

CROCKETT COMMUNITY SERVICES DISTRICT

Ad Hoc Personnel Committee

AGENDA FOR TUESDAY, MARCH 19, 2024

TIME: 1:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Personnel Ad Hoc Committee is an agent of the Crockett Community Services District.

1 CALL TO ORDER – ROLL CALL

2 PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)

3. ADMINISTRATION:

- a. Review edits to the District Code.
- b. Discuss revisions to the personnel manual.
- c. Discuss personnel-related forms.
- d. Discuss the Exempt category.
- e. Discuss job duties.

4. REPORTS/COMMENTS FROM COMMITTEE MEMBERS:

(These items are typically for the exchange of information only. No action will be taken at this time.)

5. FUTURE AGENDA ITEMS:

- a. Consider Acronyms to be added to the District Code.

6. ADJOURNMENT: to April 2, 2024.

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In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Secretary at (510) 787-2992. Notification at least 48 hours before the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record relates to an open session agenda item and is distributed less than 72 hours before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California, 94525.