b. requesting that the LARPD Systems Administrator provide access to electronic data and images so the Supervisor can determine if and what type of policy violation has occurred.
4. If necessary, HR and the Supervisor will conduct an investigation and take appropriate actions, if any, according to LARPD's Personnel Rules and Regulations
5. Upon completion of the process, the Supervisor shall consult HR as to the course of action if any that may be taken.

Special Internet Access:

If a Supervisor believes that a specific website, which is blocked by the District's computer system, is necessary for LARPD business, they should submit a request in writing to their Supervisor with a reason for the request and the specific website address. The senior staff person will consider approval and notify the Systems Administrator.

TB/s



Policy No. HR-09-51809

TUITION REIMBURSEMENT PLAN

PURPOSE OF POLICY	To enhance the competitiveness of the District's workforce; to support the District's talent management and succession planning goals; to retain a highly qualified workforce
POLICY SUMMARY	This policy explains who is eligible for the plan, how the program works, and how one applies for the program.
APPROVAL	General Manager, May 18, 2009

Purpose

Enhances the competitiveness of the District's workforce by increasing skills and knowledge.

Supports the District's talent management and succession planning goals.

Supports the District's efforts to retain a highly qualified workforce.

Who is eligible?

Full-time employees who have completed probation are eligible to apply for Tuition Reimbursement; ensuring financial resources are directed toward specific learning strategies.

How does the program work?

Employee must discuss developmental/educational needs with Supervisor.

- Identify degree or professional development courses at an accredited college or university.
- Courses or degree programs must be related to your current position or to another position within the District.
- Ensure scheduling of academic activities will not adversely affect employee's work performance or work schedule.
- Employees who have been approved for any degree are required to sign a two-year service agreement.

Tuition Reimbursement covers a percentage of tuition, books and course fees at accredited, post-secondary institutions. Depending on available funds, up to two courses (or a maximum of eight units) may be funded per semester or quarter not to exceed \$2,000 per fiscal year. The District will not reimburse for costs covered by any other source, including grants, or scholarships.

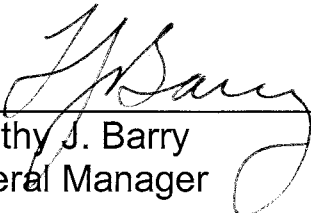
The employee will be reimbursed only upon successful course completion within the current fiscal year, with proof of a tuition payment and a passing grade of C or better. You will need to submit documentation explaining how the course is related to your position by completing an initial Career Plan. If the courses submitted for reimbursement are not related to the Career Plan on file, a new or additional Career Plan is required with your application, showing how the course is related to another District position. A check request must accompany your paperwork to expedite payment.

How do I apply?

To apply, complete the Tuition Reimbursement Application form. Submit, along with the application, proof of course completion with a passing grade of C or better, and proof of payment. Submit it first to your Senior Supervisor for approval and then to Human Resources via interoffice mail. Please complete all information requested on the application; incomplete applications will not be considered.

General Manager
May 18, 2009

APPROVAL



Timothy J. Barry
General Manager

2-2-10

Date



**Livermore Area
Recreation & Park District**
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
CAREER PLAN**

EMPLOYEE NAME: _____

DEPARTMENT: _____

POSITION/TITLE: _____

1. Are you enrolled in a formal degree/ certification program? Yes _____ No _____
If no, skip to question #3.

2. Check type of degree: Associate's _____ Bachelor's _____ Master's _____ Certificate _____

Area of concentration: _____

Estimated date of completion: _____

Attach outline from college catalog or as provided by advisor. Attached.

3. List the LARPD position(s) for which your degree/certification or coursework will help prepare you:
(Please use additional paper if needed)

4. State your career goal(s): (Please use additional paper if needed)

5. Outline the actions you are taking to reach your career goal(s): (Please use additional paper if needed)

Employee Signature

Print Name

Date

Supervisor Signature

Date

Sr. Supervisor Signature

Date

General Manager Signature Date



**Livermore Area
Recreation & Park District**
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
SERVICE AGREEMENT**

I, _____, in exchange for, and in light of, the District's contribution toward my educational goals, consent to a two-year service agreement, during which time I will remain fully employed with the Livermore Area Recreation and Park District as long as my services are required.

Signature

Date

Tim Barry, General Manager

Date



**Livermore Area
Recreation & Park District**
An independent special district

TUITION REIMBURSEMENT APPLICATION

Please complete all information in blue or black ink – INCOMPLETE APPLICATIONS WILL BE RETURNED.

Employee Name _____
 Position Title _____ Last 4 Digits of SSN _____
 Department _____ Mailing Address _____
 City _____ Zip Code (9 digit) _____
 Email Address _____ Phone _____

COURSE INFORMATION (Please list courses in order of priority)

<u>Course Name</u>	<u>Course #</u>	<u># Credits</u>	<u>Start Date</u>	<u>End Date</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Name of Educational Institution _____

Address of Institution _____

Do you have an applicable Career Plan on file with the District? YES NO

If no, please attach a current plan.

How are these courses related to your Career Plan? (Use additional paper if needed) _____

Is reimbursement being obtained from any other source (i.e. grant, scholarship, G.I. Bill, etc., excluding loans)? YES NO

If yes, how much: \$ _____ Name of source(s): _____

Total Costs \$ _____ (Tuition, course fees or books)

District Use Only

- Career Plan on File
- Signatures
- Check request
- Budget/employee
- Passing grade
- Proof of payment
- Probation complete

Return completed application to:

Human Resources
 LARPD
 4444 East Avenue
 Livermore, CA 94550

This information is true and accurate to the best of my knowledge. I agree to all conditions of the program including the two-year service agreement.

Applicant Signature _____ Date _____

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

- Has employee completed original probation? YES NO
- Is the course related to employee's present job function? YES NO
- Is the course required for employee's position? YES NO
- Is enrollment in course(s) required for continued employment? YES NO
- Is proof of passing grade of C or better attached? YES NO
- Is proof of payment attached? YES NO
- Is check request attached? YES NO
- Does Career Plan on file apply to this course? If no, please attach a new one. YES NO

Signature of Approving Supervisor _____ Date _____



Policy No. HR-09-81009

CRIMINAL OFFENDER RECORD SCREENING INFORMATION (CORI) POLICY

PURPOSE OF POLICY	To comply with requirements of State of California, Department of Justice and Division of Criminal Justice Information Services
POLICY SUMMARY	This policy provides the regulations and procedures regarding the retention, accessibility, purpose, storage, destruction and reproduction of CORI.
APPROVAL	General Manager, August 10, 2009

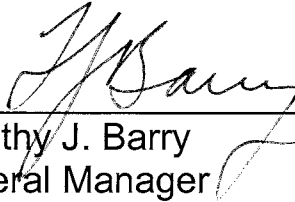
1. It is the policy of the Livermore Area Recreation and Park District to retain Criminal Offender Record screening Information (CORI) in order to meet the needs of the State Department of Social Services Community Care Licensing Regulations.
2. Retention of CORI is permissible if, after making initial employment licensing or certification decision, LARPD has a legitimate business need for the information and there are no statutory requirements to destroy such information.
3. CORI will only be accessible to the records custodian and/or hiring authority who have themselves been fingerprinted. Staff with access to CORI information have received training and have signed the employment statement forms acknowledging an understanding of the criminal penalties for misuse of CORI.
4. Confidential information received electronically or by mail shall be used for the determination of hiring only and is not to be reproduced for secondary dissemination.
5. All retained CORI information will be stored in a secure and confidential location.
6. All CORI obtained for employment, excluding licensing (childcare, adult care and Park Ranger positions), will be destroyed once a decision is made to employ.

Retention of CORI for licensed positions is based on legal requirements by the Department of Social Services.

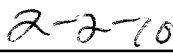
7. CORI may not be reproduced for secondary dissemination.

General Manager
August 10, 2009

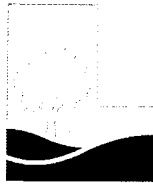
APPROVAL



Timothy J. Barry
General Manager



Date



Policy No. HR-09-82509

DRESS AND APPEARANCE CODE

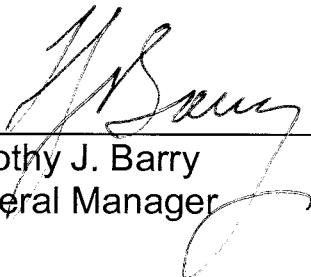
PURPOSE OF POLICY	To emphasize the importance to the District of presenting a positive, professional image to the public
POLICY SUMMARY	This policy provides regulations pertaining to the dress and appearance of District employees.
APPROVAL	General Manager, August 25, 2009 Amended: October 13, 2014

The Livermore Area Recreation and Park District (District) is a government agency established to serve the public. The District's positive image within the community is essential to our mission and our success. It is, therefore, critical that District employees reflect a similar positive image. All employees and volunteers of the District are subject to working with, or having exposure to, the public. As such, they are required to dress appropriately and project a professional appearance suitable for the jobs they are performing and for the work location. The District desires that: employees are easily identifiable to the public and that the appearance of employees enhances the District's image within the community. Therefore, the following applies to all employees and volunteers of the District when at work and when wearing employee uniforms with the District's logo or name on them.

1. All clothing must be neat, clean and in good repair.
2. Any visible clothing, jewelry, piercings, implants, tattoos and hairstyles may not be overly distracting and/or be sexually explicit or revealing. In addition, they may not represent or project obscenity, discrimination against any protected classification, violence or extremism, gang affiliation/support or illegal activities.
3. Prescribed uniforms, safety equipment and nametags/badges, whether purchased by the District or by the employee, must be worn as directed by the supervisor.
4. Dress must be appropriate to the work setting, the location and the amount of public contact involved with the position and may not present a safety hazard to the employee or others, as determined by the supervisor.

5. Footwear must be safe, in good repair and appropriate for the work environment and functions performed, as determined by the supervisor. If the job duties require emergency responsiveness (except on swim pool decks), staff should be able to sprint in the footwear they have on.
6. Staff clothing or nametags/badges that identify the individual as an employee of the District may not be visible when: the employee is publicly speaking (unless doing so in an approved work-related assignment); consuming alcohol; smoking; or when in a facility/business, the main purpose of which is drinking or selling alcoholic beverages (such as bars or wine tasting facilities) or selling smoking products (such as smoke houses) or when in an adult entertainment facility (such as strip clubs or pornographic businesses).
7. Employees may purchase additional clothing with the District logo on them or purchase their own clothing (pre-approved by their supervisor) that conforms to the District's appearance standards. Employees must pay to have the logo embroidered or printed onto their self-purchased items.
8. Hair must be neat, clean, and well-groomed and may not present a safety hazard, as determined by the supervisor.
9. Beards, mustaches, and sideburns must be maintained in neat and well-tended fashion and may not present a safety hazard, as determined by the supervisor.
10. Visible wounds (such as rashes, bruises, cuts, scrapes, sores and lesions) must be medically treated so that they do not present a health risk to the employee or others and may not be overly distracting or unsightly.
11. Jewelry is permitted except when it constitutes a health or safety hazard, as determined by the supervisor.
12. Good personal hygiene, including but not limited to, cleanliness, neatness and acceptable body odor, is required in the work environment. The overuse of perfume/cologne can be objectionable and may constitute unacceptable body odor.
13. If employees have any questions regarding the application of any portion of this policy to themselves, they are to speak with their supervisor immediately.

APPROVAL



Timothy J. Barry
General Manager

10-13-14

Date



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. HR-10-12910

VOLUNTEER POLICY

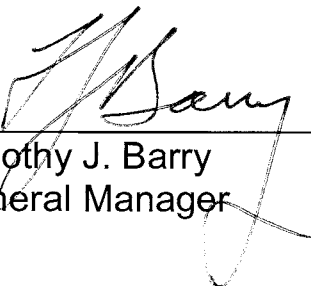
PURPOSE OF POLICY	To establish parameters regarding the use of volunteers
POLICY SUMMARY	This policy states that there are work areas, information and projects to which volunteer access is limited.
APPROVAL	General Manager, January 29, 2010

The Livermore Area Recreation and Park District effectively uses volunteers in a variety of programs all year long. From assisting at special events to working with the seniors, volunteers donate time and energy to help make LARPD a well balanced organization. Volunteers assist LARPD staff in providing District residents with an outstanding system of parks, recreation, and facilities.

Our volunteers do not begin working until full fingerprint clearance has been received and approved, according to Public Resources Code 5164. Due to the confidential nature of some of the District's business, it is necessary to limit the access of volunteers from certain areas, information and projects in the organization. In determining these limitations, volunteers will not be stationed in the RLCC West Wing, court assignees will not be allowed to work on the second floor of the Community building and volunteers must be partnered at all times with an LARPD employee. Exceptions may only be made with the General Manager's approval (or that of his designee).

General Manager
January 29, 2010

APPROVAL



Timothy J. Barry
General Manager

2-2-10

Date



Policy No. HR-13-42613

**POLICY ON RETURNING RETIREES
IN CONFORMANCE WITH THE
CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT**

PURPOSE OF POLICY	To comply with the Alameda County Employees' Retirement Association requirements, as mandated by the 2013 California Public Employees' Pension Reform Act of 2013
POLICY SUMMARY	This policy sets forth limitations regarding retirees who return to work for the District.
APPROVAL	General Manager, April 26, 2013

Background

On September 12, 2012, Governor Jerry Brown signed into law Assembly Bill 340, the California Public Employees' Pension Reform Act (C-PEPRA). The law contains many sections that alter the way pensions across the state operate.

The Livermore Area Recreation and Park District (LARPD or the District) is a member of the Alameda County Employees' Retirement Association (ACERA), which administers the District's pension program. In compliance with C-PEPRA, ACERA has set forth limitations regarding retirees who return to work for ACERA member agencies, when such retirees are receiving benefits from ACERA.

Policy

The following shall be District policy, and is based on information provided in a December 18, 2012 memorandum from ACERA Associate Counsel Marguerite M. Malloy and a January 3, 2013 memorandum from ACERA Chief Counsel Robert Gaumer.

Effective January 1, 2013, retirees shall not serve, be employed by, or be employed through a contract directly by, the District if the retiree receives ACERA retirement benefits, without reinstatement from retirement, except as permitted by Government Code Section 7522.56 (See Gov. Code §7522.56, as added by the California Public Employees' Pension Reform Act).

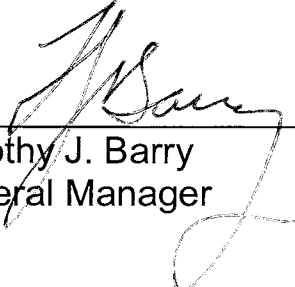
Based upon, in relevant part, Gov. Code §7522.56, District policy shall be:

1. Retirees may serve without reinstatement from retirement or loss or interruption of benefits provided by ACERA upon appointment by the appointing power of LARPD, either during an emergency to prevent stoppage of public business or because the retired person has skills needed to perform work of limited duration.
2. Such appointments shall not exceed a total of 960 hours or other equivalent limit, in a fiscal year.
3. Pay for the employment shall not be less than the minimum, nor exceed the maximum, paid by LARPD to other employees performing comparable duties, divided by 173.333 to equal an hourly rate.
4. Retirees whose employment without reinstatement is authorized by this section shall acquire no service credit or retirement rights under this section with respect to the employment unless he or she reinstates from retirement.
5. Retirees working as described above, shall not be eligible to serve or be employed by LARPD if, during the 12-month period prior to an appointment, the retiree received any unemployment insurance compensation arising out of prior employment with a public employer.
6. Retirees shall certify in writing to LARPD, upon accepting an offer of employment, that the retiree is in compliance with this requirement. LARPD has developed appropriate method to assure certification occurs.
7. Retirees appointed after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment by LARPD, subject to this section, for a period of 12 months following the last day of employment.
8. Retirees shall not be eligible to be employed by LARPD pursuant to Sec. 7522.56 for a period of 180 days following the date of retirement unless the retiree meets the following:
 - a. LARPD certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed; and

- b. The appointment has been approved by the Board of Directors of LARPD in a public meeting. The appointment may not be placed on a consent calendar;
or
 - c. The retiree is a public safety officer or firefighter.
9. Retirees who accepted a retirement incentive upon retirement shall not be eligible to be employed by LARPD for a period of 180 days following the date of retirement; section 8 above shall not apply.

General Manager
April 26, 2013

APPROVAL



Timothy J. Barry
General Manager

4-26-13

Date

**CERTIFICATION OF COMPLIANCE FOR POST-RETIREMENT EMPLOYMENT
MEMBER RETIREES**

NOTICE

ACERA retirees cannot serve, be employed by, or be employed through a contract directly by any ACERA employer without reinstatement from retirement, except as permitted by state law. The information provided in response to Part A will assist the employing department to determine the retiree's eligibility to return as an annuitant or contract employee. This certification should be completed and filed. Contact the employing department representative if there are any questions.

RETIREE INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security Number: _____

Date of Retirement: _____
Month/Day/Year

Desired Date of Return as an Annuitant: _____
Month/Day/Year

Expected Break in Service (# Days) _____

(The Expected Break in Service is the number of calendar days between the Date of Retirement and the Expected Date of Return as a retired annuitant or contract employee).

Part A: Break In Service Information (to be completed by retiree)

1. Did you or will you receive any unemployment insurance compensation within the 12 months prior to the expected date of reemployment?
 Yes (STOP – you are not eligible for this kind of reemployment at this time)
 No (continue to question 2)

2. Is your Expected Break in Service at least 180 days (was retiree a safety or general member)?
 Yes (go directly to Part B)
 No, state number of days in break in service: _____ (continue to question 3)

3. If you answered "NO" to question 2, were you given any retirement incentive (e.g. a "golden handshake" such as an additional year of service) upon retirement?
 Yes (STOP)
 No (continue to question 4)

Name and address of your employer(s) prior to ACERA Retirement:

**CERTIFICATION OF COMPLIANCE FOR POST-RETIREMENT EMPLOYMENT
MEMBER RETIREES**

Part B: Terms of Post-Retirement Service (to be signed by retiree)

Limit of 960 hours of employment per fiscal year. Post-retirement employment shall not exceed a total of 960 hours each fiscal year for all service to any ACERA employers.

Limits on hourly rate of pay. The rate of pay for the employment shall not be less than the minimum hourly rate, nor greater than the maximum hourly rate, as set forth on a published pay schedule for other employees performing comparable duties. See Gov. Code Sec. 7522.56(d).

No service credit or other retirement benefits. The retiree will not acquire any service credit or retirement benefits under such reemployment without reinstatement to active service and suspension of retirement benefits.

I certify that my answers to questions in Part A are true and correct to the best of my knowledge. I also understand that my reemployment as a retired annuitant or contract worker must be in compliance with California Government Code Section 7522.56.

Name of ACERA employer prior to retirement: _____

Name of employer who made the offer to return as retired annuitant or contract employer: _____

Retiree Signature:

Date

--

After you have signed above, return this form to LARPD.

Maximum Compensation – Example:

Returning retiree’s employing department has offered a position as a retired annuitant. Retiree retired on August 1, 2011. Retiree worked as the Director of the Catastrophic Illness Department, with a monthly pay rate prior to retirement of \$10,000. What is the maximum compensation payable to this returning retiree?

How can her former employer figure out the maximum amount payable to this retired annuitant? (See GC 7522.56(d))

- \$10,000 Monthly Pay divided by 173.33 = hourly rate of pay

Maximum Pay Rate as Retired Annuitant = \$10,000 Monthly Pay / 173.33 = \$57.69 per hour.

Therefore, using the formula in GC 7522.56(d), the Catastrophic Illness Department can’t pay this returning retiree more than \$57.69 per hour for each of the 960 hours she is allowed to work in the fiscal year.

**CERTIFICATION OF COMPLIANCE FOR POST-RETIREMENT EMPLOYMENT
MEMBER RETIREES**

TO BE COMPLETED BY HUMAN RESOURCES ONLY:

Review answers to Questions 1 – 3 in Part A; Page 1

- Yes (if "Yes" on question 1 and/or 3)
(retiree is not eligible for this kind of reemployment at this time; check "NO" on the Determination of Eligibility below)
- No (if "No" on question 2; check "NO" on the Determination of Eligibility below)

Determination of Eligibility

Yes, the retiree is eligible for reemployment:
Total hourly rate of pay for this returning retiree is: \$ _____

No, the retiree is not eligible for this kind of reemployment at this time.

Reason for non-eligibility: _____

I further understand that reemployment must be in compliance with the Terms of Post-Retirement Service listed in Part B.

Employer Representative Signature

Date

--	--

Employer Representative Name and Title (please print)

Telephone Number

--	--



Policy No. HR-13-50913

POLICY ON RECLASSIFICATION

PURPOSE OF POLICY	To provide a process and procedure for position review and analysis to evaluate and determine if a position is properly classified.
POLICY SUMMARY	The policy outlines the reclassification study process and procedure and provides possible outcomes.
APPROVAL	Adopted: General Manager, May 9, 2013

Background

The Livermore Area Recreation and Park District expects all District employees to perform the duties and responsibilities outlined in the job description for the position to which they have been assigned. The District also recognizes that classifications often change over time and evolve into positions with different assignments than originally outlined in the classification's job description. The need for accurate job descriptions is critical for the overall effectiveness of the District's Classification Plan. Most of the sections of the District Rules and Regulations apply to competitive service employees. This reclassification policy will also apply to all year-around part-time designated positions, since the District Rules and Regulations XXXIV. Year-Around Part-Time "Designated Positions" do not include provisions about reclassification.

Policy

When the actual duties and responsibilities materially change from those outlined in the job description, the General Manager may conduct an evaluation of the employee's job and recommend to the Board of Directors that the employee be reclassified to a class specification consistent with the actual duties and responsibilities performed, once evaluated and confirmed. Reclassification may be to a higher or lower salary range in the Compensation Plan (District Personnel Rules and Regulations VIII. Compensation Plan), or as described in the Board of Director approved "Part-Time Job Classification Salary Range."

This policy outlines the process to be used to evaluate if a position is properly classified. This policy and procedure shall not be used to avoid restrictions contained in District

Personnel Rules and Regulations III. Selection of Employees in the Competitive Service; and XXXIV. Year-Round Part-Time “Designated Positions.”

The Human Resources Office is responsible for reviewing and monitoring the position review and analysis (or classification studies) and job description content for all positions. The Human Resources Office is responsible for implementing the decisions of the District Board of Directors in allocating or reallocating each classified position to an established class in the District Classification Plan based upon a review and analysis of the duties and responsibilities of each position.

The Human Resources Office will develop and maintain internal procedures for reviewing and monitoring positions, including reclassification, based upon substantive and permanent changes in job duties and scope of responsibility. The internal procedure will include, but is not limited to:

- a. A process for employees or supervisors to request a position review and analysis (or classification study);
- b. A notification process to inform the incumbent when their position is reclassified;
- c. A description of how the effective date of reclassification is determined.

Requests for studying a position because of an assertion that the position should work more or less scheduled hours (e.g. from full-time to part-time designated; or from part-time designated to full-time). If a position is reclassified to a full-time position, the incumbent may apply and compete for the position. A change may be warranted based on significant changes in the volume of work, rather than the type of work duties due to business needs, reorganization or restructuring. In this case, an employee may not experience a significant difference in essential job duties and responsibilities, so it would not necessitate a classification study.

Procedure for Requesting Classification Study

A request for a position review and analysis (or classification study) may be made by an employee, supervisor or manager, by submitting a completed Classification Study Request form (attached) to the Human Resources Office. The request must provide details about why the employee and/or manager believe the position is improperly classified within the District’s Classification System (District Personnel Rules and Regulations VII. Classification System), or the “Part-Time Job Classification Salary Range” approved by the Board of Directors. The written request is reviewed by the Human Resources Office and the General Manager to determine if there is sufficient evidence to establish that the position is not properly classified. If sufficient evidence exists, a formal classification study may be undertaken consistent with the process described below. If sufficient evidence does not exist, the employee or manager will be notified in writing of the reasons for not proceeding with a classification study.

Process for Evaluating Requests for a Classification Study

The process for conducting classification studies is as follows:

1. A Classification Study Request form is submitted to the Human Resources Office, with appropriate review and signatures by supervisors and managers;
2. The completed request form is reviewed by the Human Resources Office and information is verified, clarified and documented, resolving any ambiguities;
3. A determination is made by the Human Resources Office, in consultation with the General Manager, about whether or not there is substantial change in the duties and responsibilities to warrant a reclassification study;

4. If a reclassification study is determined to be appropriate, the study will likely include, but not be limited to, such methods:
 - Comparison by the Human Resources Office of information supplied on the Classification Study Request to the current and proposed job descriptions;
 - A detailed job audit questionnaire will be completed by the Human Resources Office by conducting interviews of the incumbent, supervisor and manager;
 - A salary and job description survey may be conducted by the Human Resources Office of comparable agencies' positions, titles and functions that may produce a comparable classification;
 - Evaluation of the classification for internal equity purposes with other District classifications.

A detailed job audit questionnaire will be utilized to outline the tasks involved in doing the work. This will include a review of all the duties, including the purpose and nature of required contacts with other people, the percentage of time spent on each task, whether the work requires initiative, judgment, decision-making and supervision, and what the employee believes the required knowledge and abilities are to perform the duties of the position.

Classification Study Outcomes

General outcomes of a reclassification study are outlined below.

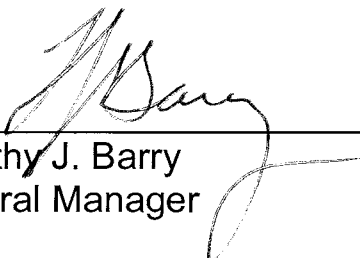
1. **No significant or material change in duties and responsibilities:** A classification study request or classification study process may conclude that the employee's current duties and responsibilities do not represent a significant change from those assigned in the current classification. Therefore, no reclassification is warranted. Often employees may be performing duties different than those originally assigned and articulated in the job description. These duties, however, may be appropriate to the employee's current classification and no reclassification change is justified.
2. **The title of the classification may be changed to reflect a more accurate and descriptive title, with or without reclassification of the position:** A title change may or may not require reclassification, or salary consideration to a higher or lower salary range.
3. **Duties and responsibilities have been improperly assigned or assumed:** A classification study may conclude that the duties and responsibilities the employee is performing have changed significantly. However, these duties and responsibilities may have been improperly assigned or delegated to the employee, or the employee inappropriately assumed new duties and responsibilities. In this case, the employee would be directed to discontinue performing those duties and responsibilities.
4. **Duties and responsibilities have significantly changed:** A classification study may conclude that the duties and responsibilities of a position have changed significantly and these duties and responsibilities have been appropriately assigned. In this case, a reclassification is warranted. The recommended new classification may be at a higher, equal or lower level than the employee's existing classification. Reclassifications are generally accompanied by a salary review, which may result in an increase, decrease, or maintenance of the same salary range.

Recommendations involving reclassification and salary changes will be presented to, and approved by, the Personnel Commission and the Board of Directors, as required. In the instance where an employee's reclassification would be to a position with the same salary range, the General Manager shall have the authority to approve the reclassification. Reclassification shall not be requested or utilized to fill a vacancy which should be filled through the competitive examination process.

If the employee, the supervisor and manager do not reach an understanding regarding the Classification Study Request, the classification study or the outcome, the employee and/or manager may request a meeting with the Human Resources Office within thirty (30) days to discuss the matter. The General Manager will be advised, will direct the response in writing, and the final outcome and decision will be final.

General Manager
May 9, 2013

APPROVAL



Timothy J. Barry
General Manager

5-13-13

Date

Livermore Area Recreation and Park District CLASSIFICATION STUDY REQUEST

Date: _____ Initiator of Request: _____

Title of Position: _____ Division: _____

Program: _____ Supervisor: _____

A classification study is conducted to determine the appropriateness of reallocating an existing position to another classification or salary level. Reclassifying a position is a result of a major change in duties and responsibilities from when the position was originally classified. Reclassifications are not granted based on *performance* of the current essential job functions. The most common criteria used to justify a reclassification request are indicated below. In completing this request, the initiator will indicate which of these criteria initiated this request:

_____ **Significant change in essential job duties (25% or more of the job duties changed), or;**

_____ **Significant salary and benefit and comparability deficit (attach supporting documentation from comparably sized and organized agencies illustrating labor market data), or;**

_____ **Supervisor has changed essential job duties and the associated knowledge, skills and abilities requirements.**

-
1. Please explain how the position has changed by answering the following questions:
 - a) How have the duties and responsibilities changed?
 - b) If new duties and responsibilities have been, or are proposed to be added, are there any duties and responsibilities being deleted? If so, which duties and what classification will now be responsible for these duties?
 - c) When did the change in duties and responsibilities occur?
 - d) What caused the change in duties and responsibilities?
 2. Please list the new duties assigned to this position on a regular, ongoing basis and indicate the estimated amount of time the duty takes weekly.
 3. List the additional knowledge, skills, abilities and/or educational or training requirements that are necessary to perform the new duties.
 4. Do you have any input or suggestions regarding a title?
 5. Additional information pertinent to this request.

Employee Acknowledgement:

The above reflects my current assignment to the best of my knowledge:

Signature

Date

Supervisory Acknowledgement:

_____ I can support a classification study at this time.

_____ I cannot support a reclassification study at this time.

Comments:

Supervisor Signature

Date

Manager Acknowledgement:

_____ I can support a classification study at this time.

_____ I cannot support a reclassification study at this time.

Comments:

Manager Signature

Date

Livermore Area Recreation and Park District Position Description Questionnaire

First	Middle Initial	Last Name	Division/Location
Official Title			Working Title (if any)
Supervisor		Title	Contact Phone Number

Check any of the following that apply to your work: Full Time Part-Time-Designated
 Scheduled Work Hours _____

How long have you been employed by the District? _____

How long have you been in the position you now hold? _____

1. Explain briefly the purpose or function of your position:

2. Give the names and titles of people performing the same duties you currently perform:

Name: _____ Title: _____

Name: _____ Title: _____

3. List employee(s) directly under your official supervision: (if you don't supervise employees, write "none")

Name: _____ Title: _____

Name: _____ Title: _____

4. Check those statements which best describe your supervisory responsibility:

- | | |
|--|--|
| <input type="checkbox"/> Participate in final selection of new employees | <input type="checkbox"/> Assist employees with work problems |
| <input type="checkbox"/> Train new employees | <input type="checkbox"/> Plan employee time schedules |
| <input type="checkbox"/> Assign work | <input type="checkbox"/> Recommend disciplinary action |
| <input type="checkbox"/> Check work in progress | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Prepare performance evaluation | |
| <input type="checkbox"/> Check completed work | |

Livermore Area Recreation and Park District Position Description Questionnaire

5. List machines or equipment used regularly in your work:

Instructions for Task Description Section

In the space provided, describe each task you perform in your current job. The instructions, suggestions and examples should assist you in describing your job and completing the position description form.

1. Fill out the form using your own words to describe your work. Even though your job is the same as others, do not copy other people's words. Use a separate paragraph for each task.
2. Describe the work you do, not the work of your work unit or; describe your work and not your qualifications or performance.
3. List each task separately that make up your total job. (It may help you to make a worksheet outline of the tasks for your own use before completing the form)
4. Describe in detail the work you do in each task. Be specific and do not use indefinite words. Do not use form numbers, code designations, or other abbreviations without explaining them.
5. If your work requires initiative, judgment, or decision-making, give specific examples.
6. Describe the nature of the contacts you have with other people and give examples of the personal contact your position requires.
7. Estimate the percentage of time spent on each duty. Use extra pages if more space is needed. Be sure to put your name on each additional sheet.

Estimated % of Total Time Spent (Total Must Equal 100%)

Approximate Percentage Calculations

- 10 hrs/wk = (25% Annual Time)
- 10 hrs/mo = (6% Annual Time)
- 60 hrs/yr = (3% Annual Time)
- 2 hrs/day = (25% Annual Time)

Task Description

(Use a separate paragraph for each task)

Examples of Task Listing

- Type form letter and interoffice memos from copy or draft on computer.
- Install electrical wiring and assemble components in control cabinets and panel boards.
- Escort visitors on tours of facilities and explain duties of staff, operation of equipment and methods employed.
- Review employees' timesheets and work charts for completeness, compute total time worked by each employee, post to master time sheet and route information to payroll.

(NOTE: Percentages reflect total hours spent on one duty over an entire year (e.g. 10 hours worked every week on one duty for an entire year = 10 hours x 52 weeks = 520 hours; 520 hours ÷ 2080 annual hours = 25% annual time spent on that duty)

Livermore Area Recreation and Park District Position Description Questionnaire

7. Give examples of your duties that are the most difficult and/or require the greatest skill to perform:

8. List all reports you regularly prepare. Indicate the purpose of each report and specify how much of your time is spent weekly, monthly or quarterly in preparing each report (i.e., 2 hours per week, 1 day per month).

9. List at least 5 knowledge and ability statements required to perform the duties of your position. List them in order of importance (Supervisor will be completing the rating column at left).

<i>Supervisor's Importance Rating</i>	
	Example:
<u>1</u>	Knowledge of: <u>Court Terminology</u>
<u>3</u>	Knowledge of: <u>Principles of Supervision</u>
<u>2</u>	Knowledge of: <u>Safety regulation or lawn mower operation</u>
	Knowledge of:
	Knowledge of:
	Knowledge of:
	Knowledge of:
	Knowledge of:
	Example:
<u>2</u>	Ability to: <u>Operate a variety of heavy construction equipment</u>
<u>1</u>	Ability to: <u>Type 45 wpm</u>
<u>3</u>	Ability to: <u>Read maps</u>
	Ability to:
	Ability to:
	Ability to:
	Ability to:
	Ability to:

Livermore Area Recreation and Park District Position Description Questionnaire

10. What kinds of problems must you resolve in this position?

11. What kinds of decisions must you make in this position?

12.a) What is the worst possible error or poor decision that you could make in this position?

b) What would be the consequence of this error or poor decision, if not caught?

13. How do you receive your work?

- Principally the same from day to day or week to week.
- On a daily basis.
- On a project, task or seasonal basis.
- Primarily work on own assignments.

14. How involved is your supervisor in your work? (For instance, does your supervisor participate in your work, help only when you have a problem, or just check your work upon completion?) *Please give examples.*

Livermore Area Recreation and Park District Position Description Questionnaire

15. How is the work of this position reviewed? Is it likely that a serious error might be missed, or are there standardized controls or checks which would normally catch such errors?

16. In the appropriate box below, indicate the frequency of the contacts (in person or by phone) that are necessary within the framework of your job. Use the following terms in the space corresponding to the purpose, and the type of contact.

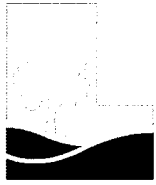
- Continually – daily in a normal work week.
- Frequently – several times in a normal work week.
- Occasionally – several times in a work month.
- Infrequently – only on an irregular basis or in unusual circumstances.
- Never

Purpose and nature of required contacts	Employees within your department	Employees with other departments	General public or persons from other agencies
Giving and receiving factual information about work			
Routine explanation or interpretation of what is required in order to render service, carry out policies, or maintain coordination.			
Non-routine, cooperative problem solving situations where gaining agreement or cooperation is necessary through discussion and persuasion.			

I hereby certify that the answers to the foregoing questions are my own, and that to the best of my knowledge they are complete and true.

Employee Signature

Date



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. HR-13-2388

RECREATION ACTIVITIES BENEFIT POLICY

For Part-Time Non-Benefitted Employees

PURPOSE OF POLICY	To enhance the employee's physical and mental well being; to increase the employee's exposure to, and appreciation of, LARPD services; and to solicit feedback on the quality of services
POLICY SUMMARY	This policy identifies discounts that are available to employees and provides parameters and restrictions regarding their implementation.
APPROVAL	Adopted: Board Resolution No. 2388, June 12, 2013

Who is Eligible

LARPD is pleased to offer employee activity discounts to all current part-time (non-benefitted) employees and their Eligible Family Members*, for and during those times of the year that they are actively working. Recreation activity benefits are not guaranteed and can be changed, modified or eliminated at any time, through Board action or by direction of the General Manager.

Purpose

These benefits/discounts are intended to increase the employee's exposure to, and appreciation of, the services LARPD provides; to solicit feedback from the employee on the quality of services provided; and to enhance the employee's physical and mental well being.

General Provisions

These employee benefits/discounts are not transferable (to friends, neighbors, co-workers, etc.) and are only intended for the personal use of District employees and their Eligible Family Members* and not for the benefit of any group or organization (service clubs, scouts, religious organizations, sports teams/leagues, etc.) or to provide financial gain of any kind (sales, bingo, fundraisers, promotions, etc.).

Employee benefits/discounts should not increase any cost to the District, reduce basic revenue for the District, have a negative impact on the public's normal use of District facilities and programs or diminish the District's reputation. Employees and Eligible Family Members* **must** request and complete an employee benefit Eligibility Form to register for classes, camps, trips and drop-in activities. When the employee ceases to work for the District, all benefits/discounts are withdrawn, and the supervisor will collect any recreation activity passes that were issued.

Policy

1. Resident Pricing – All District employees are considered to be residents of the District for purposes of resident discounted pricing and/or priority.

2. Classes, Camps & Activities – Part-Time Employees and Eligible Family Members* receive a 20% discount on all recreational classes, camps and activities, except any camps or classes considered by the General Manager to be adversely impacted due to high public demand or low District administrative fee/percent split (such as swim classes, senior trips and senior events). Additional activity fees for supplies, materials, admissions and meals are not discounted. To receive employee discount, registration **must** be done in person by the employee.

3. Season Swim Pass – Employee and Eligible Family Members* may request and receive a family season swim pass for May Nissen and RLCC pools (recreation swim times only) at no cost.

4. Drop-In Programs – There is no charge to employee or Eligible Family Member* for: recreation swim, open gym and senior drop-in programs. Contract instructor drop-in programs/classes, Equestrian Arena and parking fees are excluded. Other programs that have high levels of use (such as lap swim) may also be excluded.

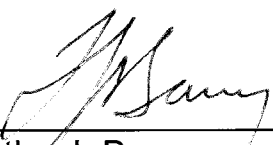
5. Miscellaneous – Additional employee benefits or discounts may be offered on other activities or sales items, as approved by the General Manager.

6. LARPD Employee Discount Form – Employees **must** submit an employee Eligibility Form for themselves and for Eligible Family Members* to their supervisor for approval before receiving any employee discounts.

*Eligible Family Member – Includes a spouse or domestic partner of the LARPD employee (living in the same household as the employee) and any children who are a dependent of the employee (living in the same household or not).

Board Resolution No. 2388
June 12, 2013

APPROVAL



Timothy J. Barry
General Manager

6-13-13

Date



Livermore Area
Recreation & Park District
An independent special district

INSTRUCTIONS TO GET YOUR ACTIVITY DISCOUNTS STARTED

For Part-Time Non-Benefited Employees

Attached you will find Policy No. HR-13-2388, which contains a list of the discounts available to part-time non-benefited employees. Each discount notes who in your family are eligible* to take advantage of the discount.

Also attached is a form for you to complete for yourself and your eligible family members. Please complete the form and return to your supervisor for approval in order to take advantage of the discounts. Once your supervisor has approved your form and turned it in to the District Office, it will take a minimum of one week before you can get your I.D. card (see below).

In order to take advantage of the discount program, you and your family members will be issued an LARPD I.D. card with the employee discount packages built into the card. You must have an I.D. card to present to LARPD staff in order to take advantage of the discounts. You and your family members may obtain I.D. cards by going to the counter in the Recreation Building at the Robert Livermore Community Center (RLCC), 4444 East Avenue. Business hours are Mon-Thurs 8 a.m.-6 p.m. and Friday 8 a.m.-12 p.m.

Please Note: Front counter staff issuing the I.D. cards will be given a master list of eligible persons, based on the forms turned in and approved by supervisors. Front counter staff will only issue cards to those employees and family members on the master list. You must turn in the form to your supervisor to be placed on the list.

Please take advantage of these discounts and know how very much you are appreciated by General Manager Tim Barry and the Board of Directors.

***Eligible Family Member** – Includes a spouse or domestic partner of the LARPD employee (living in the same household as the employee) and any children who are a dependent of the employee (living in the same household or not).

**Livermore Area Recreation and Park District
Recreation Activity Benefits for Part-Time (non-benefited) Employees**

Eligibility Form

Complete this form and give it to your supervisor in order to receive recreation activity benefits/discounts. Please allow one week for the form to be approved by supervisor and processed by administrative staff.

Employee Name _____ / _____ / _____ / _____
Last First DOB Male Female
(circle one)

LARPD Unit or Division _____ Supervisor Name _____

Home Address _____

Phone # _____ E-mail Address _____

Immediate Family Members *(your spouse/domestic partner and dependent children – see policy for details)*

Spouse/Domestic Partner _____ / _____ / _____ / _____
Last First DOB Male Female
(circle one)

Child # 1 _____ / _____ / _____ / _____
Last First DOB Daughter Son
(circle one)

Child # 2 _____ / _____ / _____ / _____
Last First DOB Daughter Son
(circle one)

Child # 3 _____ / _____ / _____ / _____
Last First DOB Daughter Son
(circle one)

Child # 4 _____ / _____ / _____ / _____
Last First DOB Daughter Son
(circle one)

I certify that the above listed information is true and correct. I have reviewed the above information, and I approve it.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Policy No. HR-14-81214

POLICY ON BAY AREA COMMUTER BENEFITS PROGRAM

PURPOSE OF POLICY	To provide a policy, program and procedures for compliance with Regulation 14, Rule 1 adopted by the Bay Area Air Quality Management District and the Metropolitan Transportation Commission, in response to Senate Bill 1339, codified in California Government Code section 65081.
POLICY SUMMARY	The policy outlines the Commuter Benefits Program and provides guidelines for participation.
APPROVAL	Adopted: General Manager, August 12, 2014

Background

The Livermore Area Recreation and Park District (LARPD) employs 50 or more full-time employees and is within the nine-county San Francisco Bay Area. The Bay Area Commuter Benefits Program (Program) took effect on March 26, 2014. The Program is based on Regulation 14, Rule 1, which was adopted by the Bay Area Air Quality District and the Metropolitan Transportation Commission in response to Senate Bill 1339, codified in California Government Code 65081. The Program requires all employers (public, private, or nonprofit) in the San Francisco Bay Area with 50 or more full-time employees (i.e. employees who work more than 30 hours per week), at all Bay Area worksites combined, to provide commuter benefits to their employees by September 30, 2014. Employers subject to the Program are required to choose one of the four commuter benefit options and make the chosen commuter benefit available to employees. LARPD chose the option of allowing employees to exclude their transit or vanpool costs from taxable income, to the maximum amount allowed by federal law, (currently \$130 per month) by implementing a Section 132 Commuter Benefits Program.

By reducing motor vehicle travel, the Program will help to improve air quality, protect public health, reduce traffic congestion, and reduce greenhouse gas emissions. The Program will provide financial benefits for Bay Area employers and employees by taking advantage of the provisions in the federal tax code that encourage the use of alternative commute modes.

Policy

LARPD will provide a pre-tax benefit, allowing employees to exclude their transit or vanpool costs from taxable income, to the maximum extent permitted by federal law (currently a maximum of \$130 per month), effective September 1, 2014.

This program applies to full time employees, defined in the Program as an employee who normally works at least 30 hours per week. The employee count is based on the average number of full-time employees on the payroll over the course of the most recent three-month period. Temporary employees who work 120 days or less per year are not included in the Program.

Employees will receive notification through inter-office mail and electronic mail about the Program, including the commuter benefit being offered and how they can take advantage of the benefit. Employees will also be notified at least once per year thereafter, in conjunction with the annual registration update and benefits open enrollment. Newly-hired employees scheduled to work at least 30 hours a week for 120 days or more per year will receive notice during new hire orientation.

Procedure

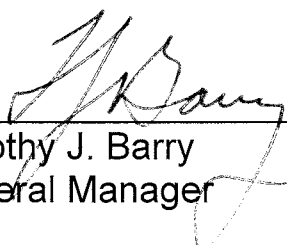
LARPD will utilize a third-party administrator to administer the Commuter Benefits Program claims and reimbursements, and LARPD will provide a pre-tax option as per Section 132(f) of the Internal Revenue Code through payroll. An enrollment form must be completed and submitted to Human Resources by the employee to register for the benefit. Upon registration, LARPD will implement a consistent pre-tax deduction from the employee, and coordinate administration of the program with the third-party administrator.

Registered employees in the Program will submit claims and receipts for transit charges (such as transit passes or rail passes operated by a public agency or private entity or vanpool charges). Vanpools are defined as a commute mode using a vehicle with a minimum seating capacity of six adults (not including the driver) that meets the definition of "commuter highway vehicle" in Internal Revenue Code Section 132(f)(5)(B). Employees are subject to documentation requirements set forth by the third party administrator responsible for administering the Program for The Livermore Area Recreation and Park District.

Contacts

Employee questions about this Program should be directed to Human Resources for more information about program benefits. An initial enrollment will be conducted in August, 2014, and during benefits open enrollment in subsequent years.

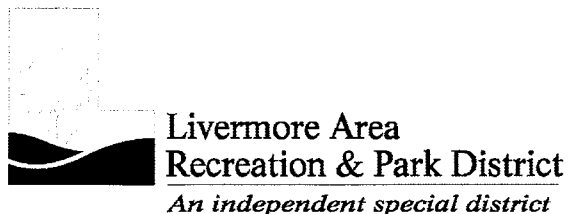
APPROVAL



Timothy J. Barry
General Manager

8-15-14

Date



Policy No. HR-14-2455

ADMINISTRATIVE LEAVE POLICY

PURPOSE OF POLICY	To provide a policy and procedures for eliminating compensatory time for FLSA-Exempt Employees and replacing it with Administrative Leave.
POLICY SUMMARY	The policy outlines the time-off benefit of Administrative Leave for FLSA-Exempt Employees of the District.
APPROVAL	Adopted: Board Resolution No. 2455, December 10, 2014

Background

The Livermore Area Recreation and Park District has, up until now, offered compensatory time accrual for Fair Labor Standards Act (FLSA) Exempt employees of the District. The current practice was reviewed and it was determined that it was not aligned with industry practice. The practice of many public agencies is to grant a number of hours of Administrative Leave that compensates exempt employees with additional time off for responding to District needs after hours, on weekends, and for peak workload periods throughout the year.

Policy

The FLSA-Exempt employee would be allotted 40 hours at the beginning of the fiscal year (July 1st) for time off use. The employee will receive another complement of hours at the beginning of the calendar year (January 1st), which will be equal to the number of hours used for time off in the previous period. The employee will have a maximum of 40 hours available for use throughout the fiscal year for time off purposes. For example, if an employee is granted 40 hours on July 1 and uses 25 hours by January 1, the employee will receive 25 hours on January 1 so that the employee gets back up to the maximum 40 hour limit. The employee may use these hours in the same fashion as vacation leave, with the time off requested and approved in advance by their supervisor or manager. At separation of employment, the administrative leave balance as of the date of separation shall be paid out to the employee in the form of taxable income.

The General Manager will have discretion to grant up to an additional 40 hours per year, to certain positions that warrant extra time.

Implementation

Upon approval of the Administrative Leave benefit, the practice of allowing compensatory time accrual and use by FLSA-Exempt employees will be discontinued after a certain announced date. FLSA-Exempt employees will be able to utilize the existing hours of compensatory time for time off by a date certain, or the remaining hours will be paid in taxable income.

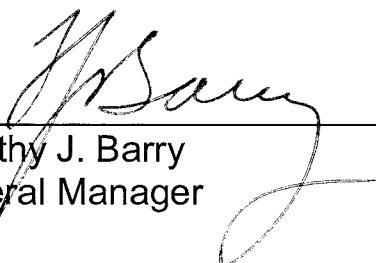
An initial pro-rated amount of hours for the balance of the fiscal year will be posted for use within the initial period of time up to June 30th.

Each July and January 1st, an additional complement of hours may be allotted to FLSA-Exempt employees, to bring the balance back up to 40 hours. The number of hours will be equal to the number of hours of administrative leave used during the previous period.

Contacts

Questions about this policy should be directed to Human Resources.

APPROVAL



Timothy J. Barry
General Manager

1-20-15

Date

LIVERMORE AREA RECREATION AND PARK DISTRICT
POLICY MANUAL

APPENDIX - Other Reference Materials for District Employees

Aquatics/Lifeguard Staff Manual
Board of Directors Policy Manual
Claremont Employee Assistance Program
Deferred Compensation Plan
Dependent Care Assistance Program
ESS Staff Handbook
Facility Use Terms & Conditions
Front Counter Staff Procedures
Gift Catalog, LARPD Foundation
Guide to Policies and Procedures for Full Time Designated Employees
Guide to Policies and Procedures for Part Time Employees
Guide to Policies and Procedures for Part Time Designated Employees
Injury and Illness Prevention Program/SB 198LARPD Foundation
LARPD Foundation Gift Catalog
LARPD Parks, Recreation & Trails Master Plan (2008)
LARPD Website (www.larpd.dst.ca.us)
Operation Policies and Rules for the Use of Recreation and Park Facilities
Ordinances
Organization Chart
PAL and Teen Staff Training Handbook
Personnel Rules and Regulations
Ravenswood Specific Plan (2002)
Robertson Park Master Plan (2008)
Salary Resolution
Sycamore Grove & Veterans Regional Park Resource Management Plan (2002)
Teen Party Procedures
Volunteers in Action Handbook

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Access to Public Records	ADM-14-2433
Accommodations (Reasonable) for Employees with Disabilities	HR-98-22598
Additional Criteria, Facility/Park Naming	FAC-10-31710
Administrative Leave	HR-14-2455
Adoption/Amendment of District Policies	INT-1
Adoption/Amendment of Administrative Policies	INT-2
Alcohol & Drug Abuse	HR-08-2145
Appearance (and Dress)	HR-09-82509
Art	FAC-02-1758
Asset (Fixed) Capitalization & Inventory Control	FIN-88-1142
Bay Area Commuter Benefits Program	HR-14-81214
Budget	FIN-07-2078
Buckley Trust, Use of	FIN-09-2177
Cellular Phone Towers in Parks	FAC-07-2070
Claims	ADM-14-2448
Code of Conduct for RLCC	ADM-15-010715
Commemoratives & Memorials	FAC-86-1007
Community Center Code of Conduct	ADM-15-010715
Commuter Benefits Program, Bay Area	HR-14-81214
Conduct, Code of, for RLCC	ADM-15-010715
Conservation, Energy	FAC-01-1729
CORI (Criminal Offender Record Screening Information)	HR-09-81009
Criminal Offender Record Screening Information (CORI)	HR-09-81009
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Discounts, Employee	HR-06-11106 & HR-13-2388
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District Travel & Travel Expense Reimbursement	ADM-14-10914
Dress & Appearance	HR-09-82509
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Electronic Media Use	HR-08-2154
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Fee Waiver	FAC-03-1864
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Fixed Asset Capitalization & Inventory Control	FIN-88-1142
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Fund Balance Designation	FIN-07-2079
Harassment, Sexual	HR-91-1311
Inventory Control & Fixed Asset Capitalization	FIN-88-1142
Joint Policy for Naming Recreational and Municipal Facilities	FAC-08-2101
Leave, Administrative	HR-14-2455
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