

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS  
PERSONNEL COMMITTEE MEETING  
Monday, November 25, 2019 - 6:00 p.m.  
Lime Street Park Community Center, 16292 Lime Street, Hesperia, CA**

**AGENDA**

**CALL TO ORDER**

- A. Attendance

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

Welcome to this Board of Directors' Personnel Committee Meeting. The Committee encourages public participation. If you desire to address the Committee on any District related matter within the jurisdiction of the Committee or item on the Agenda, you are asked to please fill out one of the speaker forms which can be obtained from the Interim General Manager. When called upon, please come forward, and state your name and address before addressing the Committee. Please limit your comments to 5 minutes per speaker.

Please note that if you address the Committee on items not on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Committee may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

**DISCUSSION/ACTION ITEMS**

- B. Employee Handbook Review - General
  - B1. Immediate Revision Recommendations - Open Door Policy, Sick Leave Policy, Vacation Accrual Policy
- C. Interim Organizational Chart
- D. Overview - Job Descriptions
- E. Overview - Park Ranger Program

**ADJOURNMENT**

<p>It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.</p>
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