



# BASIN RECREATION

TO: Snyderville Basin Special Recreation District Board Members

FROM: Brad Rogers, Business Manager

DATE: July 3, 2024

RE: Ongoing policy updates

## **Background:**

In accordance with the District's ongoing goal to update and streamline policy documents in 2024, we are proposing some additional adjustments to the newly consolidated Personnel & Operations Policy Manual and Governance & Finance Policy.

## **Discussion:**

The adjustment for review this month include:

- Remove the secondary reference to the collection of employee biometric data in the Personnel & Operations Policy Manual.
  - 3.0 Administration, F. Biometric Information Privacy Policy
- Remove reference to Donations from the Personnel & Operations Policy Manual and convert this policy to a District Directive that can be more readily updated to fit District needs and current circumstances.
- Remove sections that refer to Sponsorships [20.0 Fieldhouse Operations & 21.0 Special Events] from the Personnel & Operations Policy Manual and convert this policy to a District Directive that can be more readily updated to fit District needs and current circumstances.
- Add a new portion to the policy review schedule to complete a comprehensive overhaul of the formatting, organization, and structure of the Personnel & Operations Policy Manual for the sake of continuity and ease of reference.
  - The revised structure will follow those portions of the policy that were recently reviewed and approved by the Board and County Council.
- Add a new portion to the policy review schedule to complete a comprehensive overhaul of the formatting, organization, and structure of the Governance & Finance Policy for greater continuity, ease of reference, and an appropriate level of brevity.



**B A S I N**  
**R E C R E A T I O N**

**Proposed Motion:**

To approve the attached 2024 revisions to the Personnel and Operations Policy and forward a positive recommendation to the Summit County Council for consideration and adoption.

# Policy Review Timeline

Update July 2024

Potential Policy Amendments	Per & Ops	Gov & Fin	Ops	Dist Dir	BDGT \$	Timeline: Board Review & Possible Approval	Completed
<b>Dissolve the Operations Policy; eliminate outdated/duplicate portions, and reassign remaining policy to Personnel &amp; Governance</b> Reorganize and rename consolidated policy documents, i.e., Personnel & Operations Policy Manual, and Governance & Finance Policy	X	X	X			March-24	✓
<b>Create District Directives as a category of sub-policy documents</b> Add language regarding hierarchal relationships	X		X	X		March-24	✓
<b>Bereavement Leave</b> Match Summit County	X					March-24	✓
<b>Nepotism Policy</b> Add language regarding hierarchal relationship	X					March-24	✓
<b>Update regarding possible extensions of the employee orientation period</b> initial 6 months, then can be extended in one month increments up to (but not to exceed) 12 months in total	X					March-24	✓
<b>Wellness program &amp; miscellaneous section</b> Move program details to District Directives, and incorporate leave portion to Personnel & Operations Policy revisions	X			X		March-24	✓
<b>Posting Period for Hiring</b> Modify posting requirements for full-time and part-time positions ( FT 7, PT no min); bring in line with new onboarding document/guidelines	X					March-24	✓
<b>Update Classification of Employment Status</b> update classifications of employees	X					March-24	✓
<b>PTO Adjustments</b> Adjust annual carryover, adding recruitment leave, update Admin Leave definition, add service dates, clean up partial leave	X					March-24	✓
<b>Personnel Approvals (FT vs. PT)</b> Update required approval(s) for personnel actions; Dist Dir for FT and Dept Mgr for PT	X					March-24	✓
<b>Desertion Updates</b> Update the abandonment of position language w/more specifics	X					March-24	✓
<b>Delete Hot Air Balloon Policy</b> Tied to the dissolution of the Operations Policy; will be moved to District Directives (as needed) or incorporated into Commercial Use policy	X		X	X		March-24	✓
<b>Delete Bounce House Policy</b> Tied to the dissolution of the Operations Policy; Parks doesn't allow inflatables; remove	X		X			March-24	✓
<b>Dogs in Office</b> Tied to the dissolution of the Operations Policy; move to District Directives	X		X	X		March-24	✓
<b>Park Room</b> Tied to the dissolution of the Operations Policy	X		X	X		March-24	✓
<b>Tennis and Pickleball Instruction</b> No longer used; tied to comprehensive Commercial Use policy	X		X	X		March-24	✓
<b>Dogs in Parks</b> Changed to: "Users will keep all pets on any game field and five (5) yards beyond any game sideline or end line. Dogs must be leashed (six foot (6') leash maximum) and under the control of the owner. Owners must be "in possession" of the dogs (physically holding on to the leash) and dogs may not be tethered to any fixed objects or structures. Pet owners are responsible for all actions of their dogs (cleaning up after their animal, biting, rough play, etc.) and also must abide by the rules of Summit County, with the specific exception that a physical leash is required on fields due to the nature of the activities on the fields. Owners must be present with their pets at all times in off leash areas which are provided at a number of parks (dogs cannot be left unattended in the dog parks). No pets are permitted on synthetic turf fields. The District is not responsible for the actions of any dog or owner and reserves the right to ask an owner to remove his/her pet, and self, if any of the above rules are violated." Possibly add: Keep off the playing field	X		X	X		March-24	✓
<b>Amend Mission and Vision to current version of Strategic Plan</b> (pg. 43)	X					March-24	✓
<b>Amend Fieldhouse Special Event Policy</b> Amend Fieldhouse special event policy to match current application language Include time period (rolling?). More feedback from Travis/Justine	X					March-24	✓
<b>Surplus Equipment</b>	X					March-24	✓
<b>Update Refund Policy</b> "Cancellation policies". Limit full refund window from 7 to 5 days before program, 14 to 8 days for camps. Refunds vs. credits – eliminating liability of credits on the books. Increase the graduated window for the decrease in refund amount. Include booking/registration fee? (ask Rec) Full refund, 75%, 50%, No Refund benchmarks (?)	X		X			March-24	✓
<b>Photo ID</b> For passes; "Should the District need to verify the passholder account, a photo ID will be required at check in or a profile picture on their account." Ask for more feedback from Rec; verification of outside patrons (outside of district)	X		X			March-24	✓
<b>80 Work Unit (for scheduling flexibility)</b> Determined to be too complex; current systems would not function with this policy; will explore other options	X					March-24	✗
<b>Career Ladder</b> Remove existing career ladder policy, to be replaced by Employee Development policy (i.e., In-Grade Advancement) in July	X					March-24	✓
<b>Taxable Benefit Definition</b> Add definitions for taxable benefits for staff/board; e.g., program discounts, facility reservations, vehicle use, etc.	X					March-24	✓

Obtain feedback from auditor for July review							August-24	<input type="checkbox"/>
<b>Vehicle Use Update</b>							August-24	<input type="checkbox"/>
Need to ask for any additional feedback from auditor regarding their interpretation of IRS guidelines on vehicles use							August-24	<input type="checkbox"/>
<b>Military Leave</b>	X						August-24	<input type="checkbox"/>
County Attorney asked us to hold; need additional research before addressing policy changes							August-24	<input type="checkbox"/>
<b>Veteran's Preference</b>	X						March-24	<input checked="" type="checkbox"/>
As advised by County Attorney, added to policy per State law							March-24	<input checked="" type="checkbox"/>
<b>Duplicate Signing of Checks and Invoices by Director</b>		X					July-24	<input type="checkbox"/>
Do we need to change/update the policy, or change and update internal procedure(s)?							July-24	<input type="checkbox"/>
<b>Electronic Payment (ACH) Approvals</b>		X					August-24	<input type="checkbox"/>
We need add'l guidance on how to manage approvals for large electronic payments (in excess of the small cost purchase limit) as our current software/system does not accommodate e-approvals prior to payment; waiting for auditor response							August-24	<input type="checkbox"/>
<b>Spending Controls</b>		X					August-24	<input type="checkbox"/>
Do we need to change/update the policy, or change and update internal procedure(s)? Also, do we continue to follow the County micro-purchase threshold (small cost purchase limit) currently set at \$5000, or seek to bump that amount higher? GSA is at \$10,000.							August-24	<input type="checkbox"/>
<b>Purchasing</b>		X					August-24	<input type="checkbox"/>
Do we want to add language regarding additional board approval (or the removal thereof) once the budget is approved? For example, they approve the annual capital replacement budget, but we then go back repeatedly for additional approval each time a new purchase is proposed. Is this redundant? Does the auditor have an opinion?							August-24	<input type="checkbox"/>
<b>Asset Management</b>		X					August-24	<input type="checkbox"/>
Regarding the inventory & tracking of portable (i.e., controlled) assets; Do we need to change/update the policy, or change and update internal procedure(s)? Waiting for auditor response.							August-24	<input type="checkbox"/>
<b>Insurance Requirement</b>	X	X					August-24	<input type="checkbox"/>
Reduce from 2/4? Most require 1/3 (reference the state risk assessor numbers) work with Olympus; Commercial use (was it already updated?)							August-24	<input type="checkbox"/>
<b>Remove Biometric Data Collection Policy</b>	X						July-24	<input type="checkbox"/>
Simple removal of duplicate language referencing the collection of biometric data							July-24	<input type="checkbox"/>
<b>Employee Development</b>	X						June-24	<input checked="" type="checkbox"/>
Replacing previous career ladder policy							June-24	<input checked="" type="checkbox"/>
<b>Performance Evaluations &amp; Compensation Practices</b>	X						August-24	<input type="checkbox"/>
Updating/changing performance evaluation section. Will coincide with the implementation of Paylocity							August-24	<input type="checkbox"/>
<b>Private/Commercial Use Policy</b>	X						September-24	<input type="checkbox"/>
Attached draft							September-24	<input type="checkbox"/>
<b>Special Events Policy</b>	X						September-24	<input type="checkbox"/>
Frequency, location limitations, etc. Not spelled out clearly currently. Limit frequency per month? Per year? Size of event by participants?							September-24	<input type="checkbox"/>
<b>Update Sponsorship Policy</b>	X						July-24	<input type="checkbox"/>
(pg 17)							July-24	<input type="checkbox"/>
<b>Donation Policy</b>	X						July-24	<input type="checkbox"/>
Fieldhouse pass donations, requests for discounts from partners							July-24	<input type="checkbox"/>
<b>Trails Events</b>	X						September-24	<input type="checkbox"/>
Group use - More specific limitations. Identify areas where events are restricted per the existing policy; as written: "Events may not occur back-to-back weekends on each of the trail systems identified above, excluding events directly sponsored or co-sponsored by the District."							September-24	<input type="checkbox"/>
<b>Bike and Skate Park Events</b>	X						September-24	<input type="checkbox"/>
Group use - Cap # of groups/size of groups. Specifically for bike park. Commercial use vs. personal use vs. group use; for profit							September-24	<input type="checkbox"/>
<b>Fieldhouse Policy Around Stakeholders</b>	X						September-24	<input type="checkbox"/>
Needs many edits dependent on Joint Use Agreement process.							September-24	<input type="checkbox"/>
<b>Fieldhouse Special Events</b>	X						September-24	<input type="checkbox"/>
Would like to remove the Newpark obligation for 10 days of special events per year. Not sure what that would entail. As written: "Pass holder must recognize that the District is required through contractual agreement to host non-athletic special events no less than ten (10) calendar days per year. During these events, regular Fieldhouse hours may be modified or unavailable. Notice of special events, including modified hours or periods of closure, will be posted in the main lobby."							September-24	<input type="checkbox"/>
<b>Athletic Instruction Agreement</b>							September-24	<input type="checkbox"/>
Incorporate Athletic Instruction Agreement into "Personal Trainer Policy" - Include personal trainers and tennis/pickleball instruction in same section							September-24	<input type="checkbox"/>
Commercial use							September-24	<input type="checkbox"/>
<b>401k Match</b>	X					X	September-24	<input type="checkbox"/>
Examine what Summit County is doing							September-24	<input type="checkbox"/>
<b>Paternal/Maternal Leave</b>	X					X	September-24	<input type="checkbox"/>
Possibly expanding parental leave to include maternal component. Bonding vs. medical. More time for mother? What is County policy? Discuss with Moreton attorney; disability insurance							September-24	<input type="checkbox"/>
<b>Childcare</b>	X					X	September-24	<input type="checkbox"/>
Childcare stipend/fund/reimbursement for employees							September-24	<input type="checkbox"/>

Notes

*originally scheduled for May, completed in March*

*Removed from policy schedule at this time*

*Addressed partially in March, need to revisit portions in July*

*Still waiting on auditor feedback*

*Still waiting on County feedback*

*Not sure this needs a policy revision*

*Thoughts from the committee?*

*Thoughts from the committee?*

*Need additional feedback from Dave Thomas/County*

*Nearly there on a proposed changes; Paylocity switch created delay*

*Remove from policy and transfer to District Directive*

*Remove from policy and transfer to District Directive*