

Livermore Area Recreation and Park District Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mat Fuzie, General Manager

PREPARED BY: Jill Kirk, Community Services Manager

DATE: February 22, 2023

SUBJECT: **District Notice 0010 - Employee Discounts**

COMMITTEE: Program Committee recommended approval (with edits) February 14, 2023

Recommendation: That the Board of Directors adopt Resolution No. _____, approving the attached District Notice 0010 Employee Discounts policy.

Background: Currently, LARPD offers employee activity discounts to all current full-time employees, part-time benefited employees (min. 25 hours per week), current Board Members, and retired LARPD employees who are: 50 years old or older and who worked a minimum of 5 years (total of 60 calendar months) as a full-time or fully part-time benefited employee; and former Board Members who have served a minimum of 3 terms.

Discussion: Staff recommends that all current staff receive some benefit for eligible programs and services, whether Full Time or Part Time benefitted or Part Time. The employee must be working at the time of the benefit. This recommendation only applies to current staff, and an additional policy will be needed for retired LARPD employees and Board members. The following staff categories and programs/services would be included:

- Full-Time: Employee plus family members living in the same household (78 current employees.)
- Part-Time Benefited: employee plus family members living in the same household. (25 current employees.)
- Part-Time/Casual: Employee only (118 current employees.)
- Programs and Classes: 20% discount at the Resident Rate
- Aquatics: Use of the pool for lap swim and recreation swim
- Facility Rentals: 20% at the Resident Rate for personal use only. It may only be used once per calendar year. Not eligible for weekend rentals.
- Camp Shelly: 20% discount, Sunday-Thursday only, and excludes holidays.
- Sycamore Grove Pass: casual staff not eligible

Attachments:

- A. Proposed District Notice 0010 Employee Discounts
- B. Draft Board Resolution

Attachment A – Proposed District Notice – Employee Discounts

TO: All Staff

FROM: Mathew Fuzie, General Manager

DATE: February 22, 2023

SUBJECT: District Notice 0010 – Employee Discounts

Purpose: To offer all employees an opportunity to participate in eligible LARPD programs and services at a discounted rate. This District Notice separates current employees from retired employees and board members.

Who is Eligible:

- Full-Time: Employee plus family members living in the same household.
- Part-Time Benefited: Employee plus family members living in the same household.
- Part-Time/Casual: Employee only

Programs and Services included:

- Programs and Classes: 20% discount at the Resident Rate
- Aquatics: Use of the pools for lap swim and recreation swim
- Facility Rentals: 20% at the Resident Rate for personal use only. It may only be used once per calendar year. Not eligible for weekend rentals. Picnic rentals are not eligible.
- Camp Shelly: 20% discount, Sunday-Thursday only, and excludes holidays.
- Sycamore Grove Pass: All staff except casual

General Provisions: The employee discounts for LARPD programs and services are not transferable and are only intended for the personal use of District employees and their eligible family members. They cannot be used for any group or organization or to provide a financial gain of any kind (sales, fundraisers, promotions). The General Manager may determine that a program may have a negative impact on the public's normal use and deem it ineligible for a discount.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 27xx

**A RESOLUTION APPROVING
DISTRICT NOTICE 0010 – EMPLOYEE DISCOUNTS**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that District Notice 0010 – Employee Discounts is hereby approved.

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 22nd day of February, 2023 by the following roll call vote:

AYES: **Directors**
NOES:
ABSTENTIONS:
ABSENT:

Approved this 22nd day of February, 2023

James Boswell
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and ex-officio Clerk
to the Board of Directors