

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: CRPD Advisory Board of Directors

From: Mike Blondino, District Administrator
Ingrid Penney, Administrative Services Manager
Ty Campbell, Employee Benefit Committee Chair

Date: May 16, 2024

Subject: CRPD Benefit Enhancements and Cost Proposal

Background/Discussion:

The Employee Benefit Committee members and management have thoroughly reviewed our current personnel policies and benefits offerings. We are recommending several updates and additions to enhance our employee experience and operational effectiveness which have been vetted through the Budget and Personnel Committees.

- **Telework Policy (NEW)**: We propose implementing a formal telework policy to provide guidelines and procedures for employees working remotely. This policy aims to support flexible work arrangements while ensuring productivity and accountability.
- **Vacation Policy - Sell Back Program (RETURNING)**: Introducing a vacation sell-back program will allow employees to exchange unused vacation days for monetary compensation, providing additional flexibility and value to our leave policy.
- **Holiday Policy (UPDATE)** – Additional Holidays for Regular Part-Time Employees: We recommend adding three holidays to the holiday policy for regular part-time employees to align more with the percentage of time they now work compared to when the position was first introduced.
- **Healthcare Coverage Stipends for Waiving Coverage (RETURNING)**: We propose offering stipends for employees who choose to waive health insurance coverage, promoting cost savings for both employees and the organization.
- **Optional 457 Plan Incentivization (NEW)**: Implementing incentives to encourage participation in the optional 457 plan for deferred compensation, promoting financial wellness and retirement planning among employees.

In addition to the new and updated policies, we recommend the following changes to our benefit package:

- **Health Insurance Coverage (UPDATE):** Restructuring health insurance coverage.
 - For regular full-time employees, District to cover the cost of the lowest traditional HMO option for both individuals and families. Additionally, providing incentivization for choosing a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), promoting cost-effective healthcare solutions.
 - For regular part-time employees, District to continue to cover the cost of employee only coverage of the lowest traditional HMO.
- **CRPD Facility/Program Discounts (NEW):** Introducing discounts for CRPD facility rentals and programs/events for employees, fostering community engagement and wellness.
- **HR/Employee Follow up (NEW):** Conduct a follow-up meeting with our HR staff and new employee after one month to review our benefit offerings and ensure a smooth transition into their role here at CRPD. Our goal is to ensure that all new employees fully understand the benefits available to them and are settling comfortably into their positions within our organization.
- **CRPD Apparel/Branding (NEW):** Allowing Administrative staff, District Administrator, and Advisory Board Directors to order CRPD apparel with an allocated budget of \$150 per person annually when placing recreation-related orders. Please note parks already order their own apparel with district logo and will include logo on their jacket purchases moving forward.
- **Formation of Staff Recognition Committee (NEW):** Establishing a staff recognition committee to acknowledge and celebrate employee work anniversaries and birthdays. Organize events that will boost morale and organizational culture.

Financial Analysis:

See PowerPoint presentation.

Recommendation:

The Budget Committee, Personnel Committee, and staff recommend approval of these proposed updates and additions which will contribute positively to our organization's overall employee satisfaction and operational efficiency along with delegating authority to the District Administrator to oversee the implementation.