

350 Sansome Street | Suite 300
San Francisco, CA 94104

Memorandum

To: Board of Directors
Livermore Area Recreation and Park District

From: Andrew Shen, Legal Counsel

Date: January 29, 2025

Re: Presentation of Employee Handbook and Repeal of Outdated District Ordinances, District Notices, and District Policies

The Livermore Area Recreation and Park District’s (“LARPD’s”) Human Resources Manager, Michelle Kleman, has led an extensive and important effort to develop and draft an employee handbook for the LARPD’s use. While such employee handbooks are common in workplaces, LARPD has not previously had such a handbook to serve as a convenient resource for its employees. Anastasia Bondarchuk, a labor and employment attorney at Renne Public Law Group, has provided support on this initiative.

An employee handbook provides significant advantages to our Human Resources professionals and LARPD employees. Rather than having to research and review a web of overlapping LARPD ordinances, district notices, and policies, LARPD staff can refer to a single document that captures applicable employment rules. The existing ordinances, district notices, and policies cover a wide array of topics and were adopted over decades of LARPD’s operations – with the earliest adopted in the 1960s and the most recent in 2015. A single employee handbook significantly enhances transparency regarding these rules and is more usable for relevant staff.

In addition, Human Resources can more easily update the employee handbook on an ongoing basis if it exists as a stand-alone document, separate from LARPD ordinances, district notices, and policies. California employment law regularly changes, on an almost annual basis, and Human Resources can more easily modify the handbook on an as-needed basis.

A copy of this employee handbook will be provided upon request.

In conjunction with this transition to an employee handbook, staff recommends that the Board of Directors repeal the existing LARPD Human Resources-related ordinances, district notices, and policies. Many of these rules are outdated and do not reflect current employment practices. But repealing these ordinances, district notices, and policies also adds clarity – that is, that employees should refer solely to the employee handbook for guidance.

The following table lists the ordinances, district notices, and policies that should be repealed in furtherance of this effort. We attempt to briefly describe their subject matter and why

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they are no longer necessary or the applicable section of the employee handbook that can replace those rules.

Procedurally, the formal repeal of these ordinances, district notices, and policies would proceed in two phases.

First, since only an ordinance can repeal an ordinance, the Board would need to adopt a single ordinance to repeal Ordinances 1, 2, and 4. An example of such a brief ordinance is attached. As you are aware, to adopt an ordinance, the Board must have two “readings,” so the adoption of such an ordinance would require at least two meetings.

Second, to repeal the district notices and policies, the Board could adopt a single resolution that repeals the listed notices and policies in a single meeting. An example of such a resolution is also attached.

We look forward to further discussion at our upcoming January 29, 2025 regular meeting.

LARPD Ordinances, District Notices, and Policies

Policy Type	Title	Category	Subject Matter	Date	Replacement
Ordinance	Ordinance 1	Personnel general	Establishing a Personnel System and Personnel Commission	May-64	n/a
Ordinance	Ordinance 2	Personnel general	Revising the Personnel System and Personnel Commission	Sep-74	n/a
Ordinance	Ordinance 4	Personnel general	Revising the Personnel System and Personnel Commission	Mar-90	n/a
District Notice	DN 0001 - Holiday Pay	Benefits	Holiday Pay	Nov-18	HANDBOOK: HOLIDAYS
District Notice	DN 0001 - Holiday Pay (Revised)	Benefits	Holiday Pay	Dec-20	HANDBOOK: HOLIDAYS
District Notice	DN 0002 - Benefit Waiting Period for Part-Time Benefitted Employees	Benefits	Timeline for benefits provided to Part-Time Benefitted Employees	Nov-18	HANDBOOK: BENEFITS AND LEAVE
District Notice	DN 0003 – Required Tuberculosis Testing for all Employees	Public health	Requiring Employees to Submit Proof of Negative Tuberculosis Test	Feb-19	HR – Time of Hire Paperwork
District Notice	DN 0004 – Hiring Process	Hiring	Authority to Hire, Recruitment, Interviews, Job Offers, and Promotional Opportunities	Apr-19	HR – Time of Hire Paperwork

District Notice	DN 0005 - Reduction in Force	Furloughs and layoffs	Procedures for implementing and managing temporary furloughs and permanent layoffs	Aug-20	HANDBOOK: AT-WILL EMPLOYMENT AND EMPLOYMENT BASICS
District Notice	DN 0007 – Elimination of Administrative Leave for Exempt Employees	Employee leave	Elimination of Formal Administrative Leave Banking System for Exempt Employees	Dec-20	HANBOOK: ADMINISTRATIVE LEAVE
District Notice	DN 0009 - Role of the Personnel Commission	Personnel general	Revising Personnel Commission	Jan-22	HANDBOOK: PERFORMANCE AND PROFESSIONAL DEVELOPMENT
District Notice	DN 0010 - Employee Discounts	Benefits	Employee Discounts for LARPD Programs and Services	Feb-23	HANDBOOK: EMPLOYEE DISCOUNTS
Policy: Administration	ADM-14-10914	Expense Reimbursement	District Travel and Travel Expense Reimbursement	Oct-14	HANDBOOK: TRAVEL POLICY
Policy: Administration	ADM-15-010715	Code of Conduct	Robert Livermore Community Center Code of Conduct	Jan-15	HANDBOOK: CODE OF CONDUCT
Policy: Human Resources	HR-91-42591	Drug Free Workplace Policy	Identifies Prohibited Behavior and Consequences for Violations	Apr-91	HANDBOOK: SUBSTANCE ABUSE AND DRUG FREE WORKPLACE
Policy: Human Resources	HR-91-1311	Policy Against Sexual Harassment	Defines Sexual Harassment and Sets Forth Sexual Harassment Complaint Procedure	May-91	HANDBOOK: POLICY AGAINST SEXUAL HARASSMENT
Policy: Human Resources	HR-95-32195	Accommodations	Policy for Employees Returning to Work on Modified Duty Status	Mar-95	HR – Supervisor Training
Policy: Human Resources	HR-98-22598	Accommodations	Reasonable Accommodations for Employees with Disabilities	Feb-98	HANDBOOK: AMERICANS WITH DISABILITIES ACT

Policy: Human Resources	HR-98-1623	Driving	Driver Evaluation Policy	Oct-98	HANDBOOK: DRIVING POLICY
Policy: Human Resources	HR-03-91303	Record Retention	Criminal Screening Records Policy	Dec-09	HR maintains records
Policy: Human Resources	HR-06-11106	Benefits	Employee Discounts	Jan-06	HANDBOOK: EMPLOYEE DISCOUNTS
Policy: Human Resources	HR-06-12106	Hiring	Fingerprinting Policy	Feb-10	HR – Time of Hire Paperwork
Policy: Human Resources	HR-06-121506	Training	Employee Training for Required Certifications	Feb-10	HANDBOOK: TRAVEL POLICY
Policy: Human Resources	HR-08-2145	Drug and Alcohol Abuse	Identifies Prohibited Behavior and Consequences for Violations	Oct-08	HANDBOOK: SUBSTANCE ABUSE AND DRUG FREE WORKPLACE
Policy: Human Resources	HR-08-2154	Electronic Media Use	Use of LARPD Computers by Employees and Volunteers	Dec-08	HANDBOOK: ELECTRONIC MEDIA POLICY
Policy: Human Resources	HR-09-51809	Tuition Reimbursement	Tuition Reimbursement for Full-Time Employees	May-09	n/a
Policy: Human Resources	HR-09-81009	Hiring	Criminal Offender Record Screening Information	Aug-09	HR – Time of Hire
Policy: Human Resources	HR-09-82509	Dress and Appearance	Dress and Appearance Code	Oct-14	HANDBOOK: DRESS CODE AND PERSONAL APPEARANCE
Policy: Human Resources	HR-10-12910	Volunteer	Fingerprinting Requirements for Volunteers	Jan-10	HR
Policy: Human Resources	HR-13-42613	Benefits	Retirees who Return to Work for District and Retirement Benefits	Apr-13	HR

Policy: Human Resources	HR-13-50913	Classifications	Process and Procedure for Position Review and Analysis	May-13	HANDBOOK: EMPLOYEE CLASSIFICATIONS
Policy: Human Resources	HR-13-2388	Benefits	Recreation Activities Benefit Policy	Jun-13	HANDBOOK: EMPLOYEE CLASSIFICATIONS
Policy: Human Resources	HR-14-81214	Benefits	Commuter Benefits Program	Aug-14	HR - Benefits Book
Policy: Human Resources	HR-14-2455	Leave	Administrative Leave Policy	Dec-14	HANDBOOK: ADMINISTRATIVE LEAVE
Policy: Human Resources	HR-15-2485	Mobile Devices	District policy on Distribution and Use of Mobile Devices	Jun-15	HANDBOOK: COMMUNICATION DEVICES
Policy: Human Resources	HR-15-2486	Leave	Paid Sick Leave	Aug-15	HANDBOOK: SICK LEAVE
Policy: Human Resources	HR-15-2487	Telecommuting	District Telecommuting Policy	Jun-15	HANDBOOK: REMOTE WORK AND FLEXIBLE SCHEDULES