



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, April 11, 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.

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|--|-----------------|
| 1. Action Summary Minutes | 3 |
| Recommendation: Approve the Action Summary Minutes for the meeting of February 8, 2023. | |

PRESENTATION ITEMS

- | | |
|--|---|
| 1. Revised Administration Policy 02.016.04 – Donated Leave Bank – Represented Employees | 4 |
| <i>(HR Manager Melisa Maddux)</i> | |
| Recommendation: Review the Policy for information purposes only. | |
| 2. Revised Administration Policy 02.012.03 – Donated Leave Bank – Unrepresented Employees | 9 |
| <i>(HR Manager Melisa Maddux)</i> | |
| Recommendation: Review the Policy for information purposes only. | |

NEXT MEETING DATE: May 9, 2024

ADJOURNMENT

Posted on April 8, 2024



Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, FEBRUARY 8, 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: None. Staff present: Chief House 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:

- Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for meeting of December 14, 2023.
Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

- Revision of Board Policy 13.003-01 – Password Policy**
(IT Director Mat Roseberry)
Recommendation: Review the Password Policy for informational purposes only.
Action: Reviewed the Password Policy.

ADJOURNMENT

The meeting adjourned at 5:34 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



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Sacramento Metropolitan Fire District

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

DATE: April 11, 2024
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.016.04 – Donated Leave Bank – Represented Employees

TOPIC

Review updated Administration Policy 02.016.04 Donated Leave Bank – Represented Employees.

DISCUSSION

Attached is the updated Donated Leave Bank – Represented Employees Policy 02.016.04. The Donated Leave Bank – Represented Employees Policy provides paid leave to participants of the bank in cases of incapacitating personal illness or injury of the participant or an immediate family member. The policy has been edited to reflect accrual changes to the EMT and Paramedic rank, arising from the implementation of the EMT and Paramedic MOU. In addition, language has been added to clarify processes. The updated Donated Leave Bank – Represented Employees 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: Donated Leave Bank – OVERSIGHT: Administration
Represented Employees

POLICY NUMBER: 02.016.043 EFFECTIVE DATE: 02/08/18 REVIEW DATE:
~~10/14/21~~ 03/14/24

Background

The Sacramento Metropolitan Fire District (District) has a donated leave bank, which is a District administered leave sharing plan for participating full time employees. This plan contains specific conditions that must be in place to avoid leave donation tax consequences to the donor.

Purpose

The purpose of the donated leave bank is to provide paid leave to participants of the bank in cases of incapacitating personal illness or injury of the participant or an immediate family member. Donated leave grants may only be used after all other accumulated leave has been used.

Scope

All full time employees may contribute accrued "A" bank sick leave, ~~or~~ vacation leave or paid time off benefits to the donated leave bank. Only those who have contributed to the bank are eligible to receive grants from the bank. Contributions must be renewed in January of every calendar year in order to maintain eligibility. The minimum annual rate of contribution by each participating employee for each calendar year shall be eight (8) hours of sick leave, vacation leave, or paid time off for represented day employees, ~~and Single Role Paramedic/EMT employees and~~ twelve (12) hours of sick leave or vacation leave for shift employees, ~~and ten (10) hours of sick leave or vacation leave for Metro Medic Program (MMP) Paramedic/EMT employees.~~

Minimum annual contributions shall be prorated only in the first calendar year for new employees hired after January 1 for the first year of employment. New day employees must elect to contribute to the bank within thirty (30) days of the date of hire, and shift and MMP employees must elect to contribute to the bank within thirty (30) days after completion of their academy in order to be considered a participant for the current calendar year.

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There is no maximum annual rate of contribution by any participating employee until such time that the Donated Leave Bank Committee determines that a sufficient balance exists and restricts annual contributions to the minimum required amounts or a lower amount determined by the Committee.

The existence of the sick leave or vacation leave contribution and participation by a participant in the bank does not negate or eliminate any other sick leave policies or bargaining agreement sick leave provisions of the District, nor does it in any way negate the rights of individual participants who participate in the bank to other sick leave

Donated Leave Bank – Represented Employees

02.016.043

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benefits. The contribution of hours does not count as sick leave use for purposes of the sick leave use policy.

Definitions

1. **Donated Leave:** Sick leave "A" bank, vacation leave, or paid time off that is granted to a participant who, through catastrophic illness or injury, is unable to perform the duties of their position.
2. **Catastrophic Illness or Injury:** An illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's immediate family, incapacity to include the period of pregnancy disability as determined by a Health Care Provider, which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because they have exhausted all of their sick leave and other paid time off. This does not cover cosmetic or elective surgery.
3. **Immediate Family Member** – An employee's parents, spouse or domestic partner, children (or children of domestic partner), siblings, grandparents or grandchildren. Relatives by adoption are included on the same basis as the above listed blood relatives.
4. **Participant** – A full time employee that has contributed the minimum annual amount of "A" bank sick leave, ~~or~~ vacation leave or paid time off within the current calendar year.

Policy

1. Grants from the bank shall not exceed one hundred sixty (160) hours for represented day employees, two hundred (200) hours for and Single Role MMP Paramedic/EMT employees or two hundred forty (240) hours for shift employees at a time or the employee's remaining work hours for that calendar year if the work hours are less than one hundred sixty (160), two hundred (200), or two hundred forty (240) hours respectively. Once a leave grant runs out, the employee can re-apply as multiple leave grants are possible.
2. In no case will the granting of leave from the bank cause an employee to receive more than their annual base salary.
3. It is the intent of the District to encourage employees to return to work as soon as the doctor approves and releases the employee to do so.
4. Individuals who have been on a grant of at least one hundred sixty (160) hours (day), two hundred (200) hours and SRP(MMP) or two hundred forty (240) hours (shift), and whose doctor indicates they may return to work half time, may continue to receive approved grant hours (half day increments).

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5. If an employee does not use all of the days granted from the bank, the days (fractional and whole) will be returned to the bank.
6. The days granted from the bank are not transferrable; not able to be sold during a leave buyback or buyout; and are not eligible for retirement service credit under Government Code 20965.
7. Contributions become the property of the donated leave bank, even if not utilized, and can only be withdrawn under the terms and conditions of this policy.
8. A contribution to the bank will not be considered a donation to a specific employee for their specific use.

Procedures

1. The participant submits a Donated Leave Withdrawal Form, including a summary statement of the member's or family member's situation, to the Human Resources Manager and provides a physician's certification containing:
 - a. The diagnosis
 - b. The expected duration of the resulting incapacity of the catastrophic injury or illness
 - c. Any job related limitationsThe participant's next of kin, agent, or department head may make this request on behalf of a participant that is unable to make such a request due to the catastrophic illness or injury.
2. The Human Resources Manager, the Chief Financial Officer, the Administrative Deputy Chief and two Local 522 appointees (Donated Leave Bank Committee) will verify the participant's or immediate family member's catastrophic illness or injury, and determine that the condition will necessitate the participant's extended absence from work, and that the extended absence from work will create a financial hardship.
3. The participant has exhausted all available paid leave benefits.
4. The Donated Leave Bank Committee will notify the participant of the decision.
5. ~~Staffing Payroll shall modify represented day employee's work schedule to five (5) days a week, eight (8) hours per day, for the duration of the granted leave. Fire personnel will remain on twenty-four (24) hour shifts and Single Role Metro Medic Program Paramedics / EMT employees will remain on twenty-four (24) hour shifts. No changes will be made to an employee's work schedule.~~
6. Payroll Human Resources shall account for and distribute contributed leave. Contributed leave shall be posted to the bank, and distributed on a first approved basis.

Donated Leave Bank – Represented Employees
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References

1. Donated Leave Bank Request for Withdrawal Form – Rep-Unrep – Document App.
2. Donated Leave Donation Form – Represented – Document App.



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: April 11, 2024
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.012.03 – Donated Leave Bank – Unrepresented Employees

TOPIC

Review updated Administration Policy 02.012.03 Donated Leave Bank – Unrepresented Employees.

DISCUSSION

Attached is the updated Donated Leave Bank – Unrepresented Employees Policy 02.012.03. The Donated Leave Bank – Unrepresented Employees Policy provides paid leave to participants of the bank in cases of incapacitating personal illness or injury of the participant or an immediate family member. The policy has been edited to reflect language that further clarifies processes. The updated Donated Leave Bank – Unrepresented Employees 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~~ ADMINISTRATION POLICY

POLICY TITLE: Donated Leave Bank - OVERSIGHT: Administration
Unrepresented Employees

POLICY NUMBER: 02.012.032 EFFECTIVE DATE: 06/09/16 REVIEW DATE:
~~10/14/21~~ 03/14/24

Background

The Sacramento Metropolitan Fire District (District) has a donated leave bank which is a District administered leave sharing plan for participating full time employees. This plan contains specific conditions that must be in place to avoid leave contribution tax consequences to the donor.

Purpose

The purpose of the donated leave bank is to provide paid sick leave to participants of the bank in cases of incapacitating personal illness or injury of the participant or an immediate family member. Donated leave grants may only be used after all other accumulated leave has been used.

Scope

All full time employees may contribute accrued "A" bank sick leave, ~~or vacation leave~~ or paid time off benefits to the donated leave bank. Only those who have contributed to the bank are eligible to receive grants from the bank. Contributions must be renewed in January of every calendar year in order to maintain eligibility. The minimum annual rate of contribution by each participating employee for each calendar year shall be eight (8) hours of sick leave, ~~vacation leave~~, or paid time off ~~for unrepresented day employees and twelve (12) hours of sick leave or vacation leave for unrepresented shift employees.~~

Minimum annual contributions shall be prorated ~~only in the first calendar year~~ for new employees ~~hired after January 1, for the first year of employment,~~ and the new employee must elect to contribute to the bank within ~~thirty (30) days~~ of the date of hire in order to be considered a participant for the current calendar year.

There is no maximum annual rate of contribution by any participating employee until such time that the Donated Leave Bank Committee determines that a sufficient balance exists and restricts annual contributions to the minimum required amounts.

The existence of the sick leave contribution and participation by a participant in the bank does not negate or eliminate any other sick leave policies or bargaining agreement sick leave provisions of the District, nor does it in any way negate the rights of individual participants who participate in the bank to other sick leave benefits. The contribution of hours does not count as a sick leave use occurrence for purposes of the sick leave use policy.

Definitions

Donated Leave Bank – Unrepresented Employees

02.012.032

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1. **Donated Leave:** Sick leave "A" bank, vacation leave, or paid time off that is granted to a participant who, through catastrophic illness or injury, is unable to perform the duties of his/her position.
2. **Catastrophic Illness or Injury:** An illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's immediate family, incapacity to include the period of pregnancy disability as determined by a Health Care Provider, which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off. This does not cover cosmetic or elective surgery.
3. **Immediate Family Member** – An employee's parents, spouse or domestic partner, children (or children of domestic partner), siblings, grandparents or grandchildren. Relatives by adoption are included on the same basis as the above listed blood relatives.
4. **Participant** – A full time employee that has contributed the minimum annual amount of "A Bank" sick leave, vacation leave or paid time off within the current calendar year.

Policy

1. Grants from the bank shall not exceed one hundred sixty (160) hours for unrepresented day employees or two hundred forty (240) hours for unrepresented shift employees at a time or the employee's remaining work hours for that calendar year if the work hours are less than one hundred sixty (160) or two hundred forty (240) hours respectively. Once a leave grant runs out, the employee can re-apply as multiple leave grants are possible.
2. In no case will the granting of leave from the bank cause an employee to receive more than his/her annual base salary.
3. It is the intent of the District to encourage employees to return to work as soon as the doctor approves and releases the employee to do so.
4. Individuals who have been on a grant of at least one hundred sixty (160) hours (day) or two hundred forty (240) hours (shift), and whose doctor indicates they may return to work half time, may continue to receive approved grant hours (half day increments).
5. If an employee does not use all of the days granted from the bank, the days (fractional and whole) will be returned to the bank.

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6. The days granted from the bank are not transferrable; not able to be sold during a leave buyback or buyout; and are not eligible for retirement service credit under Government Code 20965.
7. Contributions become the property of the donated leave bank, even if not utilized, and can only be withdrawn under the terms and conditions of this policy.
8. A contribution to the bank will not be considered a donation to a specific employee for his/her specific use.

Procedures

1. The participant submits a Donated Leave Withdrawal Form, including a summary statement of the member's or family member's situation, to the Human Resources Manager and provides a physician's certification containing:
 - a. The diagnosis
 - b. The expected duration of the resulting incapacity of the catastrophic injury or illness
 - c. Any job related limitations

The participant's next of kin, agent, or department head may make this request on behalf of a participant that is unable to make such a request due to the catastrophic illness or injury.

2. The Human Resources Manager, the Chief Financial Officer, the Administrative Deputy Chief, and one non-senior level person (Donated Leave Bank Committee) will verify the participant's or immediate family member's catastrophic illness or injury, and determine that the condition will necessitate the participant's extended absence from work, and that the extended absence from work will create a financial hardship. If a tie occurs on the four (4) person Catastrophic Donated Leave Bank Committee, the Fire Chief will be the deciding vote.
3. The participant has exhausted all available paid leave benefits.
4. The Donated Leave Bank Committee will notify the participant of the decision.

~~5. Staffing Payroll shall modify unrepresented day the employee's work schedule to 5 days a week, 8 hours per day, for the duration of the granted leave. Shift personnel will remain on twenty-four (24) hour shifts. No changes will be made to an employee's work schedule.~~

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- 6.5. Payroll-Human Resources shall account for and distribute contributed leave. Contributed leave shall be posted to the bank, and distributed on a first approved basis.

Donated Leave Bank – Unrepresented Employees
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References

1. Donated Leave Bank Request for Withdrawal Form – Rep-Unrep– Document App.
2. Donated Leave Donation Form – Unrepresented – Document App.