

MEMORANDUM

TO: Board of Trustees

THROUGH: Michael Bandelin
Acting General Manager

FROM: Erin Feore
Director of Human Resources

SUBJECT: Review, discuss and possibly approve updated Employee Privileges

RELATED STRATEGIC PLAN INITIATIVE(S): LONG RANGE PRINCIPLE #4 – WORKFORCE - *Attract, maintain and retain a highly qualified, motivated and productive workforce to meet the needs of district venues, facilities, services and operations.*

RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or ORDINANCES: Not Applicable

DATE: July 5, 2023

I. RECOMMENDATION

The Board of Trustees review, discuss and provide direction to the Acting General Manager and Director of Human Resources proposed update to the Employee Privileges list.

II. BACKGROUND

Following recommendations from the General Manager’s Advisory Committee on Ordinance 7 and outside special legal counsel, the Board of Trustees, out of an abundance of caution for compliance with the District’s beach deed, made the difficult decision to eliminate beach access for all District employees and holders of Silver/Gold cards. The General Manager requested the Director of Human Resources review the current Employee Privileges document, identify inconsistencies, as a result of the Board of Trustees directive, and provide an updated document for the Board of Trustees to review and possibly approve.

While reviewing the current Employee Privileges document, deficiencies were identified in how categories were defined; additionally, it was determined that dependents of employees listed counterintuitively. After a thorough review of the privileges list, the following changes are recommended for approval by the Board of Trustees:

- The formal removal of Beach Access, per compliance with board directive.
- The restating of employee categories:
 - *Previously: Category 1 employees included “MY1, MY2, Seasonal FT and PT/YR staff working 20+ hours per week”.*
 - *Proposed: Category 1 employees include FT/YR, PT/YR and Seasonal Managers. This removes MY1/2 and Seasonal FT staff and the 20+ hour requirement for PT/YR staff.*
 - *Previously: Category 2 employees included “OC working 6 or more hours but less than 20 hours per week or PT Seasonal working 20+ to 39 hours per week.”*
 - *Proposed: Category 2 employees include “LPT, Seasonal FT, Seasonal PT staff.” This removes OC staff and their hours requirements and adds Seasonal FT to this list.*
- Restating Dependent Categories as follows:
 - *Dependent Category 3: change allowances to mirror that of current Dependent Category 4. Change language to read: “Dependents of Category 1 employee.” This removes “consecutive seasons” language.*
 - *Dependent Category 4: change allowances to mirror that of current Dependent Category 3. Change language to read: Dependent of Category 2 employee. This removes all other ancillary requirements as noted for Category 1 employees.*

III. **BID RESULTS**

Not applicable to this agenda item.

IV. **FINANCIAL IMPACT AND BUDGET**

Not applicable to this agenda item.

V. **ALTERNATIVES**

The Board of Trustees may suggest alternatives.

VI. COMMENTS

The purpose of this recommendation is to help streamline the Employee Privileges process to ensure staff who are working in their assigned status receive appropriate privileges.

VIII. BUSINESS IMPACT/BENEFIT

Improving the benefits and privileges of District employees continues to support the District's Strategic Plan #4 – Workforce, #7, Analyze current recruiting trends to meet the challenges of hiring top candidates.

IX. ATTACHMENTS

1. Current Employee Privileges List
2. Proposed update to Employee Privileges List.

X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

Is there additional information the Board of Trustees will require to provide further direction to the Acting General Manager and Director of Human Resources?

IVGID EMPLOYEE RECREATIONAL PRIVILEGES

All usage is subject to peak period restrictions and availability.	EMPLOYEE CATEGORY 1	EMPLOYEE CATEGORY 2	DEPENDENT CATEGORY 3	DEPENDENT CATEGORY 4	SILVER CARD*	GOLD CARD*
GOLF	DISCOUNT	DISCOUNT	DISCOUNT	DISCOUNT	DISCOUNT	DISCOUNT
Golf (daily & season access)	Free	50% off	25% off	50% off	50% off	Free
Golf Player Pass	No discount	No discount	No discount	No discount	No discount	No discount
<i>Refer to "Employee Golf Privilege Policy" for details. Must be 18 yrs old to drive golf cart.</i>						
Driving range	Free	Free	No discount	No discount	50% off	Free
<i>Tokens can be obtained in the Golf Pro Shop.</i>						
Club rental	Free	50% off	No discount	No discount	50% off	Free
Merchandise at golf courses	20% off	20% off	20% off	20% off	20% off	20% off
PARKS & RECREATION						
Rec. Center (daily, & monthly member)	Free	50% off	25% off	50% off	50% off	Free
Merchandise at Rec. Center	20% off	20% off	No discount	No discount	20% off	20% off
Recreation Programs (limited)	20% off	20% off	20% off	20% off	20% off	20% off
Tennis hourly, daily & season access	Free	50% off	25% off	50% off	50% off	Free
Beach access	Free	Free	Free	Free	50% off	Free
Boat launch (daily & season pass)	Free	50% off	No discount	No discount	50% off	Free
Jet Ski launch (daily & season pass)	Free	50% off	No discount	No discount	50% off	Free
<i>Watercraft must be registered to employee or eligible dependent.</i>						
SKI						
Ski (daily & season access)	Free	50% off	25% off	50% off	50% off	Free
Ski & Snowboard Rental	Free	50% off	No discount	No discount	50% off	Free
Ski tuning & repairs	50% off	50% off	No discount	No discount	50% off	Free
<i>There is a \$250 cash/credit card deposit required for all snowboard rentals.</i>						
FOOD & NON-ALCOHOLIC BEVERAGES	20% off	20% off	None	None	None	None
<i>Ski & Golf employees receive 50% off F&B purchase if scheduled to work, in uniform & on break.</i>						
HUNTING (Wetlands in Carson Valley)						
Hunting (daily & season access)	Free	50% off	25% off	50% off	50% off	Free

NOTES/LEGEND

IVGID employees may be eligible to enjoy reduced or free rates at IVGID facilities. Participation is strictly voluntary and not part of regular employment. An employee photo pass must be shown when utilizing these privileges. Please remember, IVGID's paying customers have priority and employees are expected to leave an activity if a paying customer would otherwise be turned away. IVGID employee privileges are subject to change by the Board of Trustees and may be revoked if the privilege is abused by an employee and/or their qualified dependents. For more information, please contact Human Resources at (775) 832-1100.

Employee Categories

FT/YR = Full-time/Year-Round
 MY2 = Multiseasonal/Year Round 2 Manager positions
 MY1 = Multiseasonal/Year Round 1 Manager position
 PT/YR = Part-time/Year-Round
 LPT/YR = Limited Part-time/Year-Round
 SM = Seasonal Managers (10, 7, 6 or less months)
 FT/S = Full-time/Seasonal
 PT/S = Part-time/Seasonal
 OC = On-Call

*See District Personnel Policies for definitions.

Board of Trustees - Please refer to the Board of Trustees handbook for your recreational privileges.

CATEGORIES DEFINED

EMPLOYEE
Category 1 - FT/YR, SM, MY1, MY2, or PT/YR working 20+ hours per week or FT/S
Category 2 - LPT/YR, PT/S, or OC working 6 or more hours but less than 20 hours per week or PT/S working 20+ to 39 hours per week.
 Department Specific Only - Privileges are determined by Venue Director or designee.

DEPENDENTS - Qualified spouse, registered domestic partner, or child (up to 26 years old and living at home or away from school).
Category 3 - Dependents of a Category 1 employee with less than four consecutive seasons of employment.
Category 4 - Dependent of a Category 1 employee. If employee is FT/YR, privileges start the first day of employment. If employee is in other status', privileges start after four or more seasons.



IVGID Employee Recreational Privileges

All usage is subject to peak period restrictions and availability	EMPLOYEE CATEGORY 1	EMPLOYEE CATEGORY 2	DEPENDENT CATEGORY 3	DEPENDENT CATEGORY 4	SILVER CARD*	GOLD CARD*
GOLF	DISCOUNT*	DISCOUNT*	DISCOUNT*	DISCOUNT*	DISCOUNT*	DISCOUNT*
Golf (daily & season access)	Free	50% off	50% off	25% off	50% off	Free
<i>Refer to "Employee Golf Policy" for details. Must be 18 years old to drive a golf cart.</i>						
Driving Range	Free	Free	No Discount		50% off	Free
<i>Tokens can be obtained in the Golf Pro Shop</i>						
Equipment Rentals	Free	50% off	No Discount		50% off	Free
Merchandise In Shops	20% off	20% off	20% off	20% off	20% off	20% off
PARKS AND RECREATION						
Rec Center (daily & monthly membership)	Free	50% off	50% off	25% off	50% off	Free
Merchandise @ Rec Center	20% off	20% off	No Discount		20% off	20% off
Recreation Programs (limited)*	20% off	20% off	20% off	20% off	20% off	20% off
Tennis (hourly, daily & season access)	Free	Free	Free	Free	50% off	Free
SKI						
Ski (daily & season access)	Free	50% off	50% off	25% off	50% off	Free
Ski & Snowboard Rental	Free	50% off	No Discount		50% off	Free
Ski Tuning and Repairs	50% off	50% off	No Discount		50% off	Free
<i>There is a \$250 cash/credit card deposit for all snowboard rentals</i>						
FOOD & NON-ALCOHOLIC BEVERAGES	20% off	20% off	No Discount		No Discount	
<i>Ski & Golf employees receive 50% off F&B purchase if scheduled to work, in uniform & on break</i>						
HUNTING (Wetlands in Carson Valley)						
Hunting (daily & season access)	Free	50% off	50% off	25% off	50% off	Free
CATEGORIES DEFINED						
Category 1 Employee = FT/YR, PT/YR, Seasonal Managers, Seasonal FT Category 2 Employee = Seasonal PT, LPT <i>Department Specific Only - Privileges are determined by Venue Director or designee</i> Category 3 Dependents = Dependents of Category 1 employees Category 4 Dependents = Dependents of Category 2 employees. Dependents are defined as IRS eligible dependents: Spouse; Children under the age of 19; children under the age of 24 who are enrolled in school (proof of enrollment may be required.) Discounts noted are calculated off the resident rate for recreational privileges <i>*Recreation Programs (limited) include but are not limited to: Children's ballet, swim lessons; yoga retreats; day camps (may require exclusion for camps conducted on the beach).</i>						

IVGID Employees may be eligible to enjoy free or reduced rates at IVGID facilities. Participation is strictly voluntary and considered a privileged amenity for working for the District. An employee photo pass must be shown to access each venue for use. Please remember, IVGID's paying customers have priority access to each facility

and employees are expected to leave if a paying customer would otherwise be turned away. Venue managers have the right to refuse service to any employee violating District policies, rules and expectations. IVGID employee privileges are subject to change by the Board of Trustees at any time. Further, privileges may be revoked if the privilege is abused by an employee and/or their qualified dependents. For more information about these privileges, please contact Human Resources at (775) 832-1100.

Status Legend

FT/YR = Full Time, Year Round (40+ hrs / week)

PT/YR = Part Time, Year Round (20+ hrs/week)

Seasonal Managers = sprvsr/mgmt staff working 40+ hrs/week at seasonal venue

Seasonal FT = 40+ hrs/wk @ seasonal venue

Seasonal PT = 20+ hrs/wk @ seasonal venue

LPT = Limited Part Time (6-20 hrs/week)

Privileges are subject to change by direction of the Board of Trustees