



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

AGENDA

**POLICY COMMITTEE – REGULAR MEETING
THURSDAY, SEPTEMBER 12, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California**

COMMITTEE MEMBERS

Director Barnes
Director Clark
Director Goid

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.

- | | Page No. |
|---|-----------------|
| 1. Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for meeting of June 13, 2019. | 2 |
| 2. Credit Card Acceptance Policy
Recommendation: Review the new administrative policy for notification purposes, per the Policy Development and Implementation Policy. | 3 |
|
ACTION ITEM | |
| 1. Nepotism Policy (Melisa Maddux, HR Manager)
Recommendation: Approve the revision to the Nepotism policy and refer to the full Board for approval. | 8 |

NEXT MEETING DATE: TBD

AGENDA ITEMS: TBD

ADJOURNMENT

Posted on September 9, 2019

Melissa Penilla, Clerk of the Board

* No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, JUNE 13, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

CALL TO ORDER

The meeting was called to order at 5:35 p.m. by Director Goold. Committee members present: Goold and Sheetz as the alternate. Committee members absent: Barnes and Clark. Staff present: Chief Harms and Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Sheetz, seconded by Goold, 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 March 14, 2019

Action: Approved the Action Summary Minutes.

ACTION ITEM

1. **Workplace Harassment** (*Melisa Maddux, HR Manager*)

Recommendation: Approve the revision to the Workplace Harassment policy and refer it to the full Board for approval.

Action: On a motion by Sheetz, seconded by Goold, and carried unanimously by members present, approved the revised policy and recommended it to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Director Goold, Chair

Melissa Penilla, Clerk of the Board



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: September 12, 2019
TO: Policy Committee Members
SUBJECT: The New Administrative Policy 02.019.01 Credit Card Acceptance Policy

TOPIC

Policy Committee notification of a new Administrative Policy 02.019.01 Credit Card Acceptance Policy.

DISCUSSION

The Administrative Policy 02.019.01 Credit Card Acceptance Policy has been created.

RECOMMENDATION

Administrative Policy reviews are for informational purposes only as previously directed by the Policy Committee.

Submitted By:

Approved By:

Melisa Maddux
Human Resources Manager

Greg Casentini
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Credit Card Acceptance Policy

OVERSIGHT: Finance

POLICY NUMBER: 02.019.01

EFFECTIVE DATE: 07/15/2019

REVIEW DATE:

7/15/2019

NUMBER:

DATE:

DATE:

Background

California Government Code Section 6159 permits government agencies to accept credit card payments and charge a reasonable fee to the credit card users to offset the cost incurred to provide this convenience. The Sacramento Metropolitan Fire District (District) supports the acceptance of credit cards as payment for goods and services to improve customer service, bring efficiencies to the District's cash collection process, and increase the sales volume of certain types of transactions.

In response to increasing incidents of identity theft, the major payment card companies created the Payment Card Industry Data Security Standard (PCI DSS) to protect cardholder data and reduce credit card fraud. PCI DSS applies to all businesses that accept payment cards to procure goods or services. Compliance with this Standard is enforced by the payment card companies. Security breaches can result in serious consequences for the District, including release of confidential information, damage to reputation, the assessment of substantial fines, possible legal liability and the potential loss of the ability to accept payment card and e-Commerce payments.

Purpose

The purpose of this policy is to establish business processes and procedures for accepting payment cards that will protect against exposure and possible theft of account and personal cardholder information that has been provided to the District; and to comply with the Payment Card Industry's Data Security Standards (PCI) requirements for transferring, handling, and storing of payment card information.

Scope

This policy applies to all District employees, contractors, consultants or agents who, in the course of doing business on behalf of the District, accept, process, transmit, or otherwise handle cardholder information in any format.

Definitions

1. **PCI DSS:** The PCI DSS (Payment Card Industry Data Security Standard) is the result of collaboration between the five major credit card brands to develop a single approach to safeguarding sensitive data. The PCI standard defines a series of best practices for handling, transmitting and storing sensitive data.
2. **Payment Card:** A credit or debit card that is accepted for payment of goods, services, or other obligations owed.

3. **Cardholder Data:** Full credit card information in combination with any personally identifiable data associated with a cardholder such as a name, address, or social security number.
4. **Card Security Code:** The three- or four-digit value printed on the front or back of a payment card. This includes the Card Validation Code CVC 2 (MasterCard) and Card Verification Value CVV2 (VISA).

Policy

1. The District will accept Visa and MasterCard credit cards as a form of payment of amounts due to the District. Debit cards with Visa and MasterCard logos are also accepted and processed as credit cards. Credit card processing fees will not be charged to the customer except for a transaction amounting to \$10,000 or more, in which case a 2.25% fee will be added to the customer's bill to cover the processing fees paid by the District.
2. The following Divisions are authorized to accept credit card transactions: Finance Division, Community Risk Reduction Division, and Operations Division. In addition, billing companies authorized to accept credit cards under the respective service contract are expected to comply with Payment Card Industry Standards.
3. The District prohibits certain credit card activities that include, but are not limited to:
 - a. Accepting payment cards for cash advances.
 - b. Discounting a good or service based on the method of payment.

Procedures

1. The District will accept transactions through point-of-sale transactions, internet, and mail transactions. Each transaction type requires a unique set of processes to ensure the accurate processing and recording of transactions and guard against erroneous or fraudulent transactions.
 - a. Point of Sale Transactions
 - I. Credit card machines are to be secured and made inaccessible to the public. However, a customer's credit card should be visible to the customer at all times during the transaction. At the end of the business day, all credit card machines must be kept under lock and key.
 - II. Prior to swiping the credit card:
 - A. Ensure that the credit card expiration date has not passed. Expired credit cards must not be accepted for payment.
 - B. Inspect the card to determine that it is not physically altered in any way. The account number must be clear, clean, and uniform.
 - C. Input the billing zip code into the credit card machine for verification.

- III. Ensure that the amount charged to the card matches the transaction.
 - IV. A signature must be obtained on the credit card payment slip.
 - V. If the credit card's magnetic strip cannot be read, the card number should be keyed into the credit card terminal. To reduce the risk of access to confidential credit card data, manual imprints of the card should not be made.
 - VI. If the authorization network (via the credit card machine or the Address Verification Service) sends a "decline" or "no match" response, the credit card must not be accepted. In all circumstances of declined or unaccepted transactions, return the credit card to the customer and offer to accept another method of payment such as check. Customers disputing the decline or non-acceptance of the credit card should be referred to their bank.
 - VII. The daily receipt totals from point-of-sale credit card machines must be printed and used to settle transactions at the end of each business day. The transaction history report from each credit card machine must be reconciled to the total credit card receipts. The settlement batch and supporting documentation must be reported to the Finance Division on the following business day. Any items held overnight must be secured.
- b. Internet Transactions. The website must include fraud prevention measures such as Address Verification Services, Card Certification value, Card Validation Core or other tools available through the bank or merchant service provider.
 - c. Telephone and Mail Transactions. Key the credit card data including the card number, expiration date, street number, and zip code into the credit card terminal. Failure to key the address information results in higher credit card fees and increases the risk of fraud.
2. Cardholder data, whether stored physically or electronically, must be adequately safeguarded at all times.
- a. Credit card records, including but not limited to, receipts, imprints, credit card numbers, expiration date, card type, bank information, etc. are exempt from public disclosure and shall not be disclosed by the District unless required via Court subpoena.
 - b. Only those with a "need-to-know" are granted access to payment card and electronic payment data;
 - c. Full credit card numbers must not be recorded, maintained or viewable in any computer systems. Once a transaction has been successfully processed, the credit card authorization form must be shredded and any online file must be permanently deleted.
 - d. Email should not be used to transmit credit card or personal payment information. If it should be necessary to transmit credit card information via email, only the last four digits of the credit card number may be displayed.
 - e. Only secure communication protocols and/or encrypted connections to the authorized vendor are used during the processing of e-Commerce transactions;

3. The Information Technology Director shall regularly monitor and test the District's network, coordinate the District's compliance with the PCI Standard's technical requirements, and verify the security controls of systems authorized to process credit cards. In addition, the IT Director will coordinate the annual review and update of PCI Self-Assessment Questionnaire (SAQ) D and Attestation of Compliance applicable to Validation Type 4 merchants. Merchants in Validation Type 4 process credit card transactions in a variety of manners, including stand-alone, dial-out terminals and internet payment systems.
4. The District's Controller will periodically review compliance with this policy and when required, assist with the District's PCI DSS Self- Assessment and the District's Attestation of Compliance.
5. In the event of suspected or confirmed loss of cardholder data, the Chief Financial Officer must be notified. Details of any suspected or confirmed breach should not be disclosed in any email correspondence. To the extent required by law, the Chief Financial Officer will notify credit card customers of any breach of security which has placed their confidential credit card information at risk.
6. The Purchasing Manager shall ensure that service agreements with third-party billing companies that accept credit card payments on behalf of the District include a requirement that they comply with Payment Card Industry standards. In addition, these companies will be required to acknowledge annually in writing that they are in compliance with Payment Card Industry standards.
7. Employees who are expected to be given access to cardholder data shall be required to complete upon hire, and at least annually thereafter, security awareness training focused on cardholder data security. Employees shall be required to acknowledge at least annually that they have received training, understand cardholder security requirements, and agree to comply with these requirements.



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

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DATE: September 12, 2019
TO: Policy Committee
SUBJECT: Revision of Board Policy
Policy 01.017.02 - Nepotism

TOPIC

Review the proposed changes to the current 01.017.02 Board Policy regarding Nepotism.

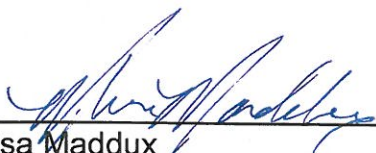
DISCUSSION

Attached is the Nepotism Policy that was approved by the Board on November 12, 2009. This policy was reviewed by the Human Resources Division, and language has been updated for clarity. The original policy and the newly revised policy are attached for your review.

RECOMMENDATION

Recommend the Policy Committee approve the revisions to the Nepotism Policy and refer to the full Board for approval.

Submitted By:



Melisa Maddux
Human Resources Manager

Approved By:



Greg Casentini
Deputy Chief, Administration



Sacramento Metropolitan Fire District

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POLICY COMMITTEE AGENDA

THURSDAY, SEPTEMBER 12, 2019

Action Item #1 Nepotism Policy

Current Version

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICIES

SECTION TITLE: **Nepotism Policy**

**Approved by Board
Administered by HR**

SECTION NUMBER: 303.01

EFFECTIVE DATE: 7/16/03

REVISION DATE: 11/12/09

BACKGROUND

The management of the Sacramento Metropolitan Fire District (District) bases its decisions regarding hiring, promoting, and awarding salary increases on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions. The District is obligated to take appropriate steps to protect against the awkward circumstance of family members working together in a direct supervisor/subordinate role while abiding by the contractual provisions of pertinent MOUs within the District.

Additionally, the District is prohibited from making employment decisions based upon marital status by 2nd California Code of Regulations, Section 7292.5. This regulation prohibits employment decisions from being made based upon whether an individual has a spouse presently employed by the employer. 2nd California Code of Regulations, Section 7292.5, however, allows District management for business reasons of supervision, safety, security, or morale, to refuse to place one spouse under the direct supervision of the other spouse. The District retains the right to prevent assignments based upon District business necessity.

SCOPE

This policy applies to family members who are related by blood, marriage, domestic partnership or adoption including the following relationships: spouse, child (including legal guardianship), step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, first cousins, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law. In implementing this policy, it is lawful to ask an applicant to state whether he or she has a spouse, or family member as defined in this policy who is presently employed by the SMFD, but such information may not be used as a basis for an employment decision except as stated herein.

PURPOSE

To clearly define the District's policy regarding the standards for family members during the hiring process, while working for the District, and being promoted within District. This policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICIES

SECTION TITLE: Nepotism Policy	Approved by Board Administered by HR	
SECTION NUMBER: 303.01	EFFECTIVE DATE: 7/16/03	REVISION DATE: 11/12/09

DEFINITIONS

Nepotism, under this policy, is defined as favoritism shown to a family member by employment on the basis of relationship.

Manager or Supervisor under this policy means any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, supervise, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Direct subordinate is one who is under the direct supervision of an individual at higher levels within the organizational lines of the particular department or areas of employment.

Family Members are defined as individuals who are related by blood, marriage, domestic partnership or adoption including the following relationships: spouse, child (including legal guardianship), step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, first cousins, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

POLICY

1. It is District policy not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, the District retains the right to refuse to appoint a person to a position in the same department, station or facility, wherein his/her familial or marital status with another employee has the potential for creating adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest.
2. Managers and supervisors shall have the authority and responsibility for determining if such a potential for adverse impact exists or does not exist. Managers and supervisors shall document and notify the chain of command of situations within their knowledge involving family members within the District, which have the potential for creating adverse impact on supervision, safety, security, or morale or involves a potential conflict of interest as it relates to this policy.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICIES

SECTION TITLE: Nepotism Policy	Approved by Board Administered by HR	
SECTION NUMBER: 303.01	EFFECTIVE DATE: 7/16/03	REVISION DATE: 11/12/09

3. The District is committed to employ a diverse workforce and not to discriminate in its employment, promotional opportunities, and personnel actions with respect to its employees, prospective employees, and applicants on the basis of marital status, consanguinity (blood) and familial relationships. This policy is designed to guard against employment relationships from which nepotism or charges of nepotism might arise. The policy also contains provisions, which allow the Fire Chief to make reasonable exceptions.
4. In circumstances where a candidate is vying for a position and a candidate's family member is in a position to influence the selection, that incumbent employee must disclose the relationship to the Human Resources Manager. The incumbent employee must recuse him/her self from the entire process to avoid the appearance of impropriety. If a family member of the Human Resources Manager is vying for a position within the District, he/she shall give the Fire Chief written notification of such application. If a family member of the Fire Chief is vying for a position within the District, he/she shall give the Board of Directors written notification of such application. If a family member of a Director is vying for a position within the District, he/she shall give his/her fellow Board Members written notification of such application.
5. The District will always hire employees based on their experience, skills and merit. If an employee's family member is interested in a position with the District, they should apply through established District hiring procedures.
6. Family members shall not be allowed to exercise their position within the District or official authority to recommend or approve a salary increase, or promotion of another family member.
7. As a general rule family members shall not work under the direct supervision of another family member. Exceptions may be approved for such employment, which would be for the benefit of the District, or serve a useful purpose consistent with the District's mission. Such exceptions shall be at the sole discretion of the Fire Chief, who shall take into consideration the contractual provisions of pertinent MOUs within the District when making such decisions.
8. All employees, who violate this policy, whether by knowingly permitting or knowingly accepting employment in violation of these regulations, is subject to disciplinary action up to and including termination from employment.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICIES

SECTION TITLE: Nepotism Policy	Approved by Board Administered by HR
SECTION NUMBER: 303.01 EFFECTIVE DATE: 7/16/03	REVISION DATE: 11/12/09

9. The District's policy permits the employment of qualified family members of employees as long as such employment does not, in the opinion of the Fire Chief, create actual conflicts of interest. The Fire Chief will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household may be permitted to work for the District, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one family member's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other family member.
- Family members within the District may have no influence over the wages, hours, benefits, career progress and other terms and conditions of any other family member employed by the District. Family members within the District must recuse themselves from any decisions affecting the wages, hours, benefits, career progress and other terms and conditions of any other family member employed by the District.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Fire Chief, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.
- Exceptions to the above guidelines may be approved for such employment, which would be for the benefit of the District, or serve a useful purpose consistent with the District's mission. Said exceptions shall be at the sole discretion of the Fire Chief, who shall take into consideration the contractual provisions of pertinent MOUs within the District when making such decisions.

10. This policy shall apply to all appointments to full time authorized positions in the District service. It shall also apply to appointments of temporary employees and contract employees when the expected duration of the appointment is in excess of 80 hours in a fiscal year.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICIES

SECTION TITLE: Nepotism Policy	Approved by Board Administered by HR		
SECTION NUMBER: 303.01	EFFECTIVE DATE: 7/16/03	REVISION DATE: 11/12/09	

When two existing employees marry, and a determination has been made that the potential for creating adverse impact as described above exists, the employee's Deputy Chief, with the Human Resources Manager, shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation or transfer. The District shall provide appropriate re-training of the effected employee(s) to assist in such reassignment of duties, relocation, or transfer.

PROCEDURES

1. All employees are required to complete a Personal Data Sheet upon initial employment at the District. This form contains a block in which the employee will list the name(s) of any family member (s) employed by the District.
2. The Human Resources Manager is responsible for entering information from the Personal Data Sheet and checking it against existing payroll information. If a relationship covered by this policy is discovered during this process, the Human Resources Manager will notify the affected employee and the employing manager or department head. The employing department and the affected employee will take such steps as necessary to correct the prohibited employment situation.
3. The policy applies to appointments to all positions when the expected duration of the appointment is in excess of eighty (80) hours in a fiscal year.
4. When two employees marry and the Fire Chief determines that a potential for adverse impact exists, he/she shall (in conjunction with the Human Resources Manager) make reasonable efforts to minimize the problems.
5. Exceptions may be approved for such employment, which would be for the benefit of the District, or serve a useful purpose consistent with the mission of the District. Said exceptions shall be at the sole discretion of the Fire Chief, who shall take into consideration the contractual provisions of pertinent MOUs within the District when making such decisions.

REFERENCES

2nd California Code of Regulations, Section 7292.5

RELATED POLICIES

Discipline Policy (02.004.02)



Sacramento Metropolitan Fire District

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POLICY COMMITTEE AGENDA

THURSDAY, SEPTEMBER 12, 2019

Action Item #1 Nepotism Policy Revised Version

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICY

POLICY TITLE:	Nepotism Policy	OVERSIGHT:	Administration
POLICY NUMBER:	01.017.02	EFFECTIVE DATE:	07/06/03
		REVIEW DATE:	08/08/19

BACKGROUND

The Sacramento Metropolitan Fire District (District) conducts business fairly, impartially, ethically and in compliance with laws and regulations. The District intends to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace.

PURPOSE

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty associated with nepotism. No employee may use power or influence to aid or hinder another in securing employment, promotion or any other benefit of employment due to a personal relationship.

SCOPE

This policy applies to all District personnel and employment related decisions.

DEFINITIONS

1. **Nepotism:** The practice of an employee using their influence or power to aid or hinder another in the employment setting because of a family and/or personal relationship.
2. **Manager or Supervisor:** Any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, supervise, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
3. **Family Members:** Individuals who are related by blood, marriage, domestic partnership, or adoption, including the following relationships: spouse, child (including legal guardianship), step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, first cousins, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.
4. **Personal Relationship:** Individuals who are involved in a romantic relationship.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICY

POLICY TITLE:	Nepotism Policy	OVERSIGHT:	Administration
POLICY NUMBER:	01.017.02	EFFECTIVE DATE:	07/06/03
		REVIEW DATE:	08/08/19

5. **Conflict of Interest:** A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest and public interest. A conflict of interest arises when the considerations of one party is to the detriment of another.

POLICY

1. The District is an equal employment opportunity employer and is committed to the fair and equal treatment of all applicants and employees by complying with all applicable federal, California state, and local laws.
2. District employment decisions are based on job related requirements and a commitment to equal employment opportunities without regard to personal relationships, marital status, blood, and familial relationships.
3. No employee shall appoint, employ or participate in a hiring decision involving any person with whom they have a personal relationship, or within their family, nor use their position to influence any such decisions.
4. No employee shall act as a direct Manager or Supervisor for a family member or person with whom they share a personal relationship. This also applies if the relationship changes or formation occurs after the employment relationship was formed.
5. The District reserves the right to refuse to appoint a person to a position in the same division, station, or facility, wherein their personal relationship, familial or marital status with another employee has the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest.
6. Managers and supervisors shall document and notify their chain of command of any situation they become aware of that involves personal relationships and/or family members within the District, which have the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest as it relates to this policy.
7. Employees are required to disclose changes in their personal situations, which may be covered under this policy, to their direct Supervisor. If the Supervisor is part of the personal relationship, the employee(s) is required to notify the Human Resources Manager.

SACRAMENTO METROPOLITAN FIRE DISTRICT

BOARD POLICY

POLICY TITLE:	Nepotism Policy	OVERSIGHT:	Administration
POLICY NUMBER:	01.017.02	EFFECTIVE DATE:	07/06/03
		REVIEW DATE:	08/08/19

8. Employees, who violate this policy, whether by knowingly permitting or knowingly violating these regulations, are subject to disciplinary action up to and including termination from employment
9. No employee shall have influence over the wages, hours, benefits, career progress, or other terms and conditions of any family member/personal relationship employed by the District. Family members/personal relationships within the District must recuse themselves from any such decisions.
10. Employees who marry while employed, or become involved in a personal relationship or familial relationship shall be treated in accordance with this policy. If a determination is made that a situation exists with the potential for creating an adverse impact, the employees Deputy Chief, along with the Human Resources Manager, shall make reasonable efforts to minimize problems of supervision, safety, security, or morale through reassignment of duties, relocation, or transfer.
11. Exceptions in which meet the needs of the District may be allowed in the form of: Overtime, emergencies, or Strike Teams. Exceptions shall be at the sole discretion of the Fire Chief or the Fire Chief's designee who shall take into consideration the contractual provisions of pertinent MOUs within the District when making such decisions.
12. This policy shall apply to all appointments of temporary and contract employees.

REFERENCES

1. California Code of Regulations, 2 CCR 11057
2. California Government Code 12940
3. Department of Fair Employment and Housing
4. Equal Employment Opportunity Commission
5. All current policies can be found in the Policy App.