



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, February 13, 2025 – 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 Grant Goold - 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 | <u>Page No.</u>
2 |
| | Recommendation: Approve the Action Summary Minutes for the meeting of November 14, 2024. | |

PRESENTATION ITEMS

- | | | |
|----|--|---|
| 1. | Administration Policy 02.004.03 – Discipline Policy | 4 |
| | <i>(Chief Human Resources Officer Melisa Maddux)</i> | |
| | Recommendation: Review the edited Discipline Policy for notification purposes only. | |

NEXT MEETING DATE: March 13, 2025

ADJOURNMENT

Posted on February 6, 2025

Marni Rittburg, CMC, CPMC
Clerk of the Board



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Fire Chief

ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, NOVEMBER 14, 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, Saylor, and Sheetz. Committee members absent: Clark. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Saylor seconded by Sheetz, 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 October 10, 2024.
Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

- Administration Policy 02.023.02 – District Vehicle Use Policy**
(Chief Human Resources Officer Melisa Maddux)
Recommendation: Review the revised District Vehicle Use Policy for notification purposes only.
Action: Added position of Logistics Manager and approved.

ACTION ITEMS

- Board Policy 01.003.08 – Family and Medical Leave Policy**
(Chief Human Resources Officer Melisa Maddux)
Recommendation: Approve the revised Family and Medical Leave Policy and refer to the full Board for approval.
Action: Moved by Director Saylor, seconded by Sheetz, and carried unanimously by members present to move the policy forward to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:42 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



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Fire Chief

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

DATE: February 13, 2025
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.004.03 – Discipline Policy

TOPIC

Review existing Administration Policy 02.004.03 Discipline Policy.

DISCUSSION

The Discipline Policy was created on March 2, 2009 and last revised on June 28, 2012.

The Discipline Policy has been revised to clarify language and include language that is consistent with District Memorandums of Understanding. The edited Discipline Policy is attached for your review.

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:

Michael Johnson
Interim Deputy Chief of Administration

Sacramento Metropolitan Fire District ADMINISTRATION POLICY

POLICY TITLE: Discipline Policy OVERSIGHT: Administration
POLICY NUMBER: 02.004.03 EFFECTIVE DATE: 03/02/09 REVIEW DATE: 02/13/2025

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Background

Disciplinary action is a corrective process to assure satisfactory job performance and adherence to the [Sacramento Metropolitan Fire District \(District\) Rules and Regulations](#), District policies, and applicable laws. [Disciplinary action](#) is a means to assist and encourage employees to correct their conduct, and to achieve satisfactory work performance. [Disciplinary action](#) assures that the interests of the District and the community are being served; and employees are treated uniformly in the application of discipline. Disciplinary action will generally be applied in a progressive fashion. Disciplinary action will be based on specific circumstances with the goal of fair and equitable treatment. [This policy provides a structured corrective action process.](#)

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Purpose

To provide written guidelines related to taking disciplinary action for violations of the District Rules and Regulations, District policies, and applicable laws.

Scope

This policy is applicable to all District personnel.

Definitions

- Corrective Action:** Corrective actions include verbal warnings, counseling memos, and discipline up to, and including termination. A verbal warning or counseling memo with respect to performance deficiencies and similar matters shall not constitute disciplinary action, but are part of corrective actions and may be initiated at the [Division Supervisor or Captain](#) level. A verbal warning and/or counseling memo puts the employee on notice, and if properly documented, provides an important record of facts that such notice has been given. The range of corrective action includes the following:
 - Verbal Warning:** Usually the first step in the formal corrective action process. A verbal warning may be documented in writing by the supervisor but will not become part of the employee's personnel file.
 - Counseling Memo:** Usually the second step in the corrective action process. It may follow one or more verbal warnings issued for a repeated offense or a pattern of misconduct. However, a verbal warning need not precede a counseling memo. There should not be numerous counseling memos for the same or similar offense. [An employee may attach a rebuttal to a counseling memo within thirty \(30\) days.](#) A counseling memo shall be retained with the Division Supervisor for a period of twelve (12) months, and will not become a

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part of the employee's personnel file unless attached to a final disciplinary action.

c. **Discipline:** The range of discipline includes the following:

- I. **Written Reprimand:** Formally documented written letter of discipline to be retained in a personnel file for a period of twenty-four (24) months or forty-eight (48) months or as defined by the employee's applicable MOU.
- II. **Suspension:** When lesser forms of discipline have not corrected an employee's behavior, and/or when an occurrence is severe enough to warrant it, a suspension may be issued. There should not be numerous suspensions for the same or similar offense. Documentation of a suspension of more than three (3) shifts or the equivalent reduction in salary step shall be maintained for four (4) years or as defined by the employee's applicable MOU.
- III. **Step Reduction/Denial of Step Increase:** As a form of discipline, an employee may be reduced to a lower step within their pay scale, or be denied their annual step increase.
- IV. **Demotion:** As a form of discipline, an employee may be demoted to a lower rank. Day personnel may be demoted to a lower classification within their division, or to a lower classification in a different division they may be qualified for.
- V. **Transfer for Purposes of Discipline:** When appropriate, an employee may be transferred to a different position, or a different working location on a temporary or permanent basis.
- VI. **Termination:** When lesser forms of discipline have not corrected an employee's conduct, or when an occurrence is serious enough to so warrant, the employee may be terminated. The Deputy Chief of Administration shall ensure the termination process is completed and all procedural due process rights are followed, including all applicable state and federal laws.

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- 2. **Notice of Proposed Discipline:** An employee will be noticed in writing of any disciplinary action to be imposed prior to the action being executed. Employees will have an opportunity to appeal the disciplinary action as outlined in the appropriate MOU.

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Policy

- 1. It is District policy to impose appropriate disciplinary action equally applicable to all employees regardless of rank or position, who fail to comply with District Rules and Regulations, District policies, and applicable laws.
- 2. The District recognizes that situations and circumstances vary in determining appropriate corrective action, as such the District reserves the right to evaluate each situation individually and to take whatever corrective action is appropriate

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based upon the specific circumstances involved, including factors in aggravation and mitigation.

3. Supervisory personnel may be sanctioned for failing to instruct those in their chain of command adequately or for failing to identify noncompliance with District Rules and Regulations, District policies, and applicable laws where reasonable diligence on their part could have identified the problem.
4. Nothing in this policy shall be interpreted as granting employees any right to challenge or seek further review of the corrective action imposed upon them by their supervisor or by any other officer except as otherwise provided by their respective MOU. The review processes set forth in this policy are intended to be for the sole benefit of the District in an effort to enhance the effectiveness of the District's mission.

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Procedures

1. When disciplinary action is required, it should be applied in a supportive and corrective manner. In most cases, the application of disciplinary action should be directed towards improving employee performance, rather than punishing the employee.
2. It is the responsibility of the Human Resources Division to review all disciplinary actions prior to action being taken against employees to (a) determine if they involve violations of District Rules and Regulations, District policies, and applicable laws, and (b) to ensure that discipline for such violations is being imposed in an appropriate and consistent manner.
3. Disciplinary actions may be initiated by supervisory employees at the rank of Division Supervisor, Division Manager, Battalion Chief, Assistant Chief and above. Supervisors are required to report fully to their chain of command or Human Resources on any infractions of the District Rules and Regulations, District policies, and applicable laws that might be a basis for disciplinary action.
4. Although misconduct may not presently be or appear to be serious, an employee must be made formally aware that such misconduct is a source of concern, and if continued can become serious.
5. Corrective action should generally be progressive, that is, applying increasingly more severe forms of corrective action for repeated or related misconduct. However, certain misconduct may be so serious as to warrant suspension or termination for a single or first offense.
6. Those taking corrective actions against employees are responsible to do so in an appropriate and consistent manner. The type of corrective action shall be determined on a case-by-case basis.
7. The following violations are representative examples, not inclusive, of serious violations that may lead to disciplinary action:

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- a. Fraud
 - b. Incompetence
 - c. Inefficiency
 - d. Inexcusable neglect of duty
 - e. Insubordination, during hours or off duty, related to employment
 - f. Dishonesty
 - g. Intoxication or being under influence of drugs or alcohol while on duty
 - h. Manufacture, possession, sale or use of controlled substances
 - i. Inexcusable absence without leave
 - j. Conviction of a felony or a misdemeanor involving moral turpitude
 - k. Inexcusable discourteous treatment of other District officers or employees, or the public while on duty, or while off duty and identified as a District employee
 - l. Illegal political activity
 - m. Willful violations of any District policies or rules
 - n. Willful disobedience to an order or direction
 - o. Failure of good behavior during or outside duty hours that may cause discredit to the District
 - p. Physical altercation
 - q. Theft
 - r. Willful misrepresentation of the District
 - s. Refusal or inability to perform assigned duties within the scope of the classification assignment, which results in performance lower than that which is typically required of a similar employee in a similar position
 - t. Any act or conduct that is discriminatory towards another person's race, color, national origin, age, sex, or religious beliefs
 - u. Intentional, reckless or negligent conduct that violates the Rules and Regulations, operating policies/procedures, or applicable laws/regulations
 - v. Failure to correct behavior for which an individual was subject to prior disciplinary action.
8. Punishment for serious violations may subject an individual to immediate termination. Should the District, in its discretion, determine that the conduct of the employee is sufficiently severe to warrant immediate termination, the District may suspend the employee with pay, pending resolution of the notice of proposed disciplinary action.
 9. An individual whose conduct otherwise would justify termination may, at the sole discretion of the Fire Chief, have lesser discipline imposed as a result of voluntary disclosure of the violation and/or full and complete cooperation during any investigation.

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10. In determining the severity of corrective actions to be applied for misconduct, the Supervisor should investigate and consider the following criteria:

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- a. Nature and seriousness of the misconduct, including actual or potential impact upon District operations and service;
- b. If two offenses are involved in the same occurrence (for example - sleeping on the job due to reporting to work under the influence of alcohol/drugs or any other substance) the separate facts should be considered and reflected in the severity of the corrective action;
- c. Overall work record;
- d. Length of employment with the District;
- e. Corrective action record, including time that has elapsed since any past misconduct;
- f. Effective communication of Rules and Regulations and District policies;
- g. Consistency and uniformity in the enforcement of standards;
- h. Extenuating or mitigating circumstances related to the work setting or to the employee's personal affairs;
- i. Reliance on circumstantial, hearsay or unsubstantiated evidence; and
- j. Efforts made by the employee to correct unacceptable conduct.

11. Once a decision is made regarding the appropriate discipline, a Notice of Proposed Discipline shall be provided in writing to the employee by a Division Manager or Chief Officer and shall be in accordance with the employee's applicable MOU including:

- a. A statement of the nature of the proposed disciplinary action and any documents used to support the decision;
- b. The effective date of the proposed action;
- c. A statement of the reasons therefore; and
- d. A statement advising the employee of the time and place at which he/she may respond to the Notice of Proposed Discipline.

12. In taking disciplinary action, the Supervisor should:

- a. Explain the reasons for issuance of this disciplinary action,
- b. Explain the terms of the discipline,
- c. Provide counseling on corrective action,
- d. Advise employee of the consequences of continued infraction,
- e. Explain the avenues open to the employee to dispute the discipline,
- f. Provide a copy of the discipline documentation to the employee and forward the original to the Human Resources Division to be placed in the employee's personnel file.

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13. Once a disciplinary action has been determined and communicated in writing to the employee, it should not be expanded unless the Supervisor obtains additional facts showing that the original offense was different than originally believed.
14. In the event the employee presents evidence which results in the withdrawal of the Notice of Proposed Disciplinary Action, all reference to said notice shall be removed from the employee's personnel file.
15. Final disciplinary action will be placed in an employee's personnel file as outlined in the appropriate MOU.
16. If the employee is a member of a recognized collective bargaining unit, the employee must be informed of his/her right to union representation and the nature of the allegation prior to any disciplinary interview or meeting.
17. The Human Resources Division is responsible for notifying the Payroll Division of any payroll adjustments initiated as a result of a disciplinary action.

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References

1. District Policy - Rules and Regulations
2. District Policy - Firefighter Bill of Rights
3. District Policy - Investigations Policy

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