

**A G E N D A**  
**EXECUTIVE COMMITTEE**  
**Administration Conference Room**  
**Monday, March 3, 2014 – 1:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of February 3, 2014
6. Correspondence
7. **REPORTS**
  - a. HR Manager
  - b. Mutual Administration Manager
  - c. Executive Director
  - d. Foundation President
8. **UNFINISHED BUSINESS**
  - a. Review and Adopt Policy– Terms of Contracts – Discussion Only
9. **NEW BUSINESS**
  - a. Gates and Patrol Manual
  - b. Review Escrow Disclosures and Pre-Listing Inspections
  - c. Amend Policy 4311 – Vacation Procedure
  - d. Rescind Regulation 4322 – Sick Leave Program
  - e. Amend Policy 4420 – Group Term Life Insurance
  - f. Amend Policy 4441 – Insured Programs
  - g. Amend Policy 4610 – Performance Evaluation Procedure and Rescind Regulation 4611
  - h. Architectural and Landscape Committee
  - i. Amend Policy 5020 – Organization of the Board
  - j. Amend Policy 5021 – GRF Organization Chart
  - k. Rescind Policy 2003, 2003.1, 2003.2, 2202, 2302, 2303, 2402, 2502, and 2802
10. Foundation Member Comments
11. Committee Member Comments
12. Executive Session
  - a. Legal and Personnel Update
13. Adjournment
14. Next Committee meeting: April 7, 2014 at 1:00 p.m. in the Admin Conf. Room
15. Next Roundtable meeting: Friday, March 21, 2014 at 1:00 p.m. in the Admin Conf. Room

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**MEMO**

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** AMEND POLICY 4311, VACATION PROCEDURE  
**DATE:** FEBRUARY 25, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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Policy 4311, Vacation Procedure, sets forth the parameters about when vacation can be earned and taken and the reporting of the hours for payment purposes.

In order to facilitate staff scheduling and provide consistency with the sick policy, the policy was reviewed for improvement and manageability. It was also reviewed based on the change from paper timecards to the on-line time and labor system, Paychex.

Management recommends the following changes to Policy 4311, Vacation Procedure:

- Change the usage start date from one year of employment to after 90 days of employment to match our probationary period and our sick policy. This will not cost the Foundation any additional funds since the liability is already realized. Per California law, we must pay earned vacation out in the first year if an employee terminates since it is designated as an earned benefit so it does become a liability at day one. This change will also take care of the potential problem of an employee calling out sick after 90 days because they can use their sick time but they may be using it for personal time off. We would rather the employee notify us in advance of time off and reduce their vacation balance liability versus using sick in the first year.
- Add wording about the timing of vacations and that vacation usage is at the discretion of the Golden Rain Foundation based on business needs.
- Delete wording regarding the use of paper request forms.
- Replace the statement that all employees must take at least one vacation of five (5) or more consecutive days each calendar year with a statement that the Foundation reserves the right to require an employee to take time off each year.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 4311, Vacation Procedure, is requested.

HUMAN RESOURCES

## EMPLOYEE BENEFITS

## DRAFT

Vacation Procedure

1. ~~Vacation is earned on a bi-weekly basis. Full-time employees are eligible to take earned vacation after one year of continuous employment, but not prior to that time.~~
1. **Full-time employees earn vacation beginning on the first day of employment, but may not be paid any vacation days during the first 90 calendar days of employment.**
2. Nonexempt employees may take earned vacation in hourly increments with the supervisor's prior approval. ~~Any time less than eight hours is requested, it will be noted on the time card and initialed by the supervisor. A Request for Leave form is not required for less than eight hours of vacation time.~~
3. Exempt employees must take earned vacation in full day (eight hours) increments.
4. Scheduled vacations will be at times mutually convenient to the Foundation and the employee, and it is to be at the discretion of the department supervisor with final approval of the department head. **Supervisors/Department heads should be as flexible as possible in approving vacation for all eligible employees; however, it is always at the discretion of the Golden Rain Foundation to approve, change, or deny vacation based on business needs. If a situation arises in which a temporary increased workload requires limiting vacation, Supervisors/Department Heads should inform employees of these dates as soon as possible. In the case where vacation requests are submitted by more than one individual within the same position or same department and for the same time period in which minimum staff coverage must be maintained, the determination of which employee will be approved will be based on a combination of seniority, prior vacation approvals, and when the vacation time was requested.**
5. Unaccrued vacation time may not be used unless emergency circumstances are proven. The Executive Director's approval is required.
6. If a holiday occurs during vacation, it will not be considered as vacation time.

(Oct 12)

**HUMAN RESOURCES****EMPLOYEE BENEFITS****DRAFT****Vacation Procedure**

7. Vacations may be accrued up to one and one-half (1.5) times the amount an employee can accrue each year. At the convenience of the Foundation and by special request, vacations may be accrued a maximum of 45 days, subject to approval of the department head and Executive Director.
  8. Vacation pay will be computed at the employee's regular base rate of pay in effect at the time vacation is taken.
  9. Employees wishing to receive advance vacation pay must request it at least ten days before the last working day before the vacation check is needed.
  10. Any employee who fails to return to work within three working days following vacation leave will be considered to have voluntarily resigned from the Foundation when an extension has not been approved.
  11. Terminating full-time employees will be paid earned unused vacation time.
  12. In addition to regular vacation, department managers, if hired on or before January 1, 2013, are entitled to up to five days of administrative leave subject to the approval of the Executive Director. Administrative Leave days may not be carried over to the next year.
  13. ~~A Request for Leave form must be submitted by the employee only for any request of eight hours or more. Prior to approval, the supervisor must check the forms for accuracy. If an error is noted, either a new form must be completed or the corrections noted on the existing form and initialed by both the employee and the supervisor. Note: One form must be completed for each Monday-Sunday period. Supervisors shall not accept improperly filled out forms and shall carefully review each form for accuracy prior to signing. Exceptions to this procedure should be cleared through the department head or, in his/her absence, a person designated by the department head or the Human Resources Manager.~~
- 13. Employees are required to enter non-worked hours in the Paychex Time and**

(Oct 12)

HUMAN RESOURCES

## EMPLOYEE BENEFITS

## DRAFT

Vacation Procedure

Labor system. Failure to enter the non-worked time within the timeframes allowed may result in reduced hours on the employee's paycheck. Supervisors will review and approve vacation requests in a timely manner. When possible, all vacation requests should be made no less than 4 weeks before the start of vacation to allow proper staffing during the employee's absence.

14. ~~All employees must take at least one vacation of five (5) or more consecutive days each calendar year.~~
- 14. The Golden Rain Foundation reserve the right to require an employee take time off each year to help maintain the productivity and health of its employees and minimize the liability to the Foundation.**

## Policy

Approved: 21 Aug 69  
 Revised: 25 Jul 72  
 Revised: 28 Jun 74  
 Revised: 14 Sep 81  
 Revised: 20 Sep 85  
 Revised: 15 Sep 86  
 Revised: 16 Sep 87  
 Revised: 23 Aug 88  
 Revised: 31 Dec 92  
 Revised: 10 Feb 94  
 Revised: 16 Oct 12  
 Amended:

GOLDEN RAIN FOUNDATION  
 Seal Beach, California

(Oct 12)

**MEMO**

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** RESCIND REGULATION 4322, SICK LEAVE PROGRAM  
**DATE:** FEBRUARY 25, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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Regulation 4322, Sick Leave Program, sets forth the parameters surrounding sick leave usage and a sick incentive program for employee's that did not utilize their sick leave within a year.

Regulation 4322, Sick Leave Program, is in direct conflict with Policy 4320, Sick Leave, which was last amended in May 2013. Based on information from the payroll department, the incentive program was ended at the end of 2012 based on a phase out program over four years. Documentation has not been found that this Regulation was ever rescinded.

Action by the Executive Committee to recommend the Board rescind Regulation 4322, Sick Leave Program, is requested.

**PERSONNEL****EMPLOYEE BENEFITS****Sick Leave Program**

1. Full-time employees accumulate one day of sick leave per month for a possible total of 12 sick days per calendar year.
2. New full-time employees accumulate sick leave beginning on the first day of employment, but may not be paid for any sick days during the first 90 calendar days of employment.
3. As an incentive to discourage abuse of the sick leave program, one-third of the employee's sick leave accumulation for the current calendar year will be paid at the end of the year, with a maximum possible payment of four days.
  - a. Employees are entitled to accumulate up to, but not to exceed, 36 days of sick leave.
4. Employees must work for one-half or more of the work days in a month to earn sick leave days for that month.

**Regulation**

Approved: 11 Feb 70  
Amended: 21 Mar 78  
Amended: 31 Dec 92  
Amended: 07 Aug 02

**Executive Director  
Golden Rain Foundation**

(Aug 02)

**HUMAN RESOURCES****EMPLOYEE BENEFITS****Sick Leave**

Sick leave benefits are provided by the Golden Rain Foundation according to the following terms and conditions and will be in effect January 1, 2013:

1. It is the established policy of the Foundation to provide each full-time employee with sick leave at a rate of 10 days per year. New employees will accumulate sick leave time, but will not be paid for sick leave during their 90-day orientation period. Employees are entitled to accumulate up to, but not to exceed, 24 days (192 hours) of sick leave. Any current employee who has accrued 24 - 36 days of Sick Leave as of December 31, 2012, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of 24 days. All employees hired on or after January 1, 2013, will be permitted to accrue up to a maximum of 24 days of sick leave.
2. Sick leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements.
3. Non-exempt employees may use sick leave in increments of one hour or greater.
4. Exempt employees may use sick leave in increments of eight hours or greater.
5. For sicknesses of three or more days' duration, a written statement from the attending health care provider may be required at the discretion of the Executive Director or Human Resources Manager.
6. Sick leave is accrued on a bi-weekly basis. Sick leave hours do not accrue during family, medical or personal leaves of absence.
7. Accrued but unused sick leave will not be paid to the employee upon termination of employment.
8. Sick Leave is not another Vacation Benefit and abuse of Sick Leave may result in disciplinary action up to and including termination. Sick Leave must be used only for

(May 13)



**HUMAN RESOURCES**

**EMPLOYEE BENEFITS**

**Sick Leave**

reasons stated in #2.

**Policy**

Adopted: 20 May 69  
Amended: 21 Mar 78  
Amended: 12 Jan 93  
Amended: 08 Mar 94  
Amended: 08 Aug 95  
Amended: 21 Dec 99  
Amended: 17 Mar 09  
Amended: 21 Dec 10  
Amended: 16 Oct 12  
Amended: 19 Mar 13  
Amended: 21 May 13

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(May 13)

8

**MEMO**

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** AMEND POLICY 4420, GROUP LIFE INSURANCE  
**DATE:** FEBRUARY 25, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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Policy 4420, Group Life Insurance, sets forth the parameters regarding the Group Life Insurance provided to employees by the Golden Rain Foundation.

It is the recommendation that this policy be amended based on changes to Policy 4410, Group Health Insurance, and to remove the specifics of the plan which can be modified each year based the Carrier changes and/or Board approval. The following changes are requested:

- Change the effective date of eligibility to the first of the month following 30 days of employment. This will align this policy with Policy 4410, Group Health Insurance, which sets the Life Insurance eligibility to the first of the month following 30 days of employment.
- Delete all the plan specific information since the terms of the plan can change from year to year.

Action by the Executive Committee to recommend the Board amend Policy 4420, Group Life Insurance, is requested.

PERSONNEL

## INSURANCE PROGRAMS

## DRAFT

Group Life Insurance

Group term life insurance is provided by the Golden Rain Foundation according to the following terms and conditions:

1. All full-time employees are eligible for group life insurance the first day of the new month following 30 days of employment. ~~of the month after completion of their 90-day probationary period. Benefits are according to the following schedule:~~
    - a. ~~The employee's amount of insurance will be 100% of the covered person's annual pay rounded to the next higher multiple of \$1,000, to a maximum amount of insurance of \$150,000.~~
    - b. ~~The amount of insurance will be reduced by 35% on the first of the month occurring on or after the day the covered employee reaches age 65.~~
    - c. ~~On the first of the month occurring on or after the covered employee reaches age 70, the amount of insurance will be reduced to 50% of the amount for which the employee was insured on the day before they reached age 65.~~
  2. ~~Effective February 6, 1969, the Foundation will pay the premiums for group life insurance for full-time employees.~~
  3. ~~New employees, to be eligible for the coverage, must be actively at work on the day following completion of their 90-day probationary period. If not actively at work on that day, new employees become eligible upon return to active full-time employment.~~
  4. ~~Medical examinations are not required for employees who join the plan at the time they become eligible. If, however, the employee does not enroll within 31 days from the date of eligibility, evidence of insurability which is satisfactory to the insurance carrier, will be required.~~
2. The Group Life Insurance Plan will be reviewed annually. The terms of the plan will be approved by the GRF Board of Directors.

(Mar 01)

Page 1 of 2

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PERSONNEL

INSURANCE PROGRAMS

DRAFT

Group Life Insurance

3. Termination of Insurance

Insurance will terminate on the earliest of the date of cessation of premium payment.

- a. The date of cancellation of the group policy,
- b. The date of termination of employment with the employer, or
- c. The date the employee ceases to qualify for insurance under the group policy.

If the employee is absent from work due to sickness or bodily injury, leave of absence, temporary layoff, strike or lockout, their insurance may be continued for a specified period of time in accordance with the terms of the group policy.

5. Life Conversion Privilege

~~If the life insurance terminates because of termination of employment, or the employee ceases to qualify as an employee who is eligible for life insurance under the group policy, the employee will be entitled to apply for an individual policy of life insurance, without disability benefits or other benefits or riders, which will be issued by the insurer without evidence of insurability provided written application and payment of the first premium are made within the 31-day period following termination of insurance. The amount of insurance may not exceed the amount of the insurance under the group policy.~~

**Policy**  
 Adopted: 04 Feb 69  
 Revised: 16 Oct 73  
 Revised: 21 Oct 75  
 Revised: 16 Nov 82  
 Revised: 12 Jun 84  
 Revised: 08 Aug 95  
 Revised: 20 Mar 01  
 Amended:  
 (Mar 01)

**GOLDEN RAIN FOUNDATION  
 Seal Beach, California**



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MEMO

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** AMEND POLICY 4441, LONG-TERM DISABILITY INSURANCE  
**DATE:** FEBRUARY 25, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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Policy 4441, Long-Term Disability Insurance, sets forth the parameters surrounding the Long-Term Disability Insurance provided to employees by the Golden Rain Foundation.

It is the recommendation that this policy be amended based on changes to Policy 4410, Group Health Insurance, and to remove the specifics of the plan which can be modified each year based on Insurance Carrier changes and/or Board approval. The following changes are requested:

- Change the effective date of eligibility to the first of the month following 30 days of employment. This will align this policy with Policy 4410, Group Health Insurance, which sets the Long-Term Disability Insurance eligibility to the first of the month following 30 days of employment.
- Delete all the plan specific information since the terms of the plan can change from year to year.

Action by the Executive Committee to recommend the Board amend Policy 4441, Long-Term Disability Insurance, is requested.

**PERSONNEL****INSURANCE PROGRAMS****REWRITTEN DRAFT****Long-Term Disability Insurance**

Long-term disability insurance is provided by the Golden Rain Foundation according to the following terms and conditions:

1. All full-time employees are eligible for long-term disability insurance the first day of the new month following 30 days of employment.
2. The Foundation will pay the premiums for long-term disability insurance for full-time employees.
3. The long-term disability insurance plan will be reviewed annually and the terms of the plan will be approved by the GRF Board of Directors.
4. Based on the terms of the plan, the employee's benefits may be offset by payments received from other sources such as Social Security benefits, Workers' Compensation benefits, or early retirement benefits.
5. Termination of Insurance

Insurance will terminate on the earliest of the date of cessation of premium payment.

- a. The date of cancellation of the group policy,
- b. The date of termination of employment with the employer, or
- c. The date the employee ceases to qualify for insurance under the group policy.

If the employee is absent from work due to sickness or bodily injury, leave of absence, temporary layoff, strike, or lockout, their insurance may be continued for a specified period of time in accordance with the terms of the long-term disability policy.

**Policy**

Adopted: 21 Oct 74  
 Revised: 12 Jun 84  
 Revised: 20 Mar 01  
 Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jun 84)

**PERSONNEL****INSURANCE PROGRAMS****ORIGINAL****Long-Term Disability Insurance**

The Foundation will pay to provide long-term disability insurance (LTD) to all full-time employees in accordance with the following provisions:

1. The long-term disability insurance policy pays a monthly benefit equal to 66.67% of the employee's base pay, up to \$5,000 per month.
2. The benefit is payable after the employee has been disabled, as defined in the LTD contract, for 90 consecutive days and continues until the employee is no longer disabled or the maximum benefit period ends. The maximum benefit period ends at social security's normal retirement age.
3. The employee's benefits may be offset by payments received from other sources such as Social Security benefits, Workers' Compensation benefits, or early retirement benefits.

**Additional Plan Features:**

1. A family-care expense credit up to \$350 per dependent per month.
2. The LTD insurance policy may pay up to \$2,000 to cover expenses incurred by the employer, or the disabled employee to make workplace modifications in order to enable a disabled claimant's return to work. This provision is required under the American with Disabilities Act (ADA).
3. The LTD insurance policy may provide up to three (3) months of job search assistance and up to three (3) months of additional benefits to claimant's who are unemployed when they recover from a disability.

**Policy**

Adopted: 21 Oct 74

Revised: 12 Jun 84

Revised: 20 Mar 01

**GOLDEN RAIN FOUNDATION****Seal Beach, California**

(Jun 84)

**MEMO**

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** AMEND POLICY 4610 AND RESCIND REGULATION 4611  
**DATE:** FEBRUARY 25, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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Policy 4610 and Regulation 4611, Performance Evaluation and Performance Evaluation Procedures, set forth the parameters about when a performance review is to be conducted and the procedure for completing the performance evaluation.

In order to clarify and give more meaning to the performance evaluation process, these policies were reviewed for improvement. It is recommended that Regulation 4611, Performance Evaluation Procedure, be merged with policy 4610, Performance Evaluation, to provide one streamlined process. It is further recommended that we add the following information to Policy 4610:

- Outcomes and roles of the performance evaluation procedure.
- Information about the key foundational elements of a performance evaluation process.
- Evaluation process for Department Managers to include evaluation from a Board Member of the Golden Rain Foundation who has been appointed as the Chairperson of the appropriate Committee in which has oversight of the area of responsibility of the Department Manager.
- Clarify the evaluation process for the Executive Director.

Action by the Executive Committee recommend the Board approve the amendment of Policy 4610, Performance Evaluation, and the rescission of Regulation 4611, Performance Evaluation Procedure, is requested.



**PERSONNEL****DEVELOPMENT PROGRAM****REWRITTEN DRAFT****Performance Evaluations**

The Golden Rain Foundation (GRF) is committed to fostering a high performance culture. To achieve this, we strive to provide each staff member of our community with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for outstanding work.

**General Policy Details**

1. Performance Evaluation Procedure set forth an effective performance management system:

- A. Requires a shared responsibility between supervisor and employee.
- B. Clarifies and aligns performance objectives with GRF goals and institutional values.
- C. Includes feedback and coaching concerning job performance.
- D. Identifies training and professional development needs.
- E. Measures and documents performance.
- F. Provides input for human resource decisions (e.g. compensation, recognition, etc.)

**2. Key Foundational Elements**

GRF supports flexibility in performance evaluations; however, every evaluation should include the foundational elements listed below:

- A. Performance planning

Clear performance objectives should be identified and communicated at the beginning and throughout the performance cycle. These performance objectives should align with unit and university goals and institutional values.

- B. Coaching

(Jan 97)

**PERSONNEL****DEVELOPMENT PROGRAM****REWRITTEN DRAFT****Performance Evaluations**

Supervisors should use coaching to help employees develop and use their talents for individual and institutional success. Coaching should occur on a regular basis and include a discussion of professional development.

**C. Feedback**

Feedback is information about observed behavior that is appreciative or constructive. It is often helpful for staff to receive feedback from more than one source. Customers, peers, and direct reports can provide important feedback to supplement the supervisor's observations.

**D. Performance review**

This is the culminating communication of the performance cycle, focusing on areas of achievement, areas for improvement, and goals for the future.

**3. Performance Review Guidelines**

The performance review component warrants particular guidelines due to its significance in providing data for critical human resource decisions.

- A. The job performance of each employee will be evaluated on a regular basis, as described as:
- An initial performance evaluation will be conducted when an employee completes 90 calendar days of service with the Foundation.
  - Subsequent evaluations will be completed on or around the employee's first anniversary date and annually, thereafter.
  - The Executive Director, Human Resources Manager and/or Department

(Jan 97)

**PERSONNEL****DEVELOPMENT PROGRAM****REWRITTEN DRAFT****Performance Evaluations**

Head may authorize additional performance reviews as needed.

- If an employee is transferred or promoted, his or her performance will be evaluated after 90 calendar days in the new position. The date of transfer or promotion will then become the job anniversary date, and subsequent annual evaluations will be based on this date.
  
- B. The immediate supervisor will prepare a draft of the evaluation and submit it to the department head for review and approval. The department head will forward the evaluation draft to the Human Resources Department at least five working days, but not more than 10 working days, prior to the evaluation due date. After approval from Human Resources, it will be returned to the Supervisor.
  
- C. The supervisor will review the evaluation in a private meeting with the employee.
  
- D. The employee should be given the opportunity to make comments in the space designated for that purpose, and to sign the form where indicated. Any employee who requests additional time to record his or her comments must return the evaluation to the supervisor by the end of the following work day. A copy of the evaluation will be given to the employee and the original will be returned to the Human Resources Department for placement in his or her personnel file.
  
- E. For Department Managers,\* an evaluation will also be completed by a Board Member of the Golden Rain Foundation who has been appointed as the Chairperson of the appropriate Committee in which has oversight of the area of responsibility of the Department Manager. This evaluation will be shared with the Executive Director and be used as reference by the Executive Director when completing the Department Manager's evaluation. The Executive Director will have ultimate responsibility to complete the

(Jan 97)

**PERSONNEL****DEVELOPMENT PROGRAM****REWRITTEN DRAFT****Performance Evaluations**

Department Manager's evaluation as he/she deems appropriate using all the information collected over the evaluation period.

- F. The Executive Director will receive an evaluation from the President of the Golden Rain Foundation Board which will include feedback from the Board of Directors. The evaluation will be conducted annually. The President of the Golden Rain Foundation Board will conduct the employee evaluation meeting with the Executive Director and make a verbal report of that evaluation meeting to the Executive Committee.
- G. Performance reviews do not constitute terms or conditions of employment.

\*Department Manager is defined as an employee who directly reports to the Executive Director per the approved Organizational Chart

**Policy**

Adopted: 01 Jun 90  
Revised: 01 Oct 92  
Revised: 08 Aug 95  
Revised: 31 Jan 97  
Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, CA**

(Jan 97)

**PERSONNEL****DEVELOPMENT PROGRAM****ORIGINAL****Performance Evaluation**

An initial performance evaluation will be conducted when an employee completes 90 calendar days of service with the Foundation. Subsequent evaluations will be completed on or around the employee's first anniversary date and annually, thereafter.

If an employee is transferred or promoted, his or her performance will be evaluated after 90 calendar days in the new position. The date of transfer or promotion will then become the job anniversary date, and subsequent annual evaluations will be based on this date.

The administrator will receive an evaluation from each member of the Golden Rain Foundation Board of Directors. The evaluations will be prepared during the month of March. The evaluations will be submitted to the president of the Golden Rain Foundation Board. The president of the Golden Rain Foundation Board will conduct an employee evaluation with the Administrator and make a verbal report of that evaluation to the Executive Committee.

**Policy**

Adopted: 30 Aug 67  
Amended: 13 Jun 90  
Amended: 11 Feb 92  
Amended: 12 Jan 93  
Amended: 08 Aug 95  
Amended: 10 Feb 98 (effective April 1, 1998)  
Amended: 11 Aug 98

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Aug 98)

**PERSONNEL****DEVELOPMENT PROGRAM****ORIGINAL****Performance Evaluation Procedure**

The job performance of each full-time employee will be evaluated on a regular basis, as described in Policy 4510. Evaluations are used to assess performance of job duties and to discuss work standards and areas in which improvement is needed.

The immediate supervisor will prepare a draft of the evaluation and submit it to the department head for review and approval. The department head will forward the evaluation draft to the Human Resources Department at least five working days, but not more than 10 working days, prior to the evaluation due date. After approval, it will be typed and returned to the Supervisor.

The supervisor will then review the evaluation in a private meeting with the employee. The employee should be given the opportunity to make comments in the space designated for that purpose on page 4, and to sign the form where indicated on the same page. Any employee who requests additional time to record his or her comments must return the evaluation to the supervisor by the end of the following work day. A copy of the evaluation will be given to the employee and the original will be returned to the Human Resources Department for placement in his or her personnel file.

**Procedure**

Adopted: 01 Jun 90  
Revised: 01 Oct 92  
Revised: 08 Aug 95  
Revised: 31 Jan 97

**Executive Director  
Golden Rain Foundation**

(Jan 97)

**GOLDEN RAIN OPERATIONS****ORIGINAL****ORGANIZATION OF THE BOARD****A. Members of the Board**

The Board has eighteen members. The membership includes two representatives from Mutuals No. One and No. Two and one representative from each of the other Mutuals.

**B. Officers of the Board**

President  
 Vice President  
 Corporate Secretary  
 Treasurer  
 Deputy Secretary

**C. Executive Committee of the Board**

The Executive Committee shall consist of the elected officers of the Golden Rain Board and the chairpersons of the Recreation and Physical Property committees.

**D. Standing Committees**

1. Finance Committee
2. Information Technology Services Committee
3. Communications Committee
4. Physical Property Committee
5. Recreation Committee
6. Security, Bus & Traffic Committee
7. Library Committee

**E. Other Committees Approved by the Board****Policy**

Adopted: 18 Jan 72  
 Amended: 17 Feb 76  
 Amended: 16 Aug 83  
 Amended: 18 Feb 97  
 Amended: 15 Sep 09  
 Amended: 19 Apr 11  
 Changed: 27 Aug 13 (to update Committee title)

(Aug 2013)

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

GOLDEN RAIN  
*foundation*  
SEAL BEACH

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MEMO

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** POLICY 5021  
**DATE:** FEBRUARY 24, 2014  
**CC:** FILE

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For the Committee's review proposed revision to Policy 5021.

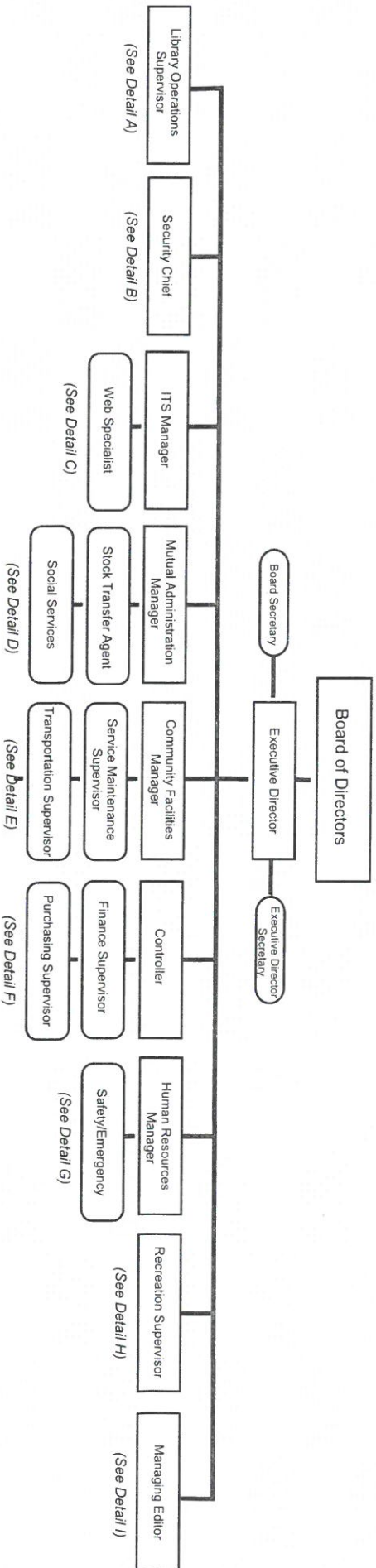
The revision represents a master organizational chart and details for each department into a single policy and if approved the following policies may be rescinded:

2003, 2003.1, 2003.2, 2202, 2302, 2303, 2402, 2502, 2602, and 2802



# GOLDEN RAIN *Foundation*

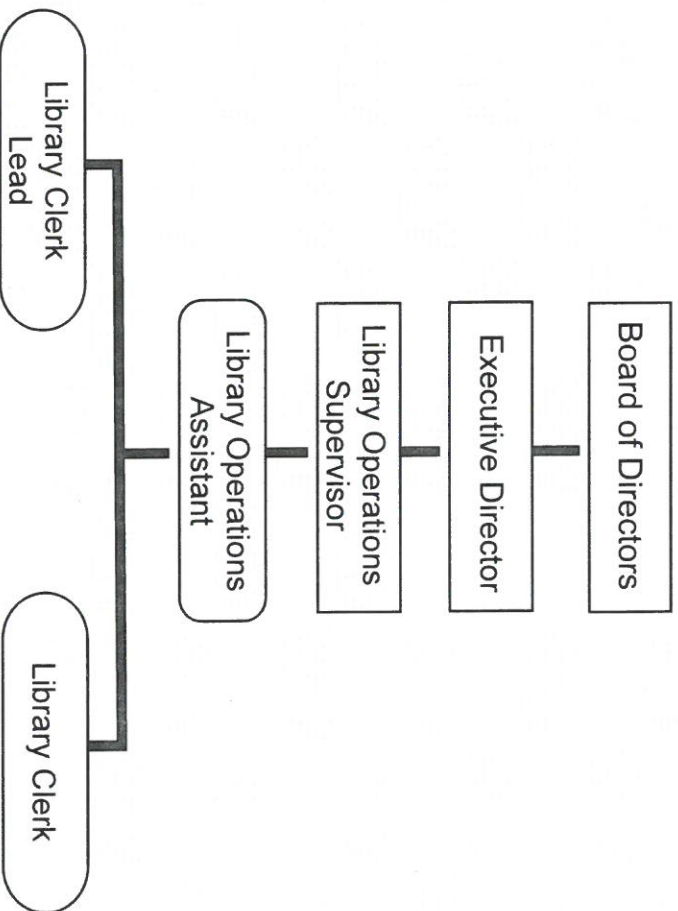
## ORGANIZATION CHART



# GOLDEN RAIN *Foundation*

## DEPARTMENTAL ORGANIZATION CHART

### Library Department



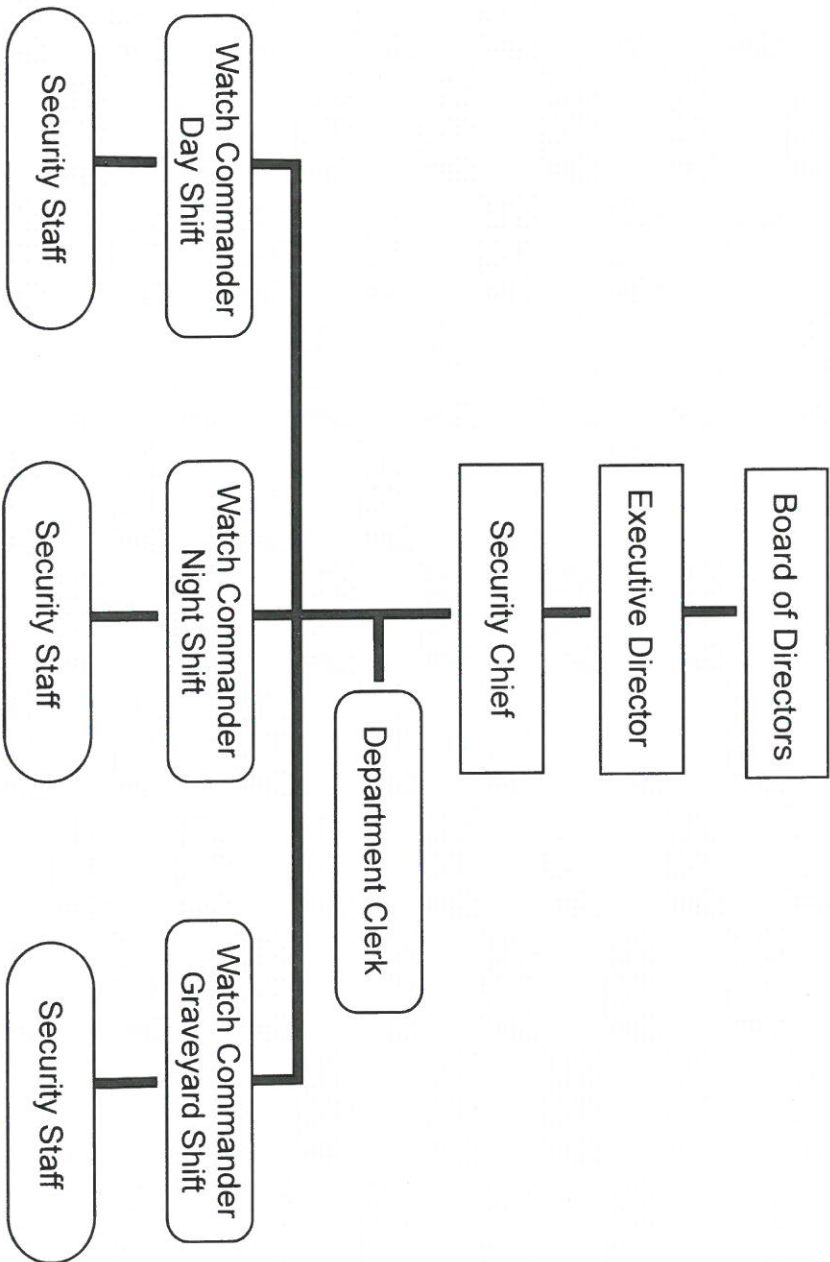
25

# GOLDEN RAIN

*Foundation*

## DEPARTMENTAL ORGANIZATION CHART

### Security Department

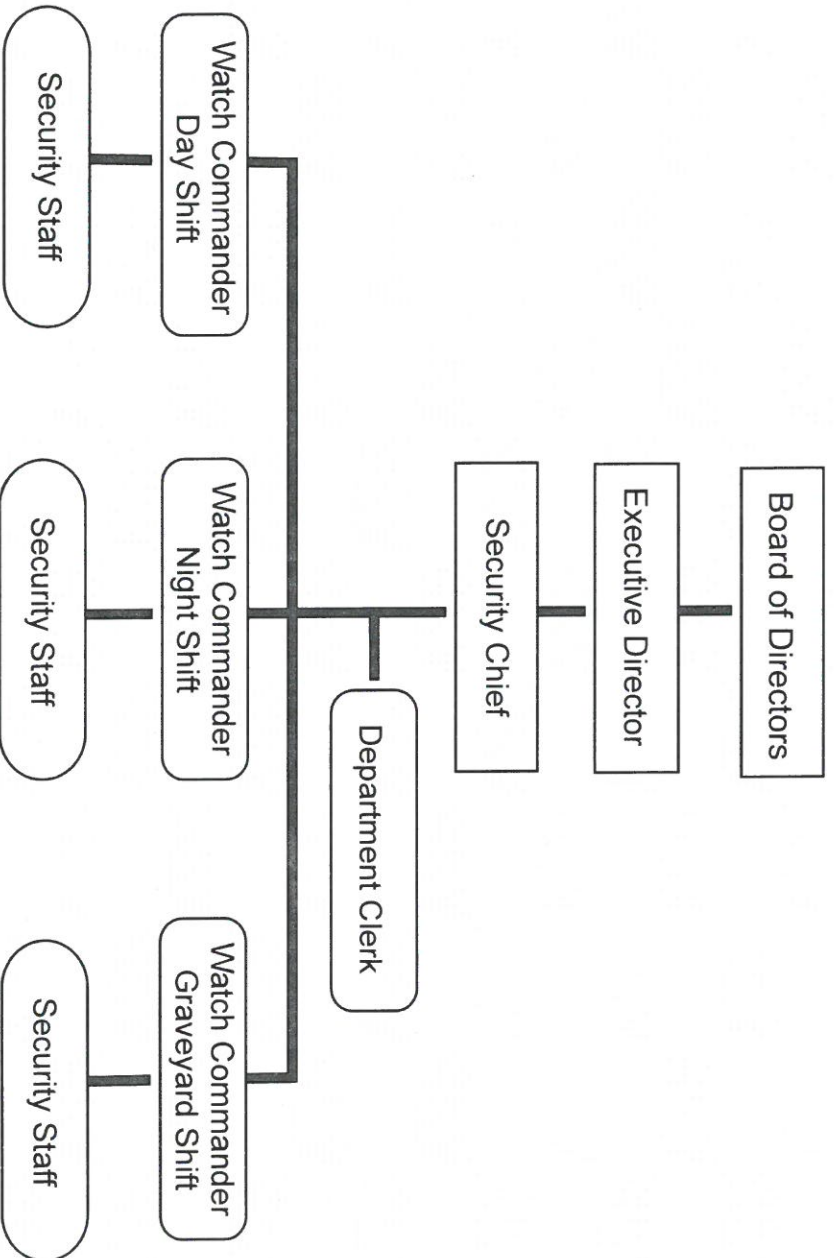


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# GOLDEN RAIN *Foundation*

## DEPARTMENTAL ORGANIZATION CHART

### Security Department



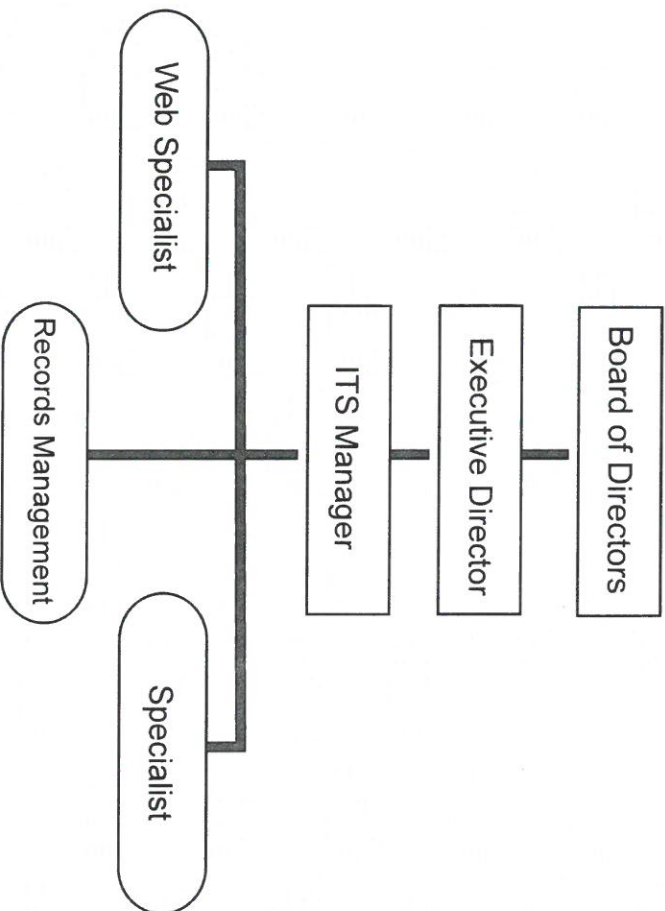
16

# GOLDEN RAIN

## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

#### **ITS Department**

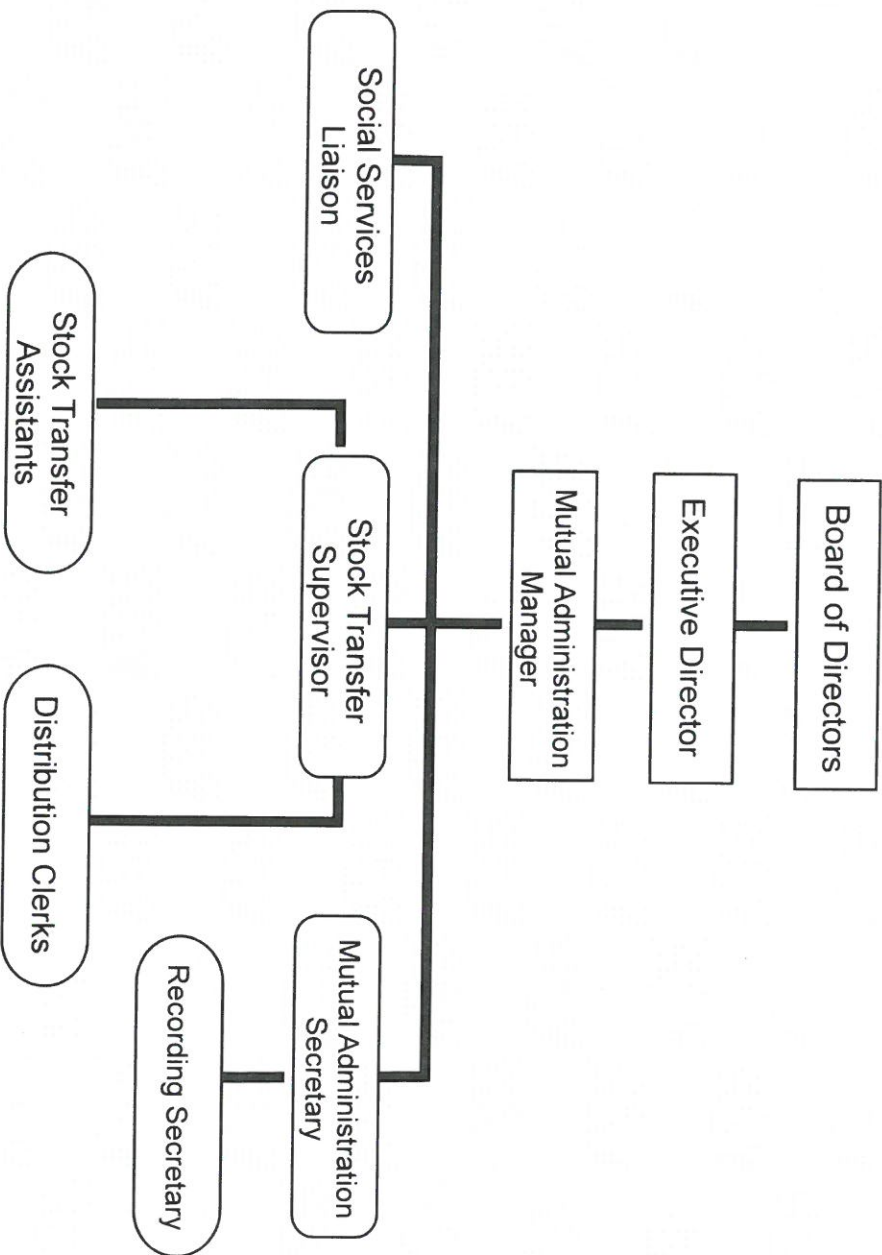


# GOLDEN RAIN

## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

## Mutual Administration Department

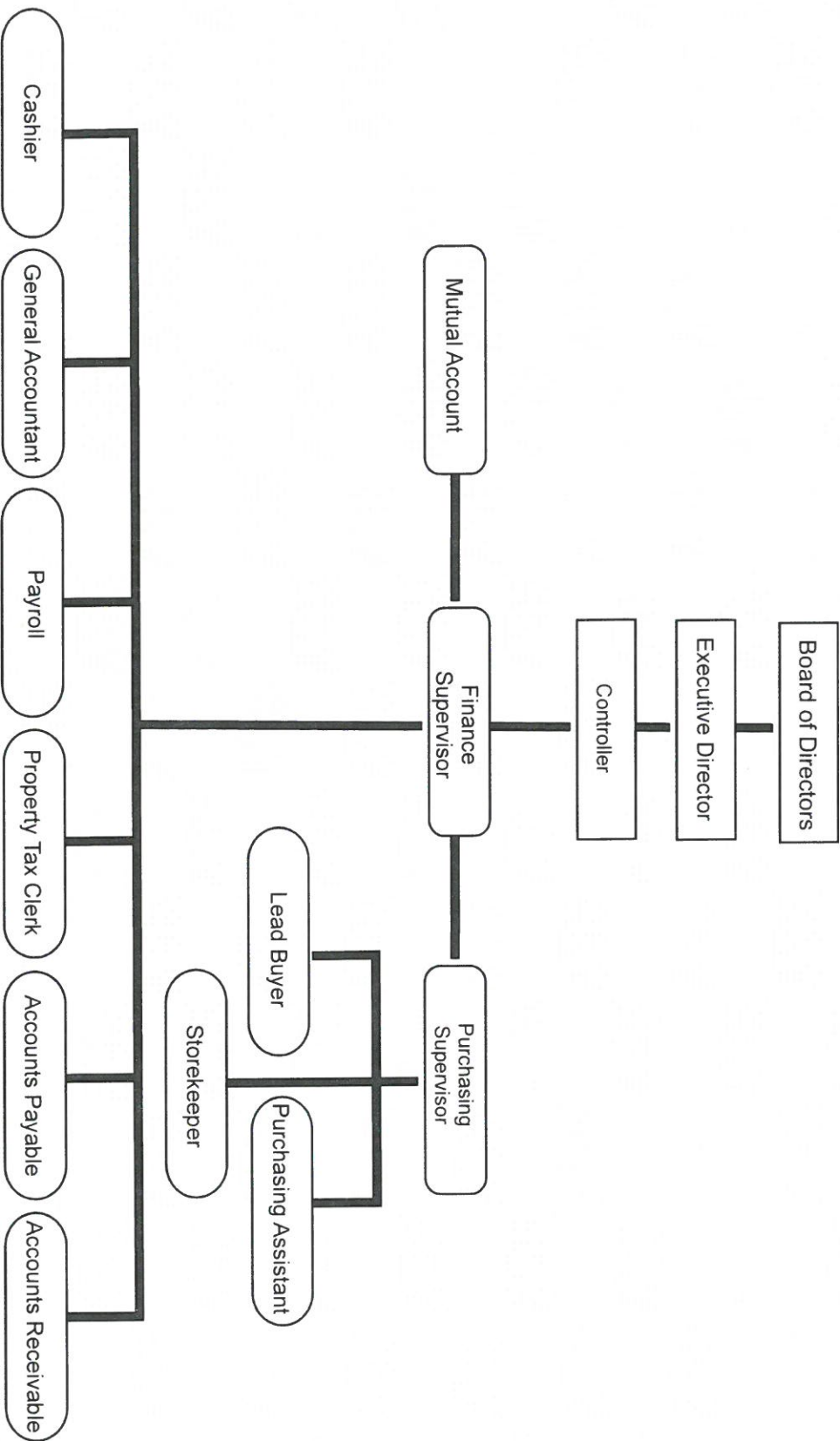


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## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

#### Finance Department

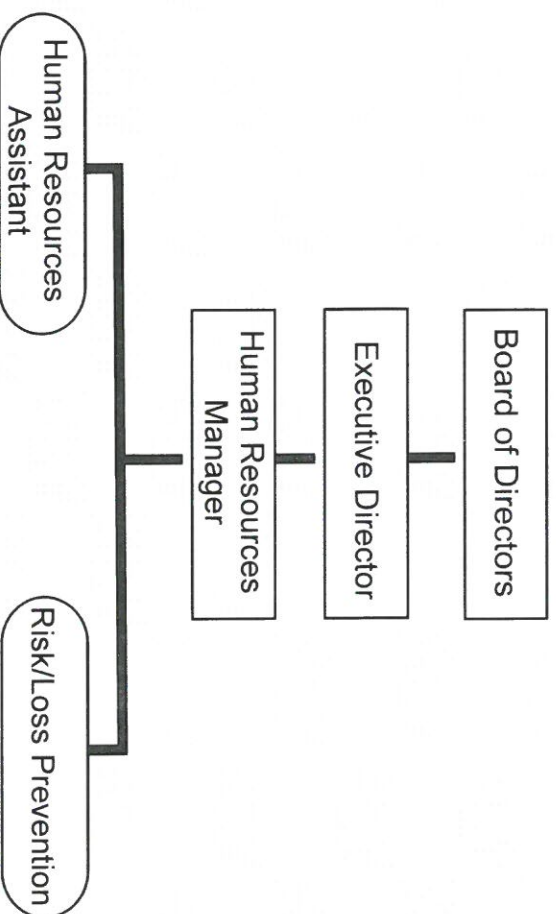


# GOLDEN RAIN

## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

## Human Resources Department



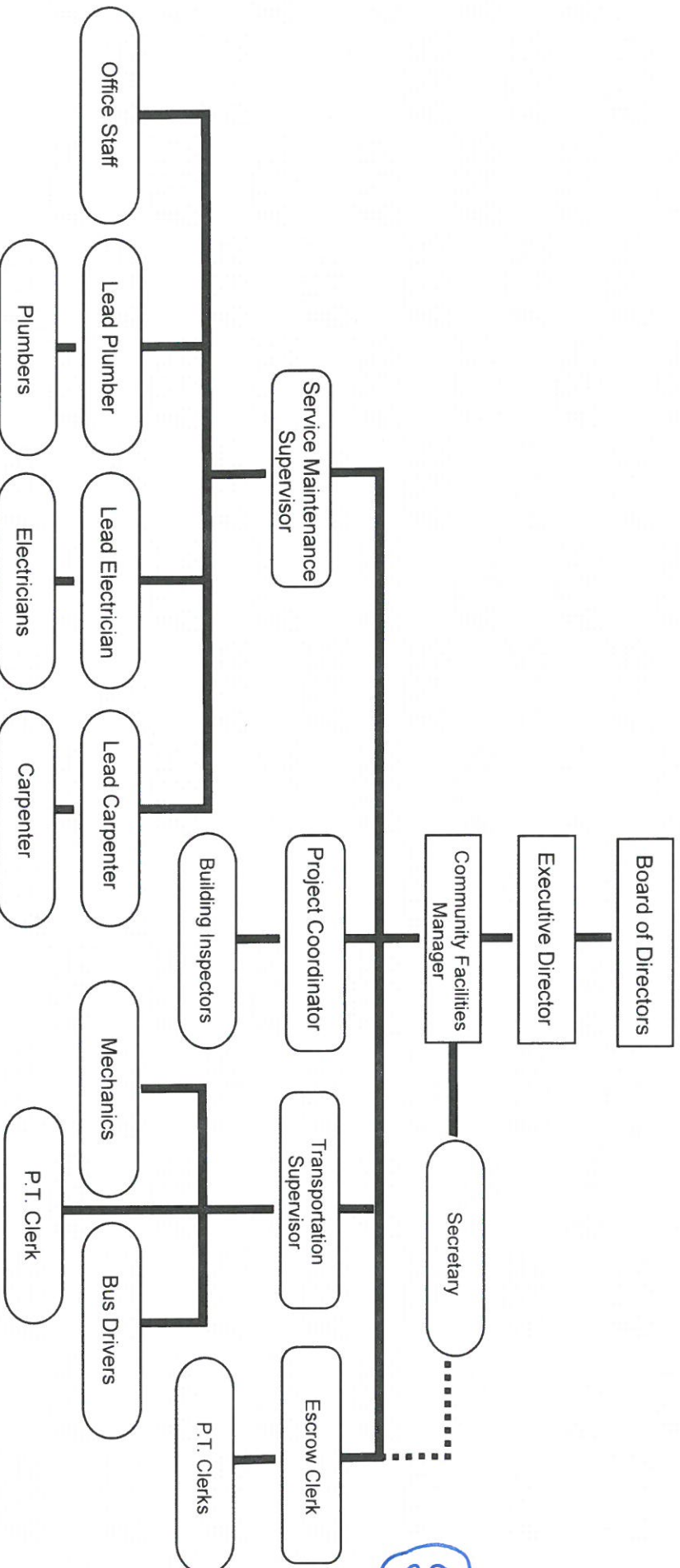


# GOLDEN RAIN

## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

## Community Facilities Department

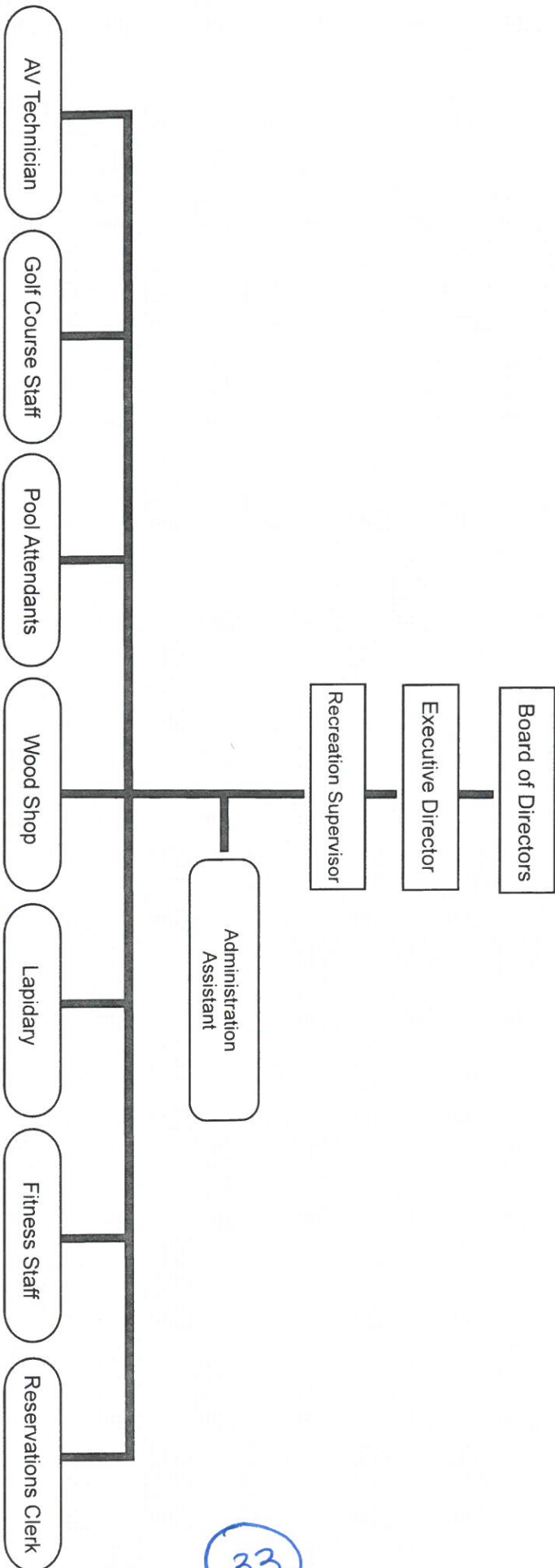


# GOLDEN RAIN

## *Foundation*

### DEPARTMENTAL ORGANIZATION CHART

## Recreation Department

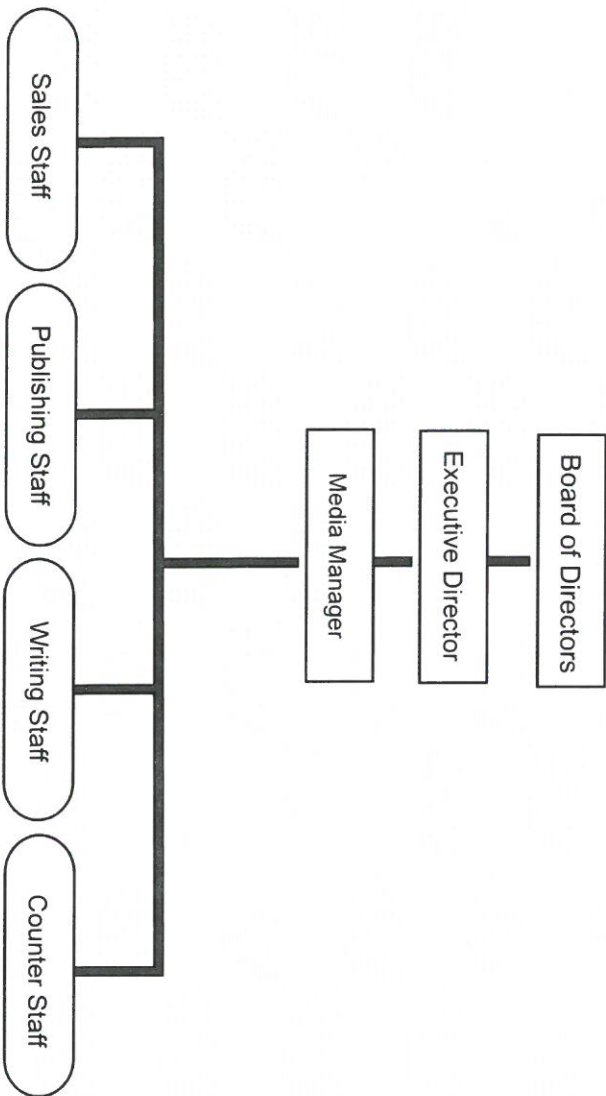


# GOLDEN RAIN

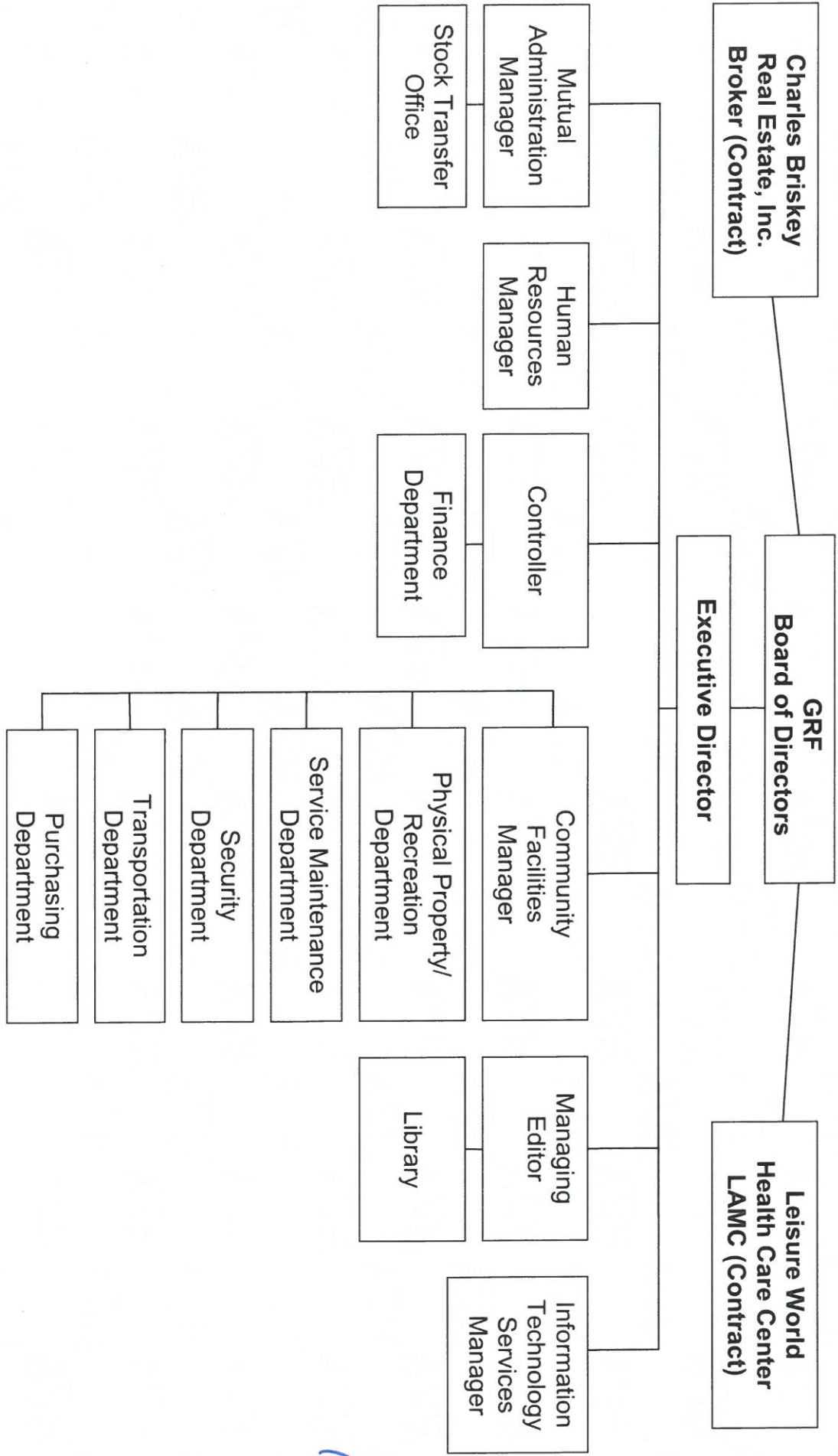
## *Foundation*

DEPARTMENTAL ORGANIZATION CHART

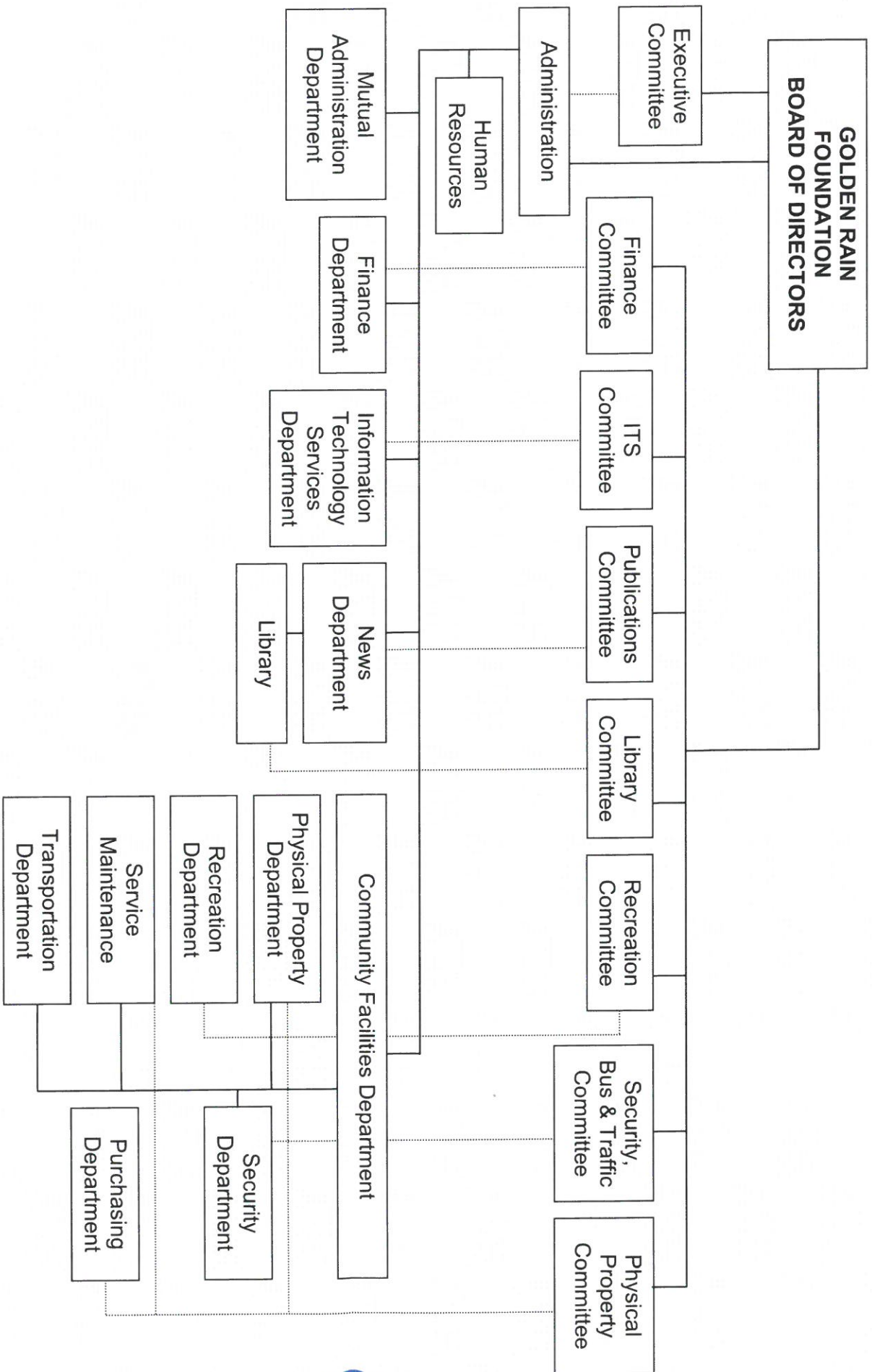
### **Communications Department**



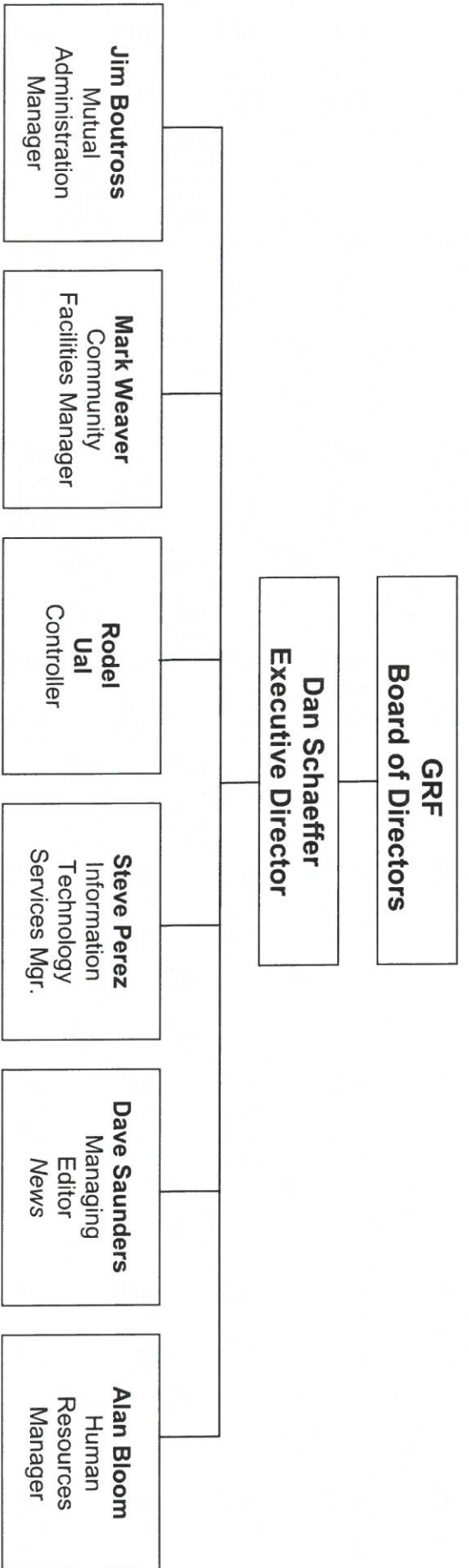
**GOLDEN RAIN FOUNDATION ORGANIZATION CHART**  
 Note: 18 Directors elected from 16 Mutual Corporations

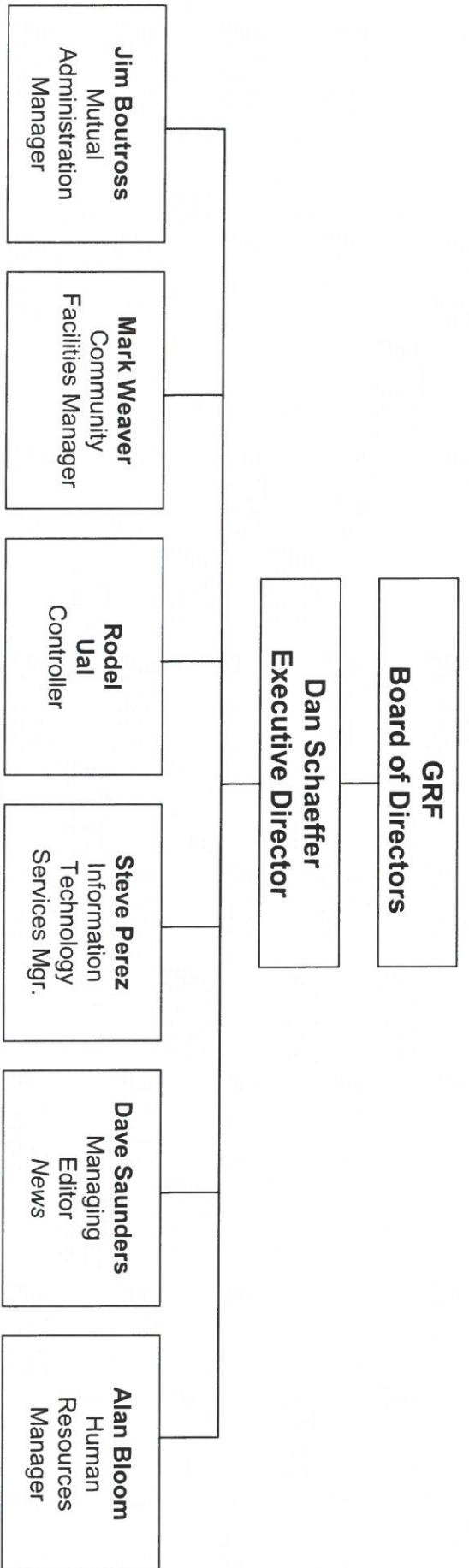


35

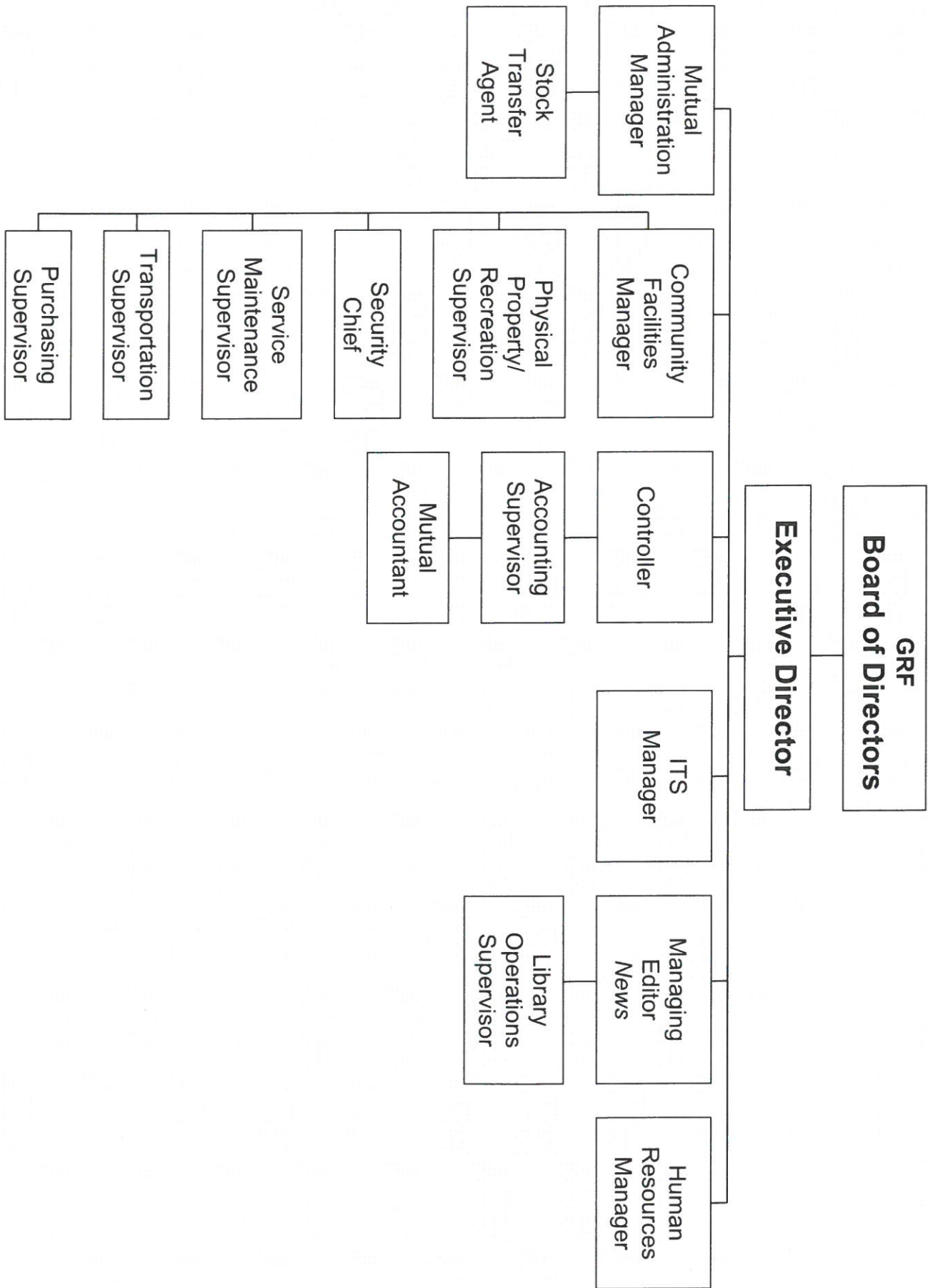


Revised: 08-21-73, 04-15-80, 10-15-85, 02-07-86, 06-14-95, 02-10-09, 09-25-09, 11-01-10, 05-01-12





Revised: 02-14-89, 02-10-98, 02-15-00, 04-10-06, 01-31-07, 12-01-07, 11-01-08, 02-22-11, 01-05-12, 05-31-12

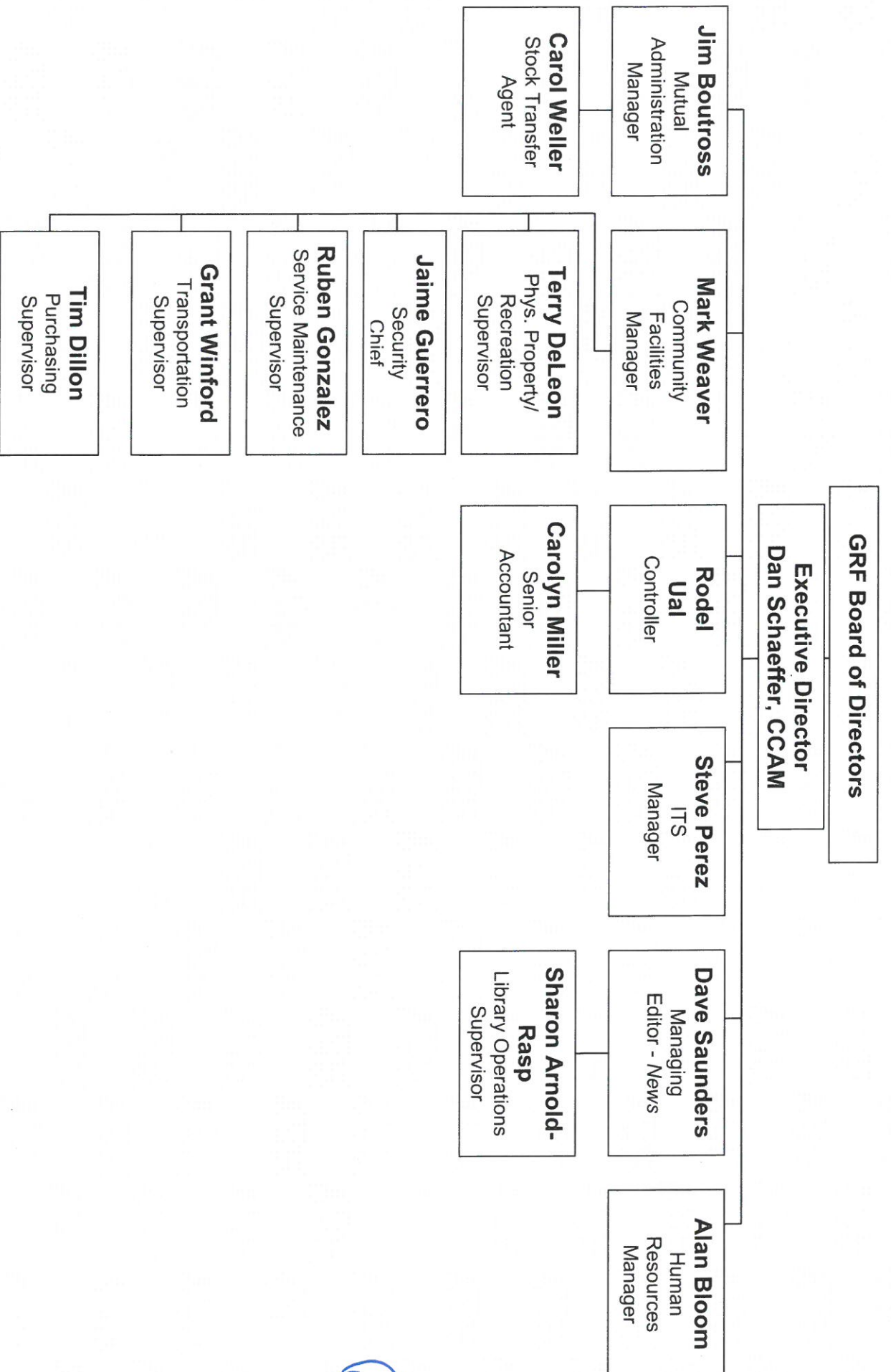


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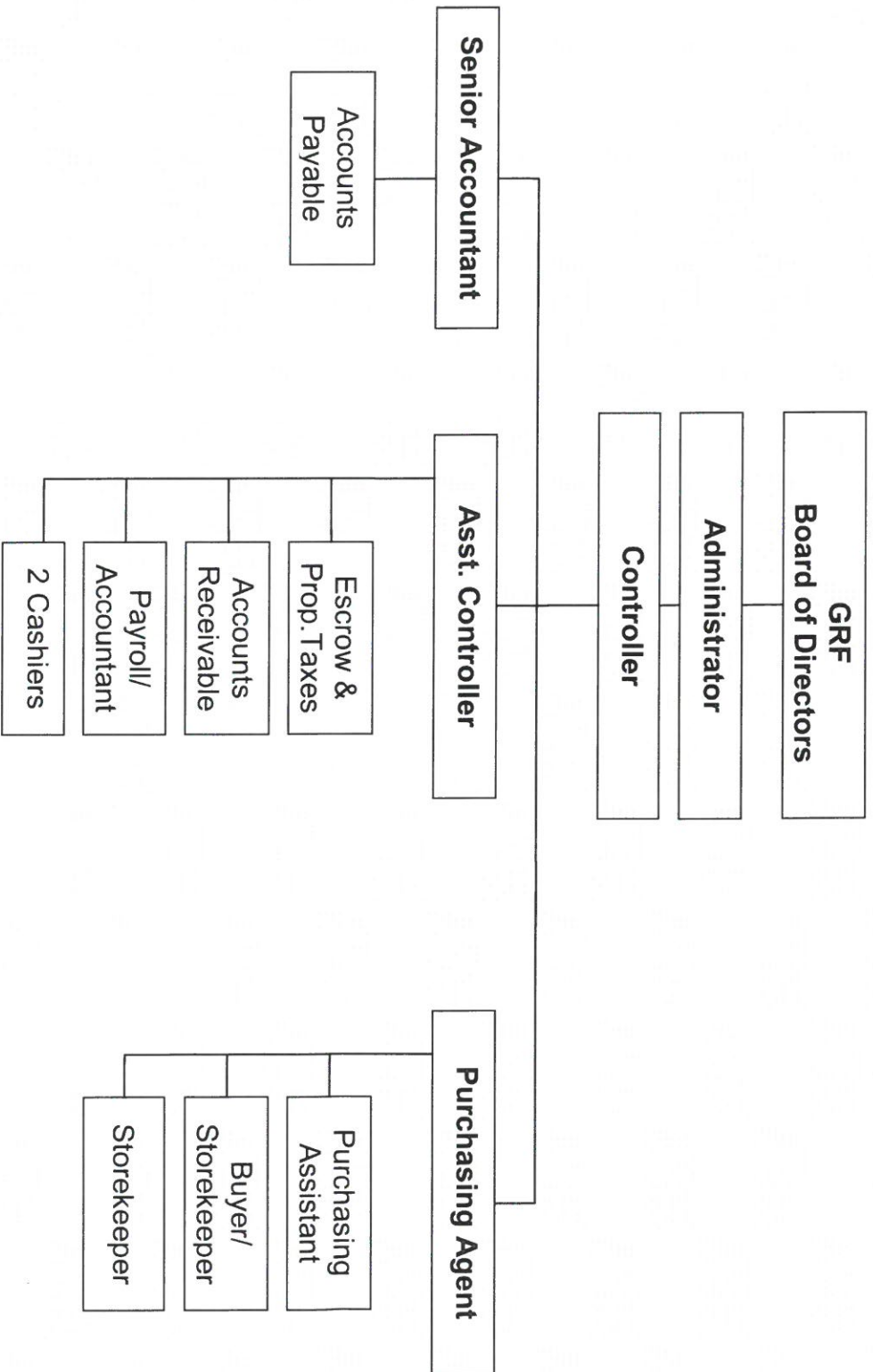
**ADMINISTRATIVE STAFF ORGANIZATION CHART - TITLES & NAMES**

2003.2



40

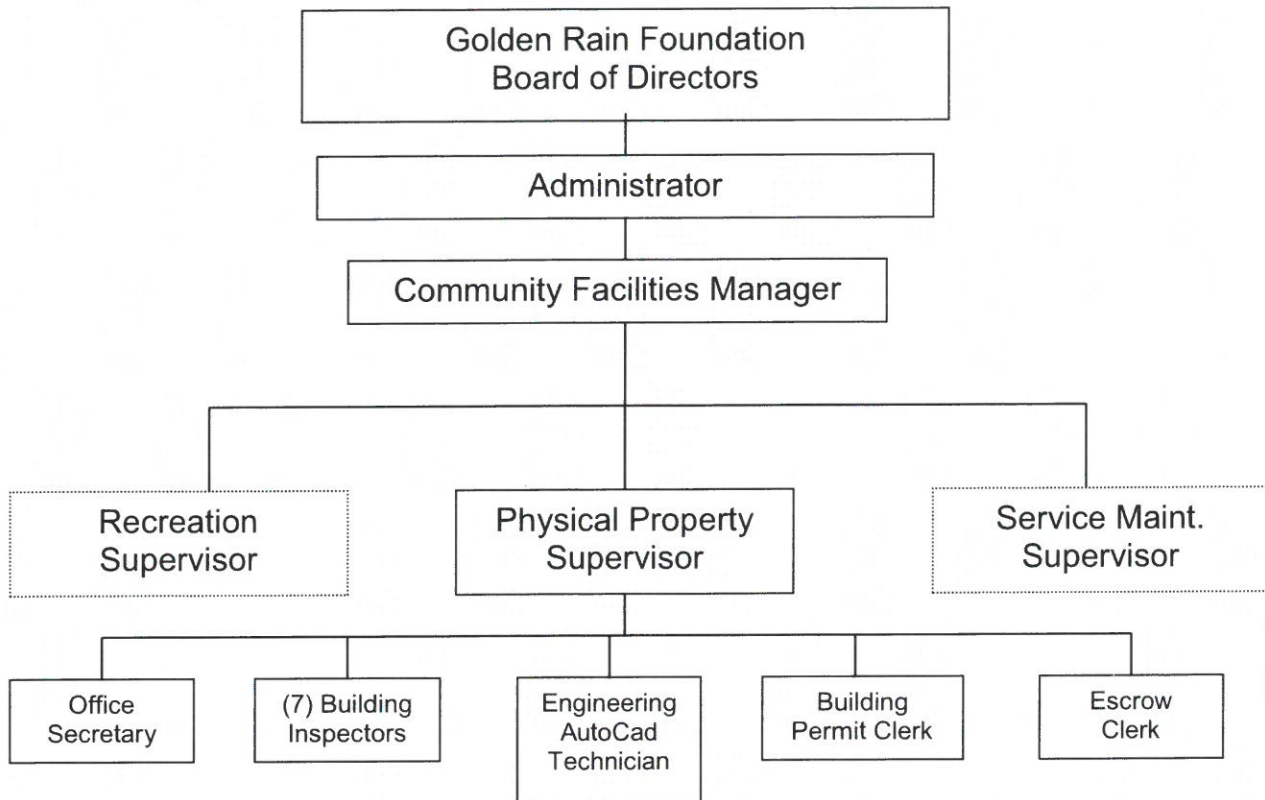
**ACCOUNTING DEPARTMENT ORGANIZATION CHART  
GOLDEN RAIN FOUNDATION**



(AI)

PHYSICAL PROPERTY DEPARTMENT ORGANIZATION CHART

**GOLDEN RAIN FOUNDATION**



Revised: 15 Jun 88  
Revised: 15 Feb 98  
Revised: 15 Feb 00

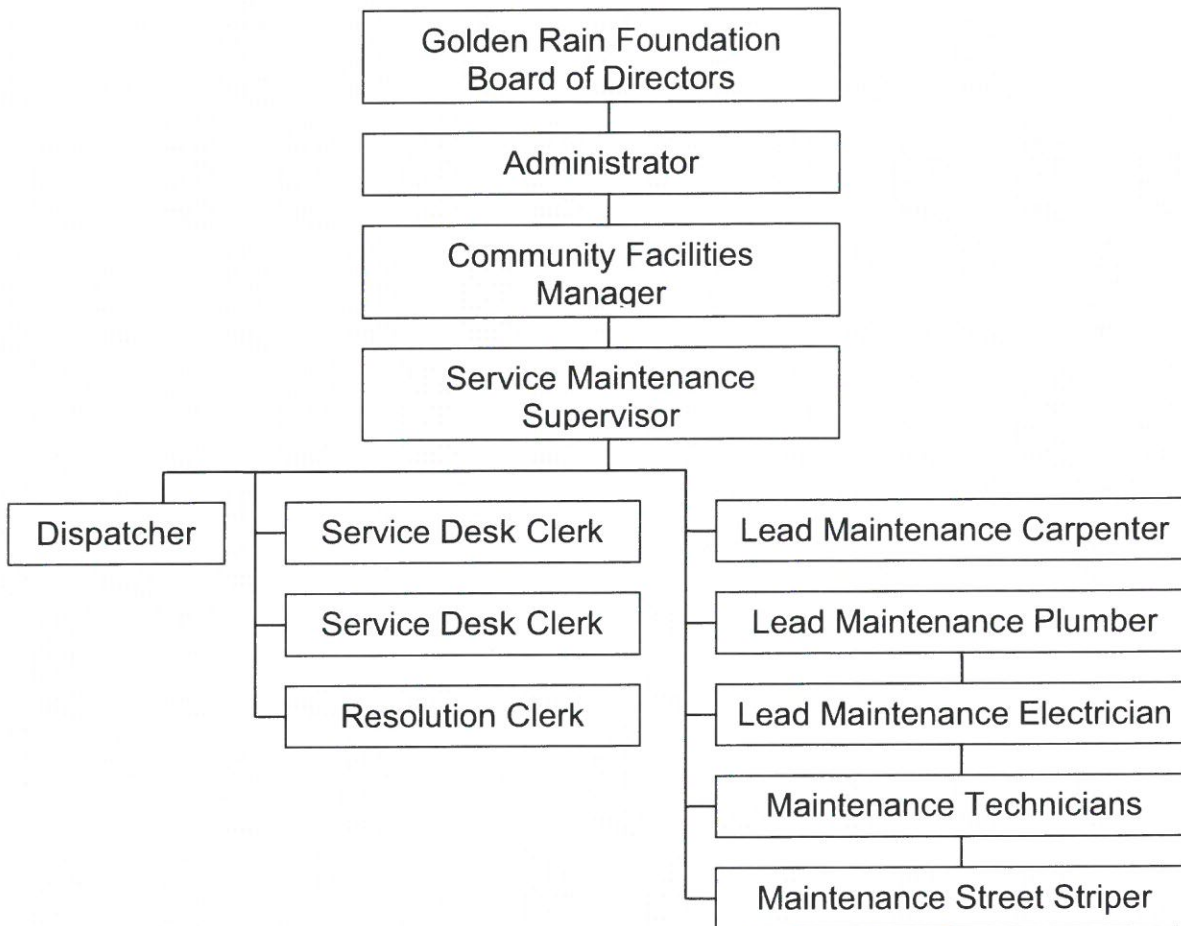
(Feb 00)

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**ADMINISTRATION**

**PHYSICAL PROPERTY SERVICES**

**Organization Chart – Service Maintenance**



**Policy**

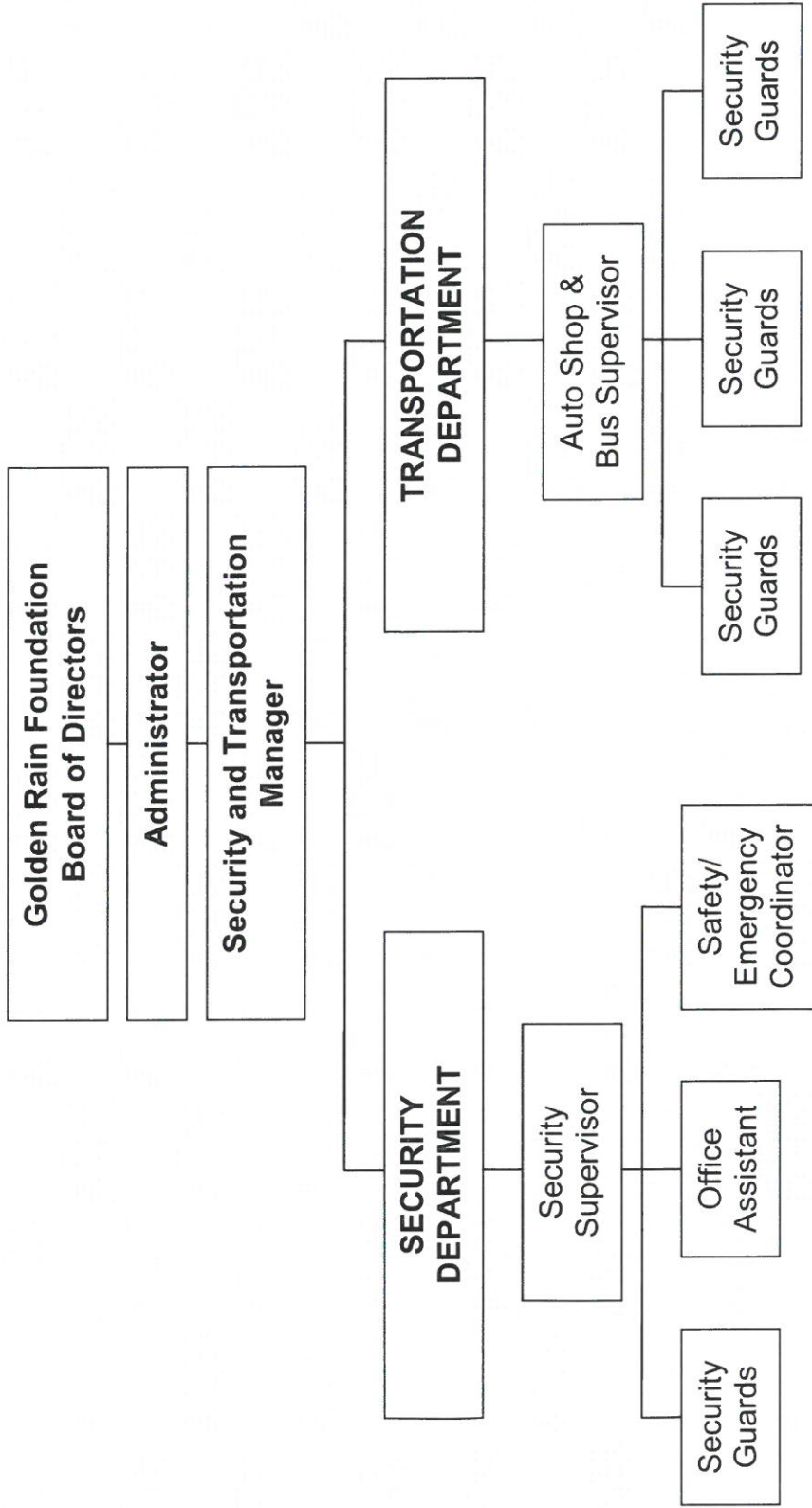
Revised: 19 Jan 99  
01 Mar 11

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Mar 11)

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SECURITY AND TRANSPORTATION DEPARTMENT ORGANIZATION CHART  
GOLDEN RAIN FOUNDATION



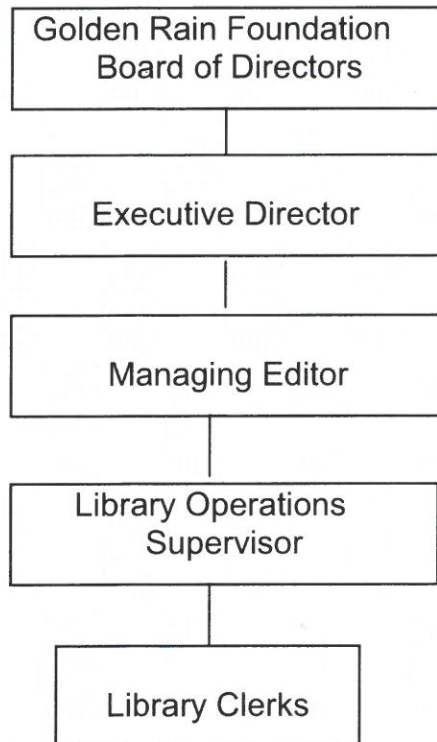
44

Sep 88  
(Changed Nov 00 to reflect position title changes)

**GOLDEN RAIN FOUNDATION**

**USE OF LIBRARY**

**Leisure World Library Organization Chart**



Adopted: 19 Jan 99

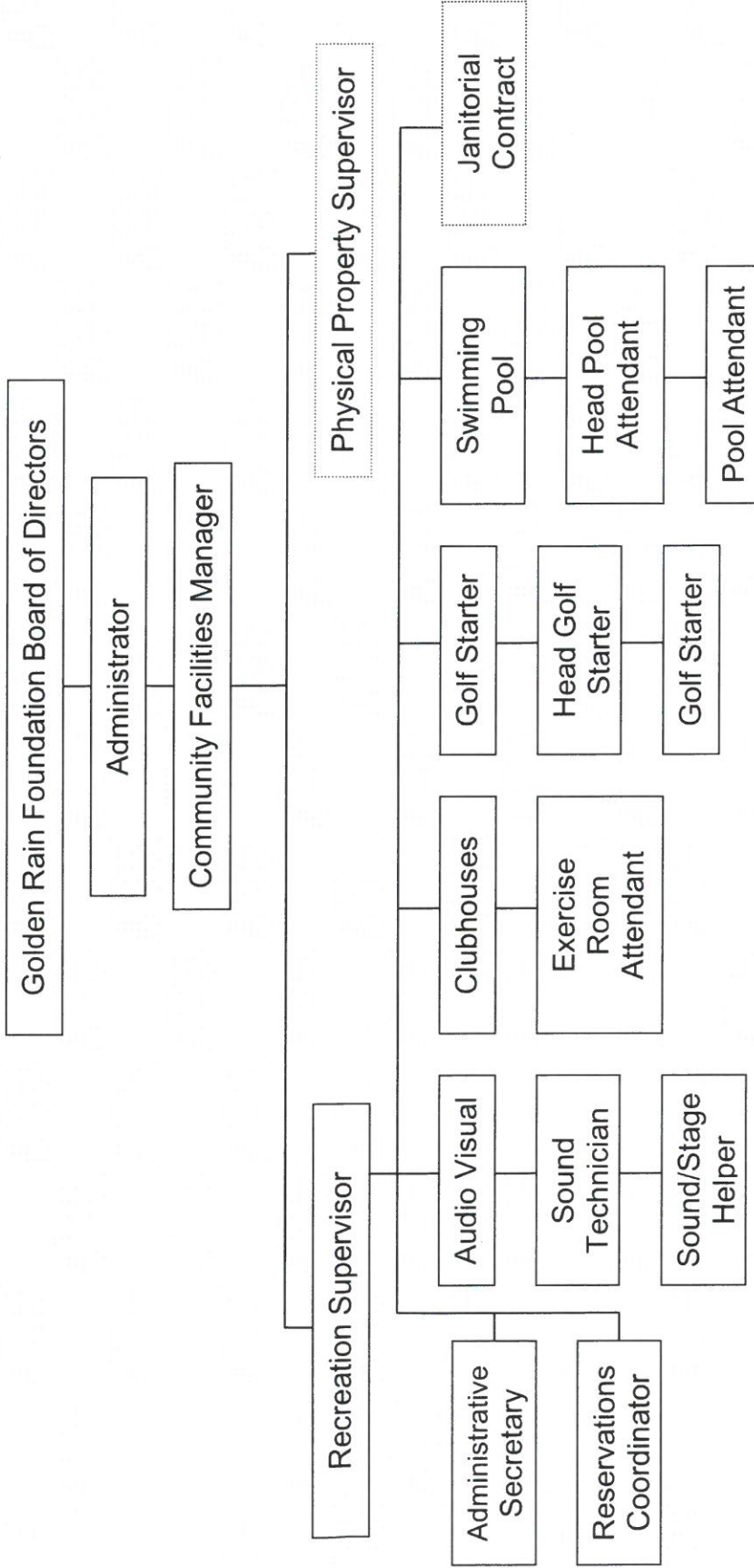
(Jan 99)

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**ADMINISTRATION**

**PHYSICAL PROPERTY SERVICES**

Organization Chart – Recreation Department

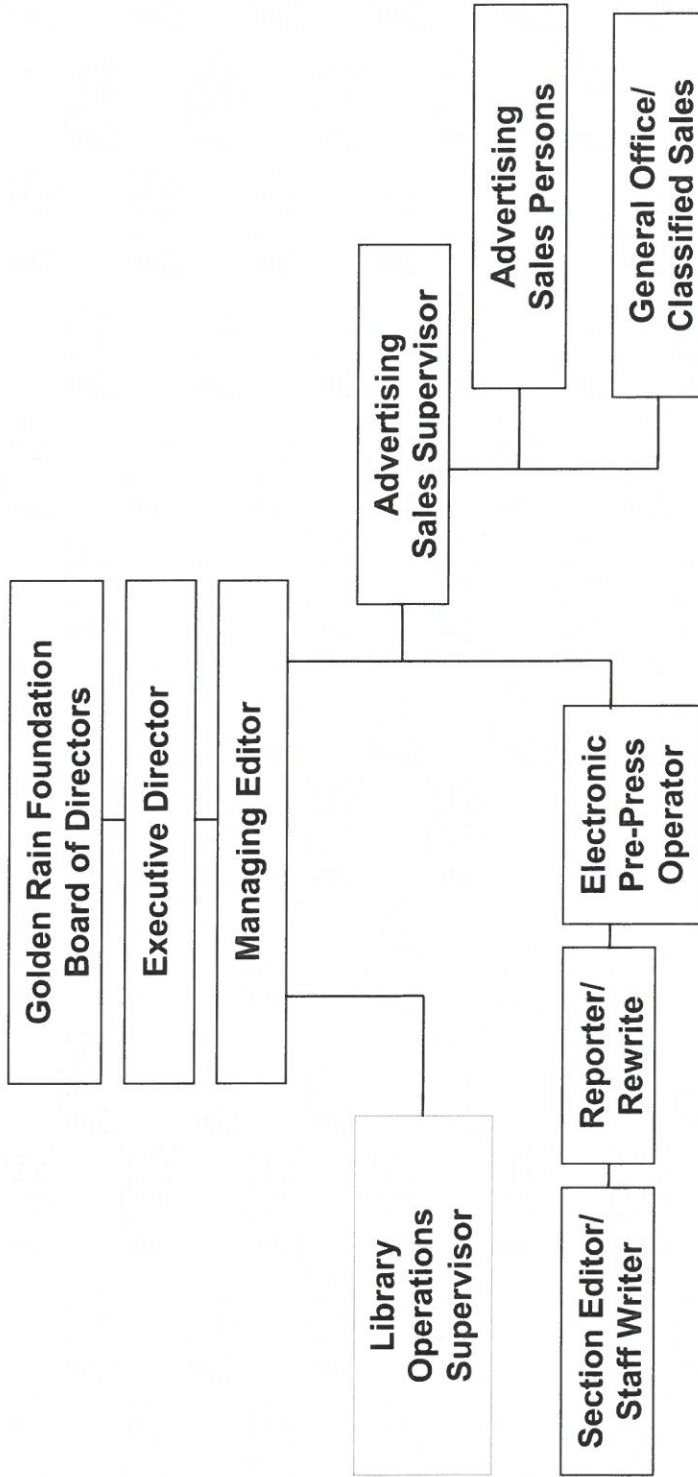


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**Policy**  
Revised: 19 Jan 99

**GOLDEN RAIN NEWS ORGANIZATION CHART**

**GOLDEN RAIN FOUNDATION**



Approved: 09-04-86  
Amended: 02-05-92, 02-10-98, 06-19-09