



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, December 14, 2023, – 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 Grant Goid

Director Cinthia Saylor

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.

1. Action Summary Minutes

Recommendation: Approve the Action Summary Minutes for the meeting of November 9, 2023.

Page No.

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PRESENTATION ITEMS

1. Revision of Administrative Policy 143-01 – Timekeeping & Attendance 4

Policy (CFO Dave O'Toole)

Recommendation: Review and provide comments on the Timekeeping and Attendance Policy.

2. Revision of Board Policy 01.013-01 – Travel & Conference Policy 12

(CFO Dave O'Toole)

Recommendation: Review and provide comments on the Travel and Conference Policy and move to the full Board for approval.

2. Year-end Review of Completed Policy in 2023 & What's Coming 21

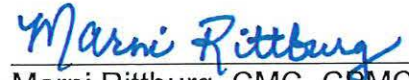
(HR Manager Melisa Maddux)

Recommendation: Receive Presentation

NEXT MEETING DATE: February 8, 2024

ADJOURNMENT

Posted on December 11, 2023



Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

**POLICY COMMITTEE
THURSDAY, NOVEMBER 9, 2023 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: Gould. 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:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for meeting of October 12, 2023.
Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

- 2. New Board Policy – Standards of Cover Policy**
(Chief Development Officer Jeff Frye & GIS Data Analyst Jake Whealen)
Recommendation: Review the Standards of Cover Policy and refer to the full Board for approval.
Action: Moved by Director Sheetz, seconded by Saylor, and carried unanimously by members present to refer this new Board policy to the full Board.

ADJOURNMENT

The meeting adjourned at 5:37 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



Adam House
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: December 14, 2023
TO: Policy Committee Members
SUBJECT: Revision of Administrative Policy 143-01 - Timekeeping and Attendance

TOPIC

Review the proposed changes to the current Policy 143-01 - Timekeeping and Attendance.

BACKGROUND

The Timekeeping and Attendance Policy provides and formalizes processes used to report and track time worked, facilitating prompt and accurate compensation to District employees. Since the policy was last amended there have been changes to the systems and practices used to compensate employees, which must now be reflected in the policy.

DISCUSSION

Attached is the amended Timekeeping and Attendance Policy, which was last approved by the Board on July 1, 2010. This policy was reviewed by the Finance and Human Resources divisions and language has been amended to clarify processes pertaining to timekeeping systems, approvals, and reporting in the policy. The original policy and the revised policy are attached for your review.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

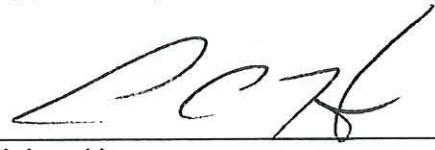
Review and provide comment on the Timekeeping and Attendance Policy. As an administrative policy no formal approval is needed.

Submitted By:



Dave O'Toole
Chief Financial Officer

Approved By:



Adam House
Fire Chief

regarding payment of overtime.

4. **Non-Exempt Employees:** Employees who are eligible to receive overtime or compensatory time for hours worked more than forty (40) hours per week and are subject to the wage and hour laws of the Federal and State government.
5. **Hours Worked:** All time that an employee is required to be performing duties for the District either physically at a District location or remotely.
6. **Absence:** An occurrence in which an employee fails to report for work when they are scheduled to work.
7. **Work Schedule:** Assigned work schedules consist of either a weekly schedule that covers seven (7) consecutive days beginning on either Sunday or Monday, a bi-weekly schedule that covers fourteen (14) consecutive days beginning on Monday, and a FLSA twenty-four (24) day work cycle that consists of ten (10) twenty-four (24) hour shifts.

Policy for Day-assigned employees

1. Day non-exempt employees must accurately record all hours worked and the correct time types in the Oracle timekeeping system.
2. All Day employees, both non-exempt and exempt, must accurately record absences from their assigned work schedules through the Oracle timekeeping system.
3. It is the responsibility of the respective manager/supervisor to email the employees' assigned work schedule to "{SMFD} Payroll" by the date of hire or date of assignment. If an employee works an alternative work schedule, they must follow the Alternative Work Schedules Policy and complete an Alternative Work Schedule Agreement form and submit to both the Payroll and Human Resources Divisions.
4. All Day employees, both non-exempt and exempt, have assigned working hours. This policy does not affect those assignments.
5. Any deviation from the assigned working hours MUST be approved in advance by the employee's manager/supervisor.
6. Day non-exempt employees are entitled to periodic rest break periods during their workday. If an employee is non-exempt, the employee will be paid for all such break periods. The employee's manager/supervisor will advise the employee of the time and duration of breaks with the expectation that the employee return to work promptly at the end of any rest break.
7. Generally, employees will be entitled to one (1) fifteen (15) minute rest break for every four (4) hours worked (or major fraction thereof, which is defined as two (2) hours). If the employee works more than six (6) hours and up to ten (10) hours in a workday, the employee will receive one (1) rest break during the first half of the shift and one (1) rest break during the second half of the shift. If the employee works more than then (10) hours and up to fourteen (14) hours, the employee is entitled to an additional fifteen (15) minute rest break.

8. If the employee works more than five (5) hours in a workday, the employee is also entitled to an unpaid meal period of at least thirty (30) minutes. If the employee works more than ten (10) hours, the employee is entitled to a second, unpaid meal period of at least thirty (30) minutes. Depending on the circumstances, the employee may be able to waive the second meal period if the employee took the first one. The manager/supervisor will advise the employee of the scheduling of the meal period. The employee must not perform any work during their meal period, and the employee must stop working for at least thirty (30) full, consecutive minutes. If for any reason the employee does not take the applicable rest breaks and/or meal periods, the employee must notify their manager/supervisor immediately.

Policy for Shift-assigned employees

1. All Shift employees, both non-exempt and exempt, are required to use the Telestaff scheduling system, to validate and accurately record on a daily basis all hours worked and the correct work codes.
2. All Shift employees, both non-exempt and exempt, must accurately record absences from their assigned work schedules through the Telestaff scheduling system.
3. For Shift employees, their work schedules are determined by the most recent memorandum of understanding and their staffing manual.
4. Every employee has assigned working hours. This policy will not change those assignments.
5. Any deviation from the assigned working hours for shift employees MUST follow the Telestaff rules and dynamics as guided by their memorandum of understanding and staffing manual.

Procedure for Day-assigned employees

1. Day non-exempt employees are required to use the District's Oracle timekeeping system to accurately record on a daily basis all hours worked and authorized paid leave. By submitting the timecard electronically through the timekeeping system, employees are attesting that the information submitted is complete and accurate. All timecards must be reviewed and approved by the employees' manager/supervisor.
2. Day non-exempt employees must complete and submit their Oracle timecard electronically to their manager/supervisor no later than one (1) business day following the end of each timecard period.
 - a. Managers/supervisors must approve the employees' timecard electronically no later than two (2) business days following the end of each timecard period.
3. Day exempt employees must accurately record absences from their assigned work schedules through the Oracle timekeeping system.
4. Day non-exempt employees must obtain pre-approval from their manager/supervisor for any overtime hours worked.

5. If an employee forgets to submit a timecard, the employee shall notify their manager/supervisor immediately.
6. If there is a problem with the Oracle timekeeping system, the employee shall notify the payroll office immediately.
7. If the manager/supervisor does not approve an Oracle timecard in time for payroll processing, any unapproved Oracle timecards will be administratively approved by Payroll staff. An email will be sent to the manager/supervisor requiring them to review all administratively approved timecards and send a certifying email within seven (7) days of receiving the email from the Payroll office.
8. The unpaid meal period of at least 30 (thirty) minutes should not be recorded in the Oracle timekeeping system.
9. The purpose of rest periods is to give relief from mental and/or physical fatigue, and consequently, to improve productivity, the following practices will not be allowed:
 - a. Combining rest breaks
 - b. Adding rest breaks to meal breaks
 - c. Accumulating rest period time from day to day
 - d. Applying rest period time to any other time off
 - e. Arriving fifteen (15) minutes late or leaving fifteen (15) minutes early.
10. It is an expectation that all employees demonstrate the highest degree of integrity, responsibility, and professional conduct at all times. Engaging in any of the activities listed below may be considered a violation of the District Rules and Regulations, policies, and applicable laws, and may subject employees to disciplinary action, up to and including termination.
 - a. Falsification of time recorded.
 - b. Failing to enter accruals for time off (e.g., vacation, paid time off, sick and compensatory time).
 - c. Unauthorized tampering with the Oracle timekeeping system.
 - d. Employee other than the manager/supervisor completing a timecard for another employee.
 - e. Interfering with another employee's use of the Oracle timekeeping system.
 - f. Excessive missed timecard submission without a valid (specific) reason.

Procedure for Shift-assigned employees

1. Shift non-exempt employees must accurately record all hours worked and the correct work codes in the Telestaff scheduling system.
2. All Shift employees must appropriately record absences from their assigned work schedules.
3. Callbacks, Mandatory Callbacks, Pick Up Shifts, and Mandatory Work Orders are examples of work codes that are made through the Telestaff automated system, incorporating the rules from the staffing manuals, or assigned by Staffing at station 114.
4. Holdovers, Additional Hours, and Special Project Overtime are examples of work codes that an employee must complete an overtime log and email it to their Battalion Chief or the Project Manager.
5. Metro Medic Program employees must run a Personal History Report from Telestaff on a monthly basis. The employee must review and validate the hours and work codes reflected on the report. The employee must email the Personal History Report to "{SMFD} MMP Timecard" no later than the 10th of the following month. By submitting the report, the employee is attesting that the information emailed is complete and accurate. If there is a problem with the Telestaff system, the employee will notify their chain of command immediately.
6. If the hours or work codes recorded in the Telestaff scheduling system are not accurate, the employee shall notify their chain of command immediately.
7. It is an expectation that all employees demonstrate the highest degree of integrity, responsibility, and professional conduct at all times. Engaging in any of the activities listed below will be considered a violation of the District Rules and Regulations, District policies and applicable laws, and may subject employees to disciplinary action up to and including termination.
 - a. Falsification of time recorded.
 - b. Failing to enter accruals for time off (e.g., vacation, sick)
 - c. Unauthorized tampering with the Telestaff system.
 - d. Interfering with another employee's use of the Telestaff system.

References

1. Alternative Work Schedule Policy – Policy App
2. Alternative Work Schedule Request Form – Documents App
3. Discipline Policy – Policy App
4. Telestaff Staffing Manuals – Documents App

5. Memorandum of Understanding and Resolutions – Metro Fire Apps
6. U.S. Department of Labor – Wages and the Fair Labor Standards Act (www.dol.gov)



Adam House
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: December 14, 2023
TO: Policy Committee Members
SUBJECT: Revision of Board Policy 01.013.01 - Travel and Conference Expenses

TOPIC

Review proposed changes to Policy 01.013.01 - Travel and Conference Expenses

BACKGROUND

The Travel and Conference Expenses Policy provides direction on proper documentation of travel and conference expenses to employees and members of the Sacramento Metropolitan Fire District Board of Directors (Board). These amendments seek principally to replace meal receipt retention and submission with per diem meal payments after travel has occurred.

DISCUSSION

Attached is the amended Travel and Conference Expenses Policy, which was last considered by the Board on April 14, 2016. This policy was reviewed by Finance, Human Resources, and Executive staff, and sections amended to reflect the Federal General Services Administration practices on per diem reimbursements. The original policy and the revised policy are included for your review.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Review and comment on the Travel and Conference Expenses Policy and provide to the Board for consideration and approval.

Submitted By:

Dave O'Toole
Dave O'Toole
Chief Financial Officer

Approved By:

Adam House
Adam House
Fire Chief

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel and Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: EFFECTIVE DATE: REVIEW DATE:

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to strengthen accountability for business travel and conference expenses by indexing District expenses to federal General Services Administration (GSA) rates, while adhering to District credit card expenditure and reimbursement processes.

Purpose

The purpose of this policy is to give clear written guidance and consistent procedures on the proper documentation of travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District (“Board Members”).

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.
2. Meals – Includes breakfast, lunch, and dinner.
3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.
4. Travel Request Form – A document used to request authorization for travel.
5. Travel Reimbursement Form – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.

Policy

1. Expenses for Meals

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- a. Meal expenses shall be paid at the latest published GSA per diem meal rate for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per-diem tables.

The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

- b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals.

- a. Actual and necessary expenditures for registration, lodging, transportation, and related business expenses other than meals incurred for participating in conferences or other business meetings in support of the District shall be paid to employees and Board Members through one of the following:

- i. District credit card, under the terms and authority for which it was issued.
- ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

- b. Tips for taxi or ride-share services are permitted, and may be paid up to \$1.50 or 15 percent of total ride cost, whichever is greater.

3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

- a. Registration expenses will be for the actual cost of registration for conferences or trainings.

7. Lodging Expenses

- a. Lodging expenses should not exceed the single occupant daily government rate as identified by applicable GSA per-diem tables.

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- b. If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA per-diem rate, then prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per-diem rate, but were unable to do so.
 - c. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.
8. Transportation Expenses
- a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.
 - b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.
 - c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles.
 - d. Transportation expenses are limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage.
 - e. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
 - f. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.
9. Other Business
- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.
10. Travel Time
- a. A maximum of one-day travel time each way is authorized for employees and Board Members.
 - b. Employees and Board Members traveling by personal vehicle are authorized one-day travel time for each 400-mile increment or portion thereof.

Procedures

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1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form.
2. Original itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of original receipts by an employee or Board Member, a missing receipt form shall be submitted.
3. The final approved Travel Reimbursement Form along with all supporting documentation must be submitted to the Finance Division within seven (7) days from the completion of the trip.

References

1. GSA Per diem rates: www.gsa.gov/perdiem
2. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel & Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: 01.013.01 EFFECTIVE DATE: 12/14/05 REVIEW DATE: 04/14/16

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is designed to strengthen accountability for travel and conference expenses by indexing to GSA rates while maintaining both District credit card expenditure and reimbursement processes.

Purpose

The purpose of this policy is to give clear written guidance and consistent procedures on the proper documentation of travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Scope

This policy applies to all employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Policy

1. Employees and members of the Board of Directors of the Sacramento Metropolitan Fire District shall either be authorized to utilize a district credit card or reimbursed for actual and necessary expenditures for registration, lodging, meals, transportation, and other business expenses incurred while participating in conferences or other business meetings in support of the District.
2. Claims or expenditures for travel, conference, and business expenses submitted by employees of the District shall be approved by the Fire Chief or the applicable Deputy Chief.
3. Travel, conference, and business meetings attended by members of the Board of Directors or the Fire Chief shall be disclosed to the Board of Directors' in a public meeting.
4. Prior travel and expense authority is not required for members of the Board of Directors for participation in business meetings incident to their duties as members of standing committees of the Board.
5. Registration Expenses
 - a. Registration expenses will be for the actual cost of registration for conferences or professional and vocational meetings.
6. Lodging Expenses

- a. Lodging expenses should not exceed the single occupant daily government rate as identified by applicable GSA per-diem tables.
- b. If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA per-diem rate then prior authorization must be expressly provided with the travel authorization. The employees or members of the Board of Directors will provide proof that a reasonable effort was made to make arrangements, but were unable to do so.
- c. Lodging amenities for employees or members of the Board of Directors will be authorized as expenditures or reimbursed when required in conjunction with District business.

7. Meals and Incidental Expenses

- a. The maximum meal and incidental expenses for employees or members of the Board of Directors is as identified by applicable GSA per-diem tables.
- b. The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75% normal rate unless travel begins before 7 AM or ends after 7 PM.
- c. Meals included with registration or meeting fees will not be separately expensed or reimbursed.

8. Transportation Expenses

- a. Transportation expenses for employees and members of the Board of Directors will be for the actual costs of common carrier, taxi, parking, and tolls.
- b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.
- c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles.
- d. Transportation expenses are limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage.
- e. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
- f. Mileage claims for personal vehicle use must conform to reasonable distance standards.

9. Other Business

- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or members of the Board of Directors in conjunction with District business may be expensed or reimbursed at actual cost.

10. Travel Time
 - a. A maximum of one-day travel time each way is normally authorized for employees and members of the Board of Directors in conjunction with District business conducted more than 500 miles outside the District.
 - b. Employees and members of the Board of Directors traveling by personal vehicle are authorized one-day travel time each way for each 400-mile increment or portion thereof.

11. Travel and Conference Expenses Claims
 - a. Claims or district credit card expenditures for travel, conference, and business expenses incurred by employees and members of the Board of Directors shall be documented on the District's Travel and Conference Expense Form.
 - b. Original itemized receipts must be submitted for all expenses claimed. In the event of loss of original receipts by an employee or member of the Board, submission of a missing receipt form shall be required.

References

1. GSA Per diem rates: www.gsa.gov/perdiem
2. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>



Sacramento Metropolitan Fire District
Human Resources
10545 Armstrong Ave., Ste. 200
Mather, CA 95655

District Policies 2023 Year End Review



Completed Policies

- Completed 32 Policies:
 - 13 Administrative
 - 3 Board
 - 3 General
 - 3 Operations
 - 7 Peace Officer
 - 3 Support Services



Administrative Policies

- Password Policy
- Policy Development and Implementation
- Reinstatement Policy
- Reinstatement Rehire Policy
- Financial Planning and Budget Policy
- 8 Job Descriptions



Board Policies

- FMLA Policy
- Purchasing and Contracting Policy
- Meal and Refreshment Policy



Policies in Process

- 21 Policies Currently in Process
 - 6 Administrative
 - 10 Board
 - 1 General
 - 2 Operations
 - 1 Peace Officer
 - 1 Support Services



Administrative Policies

- Sick Leave Policy
- Donated Leave – Represented Policy
- Donated Leave – Unrepresented Policy
- 56-Hour Alternate Position Policy
- Timekeeping Policy
- Job Description



Board Policies

- FMLA Policy
- Drug and Alcohol Policy and Procedures
- EEO Policy
- Workplace Harassment Policy
- Workplace Violent Policy
- Non Discrimination Policy
- Non Retaliation Policy
- Purchasing and Contracting Policy
- Standards of Coverage Policy
- Travel and Conference Policy

