



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, MARCH 14, 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 Goold

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.

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| 1. | Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for meeting of October 11, 2018. | 2 |
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ACTION ITEM

- | | | |
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| 1. | Election of Officers (Goold)
Recommendation: Elect a Chair and Vice Chair to the Policy Committee for 2019. | * |
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PRESENTATION ITEM

- | | | |
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| 1. | Out of Class Pay – Non Suppression Policy (Melisa Maddux, HR Manager)
Recommendation: Administrative Policy review is for informational purposes only, no action required. | 3 |
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NEXT MEETING DATE: Thursday April 11, 2019 at 5:30 pm

AGENDA ITEMS: TBD

ADJOURNMENT

Posted on March 11, 2019

Michelle Dehoney, Interim Clerk of the Board

* No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, OCTOBER 11, 2018 – 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 5:32 p.m. by Director Clark. Committee members present: Clark, Jones and Sheetz as the alternate. Committee members absent: Goold. Staff present: Acting Chief Bridge and Interim Clerk Dehoney.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Jones, seconded by Sheetz, 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 May 10, 2018.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. **Catastrophic Leave Bank – Represented Employees Policy**

(Melisa Maddux, HR Manager)

Recommendation: Consider the revised policy for informational purposes only, no action required.

Action: Presentation only, no action taken.

ADJOURNMENT

The meeting adjourned at 5:36 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: March 14, 2019
TO: Policy Committee
SUBJECT: Out of Class Pay– Non Suppression Policy

TOPIC

Notification to the Policy Committee of edits to the Out of Class Pay – Non Suppression Policy.

DISCUSSION

The Administrative Policy 02.001.02; Out of Class Pay – Non Suppression Policy has been edited to identify a timeframe in which employees will receive out of class pay for an out of class assignment. An employee who is temporarily directed by their Division Manager in writing to serve in a regular higher position for a period of at least three scheduled work days will be compensated at a higher rate of pay in accordance with policy.

In accordance with Government Code Section 20480, an out of class assignment in a position vacant during recruitment shall not exceed 960 hours worked within each fiscal year.

RECOMMENDATION

Administrative Policy review is for informational purposes only.

Submitted By:

Melissa Maddux
Human Resources Manager

Approved By:

Greg Casentini
Deputy Chief, Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Out-of-Class Pay – Non Suppression OVERSIGHT: Administration
POLICY NUMBER: 02.001.024 EFFECTIVE DATE: 12/07/11 REVIEW DATE:
~~12/07/11~~ 03/14/19

Background

The term "out-of-class" is used to denote the work performed outside of an employee's current classification. The purpose of the out-of-class assignment is to cover duties of an absent employee, or to fulfill a temporary business need. Out-of-class pay is a legitimate recognition of the additional duties and responsibilities an employee may be required to assume. Out-of-class assignments are considered temporary, in that the employee performs the duties of a higher class for a limited time period, and then reverts to their regular duties and pay schedule upon completion of the assignment.

Purpose

The purpose of this policy is to provide District employees with clear and consistent procedures on the use of out-of-class assignments and pay.

Scope

This policy and procedure shall apply to all District employees in concurrence with the established labor agreements. Working out of classification should be considered a short-term solution to assist with immediate workload needs.

Policy

1. Out-of-class assignments may be made to meet critical business needs of a temporary nature by having an incumbent in an existing, authorized position perform work at a higher class level or to replace employees who are on a leave of absence. Prior to the start of the out-of-class assignment, written approval by the ~~immediate supervisor~~ Division Manager and the Human Resources Manager is required.
2. An employee who is temporarily directed by ~~his or her supervisor~~ their Division Manager in writing to serve in a regular higher position for a period of at least three (3) scheduled work days will be compensated at a higher rate of pay in accordance with the following:
 - a. Conditions of an out-of-class assignment shall be predetermined within the out-of-class assignment agreement.
 - b. Temporary assignments out-of-class for a period of at least three (3) scheduled work days shall be recorded only in full-shifts. An employee working out-of-class for a period of less than three scheduled work days ~~one full shift~~ will not be credited with working out-of-class service time.

Out of Class Pay, Non Suppression

02.001.020

~~12/01/11~~03/14/19

- c. To qualify for out-of-class pay, an employee must be assuming substantially the full range of duties and responsibilities of the higher-level position. Substantial performance of the full range of duties means that an employee must be assuming at least 75% of the range of daily duties and responsibilities of the higher-level position.
 - d. Time worked in a higher class shall not apply or qualify toward seniority or the completion of probationary requirements in the higher class.
 - e. An employee temporarily assigned to perform the duties of a higher classification shall be ~~compensated paid~~ for the duration of the out-of-class assignment at the step of the higher classification which provides a minimum five percent (5%) base pay increase. by payment of 5% of the regular salary the employee received prior to the out of class assignment, or the salary provided for in the minimum step of the higher classification, whichever is greater, but not to exceed the top step of the higher classification. In no event shall the employee receive a lower than five percent (5%) increase in pay for an out of class assignment.
 - f. The higher rate of pay shall be used in computing overtime when authorized overtime is served in a non-exempt, out-of-class work assignment. Merit increases and accrual rates will be at the level associated with the employee's regular salary.
 - g. Duration of the out of class assignment will be at the discretion of the Fire Chief in accordance with Government Code Section 20480, an out-of-class assignment in a position vacant during recruitment shall not exceed 960 hours worked within each fiscal year.
 - h. An Employee assigned out-of-class does not receive out-of-class pay when on paid leave.
 - i. It is understood and agreed that no employee shall receive out of class pay without written authorization from the Human Resources Manager. In the event an employee volunteers to complete job duties which are at a higher classification than the duties within that employee's job classification that employee will not be entitled to out of class pay.
 - j. Employees are not obligated to accept an out-of-class assignment.
3. If there is a District business need to assign an employee to serve in a regular higher position for a period of less than three (3) scheduled work days, it must be pre-approved by the Division Manager, Human Resources Manager, and the Fire Chief or the Fire Chief's designee.

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Procedures

Out of Class Pay, Non Suppression

02.001.029

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1. The ~~De~~ivision ~~m~~anager must complete an Out-of-Class Assignment ~~Justification Request f~~orm and submit the request to the Human Resources Manager. The request should include:
 - a. An explanation of why the higher level work is necessary (how and why it is absolutely essential and/or critical to continued operation of the District)
 - b. The title, classification, and the salary range of the higher classification being requested
 - c. The title, classification, and actual pay rate of the employee who will be assigned to the higher level duties
 - d. An indication of the length of time the higher-level work will be performed
 - e. An indication of fiscal impact to the departmental budget.
2. The Human Resources Manager must provide a written approval to the requesting department prior to the out-of-class assignment. Authorization will apply only for the conditions and time period originally approved. If duration of the out-of-class assignment changes, the department must submit written notification to the Human Resources Manager.