



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, May 9, 2024 – 5:30 PM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Boardroom, 2nd Floor
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

COMMITTEE MEMBERS

Director John Costa

Director Cinthia Saylor

Director D’Elman Clark

Director Jennifer Sheetz - Alternate

CALL TO ORDER

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

CONSENT AGENDA

The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.

1. Action Summary Minutes

Page No.

3

Recommendation: Approve the Action Summary Minutes for the meeting of April 11, 2024.

PRESENTATION ITEMS

1. Revised Administration Policy 02.020.04 – Reinstatement Rehire Policy 5

(HR Manager Melisa Maddux)

Recommendation: Review the Policy for information purposes only.

2. Revised Administration Policy 02.015.03 – Sick Leave 11

(HR Manager Melisa Maddux)

Recommendation: Review the Policy for information purposes only.

NEXT MEETING DATE: June 13, 2024

ADJOURNMENT

Posted on May 6, 2024

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, APRIL 11, 2024 AT 5:30 PM
SACRAMENTO METROPOLITAN FIRE DISTRICT
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 pm by Director Costa. Committee members present: Costa, and Saylor. Committee members absent: D'Elman Clark. Staff present: Deputy Chief Bailey and Board Clerk Rittburg.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Saylor seconded by Costa, and carried unanimously by members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**

Recommendation: Approve the Action Summary Minutes for meeting of February 8, 2024.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. **Revised Administration Policy 02.016.04 – Donated Leave Bank – Represented Employees**

(HR Manager Melisa Maddux)

Recommendation: Review the Policy for informational purposes only.

Action: Reviewed the Policy.

2. **Revised Administration Policy 02.012.03 – Donated Leave Bank – Unrepresented Employees**

(HR Manager Melisa Maddux)

Recommendation: Review the Policy for information purposes only.

Action: Reviewed the Policy.

Director Clark arrived at 5:38 p.m.

ADJOURNMENT

The meeting adjourned at 5:41 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

DATE: May 9, 2024
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.020.04 – Reinstatement Rehire Policy

TOPIC

Review updated Administration Policy 02.020.04 Reinstatement Rehire Policy.

DISCUSSION

Attached is the updated Reinstatement Rehire Policy 02.020.04. The Reinstatement Rehire Policy provides employment reinstatement guidelines to employees who voluntarily terminate employment in good standing and wish to return to their previous position held, and rehire guidelines to employees who have been released from employment however have been recommended for a lower ranking position previously held. The EMS Division requested edits that provide details regarding the Paramedic licensing requirements. In addition, the Payroll Division requested edits that further clarify payroll processes. The updated Reinstatement Rehire Policy is attached for your review.

RECOMMENDATION

Administration Policy review is for informational purposes only as previously directed by the Policy Committee.

Submitted By:

Approved By:


Melisa Maddux
Chief Human Resources Officer


Ty Bailey
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATION POLICY

POLICY TITLE: Reinstatement Rehire Policy OVERSIGHT: Administration

POLICY NUMBER: 02.020.04 EFFECTIVE DATE: 03/22/2000 REVIEW DATE: 05/09/2024

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Background

The Sacramento Metropolitan Fire District (District) provides reinstatement and rehire opportunities to previous employees who voluntarily terminate employment in good standing with the District or who have been released from employment but have been recommended for a lower-ranking position previously held. Qualifying previous employees who meet the eligibility requirements can request employment reinstatement or rehire to a position that they previously held. Reinstatement or rehire eligibility does not guarantee re-employment with the District and is at the sole discretion of the Fire Chief.

Purpose

To provide employment reinstatement and rehire guidelines to qualifying employees who voluntarily terminate employment or who have been released from employment and wish to return to their previously held position.

Scope

This policy is applicable to qualifying previous employees of the District who voluntarily separated employment in good standing or have been released from employment but have been recommended for a lower-ranking position previously held.

Definitions

1. **Eligibility Requirements:** the requirements that must be met to be eligible to request employment reinstatement.
2. **Qualifying Previous Employee:** full time non probationary employee who voluntarily terminated employment in good standing that may apply for employment reinstatement with the District within 0-60 months from separation.
3. **Reinstatement:** a qualifying previous employee who has met the eligibility requirements, and is approved to return to re-employment with the District.
4. **Reinstatement Probationary Period:** all reinstated employees must serve a probationary period depending on the period of separation.
5. **Released Previous Employee:** a qualifying previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previous held position, and is approved to return to re-employment with the District as a re-hire. (e.g.

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Probationary Firefighter Paramedic who has been released from probation for suppression skills and can be rehired into a position the employee previously held, i.e. a Paramedic)

- 6. **Released Previous Employee Probationary Period:** a released previous employee will serve a one (1) year probationary period. For District purposes, there must be at least a one (1) day period of separation.

Policy

Employment Reinstatement

- A. Employment reinstatement is at the sole discretion of the Fire Chief and is conditional upon the following:
 - a. Existence of a vacancy that has been authorized, funded, and formerly held by the employee,
 - b. No eligibility lists are established,
 - c. Licenses and certifications applicable to conditions of employment are met prior to request for reinstatement, unless otherwise agreed to by the Fire Chief.
 - i. For Paramedics: ~~Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.~~
 - A. ~~Sacramento County will administer the accreditation when an affiliation exists between the qualifying previous employee and the District. The affiliation exists when a conditional offer of employment is provided to the qualifying previous employee. The qualifying previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.~~
 - d. Or existence of another position lower in rank previously held for which the employee is qualified.
 - i. If the qualifying previous employee accepts a position in the lower rank previously held, the employee will be eligible for the next promotional test in the higher rank previously held.
- B. If no such vacancy exists, the employee's name will be placed on an employment reinstatement list.
- C. As a condition of employment reinstatement, full time employees who have been absent after a voluntary termination, for a period of thirty (30) days or more must receive a pre-employment medical and drug exam. Based on the period of separation a pre-employment background investigation to include: polygraph exam, psych exam, background investigation, medical and drug exam, as determined by Human Resources, may be required.
- D. Based upon the period of separation, the employee is required to participate in a Return to Work Program as identified in the Return to Work Following an Extended

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Reinstatement Rehire Policy

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Absence Policy. The employee must successfully complete all identified training requirements.

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E. The Paramedic Reinstatement Guidelines Policy shall be used for all paramedics requesting reinstatement. As part of the Continuous Quality Improvement Program, the District reserves the right to ensure competency in reinstated paramedics. The Reinstatement Rehire Policy shall be used as that guideline.

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F. A reinstated employee must serve a new probationary period in order to attain regular status according to the following schedule:

a. Day Staff, EMT, Paramedic, and Firefighter rank:

Period of Separation	Probationary Period
Less than 12 months	6 months
More than 12 months	12 months

b. Any other promotional rank: Engineer, Captain, Battalion Chief:

Period of Separation	Probationary Period
0-60 months	6 months

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G. A reinstated employee whose period of separation is over twelve (12) months, will have their reinstatement date used as their seniority date for the purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.

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H. A reinstated employee whose period of separation is less than twelve (12) months, will keep their place on the seniority list for purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.

I. All applicable pay, including pay step and incentives as identified in the reinstated employee's MOU and received prior to the resignation, will be verified and re-activated.

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J. All reinstated employee's will receive an adjusted service date that is used to earn benefits, longevity pay, accruals and step progression. The adjusted service date is calculated to include the employee's prior period of service and excludes the period of separation.

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K. A previous employee who has been separated from the District for longer than sixty (60) months/ five (5) years no longer qualifies for reinstatement. After sixty (60) months/ five (5) years of separation, the previous employee can apply for a position through an open recruitment with the District and go through the hiring process as a new candidate.

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Employment Rehire

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1. Employment rehire is only available to a previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previously held position.

Reinstatement Rehire Policy

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Eligibility for rehire must meet the qualification guidelines and is at the sole discretion of the Fire Chief. Eligibility for rehire is contingent upon the following:

- a. Existence of a vacancy that has been authorized, funded, and formerly held by the employee,
- b. No eligibility lists are established,
- c. Licenses and certifications applicable to conditions of employment are met prior to request for rehire, unless otherwise agreed to by the Fire Chief,

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i. For Paramedics: Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.

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A. Sacramento County will administer the accreditation when an affiliation exists between the released previous employee and the District. The affiliation exists when a conditional offer of employment is provided to released previous employee. The released previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.

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d. The position must be lower in rank and previously held by the qualifying employee.

- 2. A released employee who is rehired will serve a one (1) year probationary period.
- 3. All applicable pay will be treated as a new hire. The rehired employee's step pay will start over at one (1). All rehired employees will be responsible for submitting all applicable documentation and/or forms to start receiving any applicable incentives per the employee's MOU.

4. All rehired employees will earn benefits, longevity pay, accruals, step progression and seniority with the new date of hire.

5. A released employee who has been separated from the District must request to be rehired within thirty (30) days of being released. If the released employee is separated from the District for longer than thirty (30) days, the released employee is not eligible to be rehired. After thirty (30) days of separation, the previous employee can apply for a position through an open recruitment with the District and go through the hiring process as a new candidate.

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Procedures

Employment Reinstatement

- 1. If a qualifying previous employee would like to request a reinstatement with the District, they must notify the Fire Chief or the Human Resources Division in writing.
- 2. Human Resources will verify that the eligibility requirements are met, the reinstatement is approved, and that the position the qualifying previous employee held is vacant, authorized and funded.

Reinstatement Rehire Policy

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3. Human Resources will contact the qualifying previous employee to schedule a background orientation meeting.
 - a. At the background orientation meeting the qualifying previous employee will be provided with a Conditional Offer of Employment contingent upon successfully passing the background process, as identified by the period of separation.
 - b. Once the background process has been successfully completed, the qualifying previous employee will be provided a Formal Offer of Reinstatement.
4. Human Resources will work with the appropriate divisions to identify start date, shift, assignment, etc.
5. If the period of separation from the date of resignation to date of re-employment is six (6) months or greater, the reinstated employee will need to return through the Return to Work Following an Extended Absence program coordinated through the Training Division.
6. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the reinstatement to the appropriate divisions.
7. The reinstated employee will need to complete a new hire orientation with Human Resources once hired.

↓
Employment Rehire

1. If a released employee would like to request to be rehired with the District, they must notify the Fire Chief or the Human Resources Division in writing.
2. Human Resources will verify that the eligibility requirements are met, the rehiring is approved, and that the position the released employee held is vacant, authorized and funded.
3. Human Resources will contact the released employees to discuss availability, and work with the appropriate divisions to identify start date, shift, assignment, etc.
4. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the rehire to the appropriate divisions.
5. The rehired employee will complete a new hire orientation with Human Resources once hired.

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References

1. 522 MOUs
2. Return to Work Following Extended Absence Policy
3. [Paramedic Reinstatement Guidelines Policy](#)

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Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: May 9, 2024
TO: Board of Directors
SUBJECT: Revision of Administration Policy
Policy 02.015.03 – Sick Leave

TOPIC

To review changes made to Administration Policy 02.015.03 regarding Sick Leave.

BACKGROUND

Attached is the revised Sick Leave Policy 02.015.04. At the beginning of 2023, the State of California implemented new laws which made changes to the California Family Rights Act (CFRA) and necessitated a change to the District's Family and Medical Leave Act (FMLA) Policy 01.003.08. These changes included expanding the list of covered individuals under the CFRA by allowing employees to take CFRA leave for a "designated person" in addition to the already covered individuals under the act. Because FMLA and CFRA are defined within the Sick Leave Policy, the District initiated a review of the Sick Leave Policy as a whole to confirm if any other changes needed to be made along with including the newly covered individuals under the CFRA.

DISCUSSION

During the course of the district's review of the Sick Leave Policy, which was done in collaboration with the employment law firm of Liebert, Cassidy, and Whitmore, there were several legal updates identified within the policy that needed to be addressed. In addition to the changes mentioned above in regards to adding to the list of newly covered individuals under the CFRA, Assembly Bill 2017 (AB2017) went into effect at the beginning of 2021 which required some additional changes to the way in which an employee can designate their Protected Sick Leave entitlement.

An employee's Protected Sick Leave Entitlement is defined as those hours which are equal to half of their annually accrued sick leave. For example, a Firefighter earns 288 hours of sick leave per year so their Protected Sick Leave entitlement for the calendar year is 144 hours total. Under the current policy language, the district would automatically assign the first half of the employee's sick leave usage as their Protected Sick Leave Entitlement and it would then be considered exhausted with all additional

sick leave hours utilized being categorized as unprotected. Per the new requirements set forth in AB2017, an employee must now mutually agree with an employer on when to designate their sick leave as protected under their Protected Sick Leave Entitlement. Additionally, because the employee is the one who has the ability to designate their sick leave as protected, if they already have a protected leave entitlement under Federal or State law (such as the Family and Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, or other approved entitlement) they would be able to choose whether these entitlements run concurrently with their Protected Sick Leave Entitlement. This again would be an update to the current Sick Leave Policy in place which indicates that an employee's Protected Sick Leave Entitlement will run concurrently with their FMLA/CFRA and PDL entitlements.

In addition to these legal updates, there were changes made in regards to updating the naming of the formerly known Single Role Paramedics to the Metro Medic Program as well as ensuring their Protected Sick Leave Entitlement hours were updated to reflect the new hours approved with the 2023 MMP MOU. There were also minor changes made to the language reflected throughout the policy which can be seen in the attached revised policy.


FISCAL IMPACT

The change in the way sick leave will now be designated is creating the need to update the district's processes on inputting sick leave into both of the district's absence management software systems including Telestaff (utilized for line personnel) and Oracle (utilized for day staff personnel). The Human Resources Division has been working in conjunction with the Staffing Division and Oracle Team to ensure that these processes can be implemented into both systems and has confirmed that there will be no fiscal impact needed in order to implement the changes as the new functionality already exists within both of these platforms.

RECOMMENDATION

Administration Policy review is for informational purposes only as previously directed by the Policy Committee.

Submitted by:



Melisa Maddux
Chief Human Resources Officer

Approved by:



Ty Bailey
Deputy Chief, Administration

with a serious health condition, or the birth, adoption, or foster care placement of a child. Additionally, leave to care for a grandparent, grandchild, sibling, parent-in-law, registered domestic partner, or designated person with a serious health condition is only available under the CFRA.

5. **Pregnancy Disability Leave (PDL):** Under California's Pregnancy Disability Leave Law, employers are required to allow eligible employees up to four months of unpaid leave if considered disabled by pregnancy, childbirth or conditions related to pregnancy.

6. **Qualifying Family Members:**

- a. Spouse or registered domestic partner
- b. A "parent," defined as a biological, foster or adoptive, stepparent or legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent
- c. A "child," defined as a biological, foster or adoptive, stepchild, or a legal ward, regardless of the age or dependency status of the child, or someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child
- d. Grandparent
- e. Grandchild
- f. Or sSibling
- g. Or any other person domiciled as a member of the employee's household.

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g. "Designated Person" defined as: A designated person means any individual related by blood or whose association is equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests paid sick leave. An employee is limited to one designated person per 12-month period.

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7. **Qualifying Health Condition:** The term "illness" should be read broadly to encompass minor illnesses such as a cold or flu and of course serious health conditions. This is different than FMLA and/or CFRA qualifying health conditions, which are limited to "serious health conditions" as defined by those laws.

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8. **Spouse/Registered Domestic Partner of Employee:** The District defines the term spouse as a legal marriage partner, being either a husband or wife. Registered domestic partners are defined as two adults over the age of 18 (same sex couples or opposite sex couples) who have registered their relationship with the California Secretary of State.

9. **Protected Sick Leave:** Employees can use up to half (1/2) of the sick leave they accrue per calendar year to take time off for the purposes described in Policy section 4 below.
- ~~10. **Excessive Sick Leave Use:** Sick leave taken after an employee exhausts all of their Protected Sick Leave entitlement, plus the additional sick leave amounts allowed by this policy.~~

Policy

1. Excessive and fraudulent use of sick leave has a negative impact on the fiscal stability of the District. The District will make every effort to ensure proper use of sick leave and prevent excessive unauthorized absences.
2. The District will not deny an employee the right to use his/her Protected Sick Leave for the purposes described below. The District will not terminate, threaten to terminate, demote, suspend or in any manner discriminate against an employee for using Protected Sick Leave.
3. Employees shall not engage in other outside employment or recreational activities while on sick leave.

4. **Protected Sick Leave Usage**

Provided a sick leave balance is available, employees may use Protected Sick Leave for the following reasons:

- a. Employee's personal injury, illness, diagnosis, care, treatment of an existing health condition, preventative care, or exposure to contagious disease that could be communicated to other employees.
- b. To care for a Qualifying Family Member or Designated Person for injury, illness, diagnosis, care, treatment of an existing health condition or preventative care.
- c. For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety or welfare of the employee or their child, or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety. ~~The employee is a victim of domestic violence, sexual assault, or stalking.~~

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5. **Protected Sick Leave Entitlement**

In a calendar year, n ~~No~~ more than half (1/2) of an Eligible Employee's annually accrued rate of sick leave hours can be counted as Protected Sick Leave. For example, Protected Sick Leave is calculated as follows:

- a. Day/Suppression employees:

i. For shift personnel this would mean no more than 144 hours of sick leave can be counted as Protected Sick Leave per calendar year. (Calculation: shift personnel accrue 24 hours of sick leave per month (288 hours of sick leave per calendar year) and thus could take no more than 144 hours for Protected Sick Leave in a calendar year.

ii. For day personnel this would mean no more than 103.32 hours of sick leave can be counted as Protected Sick Leave per calendar year. (Calculation: day personnel accrue 17.22 hours of sick leave per month (206.64 hours of sick leave per calendar year) and thus could take no more than 103.32 hours for Protected Sick Leave in a calendar year.)

iii. For Metro Medical Program personnel this would mean no more than 120 hours of sick leave can be counted as Protected Sick Leave per calendar year (Calculation: MMP personnel accrue 20 hours of sick leave per month (240 hours of sick leave per calendar year) and thus could take no more than 120 hours for Protected Sick Leave in a calendar year.

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ii.

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~~b. For Single Role Paramedic personnel with 0-60 months of service this would mean no more than 36 hours of sick leave can be counted as Protected Sick Leave per calendar year (72 hours accrued annually). For Single Role Paramedic personnel with 60+ months of service this would mean no more than 72 hours of sick leave can be counted as Protected Sick Leave per calendar year (144 hours accrued annually).~~

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6. Protected Sick Leave Tracking

a. An employee's sick leave usage will be tracked by the District. At the time sick leave is reported in Telestaff/Oracle, the employee must indicate whether the employee wants to designate the sick leave as Protected or Unprotected Sick Leave. An employee may only designate sick leave as Protected Sick Leave up to a maximum amount allowed in section 5 of this policy.

~~Protected Sick Leave will be assigned to all sick leave used until the employee has exhausted their Protected Sick Leave entitlement.~~

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a.b. Consistent with Labor Code section 233, an employee has the sole discretion to designate sick leave as Protected Sick Leave.

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c. Absent extenuating circumstances, an employee's decision to designate or not designate sick leave as Protected Sick Leave becomes final 30 calendar days after the employee's return from sick leave.

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b.d. The employee will be notified by Human Resources in writing once their Protected Sick Leave has been exhausted.

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~~c. Protected Sick Leave will run concurrently with FMLA, CFRA, and PDL.~~

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7. Accrued Sick Leave Use with FMLA, CFRA and PDL

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a. Employees must use and exhaust their Accrued Sick Leave concurrently with FMLA and CFRA leave to the same extent that employees have the right to

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use their Accrued Sick Leave concurrently with FMLA and CFRA leave with two (2) exceptions as described below:

- i. Employees are not required to use Accrued Sick Leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to use Accrued Sick Leave to cover the unpaid portion of the disability leave benefit; and
- ii. An employee must agree to use Accrued Sick Leave to care for a child, parent, spouse or domestic partner, grandparent, grandchild, sibling, or designated person.

b. Employees are required to use Accrued Sick Leave concurrently with PDL.

7.8. Excessive Sick Leave

- a. Excessive sick leave occurs when there is an unexplained pattern of sick leave use in a 12-month period or during the calendar year (January-December) and an employee uses more than the following unprotected sick leave absence hours: Sick Leave usage would be defined as an employee exhausting all of their allotted Protected Sick Leave entitlement, plus the following additional amounts of sick leave absences:
 - i. 48 hours for 24 hour shift employees
 - ii. 48 hours for 24 hour shift (MMPSRP) employees
 - iii. 16 hours for day and day assigned shift employees

iii. Protected Sick Leave time will not be taken into account in evaluating excessive sick leave use. Excessive sick leave may be grounds for disciplinary action up to and including termination. (Please see the Discipline Policy for details.)

b. Employees will be notified when all Protected Sick Leave and the additional sick leave entitlements identified above have been exhausted and any further sick leave usage outside of any applicable State or Federal protection could subject them to disciplinary action up to and including termination. (Please see the Discipline Policy for details).

8.9. Workers' Compensation

- a. Employees who are unable to work due to an on-the-job injury or illness must use accrued paid leaves pending the acceptance of a Workers' Compensation claim. Employees must exhaust paid leave accruals in the following order: 1. sick leave, 2. vacation leave, 3. CTO, 4. donated leave (DL). Employees are responsible for entering time off in Telestaff/Oracle as sick leave, vacation leave, or CTO.
- b. The employee is responsible for completing and submitting all required workers' compensation paperwork to the Human Resources Division.
- c. An It is required that the individual employee employee must fill out all the appropriate documentation to ensure a timely conversion of used paid leave accruals to workers' compensation time off.

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9-10. Notification

a. If an employee is going to be absent from his/her assigned shift, the following procedures shall be used to notify the District: Formatted: Indent: Left: 0.38", Hanging: 0.25"

b. 24 Hour Shift Employees:

i. Sick Leave notification more than 24 hours in advance of the sick leave should be input by the employee utilizing Shall contact Workforce-Telestaff. This contact MUST be made prior to 0600 hours. The Telestaff Program number is (866) 499-0922 or www.metrofire-wfts.kronos.net.

1. Employee will be required at the time the sick leave is input to designate the sick leave as "Sick Leave Protected" or "Sick Leave Unprotected." If the employee chooses to utilize "Sick Leave Unprotected," they will also must contact their BC in order to have them input "Sick Leave Unprotected" on their behalf. Formatted

ii. For Sick Leave entries within 24 hours of the vacancy, District personnel must call and speak to the BC of the affected battalion to utilize sick leave (BC then notifies Staffing so the spot can be filled). Employee must indicate to the BC at the time of notification if they are choosing to utilize "Sick Leave Protected" or "Sick Leave Unprotected.."

ii. ~~If the information cannot be entered prior to 0600, the employee is required to contact their Battalion Chief, by telephone. If their Battalion Chief is not available, the employee shall contact the staffing Battalion Chief, by telephone. If the staffing Battalion Chief is not available, the employee shall contact their immediate supervisor, by telephone. If their immediate supervisor is not available, the employee must will contact the next person in the chain of command where the missed work assignment will occur.~~

iii. ~~Employees shall report during regular business hours (0800-1700) all long-term leave (more than which will exceed three shifts or 72 hours) during regular business hours (0800-1700) to their immediate supervisor as soon as the condition is known. Sick leave notifications will should not be made between the hours of (2200-0600). Battalion Chiefs are required to report any long-term leave to Human Resources staff.~~

c. 24 Hour Shift MMP Shift SRP Employees

i. Sick Leave notifications made more than 24 hours in advance of the employee's shift should be input by the employee utilizing Telestaff. The Telestaff Program number is (866) 499-0922 or www.metrofire-wfts.kronos.net.

1. Employee will be required at the time the sick leave is input to designate the sick leave as "Sick Leave MMP Day Protected," "Sick Leave MMP Night Protected," "Sick Leave MMP Day Unprotected," "Sick Leave MMP Night Unprotected" depending upon the shift the sick leave is being applied to. If the employee chooses to utilize "Sick Leave MMP Day/Night Unprotected" they will also must Formatted

contact their on-duty BC in order to have them input "Sick Leave MMP Day/Night Unprotected" on their behalf.

- ~~i. Shall contact EMS 24 their Battalion Chief, by telephone. If their Battalion Chief is not available, the employee shall contact the staffing Battalion Chief, by telephone. If the staffing Battalion Chief is not available, the employee shall contact their immediate supervisor, by telephone. If their immediate supervisor is not available the employee must contact the next person in the chain of command where the missed work assignment will occur. This contact MUST be made at least 2 hours prior to the start of the shift. EMS 24 can be reached at: (916) 616-2415 or (916) 859-4136.~~
 - ~~ii. For Sick Leave entries within 24 hours of the day shift and night shift vacancies, District personnel must call and speak to the BC of the affected battalion to utilize sick leave (BC then notifies Staffing so the spot can be filled). Employee must indicate to the BC at the time of notification if they are choosing to utilize "Sick Leave MMP Day/Night Protected" or "Sick Leave MMP Day/Night Unprotected."~~
 - ~~iii. The employees shall report during regular business hours (0800-1700) all long-term leave (more than which will exceed three shifts or 72 three shifts or 96 36-hours) to EMS 24 as soon as the condition is known, during regular business hours (0800-1700) to their immediate supervisor as soon as the condition is known. Battalion Chiefs are required to report any long-term leave to Human Resources staff.~~
- d. Day and Day Shift Employees
- i. All day employees are required to contact their Division Manager no later than 15 minutes past their scheduled work hours start time, on the same day of the absence. The employee should first attempt to speak with his/her immediate supervisor. If the immediate supervisor is unavailable, follow the contact list below.

Contact Order: 1) Immediate supervisor's designee
 2) Deputy Chief
 - ii. If unable to speak to anyone on the contact list, a message can be left on voicemail. However, a voicemail message must be followed by contacting a person on the contact list ensuring the message is received.
 - iii. Employees must enter sick leave usage into Telestaff/Oracle at their earliest opportunity and have it approved by their supervisor.
 - ~~iii.1. Employee will be required at the time the sick leave is input to designate the sick leave as "Sick Leave Protected" or "Sick Leave Unprotected." If the employee chooses to utilize "Sick Leave Unprotected" their direct supervisor will input "Sick Leave Unprotected" on their behalf.~~
- e. Supervisors are required to report any long-term leave (leave/leave that exceeds three consecutive regular shifts) to shifts to Human Resources staff.

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10.11. Medical Certification Requirements for Return-to-Work Status

- a. An employee may be required to provide a statement from a physician or nurse practitioner that he/she is fit to return to duty following an extended absence, the duration of which is defined by the MOU applicable to the employee. Please refer to the applicable MOU or Resolution for further details.
- b. The return-to-work note ~~will~~shall be obtained on the employee's own time and expense.

11.12. Fraudulent Use and Abuse of Sick Leave

- a. Employees will be subject to disciplinary action up to and including termination for fraudulent use of sick leave, including but not limited to the following: fraudulently obtaining sick leave; falsifying sick leave requests; providing false documentation of records; misrepresenting the grounds for a sick leave request; including but not limited to: vacation, travel, recreation purposes, or to pursue or maintain other employment, ~~will be deemed a fraudulent use of sick leave.~~

References

- 1. State of California Department of Industrial Relations (DIR) – Section ~~and~~ 233 of California Labor Code
- 2. Senate Bill No. 579
- 3. Assembly Bill No. 2017
- ~~2.4.~~ Assembly Bill No. 1041
- ~~3.5.~~ All current policies can be found in the Policy App.

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