

COUNTY OF RIVERSIDE
PARK DISTRICT POLICY

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Purpose:

Due to a long-standing need for a standardized method of determining mutual benefit and just compensation for live-on residents at Parks Department facilities, the following policy is established. The Parks Department is the sole owner of residential structures and mobile home sites within the park facilities. Consequently, the Director of the Department, at his discretion, can authorize employees to live within the facilities and request payment of utilities, or to perform work as compensation. The subsequent agreements established henceforth between the Director and employees who accept live-on resident benefits, will be the sole agreement and shall cause null and void discretion to determine who shall reside in a Parks Department-provided residence or mobile home site.

Policy:

It is the policy of the Parks Department (henceforth called Department) that:

- I. The Care of a Facility
 - A. The Department will repair all capital expenditure appliances that are owned by the Department.
 - B. The grounds surrounding the residence shall be maintained by the employee on his own time. The amount of land that surrounds and is used by the resident as a yard, garden, etc., shall be determined individually and identified in written agreement with each resident employee.
 - C. Possessory Interest Tax shall be based upon the amount or property used by the resident as set forth in the employee's agreement and shall be specified in acreage or percentage thereof.
 - D. All major maintenance costs to Department-owned houses such as electrical wiring repair, heating repair, plumbing repair, etc., shall be the responsibility of the Department.
 - E. Physical appearance of Department-owned houses, such as interior and exterior painting, shall be jointly shared by the employee and the Department. The employee will provide the labor and the Department will provide the materials. Physical appearance relating to the residence, including fencing and landscaping, shall be negotiated between the Department and the employee, and with

determination set in written agreement.

- F. Pets. All rules and regulations pertaining to pets within the park shall also apply to resident employees' pets. The presence of animals such as cattle, horses, etc., shall be agreed upon between the Department and the employee. Animals that provide benefit to the employee, either recreational or financial, may not be considered beneficial to the Department and shall not be interpreted as being at the employee residence for the benefit of the Department.
- G. The County has the right to move an employee off a park for:
 - 1. transfer,
 - 2. termination,
 - 3. not maintaining the negotiated agreement for care of the facility, or
 - 4. any consistent undesirable actions or behavior of the employee and/or his dependents. Undesirable actions or behavior may be determined by the Department without recourse by the employee.
- H. The Director, upon approval of the Board of Supervisors, may, at his discretion, authorize moving expenses to resident employees within the limitations expressed in Ordinance 440, Section 3, J (5).

IV. Compensation

A. Resident Responsibilities/Duties

- 1. The Department accepts that there are benefits derived by both the Department and the employee living within a park residence. Consequently, at the sole discretion of the Director, an employee may perform typical park duties as compensation for residing, rent free, in or on County-owned properties.
- 2. The resident employee shall perform the following typical duties which shall be scheduled by the Park District Rangers.
 - a. Park security
 - b. Providing information to the public during non-working hours.
 - c. Answer telephone inquiries during non-working hours.
 - d. Perform campground management tasks during non-working hours such as:

- (1) Camp checks
- (2) Control of ground fires
- (3) Maintain quiet hours and quiet camper disturbances
- (4) Respond to emergency telephone calls for or to campers
- (5) Provide vandalism control
- (6) Park opening before and closing after scheduled hours
- (7) Respond to after-hour arrivals at campground

B. Compensatory Time

1. The Department may authorize compensatory time in place of call-back pay for the following duties:
 - a. Extra hours performed during holidays or to replace an ill or injured co-employee.
 - b. To deliver supplies and return late to home base.
 - c. Vehicle breakdown.
 - d. For other similar types of activities deemed reasonable to the Parks Director or his designee.

C. Call-back Compensation

1. To compensate for duties performed within the park by resident employees other than routine duties as specified above, the Department may authorize call-back pay under the following conditions:
 - a. Medical emergencies
 - b. Park facility breakdown
 - c. Lost children
 - d. Fire that may pose threat to the park facility

- e. Flooding that may pose threat to the park facility
- f. Other Acts of God that may pose threat to the park facility.

D. Approval of Compensatory Time and Call-back Pay

1. Compensatory time shall be recommended by the District Ranger to the division head for approval. The division head shall approve or disapprove the request and forward the appropriate form to the Director or Deputy Director.
2. Call-back time shall be authorized only by a Parks Department division head with approval of the Director or Deputy Director.
3. Both compensatory time and call-back pay shall be recorded on the bimonthly time sheets, following appropriate time reporting procedures as specified in Department Administrative Procedure #20 (c).