

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Wednesday, September 23, 2026
3:00 pm**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. 2027 MINIMUM WAGE INCREASE**
- 5. BOUNDARY POLICY**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: September 23, 2026

**SUBJECT: REVIEW OF 2027 PART-TIME SALARY SCHEDULE
WITH MINIMUM WAGE IMPACT**

BACKGROUND

The Personnel Committee, along with District staff, has been actively reviewing the impacts of California Minimum Wage increases over the past decade. These wage increases have posed significant challenges for the District, particularly in terms of addressing wage compression, maintaining competitive salaries, and managing overall budget constraints. In the upcoming fiscal year, minimum wage will increase to \$17.40 per hour.

In April of 2016 Governor Jerry Brown signed Senate Bill (SB) 3 into law, which set in motion a series of annual minimum wage increases from \$10.00 in 2016 to \$17.40 in 2027. Beginning in 2025, increases in the minimum wage have been determined by the United States Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) and will be subject to the State Budget's performance. However, the increase for 2027 has been capped at \$17.40.

CA Minimum Wage	
2016	\$10.00
2017	\$10.50
2018	\$11.00
2019	\$12.00
2020	\$13.00
2021	\$14.00
2022	\$15.00
2023	\$15.50
2024	\$16.00
2025	\$16.50
2026	\$16.90
2027	\$17.40

Since the implementation of SB 3, the District has proactively worked to address wage compression – where pay gaps between different roles narrow, leading to challenges in compensating staff for differences in responsibilities, skills, and experience. This issue has been particularly evident within the District's part-time salary structure, where higher wages for entry-level positions compress pay differences between lower and mid-level staff positions.

To mitigate the impact of rising minimum wages, the District has undertaken a series of measures, including:

Position Restructuring: Over the past several years, approximately 15 part-time and seasonal positions have been either eliminated or consolidated to manage wage costs and better align staffing needs with financial realities.

Salary Adjustments: Full-time positions have also been reviewed as part of the District's 2023-2024 Class and Compensation study, and salary adjustments were made as necessary to ensure equity and retention while aligning with the District's overall compensation.

ANALYSIS

In 2027, the minimum wage will increase to \$17.40 per hour, which will have a notable impact across two of the District's part-time salary ranges. However, these adjustments are necessary to comply with state law and ensure the District remains competitive in attracting part-time staff.

Only salary grade ranges P101 and P102 are being adjusted, to remain with a midpoint progression of 10% and a grade range of 30%. When the Classification and Compensation Study was implemented in 2023, P103 and P104 were established outside of the midpoint progression of 10%, to accommodate employees in those positions at the time. The goal is to achieve a midpoint progression of 10% for all grades. This change will result in a 12.4% increase from P102 to P103 and a 15.3% increase from P103 to P104.

2026 Part Time Salary

	Bottom	Mid	Top
P101	\$16.90	\$19.44	\$21.97
P102	\$18.59	\$21.38	\$24.17
P103	\$21.50	\$24.73	\$27.96
P104	\$24.80	\$28.52	\$32.24

2027 Proposed Part Time Salary

	Bottom	Mid	Top
P101	\$17.40	\$20.01	\$22.62
P102	\$19.10	\$22.01	\$24.88
P103	\$21.50	\$24.73	\$27.96
P104	\$24.80	\$28.52	\$32.24

FISCAL IMPACT

In the 2025-2026 Fiscal Year, the District employed fifty-three (53) Lifeguards and forty -two (42) Recreation Leaders for a combined total of 18,950 hours. Based off the hours worked in FY 2025-2026, the cost increase will be approximately \$ 9,755.39. The District has accounted for these increases as part of the FY 2026-2027 Budget.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy:

- 5.1: Position the District to attract and retain high-quality employees.

RECOMMENDATION

It is recommended the Personnel Committee review the 2027 part-time salary schedule.

ATTACHMENTS

- 1) January 1, 2027, Part-Time Salary Schedule (1 page)



CLASSIFICATION AND PAY RATE RANGES

Part-Time Positions
Effective January 1, 2027

Hourly Rate			
Grade	Minimum	Midpoint	Maximum
Part-Time Pay Plan			
P101	\$17.40	\$20.01	\$22.62
P102	\$19.14	\$22.01	\$24.88
P103	\$21.50	\$24.73	\$27.96
P104	\$24.80	\$28.52	\$32.24

Grade	Title	Minimum	Midpoint	Maximum
P101	Human Resources Generalist	\$17.40	\$20.01	\$22.62
P101	Landscape Custodian	\$17.40	\$20.01	\$22.62
P101	Lifeguard	\$17.40	\$20.01	\$22.62
P101	Office Assistant	\$17.40	\$20.01	\$22.62
P101	Recreation Leader	\$17.40	\$20.01	\$22.62
P102	Aquatics Center Assistant Manager	\$19.14	\$22.01	\$24.88
P102	Senior Recreation Leader	\$19.14	\$22.01	\$24.88
P104	Park Ranger	\$24.80	\$28.52	\$32.24

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: September 23, 2026

**SUBJECT: REVIEW AND DEVELOPMENT OF PROFESSIONAL
BOUNDARIES WITH MINORS POLICY**

BACKGROUND

The California Association for Park and Recreation Indemnity (CAPRI), the District's insurance carrier, is requiring member districts to develop and adopt a Professional Boundaries Policy addressing appropriate interactions with minors. CAPRI provided a sample policy as a starting point for districts to review and adapt based on their individual programs, operations, and organizational structure.

The purpose of the policy is to establish clear expectations regarding appropriate professional conduct, communication, supervision, and reporting when employees and other individuals working on behalf of the District interact with minors. The policy is intended to provide consistent guidance for individuals working with or around minors and to help reduce risks associated with inappropriate or unclear professional boundaries.

The sample policy provided by CAPRI is being presented to the Personnel Committee as a starting point for the development of a Professional Boundaries Policy specific to the District. While CAPRI has established the requirement for the District to have a Professional Boundaries Policy, staff is seeking Committee direction regarding the appropriate scope, structure, and operational application of the policy before preparing a final draft.

ANALYSIS

The District interacts with minors in a variety of settings and through individuals serving in different capacities. This may include District employees, volunteers, contract instructors, contractors, and others who may provide services or otherwise represent the District. In addition, the District employs minors in several positions, creating circumstances in which adult employees may appropriately supervise, train, and communicate with minor employees as part of normal District operations.

The policy development process will need to establish clear and practical expectations for professional interactions with minors while recognizing the different roles and responsibilities of employees, volunteers, contractors, instructors, and other individuals working on behalf of the District.

Areas that may be addressed in the policy include, but are not limited to:

- Appropriate in-person and one-on-one interactions with minors;

- Communication with minors, including electronic and social media communication
- Appropriate physical contact and personal boundaries
- Transportation and interactions outside normal program settings
- Gifts, favors, or other personal relationships with minors
- Appropriate supervision and visibility when working with minors
- Procedures for reporting concerns or suspected violations of professional boundaries
- Responsibilities for responding to, investigating, and addressing reported concerns

The policy will also need to distinguish between professional-boundary expectations and legal or regulatory reporting obligations, including mandated reporting requirements that may apply to certain individuals or circumstances.

The CAPRI sample policy provides a general framework; however, additional work will be necessary to ensure the policy appropriately reflects the District's operations and clearly establishes expectations for each group covered by the policy. In particular, provisions related to reporting, investigations, corrective action, and discipline will need to distinguish between District employees and individuals who are not employed by the District.

Staff is also seeking direction from the Personnel Committee regarding the structure of the policy. The Committee may wish to consider whether professional boundary standards should be addressed in a single policy applicable to all individuals representing the District, or through separate policies or documents for employees, volunteers, contract instructors, contractors, or other applicable groups. If separate policies are developed, the employee policy could specifically address employee responsibilities and rights, including applicable District personnel policies and collective bargaining provisions.

Following direction from the Personnel Committee, staff will revise the CAPRI sample policy to more clearly reflect District operations and applicable legal requirements. Staff will then return with an updated draft for further review and discussion before any recommendation for formal adoption by the full Board.

FISCAL IMPACT

There is no anticipated fiscal impact associated with adoption of the proposed policy. Training related to professional boundaries is available to the District through CAPRI at no additional cost.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy:

- 5.1: Position the District to attract and retain high-quality employees.

RECOMMENDATION

It is recommended that the Personnel Committee review the proposed Professional Boundaries with Minors Policy and provide any recommendations or direction to staff.

ATTACHMENTS

- 1) Sample Professional Boundary Policy – 3 pages

Sample Professional Boundary Policy

Boundaries Defined

This policy is intended as a guide to Park and Recreation Staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees and volunteers and to specify boundaries between minors and staff. The term “Boundaries” is defined as acceptable professional behavior by employees and volunteers while interacting with minors. Trespassing beyond the Boundaries of a minor and employee/volunteer relationship is deemed an abuse of power and a betrayal of public trust.

Scope

This policy applies to all staff members, volunteers, contractors, and anyone else working directly with minors.

General Principles

This policy should clearly define the boundaries, so everyone understands the expectations and the consequences of not obeying them.

Staff shall respect the individual rights of minors and act in their best interest.

Minors shall not be discriminated against regardless of their race, ethnicity, gender, sexual orientation, religion, socioeconomic status, or disability.

The District shall have zero tolerance for harassment or abuse.

Unacceptable and Acceptable Behavior

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a minor or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and minors but to prevent relationships that could lead to, or may be perceived as, misconduct.

Unacceptable Behavior

The following is an illustrative list of unacceptable behavior, which includes but is not limited to:

- Remarks about the physical attributes or physiological development of anyone.
- Excessive attention toward a particular minor.
- Sending e-mails, text messages, instant messages, social media messages, or letters to minors if the content is not about park and recreation activities and not in accordance with applicable District policies or in violation of the District’s Social Media and/or Technology Policy.
- Communicating with minors or parents/guardians in violation of the District’s Social Media Policy.

- Engaging in inappropriate and/or unprofessional communications.
- Using profanity with or to a minor.
- Involving minors in non-District related issues, including, but not limited to, the employee's employment issues.
- Working while unfit for service, including the inability to appropriately instruct or associate with minors.
- Being alone with a minor.

Acceptable Behavior

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- E-mails, text messages, phone conversations, and other communications to and with minors must be professional and pertain to District activities.
- Keeping reasonable space between the employee and the minor.
- Stopping and correcting minors if minors cross the employee's own personal boundaries.
- Keeping parents and District supervisors informed when a significant issue develops regarding a minor.
- Seeking advice from senior staff (such as administrators, managers, or Human Resources) if an employee finds themselves in a difficult situation related to Boundaries.
- Involving an employee's supervisor if conflict arises with a minor.
- Informing Human Resources or the Superintendent/District Manager about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of minors and/or coworkers.
- Asking another staff member to be present if an employee will be alone with any minor.
- Giving minors praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high fives, and handshakes.
- Keeping professional conduct a high priority during all moments of minor contact.
- Discuss only program-related issues and keep communications within program hours.

Transportation

Staff shall not transport minors in private vehicles.

Staff shall not be alone in a District vehicle with a minor.

Staff should inform a supervisor and/or another responsible adult of the details of any trip involving minors, including the time, location, and purpose.

Reporting Violations

When any employee reasonably suspects or believes that another staff member may have violated the items specified in this policy, they must immediately report the matter to Human Resources or District Manager. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect minors, the suspected employee, any witnesses, and the District as a whole. Employees must also report to the administration any awareness of, or concern about, minor behavior that crosses boundaries or any situation in which a minor appears to be at risk for sexual abuse.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any mandated reporter who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. Employees are required to report such incidents to an administrator and Human Resources. Reporting such incidents to an administrator and Human Resources does not relieve the employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send a written report thereof within thirty-six (36) hours. However, employees may work cooperatively to report the incidents and to file one written report. Employees who have any questions about these reporting requirements should contact Human Resources.

The District will provide training every two years on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

Investigating

The District Manager will promptly investigate any allegations.

Violations

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.