

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Monday, April 8, 2024
2:00 p.m.

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Jan Palajac, David Furst

Staff Present: Linda VanBuskirk, Executive Assistant
Michelle Kleman, Human Resources Manager (HRM)
Rene Venus Dalusong, Executive Assistant

Members of the Public Present: None

1. **CALL TO ORDER:** Committee Chair Palajac called the meeting to order at 2:01 p.m.
2. **PUBLIC COMMENT:** Chair Palajac opened the Public Comment period. There were no speakers, and the public comment period was closed.
3. **COMPLIANCE POLICY ROLL OUT TO SUPERVISORS:** Human Resources Manager, (HRM) Michelle Kleman provided a high-level overview of the Supervisor Training presentation (Attachment 1) that will be presented to Supervisors on Thursday, April 25, 2024.

Key presentation highlights the reasons for the compliance policy rollout.

- 1) Explain the supervisors' role in the employment relationship process.
 - a. Merit Based System
 - b. The Importance of Supervisors
- 2) Highlight the changes in the way we function in the District
 - a. LARPD Reporting Policy
 - b. Numerous Job Protected Leaves in California
 - c. Additional Leaves
 - d. Leave Processing and Protocols
- 3) Point out areas where they can help or hinder issues.
- 4) Highlight new laws.
 - a. Workplace Violence Prevention Plan
 - i. Establish, implement, and maintain a Workplace Violence Prevention Plan
 - ii. Employee training requirements
 - iii. Record incidents of violence
 - iv. Maintain records

- 5) Roll out the compliance-based policy changes.
 - a. Bereavement
 - b. Discipline
 - c. Dress Code
 - d. Drivers
 - e. Employment of relatives
 - f. Employment Verification
 - g. Substance abuse
 - h. Terminations

Committee Comments and Questions:

- a) Director Palajac inquired about the meaning of the acronym FEHA. *[HRM Kleman - Fair Employment and Housing Act].*
- b) Director Palajac requested a definition of exigency. *[HRM Kleman - Qualifying exigency leave is a type of leave provided under the Family and Medical Leave Act. It allows eligible employees to take job-protected leave for certain reasons related to a family member's military service].*
- c) Director Palajac requested the definition of Workplace Violence Prevention. *[HRM Kleman - Workplace Violence refers to physical threats or behaviors that can harm someone].*
 - o How is this different from harassment? *[Harassment refers to inappropriate or offensive attitudes, words, and behaviors].*
- d) The Committee members discussed the procedures to be followed in case of a complaint filed against a member of the board. *[HRM Kleman - Report to Human Resources and General Manager first].*

ACTION: This was a discussion only: no action was taken.

4. DIRECTORS' AND/OR GENERAL MANAGER'S REPORTS OR ANNOUNCEMENTS:

There were no reports or announcements from the Directors.

5. ADJOURNMENT: The meeting was adjourned at 2:48 p.m.

/Lvb/rvd