



CARD
Chico Area Recreation & Park District

Employee Handbook

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📍 @ChicoRec

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Welcome to CARD!

You're joining a team that genuinely cares — about this community, about the work we do, and about the people we do it with. The Chico Area Recreation and Park District (CARD / District) exists to make this a better place to live, play, and thrive, and every person on our team plays an important part in that. We get to help people play, enjoy our parks and unique spaces, but most of all, we are here to serve our community and make a real impact.

This handbook is here to help you get started. It covers our policies, procedures, benefits, and what we expect of one another — but think of it as a starting point, not a rulebook for every situation that you'll encounter. Good judgment, honest communication, and a willingness to ask questions will always matter more than a written guide.

That said, please ask questions. If something here is unclear, or you're ever unsure about something on the job, just ask. We'd much rather you reach out than spend the afternoon quietly puzzling something out alone.

We're really glad you're here. Now let's go do some good — and have a lot of fun along the way.

With gratitude,

Annabel Grimm, General Manager

About CARD

Established in 1948, the Chico Area Recreation and Park District (CARD) is a California Special District dedicated to providing high-quality parks and recreational opportunities for the greater Chico community. Governed by a five-member Board of Directors elected by Chico residents, CARD operates independently from the City of Chico and focuses on enriching the community through accessible and diverse recreation opportunities.

CARD oversees multiple community and neighborhood parks, community centers, and a swimming pool, and offers a wide variety of sports, classes, camps, and special events for participants of all ages. These programs and facilities bring friends, families, and neighbors together to create joyful experiences and lasting memories. Visit our website at chicorec.gov for a full list of program offerings, events, parks, and facilities.

Mission Statement

The Mission of the Chico Area Recreation and Park District (CARD) is to provide recreation opportunities to the greater Chico Community in a coordinated and cost effective manner.

Section 1: Introduction And Employment Policies

1.1 Code of Ethics for the District

As a California Special District, the Chico Area Recreation and Park District is committed to improving and protecting the quality of life for all residents of the Greater Chico Area by providing essential recreation, park and open space facilities, and services. The District accepts this public trust and asks, and expects, each of its employees to do so, too. In fulfilling this commitment, employees are expected to adhere to the following principles while on duty and when representing the District.

Responsibility to Those We Serve

- Respect people as individuals and serve all in an honest, equitable and fair manner.
- Be and remain worthy of trust and recognize the importance of confidentiality with respect to District matters and operations.
- Be positive and create a positive atmosphere for recreation and leisure opportunities.

Responsibility to the Community

- Strive to improve life and the quality of leisure through positive recreation experiences for all in the community.
- Promote the awareness of and respect for individual and cultural diversity.
- While respecting cultural, age and physical diversities and abilities, work to positively integrate all groups in recreation activities.
- Recognize the mental, physical, social and economic benefits of positive recreation for individuals, the community, and the District.
- Recognize community needs for leisure education and opportunities for all residents.

Responsibility to Self

- Maintain relationships with other employees based on respect, integrity and trust.
- Clearly separate professional attitudes and actions from personal views and acts.
- Demonstrate personal and professional growth regarding one's job responsibilities.

Responsibility to Employer

- Cooperatively work within the structure of the District organization and policies.
- Assist, through words and actions, to positively promote the District to the community.
- Abide by the District policies and procedures in a professional manner.
- Initiate positive changes with the understanding and approval of superiors.
- Know and follow the "chain of command" in actions and communications.
- Adhere to standards of personal conduct acceptable and viewed as "positive" in the community for recreation and park professionals and the District employees.

Responsibility to Profession

- Understand the professional organizations that serve the parks and recreation profession, including the activities, services and benefits that these organizations provide.
- Maintain appropriate membership in professional park and recreation organizations.
- Actively participate in and contribute to the advancement of the profession.
- Attend appropriate, approved professional training programs and apply learning.
- Appreciate individual and cultural diversity and promote positive social integration.
- Understand the need for education, motivation, programs, and facilities for the worthy use of leisure and how these all benefit individuals and our community.

In fulfilling its commitment to the community, the District expects all employees to represent the District in a positive and professional manner at all times. Mutual respect is a fundamental expectation as employees work together to serve the community and support the District's mission.

1.2 Equal Employment Opportunity/Reasonable Accommodation

We are an equal opportunity employer and make employment decisions on the basis of merit. We want to have the best available person in every job. We prohibit unlawful discrimination based on race, color, sex, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws. We also prohibit unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Anyone who believes they require a reasonable accommodation to perform the essential functions of the job should contact the Human Resources Department and/or their supervisor to request such an accommodation.

1.3 At-Will Employment

Unless otherwise subject to a collective bargaining agreement, all employment with the District is "at will." That is, both the employee and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one at the District has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy.

Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a contract, promise, or representation of continued employment for any employee. With the exception of a collective bargaining agreement, no manager or employee of the District has any authority to enter into an agreement for employment with any employee for any specific period of time or to make an agreement for employment on other than at-will terms. Only the General Manager has the authority to make any such agreement, which will be binding only if it is in writing and signed by the General Manager and the employee.

1.4 Integration Clause and the Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of final adoption by the Board of Directors. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, conditions of employment, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

Employees will be notified in writing of any changes to the handbook. No oral statements or representations can in any way alter the provisions of this handbook.

The District expects that employees will use good judgment and act appropriately as representatives of the District. This handbook outlines the primary work expectations, but is not all inclusive. Violations of any District policies, practices or procedures, whether or not detailed in this handbook, may be grounds for disciplinary action, up to and including termination of employment. Employees are encouraged to ask if they need clarification on appropriate workplace behavior.

1.5 Pre-Employment Verification

All job offers are contingent upon successful completion of post-offer, pre-employment background checks and, for certain positions, medical examinations to ensure the safety, security, and qualifications of employees; see Policy #3120- Pre-Employment Verification for complete details.

1.6 Outside Employment

The District asks that each employee disclose outside employment to the employee's Division Manager to allow the District to assess whether such outside employment presents a conflict of interest. Outside employment may not interfere with an employee's ability to perform District job duties or business hours. Upon being so informed, the Division Manager will advise the General Manager and Human Resources of the employee's outside employment. If the District has a concern about an employee's choice of outside employment, the employee's Division Manager or General Manager will meet with the employee to discuss outside employment.

Employees who need to take time off work to accommodate their outside employment must request permission, in writing and in advance, from their supervisor, and use their vacation leave accruals.

1.7 Conflict of Interest

The District maintains a Conflict of Interest Code in accordance with the Political Reform Act, requiring designated officials and employees who make or influence governmental decisions to disclose certain financial interests and recuse themselves from decisions involving disqualifying conflicts.

See Policy #1035- Conflict of Interest for detailed disclosure requirements, Form 700 filing obligations, and recusal procedures.

1.8 Anti-Nepotism Policy

The District prohibits employees from participating in hiring, promotion, supervision, or other personnel decisions involving a family member to avoid conflicts of interest and protect workplace safety, security, and morale; see Policy #3126- Nepotism for complete details.

Section 2: Workplace Conduct and Standards

2.1 Employee Classifications

See Policy #3116- Employee Classifications for complete details.

Exempt employees are those who fall within one of the exemptions from overtime pay specified by law and are paid on a salary basis. Exempt employees are not entitled to premium pay for overtime hours worked. Exempt employees are not required to track or record hours worked. Exempt employees are paid full salary for any week in which they perform work, without regard to hours or number of days worked. Exempt employees are expected to work a minimum of 40 hours per week. Exempt employees are required to notify the District of time off taken for any purpose, with prior approval, including but not limited to, vacation, sick leave, bereavement leave, medical leave or leave taken for any other purpose. Exempt employees customarily and regularly exercise discretion and independent judgment and are expected to work the requisite hours, without regard to overtime, in order to fulfill all the expectations and functions of their positions.

Non-exempt employees are those who do not fall within one of the exemptions from overtime pay specified by law. Non-exempt employees are entitled to be paid for each hour worked including premium pay for all overtime hours worked in accordance with federal and state law.

Full-Time Employee: An employee who regularly works at least 40 hours per week continuously. Full-time employees are eligible for District sponsored benefits and paid leave in certain circumstances as outlined in District policy.

Part-Time Employee: An employee who works year-round but does not exceed 1560 hours (including any paid leave hours) in a calendar year. A temporary increase in regularly scheduled hours anticipated to be of short duration will not affect eligibility for benefits and leave. Part-time employees are eligible for enrollment into the CalPERS retirement plan and state-mandated benefits (sick leave, state disability, unemployment insurance).

Seasonal Employee: An employee who works a maximum of 999 hours per fiscal year, including any paid leave hours. Seasonal employees are not eligible for District-sponsored benefits, but are eligible for state-mandated benefits (sick leave, state disability, unemployment insurance).

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An employee may change job status or category only upon written notification by the General Manager. There is no automatic conversion from one job status or category to another.

2.2 Probationary Period

Unless otherwise provided for by a collective bargaining agreement, the first twelve (12) months of continuous employment in full-time or part-time positions at the District is considered a probationary period, unless otherwise approved by the General Manager. All original and promotional appointments shall be tentative and subject to a probationary period.

During the probationary period employees will learn their responsibilities, get acquainted with fellow employees, and determine whether they are content with their jobs. Completion of the probationary period does not entitle the employee to remain employed by the District for any definite period of time, but rather allows both the employee and the District to evaluate whether or not the employee is right for the position.

If the District determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended.

2.3 Performance Evaluations

Performance evaluations are intended to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct deficiencies, recognized and encourage strengths, and develop positive, purposeful approaches for meeting goals. Employee performance is evaluated based on the employee's ability to fulfill the duties outlined in their job description and to meet established performance standards and professional expectations.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Ongoing communication supports professional growth and helps prevent misunderstandings at the time of formal evaluation.

Once a full-time or part-time employee completes the probationary period, performance evaluations are conducted by an employee's immediate supervisor on an annual basis.

2.4 Performance Standards and Professional Expectations

The District is committed to maintaining a high standard of performance, professionalism, and accountability across all departments. The following standards outline the expectations for all employees. These standards serve as a guide for day-to-day performance and should be referenced in performance evaluations.

Proficiency in Current Role (Job Knowledge and Skills)

- Performs the essential functions of the position as outlined in the job description.
- Completes tasks efficiently and effectively, meets deadlines.
- Adapts and improves performance based on feedback and direction.
- Seeks assistance or clarification when necessary.
- Adjusts priorities effectively in response to workload demands or unforeseen events.
- Adheres to the safety practices and addresses/reports safety concerns.
- Follows laws, District policies, processes, and operating procedures.
- Demonstrates accountability by taking responsibility for actions, decisions, and work outcomes.

Initiative and Professional Growth

- Effectively works independently, is a self-starter.
- Demonstrates willingness to learn and adapt to new responsibilities.
- Proactively identifies issues and proposes practical solutions.
- Responds to new ideas, processes, and organizational improvements with professionalism and adaptability.
- Actively develops job-related knowledge and skills.

Punctuality and Attendance

- Reports to scheduled shifts and meetings on time and prepared to work.
- Maintains reliable attendance and follows established procedures for requesting time off.

Communication / Professionalism

- Communicates clearly, timely, and consistently.

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- Accepts and provides feedback constructively and respectfully.
- Promotes a positive work environment through respectful conduct, professionalism, a positive attitude, and collaboration.
- Interacts respectfully and maintains positive working relationships with others.
- Avoids gossip and negative rumors.
- Maintains a professional focus during work hours and limits personal distractions.

Teamwork / Collaboration

- Actively engages in team discussions and meetings.
- Assists coworkers and contributes to team success.

Leadership and Supervisory Skills (for supervisory employees)

- Trains, mentors, and supports staff in their roles.
- Provides clear expectations, direction, and ongoing communication.
- Effectively addresses difficult issues.
- Provides timely and consistent oversight of employee performance.
- Actively introduces process improvement initiatives.

2.5 Safety and Health

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Employees must report all work-related injuries or illnesses immediately to their supervisor or the Human Resources department. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees in the Human Resource's office.

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

2.6 Appearance Standards

Employees are expected to dress appropriately for the nature of the District's work and their specific job duties. Clothing must be neat, clean and professional in appearance. Attire and accessories should not create a safety hazard. The District provides uniforms to employees whose positions require them. Without unduly restricting individual tastes, employees are expected to adhere to the following standards. Department managers may issue more specific guidelines.

- Clothing, tattoos, or jewelry displaying language or graphics that are vulgar, sexually explicit, discriminatory, or otherwise inappropriate for the workplace may not be worn or visibly displayed.
- Tube and halter tops are not permitted
- The length of shorts and skirts must be a suitable length and may not be inappropriately revealing.
- Offensive body odor and poor personal hygiene are not acceptable in the workplace.

2.7 Technology Usage

District technology resources, including computers, email, phones, and Internet access, are provided for business purposes and must be used responsibly and in compliance with all laws and District policies. Employees should have no expectation of privacy when using these resources, and all use may be monitored; see Policy # 3300- Internet, E-mail and Electronic Communications for complete details.

2.8 Drug and Alcohol Abuse

Employees are prohibited from using, possessing, or being under the influence of drugs or alcohol while on District property or during work hours, and may be subject to reasonable suspicion testing; see Policy #3108 – Drug & Alcohol Testing for complete details.

2.9 Smoking and Tobacco Use

Smoking and tobacco use is prohibited in all District facilities, parks, and District vehicles.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted pipe, cigar, cigarette, weed, plant, or other combustible organic or chemical substance, the smoke from which is specifically designed or intended to be inhaled or drawn into the nose or mouth. In addition, “smoking” includes the use of any e-cigarette or vapor device, of any product name or descriptor, which releases gases, particles, or vapors into the air as a result of combustion, electrical ignition, or vaporization intended to be drawn into the nose or mouth (excluding any United State Food and Drug Administration approved nebulized medication).

2.10 Anti-Harassment and Discrimination

The District is committed to maintaining a workplace free from harassment, discrimination, and retaliation based on any legally protected characteristic, and will not tolerate inappropriate conduct by employees, supervisors, or third parties. Employees are encouraged to promptly report concerns so they can be thoroughly investigated in accordance with Policy #3140 – Anti-Harassment & Discrimination. See policy for complete details.

2.11 Workplace Violence Prevention

The District is committed to providing and maintaining a work environment that is free from disruptive, threatening, or violent behavior. This applies to all employees, appointed and elected officials, volunteers, contractors, clients, and visitors.

The District's Workplace Violence Prevention Plan is incorporated into the District's Injury and Illness Prevention Program (IIPP). The full Plan includes procedures for prevention, reporting, hazard assessment, emergency response, training, incident investigation, recordkeeping, and annual review. Employees may obtain a copy of the Plan from the Human Resources department.

Workplace violence of any kind is strictly prohibited on District premises, at District-sponsored events, and/or while engaging in any District-related activity. Any conduct violating this policy, including any threats of or actual violence, both direct and indirect, must be reported immediately to a member of management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. All suspicious individuals, behaviors, or activities must be reported as soon as possible. Anyone receiving a report of a violation of this policy must report the matter immediately to a manager.

2.12 Off Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. Illegal conduct by an employee that adversely affects the District's legitimate business interests or the employee's ability to perform their job is prohibited.

2.13 Prohibited Conduct and Disciplinary Action

See Policy #3104- Prohibited Conduct and Disciplinary Action for complete details.

The District seeks to promote efficiency, productivity, and cooperation among employees. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some examples:

- Insubordination, including but not limited to, improper conduct or refusal to perform tasks assigned by a manager in the appropriate manner.
- Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on the District's property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the District.
- Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
- Excessive, unnecessary or unauthorized use of District property and supplies, particularly for personal purposes.
- Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Irregular attendance: repeated tardiness, unreported or unexcused absence or abuse of sick leave, overstaying a leave of absence without written authorization, leaving District premises or one's job area without permission during working hours (excluding meal periods).
- Release of confidential information or trade secrets about the District or its clients.
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of the District or its employees.
- Any communication or interaction with customers that is deemed as disrespectful, vulgar, or unprofessional.
- Destruction, damage, theft, or unauthorized removal or possession of property from the District, fellow employees, customers, or anyone on District property.
- Altering or falsifying any timekeeping record for the employee or a fellow employee.
- Unauthorized absence unless a reasonable excuse is offered and accepted by the District.

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- Falsifying or making a material omission on an employment application or any other District record.
- Fighting or using obscene, abusive or threatening language or gestures.
- Any action which is detrimental to the orderly conduct of business.
- Bringing on District property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
- Engaging in sexual or other harassment or discrimination with another employee, customer, or vendor.
- Dishonesty of any kind in relations with the District or its customers.
- Pleading guilty to or being convicted of any crime other than a minor traffic violation.
- Failure to promote cooperative working relationships with any other District employee or customer.
- Violation of any District policies, practices, or procedures, whether or not detailed in this handbook.

Violation of District policies and rules may warrant disciplinary action that may include any of the following: verbal warnings, written warnings, suspension, or termination, all at the District's sole discretion. Nothing in this policy limits or alters the at-will employment relationship. Thus, the District may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment without prior verbal or written warning.

Section 3: Compensation and Administrative Policies

3.1 Personnel Records

Employees have a right to inspect and copy certain documents in their personnel files, as provided by law, in the presence of a District representative at a mutually convenient time. Employees may make copies of all documents in their file which they are entitled to inspect under California law. Employees also may add their comments to any disputed item in their file.

The District will restrict disclosure of employees' personnel files to authorized individuals. Any request for information contained in personnel files must be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, the District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

The District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Human Resources Department in the event of a name or address change.

3.2 Salary and Wages

The Board of Directors shall adopt a salary schedule, which establishes the rates of compensation for all positions. Nothing in this salary schedule is intended to create any contractual rights or obligations nor does it otherwise alter in any manner the at-will nature of employment with the District.

Salary Schedule For Full-Time and Part-Time Employees

Full-time and part-time employees shall be hired at step one of the salary range for their job position, unless the hiring supervisor submits a request with justification for hiring the employee at step two or three to the General Manager. No employee can be hired at a salary range above step three for a position unless approved by the Board of Directors upon the General Manager's recommendation.

Successful Completion of Probationary Period: Upon successful completion of the probationary period, a full-time or part-time employee will receive a step increase. The effective date of the step increase will become the employee's anniversary date.

Annual Salary Adjustments: On the employee's anniversary date, eligible employees will receive an annual step increase. Eligibility requires that the employee is not on an active Corrective Action Plan and the most recent performance evaluation on file is satisfactory. Employees who do not meet these eligibility requirements will not receive a step increase and must meet eligibility criteria by the following anniversary date to qualify unless otherwise agreed upon by the General Manager.

Longevity Pay: Employees serving in full-time positions for 10, 15, and 20 years will receive a two- and one-half percent (2.5%) longevity increase at each milestone. To be eligible, the employee must not have received disciplinary action in a three (3) year period and have a satisfactory evaluation on file.

Salary Schedule for Seasonal Employees

Employees shall be hired at step one of the pay range for their job position, unless the hiring supervisor submits a request with justification for hiring the employee at step two or three to the General Manager. No seasonal employee can be hired at a salary range above step three for a position without the approval of the General Manager.

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Salary Adjustments: Seasonal employees may be eligible for a step increase after completing two continuous years of service, or after two years have passed since their last step increase and not on an active Corrective Action Plan.

3.3 Payment of Wages

Employees are paid every other Friday. Each paycheck covers work performed through the completion of the previous two workweeks.

Employees are encouraged to enroll in direct deposit for the receipt of payroll payments. Enrollment forms are provided during onboarding. Current employees who would like to enroll in direct deposit or make changes to an existing direct deposit arrangement should contact Human Resources for instructions.

3.4 Overtime

Non-exempt employees may be required to work approved overtime, which is paid at one and one-half times the regular rate for all hours actually worked over 40 in the District's defined workweek; see Policy #3122- Overtime for complete details.

3.5 Holiday Pay

Non-Exempt, Full-Time Employees

Unless otherwise specified by a collective bargaining agreement, a non-exempt, full-time employee who is required to work on a holiday observed by the District, as set forth in Section 4.1 Holidays, will receive 8 hours of pay for the day plus pay for the time worked at a rate of one and one-half times their regular rate of pay.

Part-Time and Seasonal Employees

A part-time, or seasonal employee who is required to work on a holiday observed by the District as set forth in Section 4.1 Holidays shall receive pay at one and one-half times their regular rate of pay for hours worked.

3.6 Call Back Pay

Non-exempt employees who have completed their workday and have left their worksite and are directed to return to duty following the employee's normal workday ("call back"), shall receive call-back pay for actual work performed or a minimum of two (2) hours if each of the following conditions are met:

- The order to return to work occurs the same day the employee completed a regularly scheduled work shift; and
- The order to return to work is necessitated by unanticipated work requirements; and
- The employee complies with the order to return to work.

3.7 Attendance and Punctuality

Punctual and consistent attendance is required. Employees are expected to be at their workstation or location, ready to begin work, at the beginning of their assigned shift.

If an employee must be absent due to illness or other compelling personal matter, the employee must notify their supervisor within one hour of their scheduled working time and the reason for such absence. In addition, the employee must notify their supervisor prior to the start of each subsequent scheduled workday to report the continued absence, unless the employee is on an approved leave of absence. Any employee who is on an excused absence for three or more days due to illness or injury may be required to submit a health care provider's release prior to returning to work.

Job abandonment: An employee who is absent from work for three consecutive scheduled workdays and has not notified their supervisor of the absence due to illness or other compelling personal matter may be considered to have voluntarily resigned from their position.

3.8 Attendance Records

Employees are responsible for ensuring that their attendance records are accurate and complete.

Non-exempt employees must use the District's timekeeping system to accurately record all hours worked. Non-exempt employees must clock in at the start of each work period and clock out at the end of each work period, including before and after meal breaks. They also must record their time whenever they leave the worksite for any reason other than District business. Any errors (including missed punches) on attendance records must be recorded by the employee on their attendance record.

Making entries on another employee's attendance record, punching in/out for another employee, allowing another employee to edit your attendance record, or altering an attendance record is prohibited and will be cause for disciplinary action, up to and including termination.

Misuse or abuse of the timesheet rounding process is considered time theft and may result in disciplinary action, up to and including termination.

3.9 Meal and Rest Breaks (Non-Exempt Employees)

Meal Breaks

Meal breaks are unpaid, and employees must accurately record the start and end of each meal break by clocking out and back in. Meal breaks may be taken anytime during the shift and timing will be managed by the shift supervisor. Employees are relieved from all duty during their meal break and may leave the District’s premises.

Hours Scheduled	Number of Meal Breaks
0-6 hours	0
More than 6 hours, less than 8 hours	No meal break is required, but a 30 to 60 minute meal break is allowed if the employee chooses.
8 hours or more	One 30 to 60 minute meal break is encouraged; however, employees may voluntarily choose to waive a meal break.

Rest Breaks

The District provides paid rest breaks to eligible employees in accordance with applicable guidelines and operational needs. Employees have the option to take or voluntarily decline their scheduled rest breaks. Rest breaks are considered paid time; therefore, employees are not required to clock in or out when taking a rest break.

Each rest break is 15 minutes in duration and must be taken as one uninterrupted period. Rest breaks may not be combined with unpaid time off, meal periods, or other rest breaks. Rest breaks may be taken at any time during a shift, as determined by the shift supervisor based on operational needs. During a rest break, employees must be fully relieved of all work duties.

Supervisors may authorize additional rest breaks when appropriate based on the nature of the position or specific working conditions.

Hours Scheduled	Number of Rest Breaks
0-6 hours	0
More than 6 hours, less than 8 hours	1
8 hours or more	2 (one before and one after the meal break)

Lactation Accommodation

In accordance with applicable law, the District provides reasonable break time and appropriate private space for employees who need to express breast milk at work; see Policy #3146- Lactation Accommodation Policy for complete details.

3.10 Expense Allowances

Travel Expenses

Expense allowances for approved staff and Board members will be provided for pre-approved and professionally-related travel, including reimbursement for use of personal vehicle, lodging, meals, and other related expenses. These estimated expenses will be authorized by the Board of Directors in conjunction with annual budget. Reimbursement requests must be submitted to a supervisor and/or manager, along with receipts or other proof of expenditures, on a monthly basis.

Expenses for meals while on business-related travel are paid per diem rates established based annually on IRS guidelines and with the District's budget. Reimbursement for meals is excluded when a meal is included in the registration fee of a training institute, workshop or conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

Car Expenses

The District will reimburse all employees for use of their private vehicles for approved business-related travel only when a District vehicle is not available at the current Internal Revenue Service mileage rate. Parking will be reimbursed at the actual parking cost amount.

3.11 Employees Required to Drive

Employees who operate a District vehicle or drive their personal vehicle on District business must maintain a valid California driver license and required insurance, comply with all traffic laws and District requirements, and are subject to driving record review; see Policy # 3106- Driving for the District for complete details.

If a job requires an employee to keep their cell phone turned on while driving, the employee must use a hands-free device or safely pull off the road before answering the phone and conducting District business. Under no circumstances should employees place or answer emails or text messages at any time while operating a motor vehicle while driving on District business and/or District time.

3.12 Conferences and Training / Continuing Education

The District encourages all employees to continue professional and occupational improvement. Employees may attend conferences, trainings, and continuing education at District expense with approval from the General Manager or designee.

Section 4: Employee Benefits and Leave

4.1 Holidays and Other District Days Off

Holidays

The following shall be paid holidays for all full-time employees:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

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

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their manager.

Although ineligible for holiday pay, part-time and seasonal employees will be paid at one and a half times their regular rate of pay for any hours worked on the holidays listed above.

Other District Days Off

The following shall be paid days off for all full-time employees when the day falls on a weekday:

- Friday after Thanksgiving Day
- Christmas Eve
- New Year's Eve

CHICO AREA RECREATION AND PARK DISTRICT

Unless otherwise specified by a collective bargaining agreement, employees required to work on an Other District Day Off will receive straight-time pay for actual hours worked.

Personal Business Days

Full-time employees are entitled to two personal business days (16 hours) per fiscal year, to be taken at the request of the employee and with the approval of their supervisor. Employees may not accrue more than two personal business days per year. Personal business days must be used in the fiscal year in which they were granted. Upon separation, eligible employees are paid for the earned but unused personal business days.

Computation of Overtime for Holidays and Other District Days Off

Holidays and other District days off are not counted as hours worked (for purposes of overtime pay calculation) unless the employee actually worked on the day.

4.2 Vacation

Accrual

Full-time employees begin accruing vacation on their first day of employment. Vacation time off is allowed after three months of employment with approval from the employee's supervisor.

Full-time employees earn vacation with pay as follows:

Date of hire through three years of service – 80 hours

Four through ten years of service – 120 hours

Eleven years and over – 160 hours

Maximum Accrual Balance

The maximum vacation benefit an Employee may have is two times their annual vacation accrual. Accumulation in excess of this amount must be used by December 31. As of January 1 of each year only the cap will carry over. Carryover in excess of the cap must be approved by the Board of Directors.

Employees understand that this policy could result in the forfeiture of accrued vacation time and expressly waive the Employees rights to vested vacation time for (1) any vacation time beyond the cap that is not used by December 31, and (2) any vacation time beyond the cap that the Employee has accrued at the time of separating from the District.

Payment on Separation

Accrued vacation pay that has not been used will be paid at the employee's final rate of pay at the time of separation.

Pay In Lieu of Vacation Leave

Employees who accrue 120 hours or more of vacation in a fiscal year may elect to receive one week's pay in lieu of one week's vacation. When an employee chooses this option, their vacation balance will be reduced by 40 hours.

4.3 Paid Sick Leave

The District provides paid sick leave to eligible employees for their own health needs, to care for qualifying family members or a designated person, and for certain victim-related purposes, in accordance with applicable law and District guidelines; see Policy #3460- Sick Leave for complete details.

Full-Time Employees

Accrual Rate: Full-time employees earn 96 hours of sick leave annually, with no limit on the maximum amount that can be accrued. Any unused sick leave automatically carries over to the following calendar year.

Pay for Unused Sick Limited: Upon separation (except in cases of termination for cause) or retirement, and after completing five (5) years of continuous service, an employee with more than 100 hours of accrued sick leave may be eligible for cash compensation. Compensation is limited to the hours exceeding 100, up to a maximum of 260 compensable hours, and will be paid at the employee's current hourly rate at the time of separation or retirement. This payment is offered as an alternative to applying these hours toward retirement service credits under CalPERS.

Pay In Lieu of Sick Leave: During December of any calendar year, a full time employee with greater than three-hundred-ten (310) hours of sick leave accrual may elect to receive cash, at his/her current rate of pay, for sick leave accrued above that amount, up to a maximum of forty (40) hours, less appropriate withholding.

Part-Time & Seasonal Employees

Accrual Rate: Part-time and seasonal employees are entitled to 40 hours or five days annually of paid sick leave in accordance with the Healthy Workplaces/Healthy Families Act. Sick leave accrues at a rate of 2.8 hours per pay period, up to a maximum of 40 hours annually. Sick leave will renew each January 1, and any unused hours can carry over, with a cap of 80 hours.

Accrued balances are reflected on pay warrants. Sick leave has no cash value, and unused hours are not paid out upon separation of employment. Additionally, employees may only use sick leave up to the number of hours they were scheduled to work.

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Usage: Employees may use sick leave only up to the number of hours available in their sick leave bank at the time of the request. Part-time employees who are rehired will accrue sick leave at the rate of at a rate of 2.8 hours per pay period. If a rehired employee returns within 12 months of separating from the District, their remaining sick leave balance at the time of separation will be reinstated.

4.4 Insurance Benefits

Medical, Dental and Vision Insurance

The District provides assistance with medical, dental and vision insurance benefits for full-time employees. Each employee may include their dependents at the employee's own expense (depending on the health plan selected). Please refer to the Human Resources Department or the Memorandum of Understanding (MOU) for specific information regarding monthly monetary allotments that are applied toward medical premiums.

More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the General Manager or the Human Resources Department.

Life Insurance

The District provides life insurance coverage for full-time employees. More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the General Manager or the Human Resources Department.

Disability Insurance

Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through payroll deduction. Disability insurance benefits are payable when an employee is unable to work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation benefits at a rate less than the daily disability benefit amount. Disabilities covered by workers' compensation are excluded from short-term disability coverage.

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of our employees.

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

The District purchases a workers' compensation insurance policy to protect employees injured at work. The policy covers employees in case of occupational injury or illness. It is the employee's responsibility to notify a member of management immediately if injured while working.

4.5 Retirement Benefits

Full-time and part-time employees receive benefits under the California Public Employees' Retirement System (CalPERS). The District shall pay the employer's share into the Public Employees' Retirement System.

4.6 Family and Medical Leave (FMLA / CFRA / PDL)

The District provides eligible employees with job-protected leave in accordance with the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and California Pregnancy Disability Leave (PDL) law. These laws provide qualifying employees with protected leave for specified medical and family-related reasons, including the employee's own serious health condition, care for a qualifying family member, the birth, adoption, or foster placement of a child, and disability related to pregnancy, childbirth, or related medical conditions.

Eligibility requirements, duration of leave, benefits continuation, and employee responsibilities are governed by applicable federal and state law. Employees should contact Human Resources for detailed information regarding eligibility, coordination of leave benefits, and required documentation.

4.7 Bereavement Leave

See Policy #3405- Bereavement Leave for complete details.

For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.

Full-Time Employees

In the event of a death in the immediate family of a full-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave with pay to make arrangements without charge to his/her accumulated sick leave credits or vacation eligibility. Bereavement leave shall be utilized at the employee's discretion but must be used within six (6) months of the reported death.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the General Manager.

Part-Time & Seasonal Employees

In the event of a death in the immediate family of a part-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave time without pay. Employees can use their existing sick leave hours to cover a portion, or all of the bereavement leave. Bereavement leave must be completed within three (3) months of the date of the death. The leave does not need to be taken concurrently.

Reproductive related bereavement leave is available to any person who has been employed for at least 30 days and suffered a reproductive loss. Part-time employee reproductive bereavement leave is without pay. Each reproductive loss entitles the employee another right to take leave, up to a max of 20 days in a 12-month period. Leave is available to the person, person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

4.8 Jury or Witness Duty

See Policy #3435- Jury Duty for complete details.

Exempt employees will be paid for any week in which they have performed some work while on jury duty, as required by law.

Non-exempt full-time employees summoned to jury duty or to appear as witnesses in court proceedings unrelated to the District business will be paid while on jury duty. Employees must report anticipated jury or witness duty to their supervisor immediately upon receipt of any jury duty summons, subpoena, or notice to appear.

Non-exempt full-time employees summoned as witnesses in connection with District business shall receive their regular hourly rate of pay and the pay will be classified as "Jury Duty".

4.9 School and Childcare Activities Leave

The District provides eligible employees with unpaid, job-protected leave to participate in qualifying school and childcare activities and to address certain school-related emergencies. See Policy #3470 – School and Childcare Activities Leave for complete details.

4.10 Military Leave

The District provides military leave and related protections in accordance with applicable federal and state law, including leave for active duty, military spouse leave, and certain volunteer emergency service duties.

See Policy #3445- Military Leave for full details on eligibility, notice requirements, and benefit continuation.

4.11 Victims of Crime Leave

The District provides eligible employees with unpaid, job-protected leave to attend judicial proceedings if they are a victim of certain qualifying crimes or an immediate family member of a victim. See Policy #3440 – Leave for Crime Victims and Family Members for complete details.

4.12 District Programs Rate Reduction for Employees

Full-time employees and their immediate family members shall receive a 20% reduction in the District's program participation fees. For the purposes of this section, the immediate family shall be restricted to a spouse or domestic partner having a common residence with the employee, and the employee's children.

Policy Index

The following policies are referenced throughout this handbook are maintained separately. Full copies are available through the Human Resources Department or on the shared drive under: District Resources - Documents\General\Board Approved Policies.

In the event of any conflict between this Handbook and an official policy, the official policy will govern.

Policy Number	Policy Title
1035	Conflict of Interest
3104	Prohibited Conduct and Disciplinary Action
3106	Driving for the District
3108	Drug & Alcohol Testing
3116	Employee Classifications
3120	Pre-Employment Verification
3122	Overtime
3126	Nepotism
3140	Anti-Harassment & Discrimination
3146	Lactation Accommodation
3300	Internet, E-mail and Electronic Communications
3405	Bereavement Leave
3435	Jury Duty
3440	Leave for Crime Victims and Family Members
3445	Military Leave
3460	Sick Leave
3470	School and Childcare Activities Leave

Employee Handbook Acknowledgement

I acknowledge that I have received a copy of the Employee Handbook for the Chico Area Recreation and Park District ("the District"). I understand that the Handbook contains important information about the District's policies, procedures, and expectations for employees. I understand that I am responsible for reading the Handbook and becoming familiar with its contents.

I understand that the policies described in the Handbook are guidelines and are not intended to create a contract of employment or any contractual rights or obligations. I also understand that, with the exception of the at-will employment policy, the District may revise, interpret, modify, or discontinue any of the policies in the Handbook at any time, at its discretion.

I understand that employment with the District is at-will, which means that either the District or I may end the employment relationship at any time, with or without notice and with or without cause, unless otherwise provided by a collective bargaining agreement.

I understand that no representative of the District has the authority to enter into an agreement for employment for a specific period of time or to make any agreement that changes the at-will nature of employment, unless it is in writing and signed by both the employee and the General Manager.

If I have questions about any information in the Handbook, I understand that I can contact the General Manager or the Human Resources Department for clarification.

Employee's Signature _____

Employee's Printed Name _____

Date _____