

DRAFT PROPOSED
PERSONNEL POLICIES
UPDATES/RETURNING/NEW

1. Telework Policy (New)
2. Holidays – Regular Part-time Employees (Update)
3. Vacation Sell Back Policy (Returning and Updated)
4. Benefit Subsidies/Waivers (Returning and New)

CRPD Telework Policy

1. Purpose

The purpose of this policy is to provide written instructions for a formal telework (or “Work from Home” or “WFH”) schedule. Telework schedules are designed to allow staff flexibility in their schedules, assist the District with recruitment and retention in the competitive labor market, and reduce commuter miles while maintaining safe and efficient District operations and services to the citizens of our community.

2. Authority

Telework is authorized through the Board of Supervisors Resolution adopted on July 21, 1992, implementing telecommuting as a management work option for all County of Sacramento Departments and the Board of Supervisors Resolution on December 17, 2020, declaring a climate emergency requiring urgent action to achieve carbon neutrality by 2030.

3. Scope

This policy applies to all employees in positions approved by their appointing authority deemed eligible to participate in telework. Since the District is a public agency that provides essential services to the community, the vast majority of employees in certain classifications may be unable to telework or will only be able to telework on a limited basis. A telework schedule allows employees to work at an authorized work location for a length of time during their work week and at the official work location for staff meetings, team building, and other important collaboration. Telework, subject to the discretion of the appointing authority, is a cooperative agreement between the appointing authority and Teleworker. It is neither a right nor an entitlement, but a tool to allow flexibility in work options. Terms and conditions of employment with the District remain the same regardless of work site.

4. Definitions

Appointing Authority – The Division Head, equivalent, or their designee.

Authorized Work Location - The work location the employee is assigned to work in a temporary situation or permitted to work pursuant to a telework agreement.

Disaster Service Worker – All public employees are considered Disaster Service Workers and are required to perform disaster service activities pursuant to California Government Code Sections 3100 to 3109.

Emergency Situation – A situation that federal, state, or local government agencies deem as posing an immediate threat to a person’s health, security, property, or environment. This may include, but not be limited to, a Declaration of Emergency or Disaster.

District Employee – Any District officer or employee, whether elected or appointed, filling a budgeted position approved by the Board of Supervisors. Independent contractors and their employees are not District employees.

Essential Service – Services provided to the District clients and the community to meet basic human needs and safety, and to support the normal operation of the District, which cannot be performed effectively remotely, as determined by the appointing authority.

Oath of Office – Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be Disaster Service Workers in time of need.

Official Work Location – The District work location that the appointing authority defines as the employee's work location as stated in employee records.

Telework (Work From Home, WFH) - An arrangement by which an employee (Teleworker) works from an authorized work location, primarily at the Teleworker's home and within the boundaries of the State of California, for a specified portion of the work week.

5. Responsibilities

The District will follow guidance and regulations put in place by the federal, State, or local government as they pertain to employee health, safety, and security. The District will closely monitor emergency situations and adjust this policy as necessary to ensure the health, safety, and security of its employees and the community we serve.

6. Policy

The District supports the use of telework when it is a viable option. With an agreement between the appointing authority and the employee, and the employee meets the eligibility criteria, the employee and appointing authority shall enter into a formal Telework Agreement (Agreement).

An Agreement is a voluntary, cooperative arrangement between the appointing authority and the Teleworker and will be reviewed at least annually to ensure the terms of the Agreement are relevant and effective. The Agreement may be terminated at any time. Both parties will attempt to provide at least two weeks' notice prior to termination. In accordance with the policy:

- Telework is voluntary and at the discretion of the appointing authority, the decision to approve and not approve participation in a telework schedule is final; and
- The District requires employees to maintain a minimum of three office days during the work week (up to 16 remote hours per week for Regular Full Time Classifications), however, there will be industries where certain job classifications work mainly from home and in those cases, the appointing authority can decide the number of office days. In the event of an emergency, pandemic, or other disasters, appointing authorities will have the discretion to move to 100% telework as needed; and
- Telework will be performed at the authorized work location, primarily at the employee's home, as provided in the Agreement. The Teleworker will inform the appointing authority of any change in location, and if approved, the Agreement will need to be updated to reflect the new location prior to changing work locations; and
- Teleworkers are expected to work their regular scheduled hours, including their lunch period and other scheduled breaks. Teleworkers are expected to perform their normal work functions and may not engage in activities that are incompatible with their regular work

duties. Any time away from work, including vacation, sick and other time status within working hours is to be reported in the same manner as when working at the official work location; and

- Pursuant to California Government Code, all employees, including Teleworkers, are considered Disaster Service Worker, and as such, may be required to physically report to the official work location no later than 120 minutes after being called to report; and
- Teleworkers may be required to adhere to reporting requirements shorter than 120 minutes as determined by the employee's department; and
- Teleworkers may also be required to alternate their telework day as requested by the appointing authority to work at their official work location based on business necessity. Advance notice will be provided whenever possible; and
- No mileage reimbursement will be provided for any trip to the employee's official work location as the trip is considered the employee's regular commute; and
- Teleworkers are personally responsible for maintaining a safe working environment at their authorized work location; and
- Teleworkers acknowledge, by entering into the Agreement, that they understand the District Technology Use Policy and are required to abide by the terms; and
- The appointing authority or the HR Section may terminate the Agreement at any time for any reason; and
- All duties, obligations, responsibilities, and terms and conditions of employment with District remain unchanged, except those obligations and responsibilities specifically addressed herein; and
- Failure to follow the requirements established in this policy may result in the termination of the Agreement and/or disciplinary action up to and including termination of employment at the District; and
- Any issues that arise from WFH will ultimately be decided by the District Administrator.

7. Standards of Application

Eligibility Criteria for Teleworking

To determine an employee's suitability for telework the District may consider factors including but not be limited to the following:

- Teleworkers must have been in their position for at least 18 months and passed probation.
- Teleworkers must have an overall evaluation rating of Proficient or above. Anyone with an Unsatisfactory mark in any category will not be eligible for the WFH program.
- Teleworker must be able to perform their assigned duties from an authorized work location, as effectively as in their official work location (creating new duties with the intent to allow an employee to telework is prohibited, except as provided for in accordance with an approved Americans with Disability Act accommodation); and
- Teleworker's job duties are of an independent nature that do not require frequent in-person interactions, meetings with supervisors, colleagues, clients, or the public, or attendance at the official work location to address unscheduled and unplanned events; and

- Teleworker's job duties are primarily knowledge-based, involving the handling of information such as reading, writing, and editing; policy development; research or investigation; data analysis, program analysis, financial analysis, etc.; writing reports; computer-oriented tasks; contacting or being contacted by customers via phone; and
- Teleworker's position predominantly includes job duties that require access to the District databases or applications that are available securely and remotely; and
- Teleworker's remote work is capable of being reviewed and managed remotely, including oversight of timeliness and quality of deliverables; and
- Teleworker has consistently demonstrated functionality, a high level of skill and productivity, the ability to successfully work independently, good organization and time management skills, sound judgement, the ability to prioritize work effectively, and meeting performance standards as established at the official work location; and
- Teleworker has internet speed and reliability at their authorized work location, are at a sufficient level to carry out remote job duties effectively and without disruption; and
- Teleworker is responsible for furnishing and maintaining equipment to support an effective telework arrangement, including computer hardware and a phone that is compatible with the District IT requirements. Teleworker should be able demonstrate that their remote phone service, call quality and reliability are at a sufficient level to carry out remote job duties without interruption or nuisance. The District is not responsible for Teleworker's phone costs or technical support, internet or related telework costs; and
- The appointing authority may require Teleworker to use District issued computer equipment due to Information Security and Privacy requirements.
- Telework shall not be used as a substitute for child or dependent care; and
- If a Teleworker is unable to maintain an effective work environment at their authorized work location, due to an equipment failure, connectivity issues, power outages or similar disruptions, the Teleworker is expected to report to their official work location to work until all contributing issues have been resolved; and

Communications

Teleworkers must ensure that other District staff, vendors, customers, and stakeholders continue to receive seamless, professional customer service. Therefore, communications should reflect their regular official work location conditions.

The District may conduct a survey/evaluation on the overall effectiveness of the Telework schedules, as deemed appropriate. Teleworkers and their supervisors will be expected to participate in the evaluation process to help provide feedback and suggestions. Evaluations will include, but are not limited to, measurements of commute travel saved by telecommuting, productivity, quality of work, responsiveness, sick leave use, and availability/flexibility to District needs.

Tax and Other Legal Implications

The Teleworker should determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working from an authorized work location. It is the responsibility of the Teleworker to know and fulfill all obligations related to telework and the

authorized work location. Teleworkers should consult with a tax expert to determine the tax implications of a home office. The District will not provide guidance or bear any responsibility for any Federal or State tax liability, or other related implications.

Workers' Compensation Coverage For Employees

Teleworkers are protected by District's workers' compensation insurance during the agreed upon work hours and are required to immediately report any injuries that occur while working.

Insurance/Coverage Requirements

The District is also obligated to ensure Teleworker's workplace is free from hazards, and as such, this expectation is extended to the Teleworker. The Teleworker is responsible for a safe workplace at their authorized work location and is required to ensure a Homeowners/Renters Liability policy in the amount of \$100,000 Combined Single Limit is maintained. The minimum amount of liability is subject to periodic review and adjustment by the County's Risk Management Office.

The Teleworker is required to provide 30 days written notice to the District prior to cancellation or termination of this coverage for any reason. If the insurance is not in effect, the Agreement will be terminated.

Hold Harmless Agreement

Liability for injuries or property damage to third parties and/or members of the Teleworker's family on the Teleworker's premises, is not the responsibility of the District. The Teleworker therefore agrees to release and hold harmless the County of Sacramento, District, its Board of Supervisors, Advisory Board, officers, directors, agents, and respective boards, from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses, legal expenses, including subrogation, caused by, or related to this teleworking Agreement.

Allowing work-related visitors at the authorized remote work location, other than the Supervisor/Manager, is prohibited.

8. Review

To be reviewed at least every five years or based on changes in the law that may impact the District as it relates to telework.

Carmichael Recreation & Park District
PERSONNEL POLICY

Section 6 HOLIDAYS

This policy shall apply to all probationary and regular full time and part-time employees only.

Whenever a holiday listed occurs on an employee's regularly scheduled day off, that employee is entitled to an additional day off with pay.

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

If an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

If any probationary/regular full-time employee and/or probationary/regular part-time employee is required to work on any of the holidays as listed by classification, he/she shall be paid in the form of compensated time off for the holiday, at the overtime rate of time and one -half their regular rate of pay for the hours actually required to work on the holiday.

Holidays, by mutual consent, may be held in abeyance and taken at a predetermined time, with the understanding that employees working on a rescheduled holiday will not receive the appropriate time and one-half their regular rate of pay for the work performed on that holiday.

Any holiday time must be used during the same calendar year in which it was accrued.

Full Time:

The following days shall be recognized and observed as paid holidays for all probationary and regular full time employees:

New Year's Day	Martin Luther King, Jr.'s Birthday
Lincoln's Birthday	Washington's Birthday (Presidents Day)
Cesar Chavez Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Indigenous People's Day
Veteran's Day	Thanksgiving Day and Day after Thanksgiving
One-half Day Christmas Eve Day	Christmas Day(or last working day prior to Holiday)
One-half Day New Year's Eve Day (or last working day prior to Holiday)	

and any other Holiday recognized by Sacramento County and approved by the Advisory Board of Directors.

Part-Time

Probationary/Regular part-time employee will be paid in an amount equal to the employee's regular work schedule

The following days shall be recognized and observed as paid holidays for all probationary and regular part-time employees:

New Year's Day	Martin Luther King, Jr.'s Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving and Day after Thanksgiving
Christmas Day	

Religious Holidays

When an employee gives adequate notice, the District will make reasonable accommodation, by rescheduling working hours or releasing employee from work without pay, to allow the employee to observe special religious holidays; except under the circumstances when such accommodations would unduly interfere with District operations. Such release time may be charged to vacation or compensated time off (CTO), if requested by the employee.

CRPD Sell Back Program

Under the following conditions a worker with 10 years of full-time continuous service at the time of the payment and three hundred (300) hours of vacation time may make an irrevocable election to sell back to the District up to forty (40) hours of accumulated vacation once a calendar year. The payout will be based on the rate of pay received by the employee at the time the payment is made. Vacation leave is to be compensated at full cash value.

At the time of election, the following must be true:

- The worker has an overall rating of proficient or better on the last performance evaluation received.
- The worker must already have taken a minimum of two (2) weeks for vacation purposes in the preceding twelve (12) months.

Request and payout must be in the same calendar year. The payout request must be received by the employee's supervisor and the HR Section Manager (via email or letter) no later than October 31. Elected hours requested for distribution (sell back) will be distributed in the first full pay period in December. "Sell back" compensation will be included as part of the employee's regular paycheck and therefore, will be issued as part of the normal payroll cycle.

Cash compensation for vacation leave is fully taxable and the District shall withhold from payments such sums as are required to be withheld from employees by the Federal Internal Revenue Code; the Federal Insurance Compensation Act; the State Personal Income Tax Law and the State Unemployment Insurance code. After Social Security and Medicare contributions are withheld, an employee enrolled in the Optional Deferred Compensation Plan (457 Plan) and/or Health Savings Account (HSA) has the option to direct a portion or remaining amount of the cash compensation towards the pre-tax 457 Plan and/or HSA.

Cash compensation for vacation leave is not counted toward service credits used in determining retirement benefits. However, the cash payment is considered a compensation element for compensation earnable in calculating retirement benefits and subject to retirement deductions.

This program can be suspended by the District Administrator and/or Advisory Board due to budgetary reasons.

Section 14 HEALTH AND WELFARE BENEFITS

Medical Expense Insurance

Accident, health, hospital, and dental insurance to cover non-occupational injuries and sickness for probationary and regular full-time and regular part-time employees in all job classifications, and their dependents, shall be made available by the District. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Advisory Board of Directors.

Regular full-time or regular part time employees who opt to decline Health Insurance coverage because they are covered under another qualified plan will be eligible for a stipend determined by the Advisory Board during the annual budget process. Employees who choose to opt out of coverage must provide proof of qualifying coverage, complete, and sign a waiver statement.

Workers' Compensation Insurance

All District employees will be insured against injuries received while on the job as required by State Law.

Injuries on the Job

Any employee who is injured in the performance of assigned duties shall receive such medical examination, medical care, compensation and other benefits as are awarded under the worker's compensation laws of California.

It shall be the mandatory duty of an employee to report to the employee's supervisor or designee any possible injury on the date of occurrence or as soon thereafter as the employee's condition permits. Failure to do so shall be considered cause for disciplinary action.

If an employee is injured on the job, the supervisor or designee shall immediately notify the Administrative Services Manager. Thereafter the Supervisor/Manager shall provide such other services as may be requested by the Administrative Services Manager in connection with such injury.

Except as otherwise provided herein, this Section shall be administered by the Administrative Services Manager.

Retirement Plan

Probationary and regular full-time and regular part-time employees shall be enrolled in the Sacramento County Employees Retirement System (SCERS). The District also provides an **Optional** ~~non-contributory~~ deferred compensation plan (457 Plan). This plan is available to all employees of the District.

If a regular full-time or regular part-time employee chooses to enroll in the **Optional 457 Plan**, the District will provide a matching contribution of up to a specified cap amount as determined by the Advisory Board during the budget process. It's important to note that this matching amount may be subject to discontinuation during period of budgetary constraints.

Vision Care Benefit

The District shall provide a vision expense reimbursement plan to all probationary and regular full-time and part-time employees and their dependents. The District shall manage said benefit as a complement to commercial insurance policies.

The District will reimburse a probationary/regular full-time employee up to \$150 per fiscal year, allowed to accrue up to three (3) years (\$450), for expenses related to vision care which are prescribed by an eye care professional. The District will reimburse probationary/regular part-time employees up to \$75 per fiscal year, allowed to accrue up to three (3) years (\$225), for expenses related to vision care which are prescribed by an eye care professional. Said reimbursement or payment shall be authorized after submission by the employee of a receipt for said expenses. Typical expenses are eye exams, lenses/frames, and contact lenses.

Life Insurance

The District provides and pays for basic life insurance for each probationary and regular full-time and regular part-time employee. An employee may choose optional increased levels of life insurance, at their own expense.

State Disability Insurance (SDI)

SDI is a program run by the State of California to protect all employees against loss of wages when the employee is unable to perform his/her usual work because of illness or injury that is not work-related. Employees pay for SDI through payroll deduction based on a percent of his/her annual wages, with a maximum tax per year.

If an employee is unable to work because of an illness or injury that is not work-related, he/she may apply for SDI.

If an employee is approved for SDI, he/she may request to have his/her available sick leave, vacation, CTO, and holiday-in-lieu balances, in that order, integrated with the SDI payments in order to maintain his/her net biweekly salary. Temporary special pay allowances are not counted in determining gross or net pay. The District offers SDI integration to all District regular full-time and regular part-time employees. The net effect of this integration is that employees may typically use between 45-50 hours of leave balances to cover 80 hours of absence.

When all of the leave balances are used up, and the employee is still eligible for SDI, he/she must apply for a leave of absence from the Advisory Board of Directors. He/she must also make arrangements to self-pay health, dental, and any other voluntary deductions. For further information, contact the Administrative Services Manager.