

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

To: CAPRA File for Standard 4.1 Personnel Policies and Procedures Manual

From: Sue McKenna, Recreation Supervisor

Subject: Review of CAPRA Standard

Date: December 28, 2015

A verbal review of the Personnel Policies and Procedures Manual – Standard 4.1 was completed at the Leadership Team staff meeting on March 15, 2016, which was attended by all Department Supervisory staff.

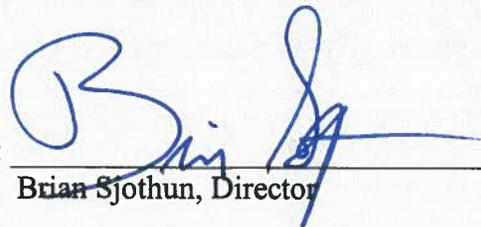
The changes made to the documentation were as follows:

- Updated Administrative Regulations:
 - o 04-01-R4 Accrued Sick/Bereavement Leave Usage
 - o 09-01-R1 Leave for Victims of Domestic Violence
 - o 94-6-R6 Family and Medical Leave Policy

- Updated AFSCME, Parks and Management Agreements

Staff Name: Sue McKenna

APPROVED:



Brian Sjothun, Director



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AGENDA

PARKS AND RECREATION – LEADERSHIP TEAM

March 15, 2016

10:00 am

Santo Community Center

1. **CAPRA**
Sue
1.4 Mission
4.1 Personnel Policies and Procedures Manual
4.1.12 Grievance Procedures
2. **Policy Review**
 - a. Agency Owned Equipment and Property
 - b. Recreation Division Money Handling Policy
3. **Annual Report on Department Community Relations**
4. **Agenda Item Commentary – Remove Strategic Plan section?**
5. **Staff Qualification Questionnaires due – CAPRA 4.2**
6. **Prescott Park Challenge Course Maintenance and Programming**
7. **News from the Hall**
8. **Around the Table**



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MINUTES PARKS AND RECREATION – LEADERSHIP TEAM

March 15, 2016

10:00 am

Santo Community Center

Staff present: Jennifer Sparacino, Sue McKenna, Tim Stevens, Sandi Sherman, Brian Sjothun, Angela Durant, Stryder Scofield, Chuck Hanson, Chris Shaul, Jesse Nyberg, Rich Rosenthal, Jeff Knecht, Paul Cobb, Brian Robinson, Adam Airoldi, Pete Young, Bev Power.

1. CAPRA

Sue

1.4 Mission

4.1 Personnel Policies and Procedures Manual

4.1.12 Grievance Procedures

Sue discussed the 3 CAPRA items, some changes were suggested by staff.

2. Policy Review

a. Agency Owned Equipment and Property

b. ~~Recreation Division Money Handling Policy~~ *item removed from agenda

3. Annual Report on Department Community Relations

4. ~~Agenda Item Commentary – Remove Strategic Plan section?~~ *item removed from agenda

5. Staff Qualification Questionnaires due – CAPRA 4.2

Rich reminded staff that questionnaires are due. Several were turned in at the meeting.

Tim advised that Steve Goetz' is outstanding.

6. Prescott Park Challenge Course Maintenance and Programming

Rich discussed past concerns regarding poison oak on the course and the request for trail material at the nitro swing. Adam advised poison oak remediation will take place as soon as it starts to leaf out. Pete advised the trail material could be incorporated as part of the upcoming trail project/contract.

7. News from the Hall

Each staff member gave an update.

8. Around the Table



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