

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Introduction

POLICY NUMBER: 000

000.1 Introduction This manual contains statements of policies and procedures which will serve as a guide to the District's Board of Directors and staff, both paid and voluntary, in the conduct of District business operations.

000.1.1 Various statements in this manual with reference to sections of the Public Resources codes County Ordinances, local laws, and local County Administrative practices have been adopted for use by the Recreation and Park District.

000.1.2 It is the General Manager's responsibility to insure all district staff adheres to the policies and procedures within this manual.

000.1.2.1 This shall be accomplished by:

000.1.2.1.1 Provide a policy and procedure manual orientation and training to each full time and regular part time employee. This is the supervisor's responsibility.

000.1.2.1.2 Each employee will be responsible to read and understand all policies. New hires will have 6 months to accomplish this under their supervisor's direction.

000.1.2.1.3 Division heads will be responsible to have annual review of all District policies with their staff on January 1st of each year.

000.1.2.1.4 All staff shall sign the acknowledgement form verifying they have read and understand the District policy Manual as required.



Employment Policy Manual Acknowledgement Form

I, _____, have received and read a copy of the Rio Linda Elverta Recreation and Park District's Policy Manual which outlines the policies and expectations of the Rio Linda Elverta Recreation and Park District as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By signing below, I acknowledge, understand, accept and agree to comply with the information contained in the District Policy Manual provided to me by the Rio Linda Elverta Recreation and Park District.

As a new employee, I have been made aware of that this Policy Form is due within 6 months of my hire date.

Employee Signature

Date

Due Date.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Purpose, Organization and Distribution of Policy Manual
POLICY NUMBER: 0200

0200.1 This manual is intended to meet the needs for the Rio Linda Elverta Recreation and Park District. The content is based on methods, procedures and policies approved and revised as necessary by the Board of Directors during the time the District has been in operation. Various statements in this manual with reference to sections of the Public Resources Code, County Ordinances, local laws, and local County Administrative practices have been adopted for use by the park district:

0200.2 The specific purpose of the manual is as follows

0200.2.1 To provide a guide to the Board of Directors

0200.2.2 To provide, in a single document, a written statement of District policies.

0200.2.3 To serve as a guide to the General Manager for the purpose of providing a manual of operations for staff.

0200.3 The material in this manual is classified by subject and numbered in a consecutive numbering system. A block of 1000 numbers is assigned to each section. Gaps may be left in the sequence of numbers for the introduction of additional sections at a later date. Further, the Board may, at any time, abolish, alter, change, make additions to, delete from or otherwise amend this code at any regular or special meeting. The manual will be revised as necessary to keep it current.

0200.4 The distribution of the manual will be as follows:

0200.4.1 One copy will be kept in the front Administrative office

0200.4.2 One copy will be kept in the Corporation Yard office

0200.4.3 One copy will be distributed to each Board Member

0200.4.4 One copy will be distributed to all Full-time Employees

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Organization Chart
POLICY NUMBER: 0300

0300.1 The Rio Linda Elverta Recreation and Park District is governed by five elected officials who have immediate supervision of the General Manager. The organizational chart serves as a guide to identify how the District is organized.

0300.1.1 A copy of the current Organizational Chart is attached to this policy.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Office Hours

POLICY NUMBER: 0400

0400.1 The office and records of the Board of Directors are to be located in the Rio Linda Elverta Recreation and Park District.

0400.1.1 Office Hours for the District shall be from 8:00 AM to 5:00 PM Monday through Friday except for designated holidays or circumstances requiring openings and closings as determined by the General Manager or Board of Directors.