



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, August 8, 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.

- | | <u>Page No.</u> |
|---|-----------------|
| 1. Action Summary Minutes | 2 |
| Recommendation: Approve the Action Summary Minutes for the meeting of June 13, 2024. | |

PRESENTATION ITEMS

- | | |
|--|---|
| 1. Administration Policy 02.022.01 – 56 Hour Alternate Assignment Position Policy | 3 |
| <i>(Chief Human Resources Officer Melisa Maddux)</i> | |
| Recommendation: Review the 56 Hour Alternate Assignment Position Policy for notification purposes only. | |

NEXT MEETING DATE: September 12, 2024

ADJOURNMENT

Posted on August 5, 2024

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board



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

ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, JUNE 13, 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, Clark, 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 Clark, 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 May 9, 2024.
Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

- Revised Administration Policy 02.021.01 – Timekeeping & Attendance Policy**
(CFO Dave O'Toole)
Recommendation: Review and provide comments on the Timekeeping and Attendance Policy.
Action: Reviewed the Policy.

ADJOURNMENT

The meeting adjourned at 5:33 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



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: August 8, 2024
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.022.01– 56 Hour Alternate Assignment Position Policy

TOPIC

Review new Administration Policy 02.022.01 56 Hour Alternate Assignment Position Policy.

DISCUSSION

The 56 Hour Alternate Assignment Position was first created as a Pilot Program Agreement between the District and Local 522, effective October 1, 2022. On September 20, 2023, it was agreed upon at the Labor Management Collaboration Meeting to change the Pilot Program to a Policy.

The 56 Hour Alternate Assignment Position Policy works in coordination with the Light Duty Policy and the Modified Duty Schedule for Non-Job Related Injury – 24 Hour Personnel Policy. The 56 Hour Alternate Assignment Position Policy is designed to place employees back into the workforce, support their recovery and return the injured employee back to regular duty. A 56 Hour Assignment is a position that is filled by an assigned employee who is either pregnant, on light duty, or on modified duty, and whose restrictions can be accommodated in a 56 Hour Alternate Assignment. The new 56 Hour Alternate Assignment Position Policy is attached for your review.

RECOMMENDATION

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

Submitted By:



Melissa Maddux
Chief Human Resources Officer

Approved By:



Michael Johnson
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: 56 Hour Alternate Assignment Position OVERSIGHT: Administration
POLICY NUMBER: 02.022.01 EFFECTIVE DATE: 08/08/2024 REVIEW DATE: 08/08/2024

Background

The Sacramento Metropolitan Fire District (District) shall attempt to provide a 56 Hour Alternate Assignment Position (56 Hour Assignment) to an employee who is filling a "light duty" or "modified duty" position. Light duty is for an employee who suffers job-related illness and/or injury and cannot perform the essential job functions of their regular position. Modified duty is for an employee who suffers a non-job-related illness and/or injury and cannot perform the essential job functions of their regular position. Under modified duty, at any time during pregnancy, a pregnant Firefighter, Engineer, or Captain can request a 56 Hour Assignment. A 56 Hour Assignment is designed to place an employee back into the workforce, support their recovery and return the employee to regular duty.

Purpose

To establish parameters for employees working in a light duty or modified duty 56 Hour Alternate Assignment Position.

Scope

This policy is only applicable to Firefighters, Engineers, and Captains.

Definitions

1. **56 Hour Assignment:** A limited number of 56 Hour shift positions that are filled by assigned employees who are either Pregnant, or on Light Duty, or on Modified Duty, and whose restrictions can be accommodated in a 56 Hour Alternate Assignment Position.
2. **Light Duty:** Light Duty shall consist of any light work which does not conflict with restrictions set forth by a treating physician. Light Duty is for employees who suffer job-related illness and/or injury and cannot perform the essential job functions in their regular position.
3. **Modified Duty:** Modified Duty shall consist of any modified work which does not conflict with restrictions set forth by a treating physician. Modified Duty is for employees who suffer a non-job-related illness and/or injury and cannot perform the essential job functions of their regular position. As it relates to this policy, pregnancy falls under the Modified Duty definition, although not as it relates to priority.

Policy

1. The 56 Hour Assignments are only applicable to Firefighters, Engineers, and Captains.
2. All 56 Hour Assignments are in accordance with the District's Light Duty, and or Modified Duty Work Schedule for Non-Job-Related Injury - 24 Hour Personnel Policy, and all applicable District policies.
3. Employees in a 56 Hour Assignment will adhere to all physical restrictions provided by a health care provider.
4. The 56 Hour Assignment is limited to twelve (12) months.
5. The Deputy Chief of Administration will review the 56 Hour Assignment of an employee once they reach twelve (12) months to determine continuation in the 56 Hour Assignment. The review will consist of rehabilitation progress and the recommendation of the supervisor(s) that had oversight of the employee while in their 56 Hour Assignment.
6. All 56 Hour Assignments will be determined by the Deputy Chief of Administration and managed by the Workers' Compensation Coordinator.
7. Employees are required to notify the Workers' Compensation Coordinator of any change to their medical status, including their return to full duty date.
8. All medical work status reports and medical notes are required to be submitted immediately to the Workers' Compensation Coordinator.
9. Any abuse of the 56 Hour Alternate Assignment Position policy, and/or disciplinary issues will be cause for the removal of the employee in the position.

Procedures

1. An employee shall contact the Workers' Compensation Coordinator to request a 56 Hour Assignment.
2. 56 Hour Assignments will be filled by District seniority with the following set priority:
 - a. Priority for position 1 - Pregnancy
 - b. Priority for position 2 - Light Duty
 - c. No Priority - Modified Duty is assigned no priority. An employee can only fill a 56 Hour Assignment if a vacancy exists. If a modified duty employee is currently filling a 56 Hour Assignment and an employee with Priority in position 1 or a Priority in position 2 requests a 56 Hour Assignment the modified duty employee will be removed from the 56 Hour Assignment at the

next reasonable FLSA cycle. The removed modified duty employee can request to fill a vacancy on another shift if a vacancy exists.

3. When a 56 Hour Assignment becomes available, the next employee with District seniority/priority will be offered the position.
4. When a 56 Hour Assignment wait list exists and there are employees with equal priority in position 1 or position 2, the employee with the highest District seniority will be placed in the next available 56 Hour Assignment.
5. The intent is to always have one (1) 56 Hour Assignment available for Pregnancy and one (1) 56 Hour Assignment available for Light Duty.
6. When an employee assigned to a 56 Hour Assignment is taken off work by a doctor, the 56 Hour Assignment is then considered vacant and will be filled. Once taken off work, the 56 Hour Assignment will not be held for the injured worker. (e.g. an employee assigned to the 56 Hour Assignment is awaiting surgery, and the doctor takes them off work for surgery).
7. Two (2) 56 Hour Assignments exist per shift. The two (2) 56 Hour Assignments are specific to the shift the employee is currently assigned to. Employees may be bumped out of the 56 Hour Assignment if they are filling a 56 Hour Assignment on a shift they are not currently assigned to.
 - a. The 56 Hour Assignments will be determined by District need/priorities. The 56 Hour Assignment priorities are as follows:
 - i. Priority 1 - EMS 24 (to be filled by a Paramedic)
 - ii. Priority 2 - Battalion in which the need exists
 - iii. Priority 3 - Battalion in which the employee is normally assigned to
 - b. The Shift Commander will make the determination on the 56 Hour Assignment based off of the given priority.
 - c. The possibility exists where two (2) 56 Hour Assignments are in the same battalion.
 - i. Firefighters, Engineers, and Captains assigned to the 56 Hour Assignment report to the Battalion Chief within the battalion they are assigned to.
 - ii. If the Battalion Chief is not available the employee will report to the Shift Commander.
 - d. Other duties or 56 Hour Assignment locations can be assigned based on the District's business need, and the current physical restrictions of the injured employee.

References

1. District Policies – District Policy App

2. Light Duty Policy – District Policy App
3. Modified Duty Schedule for Non-Job Related Injury – 24 Hour Personnel Policy – District Policy App
4. Staffing Manual – District Documents App