



Paradise Recreation & Park District

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Agenda Prepared: 3/21/2024
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Prior to: 5:00 PM

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Goodlin/Bellefeuille*)
Date: Tuesday, March 26, 2024
Time: 9:00 a.m.
Location: Terry Ashe Recreation Center, Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradisepprd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

AGENDA:

1. Discuss Sick Leave Law

CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary and Wage Negotiations.
2. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

ATTACHMENTS:

1. Sick Leave Memo

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2024/PC.24.0319/_PC_24.0319_Agenda.docx

Memo



Date: 2/5/2024
 To: Dan Efseaff
 From: Catherine Merrifield
 CC: Kristi Sweeney
 Subject: **New Sick Leave Law**

I. Paid sick days accrual and use.

The Healthy Workplaces, Healthy Families Act of 2014 stated, an employee working in California for the same employer for 30 or more days within a year from the commencement of employment requires employers to accrue sick leave at a rate of no less than one hour for every 30 hours worked, and to be available for use beginning on the 90th day of employment. With a max of 24 hours or 3 days available by the completion of the employee's 120th calendar day of employment.

The amended law that took effect on January 1st, 2024, states that, An employer must provide employees working for 30 days or more, no less than 24 hours or 3 days of paid sick leave available to the employee to use by the completion of the employee's 120th calendar day of employment, and no less than 40 hours or 5 days of paid sick leave available to the employee to use by the completion of the employee's 200th calendar day of employment. Hours can be accrued at the rate of no less than one hour per every 30 hours worked, beginning at the commencement of employment. The employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment.

II. Options of Accrual.

QuickBooks will accrue three ways.

1. Beginning of the year – A total amount of sick leave (40 hrs.) is front loaded on Jan. 1st every year.
2. Every paycheck – A certain number of sick leave hours is given every paycheck. Example 1 hour every check.
3. Every hour on paycheck – A certain amount of sick leave for every hour worked. Example 0.33 for 1 hour worked.

A. Staff Recommendation.

Staff recommends using Op.1 front-loading paid sick leave hours for all new hires and existing part-time employees. New hires should be informed upon accepting employment that they will not be able to use sick leave until their 90 days of probation are up. If using Op. 2 or 3 sick leave accrual, staff will have to track date of hire, hours worked, and calendar days of employment of each part-time employee separately on an Excel worksheet. This could be very time-consuming, and errors could happen more often.