



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

TODD HARMS  
Fire Chief

## POLICY COMMITTEE – REGULAR MEETING THURSDAY, OCTOBER 14, 2021 – 5:30 PM

Sacramento Metropolitan Fire District  
10545 Armstrong Avenue  
Board Room – Second Floor  
Mather, California  
&  
Remotely Via Zoom  
Phone: (669) 900-6833  
Webinar ID: 824 5274 5134#  
Passcode: 527 084 504#

### COMMITTEE MEMBERS

Director Grant Goold - Chair  
Director D'Elman Clark – Vice Chair  
Director Walt White  
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 meeting of April 8, 2021.

Page No.  
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### ACTION ITEMS

#### 1. Donated Leave - Represented (Melisa Maddux, HR Manager)

**Recommendation:** Approve the revision to the Donated Leave – Represented Employees Policy and refer to the full Board for approval.

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#### 2. Donated Leave - Unrepresented (Melisa Maddux, HR Manager)

**Recommendation:** Approve the revision to the Donated Leave – Unrepresented Employees Policy and refer to the full Board for approval.

9

#### 3. Sick Leave (Melisa Maddux, HR Manager)

**Recommendation:** Approve the revision to the Sick Leave Policy and refer to the full Board for approval.

14

#### 4. Modified Duty Schedule for Non-Job Related Injury – 24 Hour Personnel (Melisa Maddux, HR Manager)

**Recommendation:** Approve the revision to the Modified Duty Schedule for Non-Job Related Injury – 24 Hour Personnel Policy and refer to the full Board for approval.

21

5. **Light Duty** (*Melisa Maddux, HR Manager*)

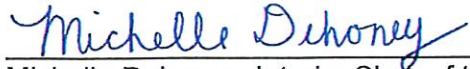
26

**Recommendation:** Approve the revision to the Light Duty Policy and refer to the full Board for approval.

**NEXT MEETING DATE: TBD**

**ADJOURNMENT**

Posted on October 11, 2021



Michelle Dehoney, Interim Clerk of the Board

\* No written report



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### POLICY COMMITTEE THURSDAY, April 8, 2021 – 5:30 P.M. SACRAMENTO METROPOLITAN FIRE DISTRICT Held Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Director Goold. Committee members present: Goold, Clark, and White. Committee members absent: None. Staff present: Chief Harms and Clerk Penilla.

**PUBLIC COMMENT:** None

#### CONSENT AGENDA

**Action:** Moved by Clark, seconded by White, 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 March 11, 2021.  
**Action:** Approved the Action Summary Minutes.

#### ACTION ITEMS

- Reserve Funding Policy (CFO Amanda Thomas)**  
**Recommendation:** Approve the revision to the Reserve Funding Policy and refer to the full Board for approval.  
**Action:** Moved by White, seconded by Clark, and carried unanimously by members present to refer the policy to the full Board for approval.

#### ADJOURNMENT

The meeting adjourned at 5:36 p.m.

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Director Goold, Chair

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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:** October 14, 2021  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administration Policy  
Policy 02.016.03 – Donated Leave Bank - Represented Employees

## TOPIC

Review the proposed changes to the current 02.016.03 Administration Policy regarding Donated Leave Bank for Represented Employees.

## DISCUSSION

Attached is the Donated Leave Bank - Represented Employees Policy that was approved by the Board on October 11, 2018. This policy was reviewed by the Human Resources Division, and language has been edited to reflect the change in name from catastrophic leave to donated leave, and added language regarding "incapacity to include the period of pregnancy disability as determined by a Health Care Provider." The original policy and the newly revised policy are attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revision to the Donated Leave Bank - Represented Employees Policy and refer to the full Board for approval.

Submitted By:

Melisa Maddux  
Human Resources Manager

Approved By:

Greg Casentini  
Deputy Chief, Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATION POLICY

POLICY TITLE: ~~Catastrophic Donated~~ Leave Bank – OVERSIGHT: Administration  
Represented Employees

POLICY NUMBER: 02.016.032 EFFECTIVE DATE: 02/08/18 REVIEW DATE:  
~~40/41/48~~10/14/21

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### *Background*

The Sacramento Metropolitan Fire District (District) has a ~~Catastrophic 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 ~~Catastrophic 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. ~~Catastrophic 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 benefits to the ~~Catastrophic 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, ~~or~~ 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. Minimum annual contributions shall be prorated for new employees for the first year of employment. New day employees must elect to contribute to the bank within 30 days, and shift employees must elect to contribute to the bank 30 days after completion of their academy 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 ~~Catastrophic 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 benefits. The contribution of hours does not count as sick leave use for purposes of the sick leave use policy.

### *Definitions*

Catastrophic Donated Leave Bank – Represented Employees

02.016.032

~~10/11/18~~10/14/21

1. **Catastrophic 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 within the current calendar year.

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### *Policy*

1. Grants from the bank shall not exceed one hundred sixty (160) hours for represented day employees and Single Role 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) 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 and SRP) 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.
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.

Catastrophic Donated Leave Bank – Represented Employees

02.016.032

~~10/11/18~~10/14/21

7. Contributions become the property of the catastrophic 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 Catastrophic 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 (Catastrophic 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 Catastrophic Donated Leave Bank Committee will notify the participant of the decision.
5. Staffing shall modify represented day employee's work schedule to 5 days a week, 8 hours per day, for the duration of the granted leave. Fire personnel will remain on 24 hour shifts and Single Role Paramedics / EMT employees will remain on ~~12-24~~ hour shifts.
6. Payroll shall account for and distribute contributed leave. Contributed leave shall be posted to the bank, and distributed on a first approved basis.

*References*

1. ~~P:\Forms\Payroll\Catastrophic Leave Donation Form - Represented.pdf~~
  1. Donated Leave Bank Request for Withdrawal Form – Rep-Unrep – Document App.

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Catastrophic-Donated Leave Bank – Represented Employees

02.016.032

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2. P:\Forms\Human Resources\HR Form – Catastrophic Leave Bank Request for Withdrawal Form – Rep-Unrep.pdf Donated Leave Donation Form – Represented – Document App.

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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:** October 14, 2021  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administration Policy  
Policy 02.012.02 – Donated Leave Bank - Unrepresented Employees

## TOPIC

Review the proposed changes to the current 02.012.02 Administration Policy regarding Donated Leave Bank for Unrepresented Employees.

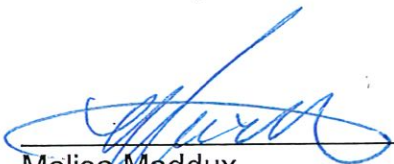
## DISCUSSION

Attached is the Donated Leave Bank - Unrepresented Employees Policy that was approved by the Board on June 9, 2016. This policy was reviewed by the Human Resources Division, and language has been edited to reflect the change in name from catastrophic leave to donated leave, and added language regarding "incapacity to include the period of pregnancy disability as determined by a Health Care Provider." The original policy and the newly revised policy are attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revision to the Donated Leave Bank - Unrepresented Employees Policy and refer to the full Board for approval.

Submitted By:

  
\_\_\_\_\_  
Melisa Maddux  
Human Resources Manager

Approved By:

  
\_\_\_\_\_  
Greg Casentini  
Deputy Chief, Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATIONADMINISTRATION-POLICY

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

POLICY NUMBER: 02.012.024,      EFFECTIVE DATE: 06/09/16      REVIEW DATE: 10/14/21

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### Background

The Sacramento Metropolitan Fire District (District) has a ~~catastrophic-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 ~~catastrophic-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. ~~Catastrophic-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 paid time off benefits to the ~~catastrophic-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 or paid time off. Minimum annual contributions shall be prorated for new employees for the first year of employment, and the new employee must elect to contribute to the bank within 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 ~~Catastrophic-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

1. ~~Catastrophic-Donated~~ Leave: Sick leave "A" bank 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.

Catastrophic-Donated Leave Bank – Unrepresented Employees

02.012.042

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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 within the current calendar year.

### *Policy*

1. Grants from the bank shall not exceed one hundred sixty (160) hours 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).
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, 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.
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 catastrophic-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 Catastrophic 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 one non-senior level person (Catastrophic 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 person Catastrophic Leave Bank Committee, the Fire Chief will be the deciding vote.
3. The participant has exhausted all available paid leave benefits.
4. The Catastrophic Donated Leave Bank Committee will notify the participant of the decision.
5. Staffing shall modify the employee's work schedule to 5 days a week, 8 hours per day, for the duration of the granted leave.
6. Payroll shall account for and distribute contributed leave. Contributed leave shall be posted to the bank, and distributed on a first approved basis.

### References

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

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Catastrophic-Donated Leave Bank – Unrepresented Employees

02.012.042

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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:** October 14, 2021  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administration Policy  
Policy 02.015.03 - Sick Leave

## TOPIC

Review the proposed changes to the current 02.015.03 Administration Policy regarding Sick Leave.

## DISCUSSION

Attached is the Sick Leave Policy that was approved by the Board on November 14, 2019. This policy was reviewed by the Human Resources Division, and language has been edited to reflect the updated definition of domestic partnership, the change in name from catastrophic leave to donated leave, added language regarding the use of Telestaff and Oracle, and accurate shift hours for Single Role employees. The original policy and the newly revised policy are attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revision to the Sick Leave policy and refer to the full Board for approval.

Submitted By:

Melisa Maddux  
Human Resources Manager

Approved By:

Greg Casentini  
Deputy Chief, Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATION~~ADMINISTRATION~~ POLICY

POLICY TITLE: Sick Leave

OVERSIGHT: Administration

POLICY NUMBER: 02.015.032 EFFECTIVE DATE: 08/10/17

REVIEW DATE:

~~11/14/19~~10/14/21

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### *Background*

Sick leave is a benefit provided to District employees to aid them in offsetting the financial burden of illness. Protected Sick Leave, described by this policy, is also a right under the California Labor Code. This sick leave policy is designed to provide position and salary continuation in the event of a personal or family illness, and to promote sick leave conservation for extended protection of a long term illness. Employees are expected to be in attendance according to their work schedules, and sick leave is only to be used in cases of illness or injury of the employee, a qualified family member, or any other qualifying protected leave.

### *Purpose*

To provide policy and procedure concerning the use of sick leave to employees, and comply with California Labor Code Sections 233 and Senate Bill No. 579.

### *Scope*

This policy applies to all District employees who accrue sick leave.

### *Definitions*

1. **Accrued Sick Leave:** Earned sick leave entitlement at time of the sick leave absence.
2. **Eligible Employee:** Any employee who accrues sick leave and who has sick leave available to use on the day(s) of the absence.
3. **Family and Medical Leave Act of 1993 (FMLA):** United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons. Qualified medical and family reasons include: personal or family illness, family military leave, pregnancy, adoption, or the foster care placement of a child.
4. **California Family Rights Act (CFRA):** State law that was enacted from the Family and Medical Leave Act of 1993. The same qualifications and requirements apply except that Domestic Partnerships are recognized under CFRA, and not under FMLA. In order to claim CFRA for a domestic partner, a couple must have had previously filed a Declaration of Domestic Partnership with the California Secretary of State. Reasons for leave are serious personal health issues, including pregnancy or the care of a seriously ill child, spouse, domestic partner or parent.

5. **Pregnancy Disability Leave (PDL):** Under California's Pregnancy Disability Leave Law, employers are required to allow eligible employees up to four months leave if considered disabled by pregnancy, childbirth or conditions related to pregnancy.
6. **Qualifying Family Members:**
  - a. Spouse or registered domestic partner
  - b. A "parent," defined as a biological, foster or adoptive, stepparent or legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent
  - c. A "child," defined as a biological, foster or adoptive, stepchild, or a legal ward, regardless of the age or dependency status of the child, or someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child
  - d. Grandparent
  - e. Grandchild
  - f. Sibling
  - g. Or any other person domiciled as a member of the employee's household.
7. **Qualifying Health Condition:** The term "illness" should be read broadly to encompass minor illnesses such as a cold or flu and of course serious health conditions. This is different than FMLA and/or CFRA qualifying conditions, which are limited to serious health conditions.
8. **Spouse/Registered Domestic Partner of Employee:** The District defines the term spouse as a legal marriage partner, being either a husband or wife. Registered domestic partners are defined as two adults over the age of 18 (same sex couples or opposite sex couples) ~~as same-sex couples or opposite-sex couples with one partner over age 62, and~~ who have registered their relationship with the California Secretary of State.
9. **Protected Sick Leave:** Employees can use up to half (1/2) of the sick leave they accrue per calendar year to take time off for the purposes described in Policy section 4 below.
10. **Excessive Sick Leave Use:** Sick leave taken after an employee exhausts all of their Protected Sick Leave entitlement, plus the additional sick leave amounts allowed by this policy.

### *Policy*

1. Excessive and fraudulent use of sick leave has a negative impact on the fiscal stability of the District. The District will make every effort to ensure proper use of sick leave and prevent excessive unauthorized absences.



2. The District will not deny an employee the right to use his/her Protected Sick Leave for the purposes described below. The District will not terminate, threaten to terminate, demote, suspend or in any manner discriminate against an employee for using Protected Sick Leave.

3. Employees shall not engage in other outside employment or recreational activities while on sick leave.

4. **Protected Sick Leave Usage**

Provided a sick leave balance is available, employees may use Protected Sick Leave for the following reasons:

- a. Employee's personal injury, illness, diagnosis, care, treatment of an existing health condition, preventative care, or exposure to contagious disease that could be communicated to other employees.
- b. To care for a qualifying family member for injury, illness, diagnosis, care, treatment of an existing health condition or preventative care.
- c. The employee is a victim of domestic violence, sexual assault, or stalking.

5. **Protected Sick Leave Entitlement**

No more than half ( $\frac{1}{2}$ ) of an Eligible Employee's annually accrued sick leave hours can be counted as Protected Sick Leave. For example, Protected Sick Leave is calculated as follows:

- a. Day/Suppression employees:
  - i. For shift personnel this would mean no more than 144 hours of sick leave can be counted as Protected Sick Leave per calendar year. (Calculation: shift personnel accrue 24 hours of sick leave per month (288 hours of sick leave per calendar year) and thus could take no more than 144 hours for Protected Sick Leave in a calendar year.
  - ii. For day personnel this would mean no more than 103.32 hours of sick leave can be counted as Protected Sick Leave per calendar year. (Calculation: day personnel accrue 17.22 hours of sick leave per month (206.64 hours of sick leave per calendar year) and thus could take no more than 103.32 hours for Protected Sick Leave in a calendar year.)
- b. For Single Role Paramedic personnel with 0-60 months of service this would mean no more than 36 hours of sick leave can be counted as Protected Sick Leave per calendar year (72 hours accrued annually). For Single Role Paramedic personnel with 60 + months of service this would mean no more than 72 hours of sick leave can be counted as Protected Sick Leave per calendar year (144 hours accrued annually).

6. **Protected Sick Leave Tracking**

- a. An employee's sick leave usage will be tracked by the District. Protected Sick Leave will be assigned to all sick leave used until the employee has exhausted their Protected Sick Leave entitlement.

- b. The employee will be notified by Human Resources in writing once their Protected Sick Leave has been exhausted.
- c. Protected Sick Leave will run concurrently with FMLA, CFRA, and PDL.

#### 7. Excessive Sick Leave

- a. Excessive Sick Leave usage would be defined as an employee exhausting all of their allotted Protected Sick Leave entitlement, plus the following additional amounts of sick leave absences:
  - i. 48 hours for 24 hour shift employees
  - ii. ~~24~~48 hours for ~~24~~12 hours shift (SRP) employees
  - iii. 16 hours for day and day assigned shift employees
- b. Employees will be notified when all Protected Sick Leave and the additional sick leave entitlements identified above have been exhausted and any further sick leave usage outside of any applicable State or Federal protection could subject them to disciplinary action up to and including termination. (*Please see the Discipline Policy for details*).

#### 8. Workers' Compensation

- a. Employees who are unable to work due to an on the job injury or illness must use accrued paid leaves pending the acceptance of a Workers' Compensation claim. Employees must exhaust paid leave accruals in the following order: 1. sick leave, 2. vacation leave, 3. CTO, 4. donated leave (DL). Employees are responsible for entering time off in Telestaff/Oracle as sick leave, vacation leave, or CTO.
- b. The employee is responsible for completing and submitting all required workers' compensation paperwork to the Human Resources Division.
- c. It is required that the individual employee fill out all the appropriate documentation to ensure a timely conversion of used paid leave accruals to workers' compensation time off.

#### 9. Notification

- a. If an employee is going to be absent from his/her assigned shift, the following procedures shall be used to notify the District:
- b. 24 Hour Shift Employees:
  - i. Shall contact Workforce Telestaff. This contact MUST be made prior to 0600 hours. The Telestaff Program number is (866) 499-0922 or [www.metrofire-wfts.kronos.net](http://www.metrofire-wfts.kronos.net).
  - ii. If the information cannot be entered prior to 0600, the employee is required to contact the staffing Battalion Chief, by telephone. If the staffing Battalion Chief is not available, the employee will contact the next person in the chain of command where the missed work assignment will occur.

- iii. Employees shall report all long-term leave (more than three shifts or 72 hours) during regular business hours (0800-1700) to their immediate supervisor as soon as the condition is known. Sick leave notifications will not be made between the hours of (2200-0600).
- c. ~~42-24~~ Hour Shift SRP Employees
  - i. Shall contact EMS 24. This contact MUST be made at least 2 hours prior to the start of the shift. EMS 24 can be reached at: (916) 616-2415 or (916) 859-4136.
  - ii. The employee shall report all long-term leave (more than three shifts or 36 hours) to EMS 24 as soon as the condition is known.
- d. Day and Day Shift Employees
  - i. All day employees are required to contact their Division Manager no later than 15 minutes past their scheduled work hours, on the same day of the absence. The employee should first attempt to speak with his/her immediate supervisor. If the immediate supervisor is unavailable, follow the contact list below.
    - Contact Order:           1) Immediate supervisor's designee
    - 2) Deputy Chief
  - ii. If unable to speak to anyone on the contact list, a message can be left on voicemail. However a voicemail message must be followed by contacting a person on the contact list ensuring the message is received.
  - iii. Employees must enter sick leave usage into Telestaff/Oracle at their earliest opportunity and have it approved by their supervisor.
- e. Supervisors are required to report any long-term leave (leave that exceeds three consecutive regular shifts) to Human Resources staff.

#### 10. **Medical Certification Requirements for Return to Work Status**

- a. An employee may be required to provide a statement from a physician or nurse practitioner that he/she is fit to return to duty following an extended absence, the duration of which is defined by the MOU applicable to the employee. Please refer to the applicable MOU or Resolution for further details.
- b. The return to work note will be obtained on the employee's own time and expense.

#### 11. **Fraudulent Use and Abuse of Sick Leave**

- a. Employees will be subject to disciplinary action up to and including termination for fraudulent use of sick leave, including but not limited to the following: fraudulently obtaining sick leave; falsifying sick leave requests; providing false documentation of records; misrepresenting the grounds for a sick leave request; including but not limited to: vacation, travel, recreation purposes, or to pursue or maintain other employment, will be deemed a fraudulent use of sick leave.

## *References*

1. State of California Department of Industrial Relations (DIR) – Section and 233 of California Labor Code
2. Senate Bill No. 579
3. All current policies can be found in the Policy App.



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:** October 14, 2021  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administration Policy  
Policy 02.018.03 – Modified Duty

## TOPIC

Review the proposed changes to the current 02.018.03 Administration Policy regarding Modified Duty.

## DISCUSSION

Attached is the Modified Duty Policy that was approved by the Board on November 14, 2019. This policy was reviewed by the Human Resources Division, and language has been edited to reflect the change in name from catastrophic leave to donated leave, added language regarding the use of Telestaff and Oracle, and added language regarding current practice of compensation for hourly employees while on modified duty. The original policy and the newly revised policy are attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revision to the Modified Duty policy and refer to the full Board for approval.

Submitted By:

Melisa Maddux  
Human Resources Manager

Approved By:

Greg Casentini  
Deputy Chief, Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATIONADMINISTRATION-POLICY

POLICY TITLE: Modified Duty Work Schedule for Non-Job OVERSIGHT: Administration  
Related Injury – 24 Hour Suppression Personnel

POLICY NUMBER: 02.018.032 EFFECTIVE DATE: 01/01/03 REVIEW DATE:  
44/44/910/14/21

### Background

The Sacramento Metropolitan Fire District (District) shall attempt to provide modified duty positions for its employees who suffer a NON job-related illness and/or injury and cannot perform the essential job functions of their regular position. A modified duty day shift position is not a permanent job. Modified duty is designed to help place an employee back into the workforce, support their recovery and return to regular duty.

### Purpose

To establish parameters for employees working in a modified duty position, and identify the employee's responsibility for reporting their work status to the District.

### Scope

The scope of this policy is applicable to all District personnel who have suffered a NON job-related illness and/or injury and are eligible for modified duty.

### Definitions

1. **Modified Duty:** Modified Duty shall consist of any modified work which does not conflict with restrictions set forth by a treating physician.
2. **Accrued Time Off:** sick leave (SL), vacation leave (VL), **donated leave (DL):**
3. **Day Shift Rate:** Per the 522 Memorandum of Understanding (MOU), accrued time off for employees who are re-assigned from a twenty-four (24) hour shift to a day shift schedule will be reduced by a factor of 1.4 which is the fraction between a fifty six (56) hour week and a forty (40) hour week.

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### Policy

1. After experiencing a NON job-related illness and/or injury which requires medical attention and results in temporary disability, the District shall attempt to provide reasonable accommodation and utilize the employee in a modified duty day shift position at a District work site location.

Modified Duty Work Schedule for Non-Job Related Injury – 24 Hour Suppression Personnel

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2. If a modified duty day shift position is available, the employee will be assigned by the Human Resources Division to that position upon release by their treating physician.
3. If a District employee accepts a modified duty day shift position, they will maintain eligibility for compensation salary (hourly) continuation and health benefits. Salaried employees will receive regular monthly salary, hourly employees will receive compensation for actual hours worked. Modified duty employees are not eligible for overtime.
4. All accrued time off used while working modified duty will be converted at the Day Shift Rate.
5. An employee on modified duty will not be eligible for day incentive unless day incentive was part of their regular monthly salary at the time of the NON job-related illness and/or injury.
6. If a District employee is released to a modified duty day shift position by their treating physician, but declines modified duty, the employee will be required to exhaust their sick leave accrual, and other leave banks will be exhausted in the following order: 1. vacation accrual, 2. Catastrophic-Donated Leave pursuant to District policy, 4. Unpaid Leave status. Only when the employee exhausts their sick and vacationall available accruals, can the employee request an unpaid Leave of Absence.
7. District employees who are on a modified duty day shift position are expected to return to full duty as early as medically feasible.
- ~~8.~~—A Modified duty work schedule will be forty (40) hours per week; however, alternate schedules may be granted at the sole discretion of the work site supervisor. A modified duty work schedule will not include the opportunity to earn overtime without the express permission of the work site supervisor, Human Resources Division and per the District's Overtime Hours Tracking Policy
8. Under no circumstance will a modified duty day shift position continue over 12 months without the express written approval of the Fire Chief or designee. If it is determined that the employee is medically required to be on modified duty for longer than 12 months from the original start date of their injury or illness and the employee is unable to return to full duty without work restrictions, the District will go through an interactive process with the employee to determine if reasonable accommodation can be provided. That reasonable accommodation may include the employee remaining on modified duty for an extended period of time with the express written approval of the Fire Chief or designee. If it is determined that reasonable accommodation cannot be provided, the District will go through an interactive process to determine what options may be available to the employee, which may include termination of the employee once their modified duty day shift assignment has exceeded 12 months from the original start date of their injury or illness.
10. Upon an employee's medical release back to twenty-four (24) suppression duty, all time will be converted from day rates back to the twenty-four (24) suppression rates.

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Modified Duty Work Schedule for Non-Job Related Injury – 24 Hour Suppression Personnel

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11. The District has the right to terminate a modified duty day shift position work schedule for any reason, at its sole discretion, without the right of appeal.

*Procedure*

1. A formal written request for modified duty, with an attached work status report shall be submitted to the Human Resources Division. The work status report will include the restrictions, and time frame the employee is expected to be on a modified work schedule.
2. If a request for a modified duty day shift position is denied, Human Resources will notify the employee.
3. If a request for a modified duty day shift position is approved, Human Resources will notify the employee.
4. It shall be the responsibility of the Human Resources Division to monitor and coordinate the modified duty program.
5. It shall be the employee's responsibility to keep the Human Resources Division informed of their on-going work status for NON job-related injuries.
6. The employee's treating physician shall provide the employee's restrictions in sufficient detail for the Human Resources Division to determine suitable work and task assignments.
7. If the employee feels that the modified duty assignment is not within the restrictions set by their treating physician, the employee will immediately notify the Human Resources Division.
8. It is the employee's responsibility to inform their treating physician if their physical limitations have changed, and request new restrictions.
9. Twenty four (24) hour suppression personnel shall report for modified duty in a Class B uniform. On the basis of the physical limitations/injury, the injured employee may request to wear an alternate uniform. The request will be made to the employee's modified duty supervisor, and it will be within the parameters of the District's Day Staff - Business Dress & Uniform Policy. Exceptions will be made only if the injury will not accommodate a Class B uniform. (i.e., casts, splints or pregnancy)
10. An employee who becomes ill while on modified duty will notify their modified duty supervisor and follow the District's Sick Leave Policy.
11. The modified duty employee's supervisor is responsible to ~~collect and sign~~ **monitor and approve** timecards ~~in Oracle from the employee~~ and submit them on a weekly basis ~~\_to the Human Resources Division who will then forward them to Payroll.~~



Modified Duty Work Schedule for Non-Job Related Injury – 24 Hour Suppression Personnel

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12. If a modified duty day shift employee has a pre-scheduled shift trade that occurs during their modified duty assignment, it is their responsibility to reschedule the trade to a date occurring after they are returned to a regular duty with no restrictions.
13. Upon full, unrestricted release to regular duty the employee shall return to their regular assignment.

*References*

1. 522 Memorandum of Understanding (MOU)
2. Sick Leave Policy
3. Day Staff – Business Dress & Uniform Policy



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:** October 14, 2021  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administration Policy  
Policy 02.002.04 – Light Duty

## TOPIC

Review the proposed changes to the current 02.002.04 Administration Policy regarding Light Duty.

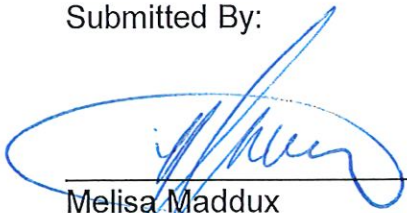
## DISCUSSION

Attached is the Light Duty Policy that was approved by the Board on April 23, 2015. This policy was reviewed by the Human Resources Division, and language has been edited to reflect the change in name from catastrophic leave to donated leave, added language regarding the use of Telestaff and Oracle, and added language clarifying current practice of compensation for salaried and hourly employees while on light duty. The original policy and the newly revised policy are attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revision to the Light Duty policy and refer to the full Board for approval.

Submitted By:

  
\_\_\_\_\_  
Melisa Maddux  
Human Resources Manager

Approved By:

  
\_\_\_\_\_  
Greg Casentini  
Deputy Chief, Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATIONADMINISTRATION-POLICY

POLICY TITLE: Light Duty Policy OVERSIGHT: Administration  
POLICY NUMBER: 02.002.043 EFFECTIVE DATE: 01/27/03 REVIEW DATE:04/23/1510/14/21

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### *Background*

It is the goal of the Sacramento Metropolitan Fire District (District) to locate "light duty" positions for its employees who suffer job-related illness and/or injury and cannot perform the essential job functions of their regular position. A light duty position is not a permanent job. Light duty is designed to place an employee back into the workforce, support their recovery and return to regular duty.

### *Purpose*

To establish parameters for employees working in a light duty position, and identify the employee's responsibility for reporting his/her medical status to the District.

### *Scope*

The scope of this policy is applicable to all District personnel who have suffered a job-related illness and/or injury and are eligible for light duty.

### *Definitions*

1. **Light Duty:** Light Duty shall consist of any light work which does not conflict with restrictions set forth by a treating physician.
2. **Accrued Time Off:** sick leave (SL), vacation leave (VL), ~~holiday leave (HL)~~, paid time off (PTO), donated leave (DL).
3. **Day Shift Rate:** Per the 522 Memorandum of Understanding (MOU), accrued time off for employees who are re-assigned from a twenty-four (24) hour shift to a day shift schedule will be reduced by a factor of 1.4 which is the fraction between a fifty-six (56) hour week and a forty (40) hour week.

### *Policy*

1. After experiencing a job-related illness and/or injury which requires medical attention and results in temporary disability, the District shall attempt to provide reasonable accommodation and utilize the employee in a light duty position.
2. If a light duty position is available, even if it is in a different division, the employee will be assigned to that position upon release by his/her treating physician.
3. If a District employee accepts light duty, he/she maintains eligibility for salary compensation (or hourly) continuation and health benefits. Salaried employees will receive regular monthly salary, hourly employees will receive compensation for actual hours worked. Light duty employees are not eligible for overtime.

3.4. A Modified duty work schedule will be forty (40) hours per week; however, alternate schedules may be granted at the sole discretion of the work site supervisor.

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1. If a District employee is released to a light duty day shift position by their treating physician, but declines light duty, the employee will be required to exhaust their sick leave accrual, and other leave banks will be exhausted in the following order: 1. vacation accrual, 2. Donated Leave pursuant to District policy, 4. Unpaid Leave status. Only when the employee exhausts all available accruals, can the employee request an unpaid Leave of Absence.

~~4. If a District employee is released to light duty by his/her treating physician, but declines light duty work, no salary and benefits will be paid by the District. The employee will then be required to use their sick accruals, vacation accruals or combination of each, during the entire length of their leave. Only when the employee exhausts both their sick and vacation accruals can the employee go unpaid.~~

5. District employees who are on light duty are expected to return to full duty as early as medically feasible.

6. Under no circumstances will a light duty assignment continue for over 12 months without the express written approval of the Fire Chief or designee. If it is determined that the employee is medically required to be on light duty for longer than 12 months from the original start date of their injury or illness and the employee is unable to return to full duty without work restrictions, the District will go through an interactive process with the employee to determine if reasonable accommodation can be provided. That reasonable accommodation may include the employee remaining on light duty for an extended period of time with the express written approval of the Fire Chief or designee. If it is determined that reasonable accommodation cannot be provided, the District will go through an interactive process to determine what options may be available to the employee, which may include termination of the employee once their light duty assignment has exceeded 12 months from the original start date of their injury or illness.

### *Procedures*

1. It shall be the responsibility of the Human Resources Division to monitor and coordinate the light duty program.

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4.2. The light duty employee's supervisor is responsible to monitor and approve timecards in Oracle and submit them on a weekly basis.

2.3. It is the employee's responsibility to immediately notify the Human Resources Division of their release for light duty. A hard copy of the release to light duty must be provided to the Human Resources Division in person, by fax, or email the *SAME DAY* it is provided to the employee.

- ~~3.4.~~ If the employee fails to provide notification to the Human Resources Division of his/her release to light duty, the employee will be charged vacation leave or sick leave for the hours missed between receiving the release to light duty and HR notification.
- ~~4.5.~~ It shall be the employee's responsibility to keep the Human Resources Division informed of their on-going work status for job-related injuries.
- ~~5.6.~~ The employee's treating physician shall provide the employee's restrictions in sufficient detail for the Human Resources Division to determine suitable work and task assignments.
- ~~6.7.~~ If the employee feels that the light duty assignment is not within the restrictions set by the treating physician, the employee should immediately notify the Human Resources Division.
- ~~7.8.~~ It is the employee's responsibility to inform their treating physician if their physical limitations have changed, and request new restrictions.
- ~~8.9.~~ All accrued time off used while working light duty will be converted at the Day Shift Rate.
- ~~9.10.~~ An employee on light duty will not be eligible for day incentive unless day incentive was part of their regular monthly salary at the time of the job-related illness and/or injury.
- ~~10.11.~~ Twenty-four (24) hour suppression personnel shall report for light duty in class B uniform. On the basis of the physical restrictions/injury, the employee may request to wear an alternate uniform. This request shall be made to the light duty supervisor, and must be within the parameters of the Districts' approved Day Staff Uniform Policy.
- ~~11.12.~~ An employee who becomes ill while on light duty will notify his/her light duty supervisor and follow the District Sick Leave Policy. If the illness is associated with the job-related illness and/or injury, a note from the treating physician must be submitted to the Human Resources Division immediately upon return to work in order for this time to be converted from sick leave to Workers' Compensation.
13. If a light duty employee has a pre-scheduled shift trade that occurs during their light duty assignment, it shall be their responsibility to reschedule the trade to a date occurring after they are returned to regular duty with no restrictions.
14. Upon full, unrestricted release to regular duty the employee shall return to his/her regular assignment.

### References

1. 522 Memorandum of Understanding (MOU)

- 2. California Labor Code – Section 48