Highlands Recreation Distict Policy Project (2026)

Policy Area	Policy Title	BOD Policy	Management Policy	Policy #	Staff Procedures	Date Approved	Last Updated/ Reviewed	Notes
Board of Directors	ADA Policy			GOV-003			4/8/2025	
	Board Bylaws			GOV-001			10/10/2023	
	Board Elections and Vacancy Policy							
	Board Member Code of Conduct Policy							See bylaws
	Board of Directors Duties Policy							
	Board Social Media & Communications Policy							Recommended
	Brown Act Policy							See bylaws
	Conflict of Interest Policy			GOV-002			6/10/2025	
	Duties of the Board Secretary							
	Policy Development & Review Policy							Recommended
	Public Complaints & Appeals Policy							Recommended
	Board Attendance Policy?							
Governance District	ADA Policy			GOV-003			4/8/2025	
	District Transparency & Public Info Policy							Recommended
	Public Records Act Request Policy			GOV-005			9/9/2014	
Administration & Finance	Records Retention Policy			GOV-004			7/10/2024	https://highlandsrecgov.sharepoint.com/sites/InformationStore/Shared%20Documents/Public/Policies%20&%20Procedures/Governance/HRD%20Digitized%20Records%20Retention%20Index%20links.xlsx
	Budget Policy							Recommended
	Capital Asset Policy							Recommended
	Cash Handling & POS Policy							Recommended
	Community Group Rental Policy							Sent to BOD; needs standard formatting.
	Compensation Policy							
	Credit Card Use Policy			ADM-002				Approved/implemented by GM.
	Donations Policy							
	Employee Handbook			HR-001				
	Facility Rental Policy							Drafted; pending approval.
	Fee & Revenue Policy							Recommended

Administration & Finance	Financial Guidelines & Fiscal Reserves Policy			ADM-001			11/12/2013	
	Fund Balance Classification Policy							Recommended
	Grant Management Policy							Recommended
	Memorial Policy							Drafted; pending approval.
	Merit Policy							
	MOU with Partner Agencies Policy							Recommended
	Procurement & Purchasing Policy							Recommended
	Strategic Plan Policy							Recommended
	Surplus Disposal Policy							Drafted; pending approval.
	Sustainability Policy							
Human Resources	Travel, Meal Policy							
	Accomodations Policy							
	Anti-Harassment & Discrimination Policy							See employee handbook
Human Resources	Cellular Phone Policy							
	Dress Code and Personal Policy							
	Employee Benefits Policy							See employee handbook
	Employee Conduct & Discipline Policy							See employee handbook
	Employee Program Benefit Policy							
	Employee Reference Policy							
	Employee Training & Certification Policy							Drafted; pending approval.
	Heat Illness Prevention Policy			HR-003			6/10/2025	
	Hiring and Selection Process Policy							
	On Call Policy							
	Out of Class Pay Policy							
	Professional Development and Education Policy							
	Promotion/Reclassification Policy							
	Recruitment & Hiring Policy							Recommended
	Respiratory Illness & COVID-19 Policy							Drafted; pending approval.
	Subpoena Policy							
	Telework & Remote Work Policy (Flexible Work)							See employee handbook
	Timekeeping & Overtime Policy							See employee handbook
	Vacation Accural Policy							
	Vacation Buyout Policy							
	Whistleblower Protection Policy							See employee handbook

Risk Management	Workplace Violence Policy			HR-002			4/8/2025	
	Blood Borne Pathogens							
	Data Security Policy			RSK-003			9/9/2025	
	Emergency Action Plan (EAP)			RSK-001			1/14/2025	https://highlandsrecgov.sharepoint.com/sites/InformationStore/Shared%20Documents/Public/Policies%20&%20Procedures/Human%20Resources/HRD%20-%20Aquatics%20EAP.pdf
	Fleet/Vehicle Policy							
	Hazardous Communications Program			RSK-004			4/1/2025	
	Incident Reporting Policy							Recommended
	Injury & Illness Prevention Program (IIPP)			RSK-002			12/10/2024	
	Lost Child Policy							
Programs & Services	Volunteer Policy							
	Youth Protection Policy							
	Change Request, Cancellation and Refund Policy			PRG-001				Drafted; pending final review.
	Inclusion & Accommodation Policy							Recommended
	Behavior Management							
	Photography & Media Release Policy							
	Aquatics Safety & Operations Policy							
	Youth Sign-In/Out & Release Policy							
	Parks & Facility Ordinance / Use Policy							

Additional Policies: