



DAN HAVERTY
Interim Fire Chief

Sacramento Metropolitan Fire District

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POLICY COMMITTEE – REGULAR MEETING Thursday, March 9, 2023 – 5:30 PM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Boardroom, 2nd Floor
Mather, California
&
Remotely Via Zoom
Phone: (669) 900-6833
Webinar ID: 862 3247 6466#
Passcode: 529 952 518#

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 February 9, 2023.

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PRESENTATION ITEMS

1. Reinstatement Policy (*Melisa Maddux, HR Manager*)

Recommendation: Review the new policy for informational purposes, no further action required.

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2. Policy Development and Implementation Process (*Melisa Maddux, HR Manager*)

Recommendation: Review the updated policy for informational purposes, no further action required.

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NEXT MEETING DATE: TBD

ADJOURNMENT

Posted on March 6, 2023

Melissa Penilla, Clerk of the Board

* No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, FEBRUARY 9, 2023 SACRAMENTO METROPOLITAN FIRE DISTRICT Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 pm by Director Goold. Committee members present: Costa, Goold, and Sheetz as the alternate. Committee members absent: Saylor. Staff present: Chief Haverty and Board Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Sheetz, 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 May 12, 2022.

Action: Approved the Action Summary Minutes.

ACTION ITEMS

1. **Election of Officers** (*Clerk Penilla*)

Recommendation: Elect a Chair and Vice Chair to the Policy Committee for 2023.

Action: Moved by Director Sheetz, seconded by Director Goold, and carried unanimously by members present to elect Director Costa as Chair.

Moved by Director Sheetz, seconded by Director Costa, and carried unanimously by members present to elect Director Saylor as Vice Chair.

PRESENTATION ITEMS

1. **Password Policy** (*Mathew Roseberry, Information Technology Director*)

Recommendation: Review the revised policy for informational purposes, no further action required.

Action: No action taken.

ADJOURNMENT

The meeting adjourned at 5:40 pm.

Director Costa, Chair

Melissa Penilla, Clerk of the Board



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

DATE: March 9, 2023
TO: Policy Committee Members
SUBJECT: Administration Policy
Policy 02.020.02 – Reinstatement Policy

TOPIC

Review new Administration Policy 02.020.02 Reinstatement Policy.

DISCUSSION


Attached is the new Reinstatement Policy 02.020.02. The new Reinstatement Policy replaces 329.01 Reinstatement Policy that was listed as a General Policy last approved on November 30, 2005. The Reinstatement Policy provides employment reinstatement guidelines to employees who voluntarily terminate employment in good standing with the District and wish to return to their previously held position. The new Reinstatement Policy is attached for your review.

RECOMMENDATION


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

Submitted By:

Approved By:



Melissa Maddux
Human Resources Manager



Ty Bailey
Deputy Chief, Administration

Sacramento Metropolitan Fire District

ADMINISTRATION POLICY

POLICY TITLE: Reinstatement Policy

OVERSIGHT: Administration

POLICY NUMBER: 02.020.02

EFFECTIVE DATE: 03/22/2000

REVIEW DATE: 3/9/2023

Background

The Sacramento Metropolitan Fire District (District) provides reinstatement opportunities to previous employees who voluntarily terminate employment in good standing with the District and would like to return to their previous position held. Qualifying previous employees who meet the eligibility requirements can request employment reinstatement to their previously held position. Employment reinstatement is at the sole discretion of the Fire Chief. Reinstatement eligibility does not guarantee re-employment with the District.

Purpose

To provide employment reinstatement guidelines to employees who voluntarily terminate employment in good standing with the District and wish to return to their previously held position.

Scope

This policy is applicable to qualifying previous employees of the District who left in good standing with a separation of employment being no more than five (5) years.

Definitions

1. **Eligibility Requirements:** the requirements that must be met to be eligible to request employment reinstatement.
2. **Qualifying Previous Employee:** full time non probationary employee who voluntarily terminated employment in good standing that may apply for employment reinstatement with the District within 0-60 months from separation.
3. **Reinstatement:** a qualifying previous employee who has met the eligibility requirements, and is approved to return to re-employment with the District.
4. **Reinstatement Probationary Period:** all reinstated employees must serve a probationary period depending on the period of separation.

Policy

1. Employment reinstatement is at the sole discretion of the Fire Chief and is conditional upon the following:

- a. existence of a vacancy that has been authorized, funded, and formerly held by the employee,
 - b. no eligibility lists are established,
 - c. licenses and certifications applicable to conditions of employment are met prior to request for reinstatement, unless otherwise agreed to by the Fire Chief;
 - i. for Paramedics, if Sacramento County accreditation is needed, all accreditation requirements must be met prior to employment. The District will coordinate the Sacramento County accreditation once hired,
 - d. or existence of another position lower in rank previously held for which the employee is qualified,
 - i. if the qualifying previous employee accepts a position in the lower rank previously held, the employee will be eligible for the next promotional test in the higher rank previously held.
2. If no such vacancy exists, the employee's name will be placed on an employment reinstatement list.
3. As a condition of employment reinstatement, full time employees who have been absent after a voluntary termination, for a period of thirty (30) days or more must receive a pre-employment medical and drug exam. Based on the period of separation a pre-employment background investigation to include: polygraph exam, psych exam, background investigation, medical and drug exam, as determined by Human Resources, may be required.
4. Based upon the period of separation, the employee is required to participate in a Return to Work Program as identified in the Return to Work Following an Extended Absence Policy, which includes a skills evaluation. The employee must successfully complete all identified training requirements.
5. A reinstated employee must serve a new probationary period in order to attain regular status according to the following schedule:
- a. Day Staff and Firefighter rank:

<u>Period of Separation</u>	<u>Probationary Period</u>
Less than 12 months	6 months
More than 12 months	12 months
 - b. Any other promotional rank: Engineer, Captain, Battalion Chief:

<u>Period of Separation</u>	<u>Probationary Period</u>
0-60 months	6 months
6. A reinstated employee whose period of separation is over twelve (12) months, will have their reinstatement date used as their seniority date for the purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.

7. A reinstated employee whose period of separation is less than twelve (12) months, will keep their place on the seniority list for purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.
8. All reinstated employee's longevity pay, accruals, incentives, pay step increases, or any date effective paid benefits will be adjusted to reflect the period of separation in coordination with the employee's prior period of service. This is the District's current practice for reinstatements and re-employment.
9. A previous employee who has been separated from the District for longer than sixty (60) months/ five (5) years no longer qualifies for reinstatement. After sixty (60) months/ five (5) years of separation, the previous employee can apply for a position through an open recruitment with the District and go through the hiring process as a new candidate.

Procedures

1. If a qualifying previous employee would like to request a reinstatement with the District, they must notify the Fire Chief or the Human Resources Division via phone call or in writing.
2. Human Resources will verify that the eligibility requirements are met, the reinstatement is approved, and that the position the qualifying previous employee held is vacant, authorized and funded.
3. Human Resources will contact the qualifying previous employee to schedule a background orientation meeting.
 - a. At the background orientation meeting the qualifying previous employee will be provided with a Conditional Offer of Employment contingent upon successfully passing the background process, as identified by the period of separation.
 - b. Once the background process has been successfully completed, the qualifying previous employee will be provided a Formal Offer of Reinstatement.
4. Human Resources will work with the appropriate divisions to identify start date, shift, assignment, etc.
5. If the period of separation from the date of resignation to date of re-employment is six (6) month or greater, the reinstated employee will need to return through the Return to Work Following an Extended Absence program coordinated through the Training Division.
6. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the reinstatement to the appropriate divisions.
7. The reinstated employee will need to complete a new hire orientation with Human Resources once hired.

8. All applicable pay incentives as identified in the reinstated employee's MOU and received prior to the reinstated employee's resignation, will be verified and re-activated.

References

1. 522 MOUs
2. Return to Work Following Extended Absence Policy



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DAN HAVERTY
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DATE: March 9, 2023
TO: Policy Committee
SUBJECT: Policy Development and Implementation Policy

TOPIC

Review updated Administration Policy 02.017.03 Development and Implementation Policy.

DISCUSSION

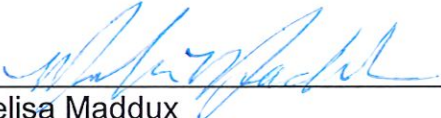
The Administrative Policy 02.017.03; Policy Development and Implementation Policy has been edited to reflect updated procedures and clarifying language. The edited Policy Development and Implementation Policy is attached for your review.

RECOMMENDATION


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

Submitted By:

Approved By:



Melisa Maddux
Human Resources Manager



Ty Bailey
Deputy Chief, Administration

Sacramento Metropolitan Fire District

ADMINISTRATION POLICY

POLICY TITLE: Policy Development and Implementation OVERSIGHT: Administration

POLICY NUMBER: 02.017.032 EFFECTIVE DATE: 05/10/18 REVIEW DATE:
~~04/11/2024~~ 03/09/2023

Background

The Sacramento Metropolitan Fire District (District) is committed to providing the best quality services to the public and its employees. It is critical that all District services be provided in accordance with applicable laws, regulations, policies and procedures, including the policies and procedures of the District. To achieve this, District Management and the Board of Directors have developed procedures for the development, review, and maintenance of District policies.

Purpose

To clearly define the process and procedures for the development, implementation, approval, revision, and archiving of all District policies and procedures.

Scope

This policy applies to all District employees.

Definitions

1. Header Block - Contains administrative information concerning a policy document, including (a) the title of the policy; (b) identity of the branch responsible for drafting, reviewing, and enforcing the policy; (c) policy number; (d) effective date of the policy; (e) review date.
2. Background - This statement provides the context for the policy document, and precedes the statement of purpose. If the policy relates to a specific law, regulation, or compliance standard, this section can explain how the policy document is designed to address that issue. It can also be used to relate and/or differentiate the particular policy document to other written guidance.
3. Scope - The scope of policy should describe all those that fall under the policy. In some cases, it will be all employees, and in others, only a designated number or classification.
4. Definitions - In many cases, terminology will be used that require understanding and clarification in order to meet the intent of the policy. In those cases a specific section of the policy will be used to provide definitions. These may be of a legal nature, or something specific to the organization. If a Policy does not require definitions, the Policy should include the section with the word "None" following the section heading.

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5. Policy - This section should include general statements describing the objectives to be met by the implementation of the policy. In drafting the policy, sentences should be declarative, in an active voice, focused, and simple.
6. Procedures - This section should clearly define the specific tasks required to address the purpose and objectives of the policy in a step-by-step format.
7. References - This section can be used for legal and regulatory citations, as well as that of the organization. If the policy document was in response to legal or regulatory authority, that authority should be noted along with a list of supporting and source documentation used to validate the policy and procedure. This can also be used to reference other policy-related documents.

Policy

1. The Human Resources Division is responsible for ensuring that all District policies and procedures have been developed, implemented, and reviewed in accordance with this policy.
2. All policies will follow the District-approved policy format.
3. Current policies will be available to all personnel on the Policy App.
4. All policies that affect wages, hours, or conditions of employment require meet & confer and 522 review.
5. The initiating Manager should review and approve the proposed policy to ensure it addresses the applicable issue(s) without adversely affecting operations.
6. All Managers/Division Heads are responsible for the following:
 - a. Knowing applicable laws and regulations
 - b. Developing and maintaining policies/procedures to ensure compliance with all applicable laws and regulations
 - c. All policies will be reviewed every five years for relevance
 - d. Identifying and reviewing areas of organization risk and determining if existing policy/procedures address the risk issues
 - e. Developing new and revising existing policies as needed
 - f. Notifying Human Resources regarding policy updates

Procedures

1. Policy Management
 - a. The Human Resources Division will coordinate the development, revision, and archiving of all policies.

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b. The Human Resources Division tracks and modifies all fields in the header block.

c. Prior to sending a policy to "all personnel," Human Resources will verify that the policy has met the requirements set forth in this policy.

~~e.d.~~ In the event the requirements set forth in this policy are not met, Human Resources will send to policy back to the Manager/Division Head or designee with the intent of having the policy meet the requirements set forth.

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2. Policy Review

a. Notification to Human Resources will be made when a policy is being developed, revised or archived.

b. Policy oversight will fall under one of three branches: Operations, Administration, or Support Services. (Board policies fall under Administration) Within the oversight branch, policies may be assigned to specific divisions for divisional oversight.

c. The three branches will have the following policy oversight:

- I. Administration: Board, Human Resources, Finance, IT, OFC
- II. Operations: EMS, Training, Safety, Air Ops, Spec. Ops, Staffing
- III. Support Services: Facilities, Fleet, Logistics, CRRD

d. Each branch/division will assign a designee(s) to be given permission to edit policies.

I. Administrative Specialists are provided log-in access to the WORD and PDF versions of policies in the Policy App and forms in the Document App.

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e. Each branch/division ~~will be~~ responsible for the review of all policies that fall within their oversight. Policies will be reviewed for the following: relevance, appropriate oversight assignment, content and accuracy, correct grammar, spelling, and punctuation.

f. Procedures are designed to support policy. Current procedures should be incorporated into the corresponding policy. Separate documents containing procedures should be archived, and the contents included into the relevant policy.

g. In drafting policy, content should be declarative, focused, and simple.

h. Upon development or review of any policy, a policy review signature tracking sign-off sheet form will be initiated by the person requesting policy review.

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h.i. The Manager/Division Head, the Deputy Chief of the Division and all Manager/Division Heads that are affected by the policy/policy edits are required to review and sign the policy review signature tracking form.

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h. I. The Deputy Chief of Administration ~~will has the final~~ determination of e-the individuals required to review the final policy. Once reviewed, those individuals must sign the form indicating they have reviewed and approve. This completed form with all required signatures must be submitted to Human Resources with the final policy.

i. The Deputy Chief of Administration will determine oversight of new policies created.

j. If it is determined that a policy should be reassigned to another branch/division, (other than Board policies) the affected division will be notified by e-mail. Any change in oversight must be approved by Human Resources.

3. Formatting and Editing

a. All policy documents will include:

I. Background

II. Purpose

III. Scope

IV. Definition(s)

V. Policy

VI. Procedure(s)

VII. Reference(s)

b. Engage track changes when a policy is reviewed and any content changes are made.

~~I. Save each track changes version for reference.~~

I. The Manager/Division Head or designee provides the track changes version of the policy to the appropriate staff in need of review and approval.

II. The Manage/Division Head or designee provides the track changes version of the policy along with the completed policy review signature tracking form to the Human Resources Division via email and hard copy.

c. Upon policy review, if changes are necessary that do not involve the policy content (spelling, grammar, punctuation), the policy will not be saved as a new version number. The review date will only be updated.

d. If a policy revision is completed with no content changes, "formatting, spelling, grammar, etc. only" fill out a tracking sign off sheet with the Division Manager's signature and write "format changes only," on the form. Send revised policy and ~~tracking sign off sheet~~ completed policy review signature tracking form to Human Resources.

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- e. Links are not permitted in policies, as links and versions of documents change frequently. Websites and all points of reference will be placed in the Reference Section of the policy. Policies that include a link will need to be updated each time the linked document is updated.

4. Policy Committee

- a. The Board of Director's Policy Committee reviews and approves all "Board" policies.
- b. Procedure to submit a policy to the Policy Committee:
 - I. The newly developed or revised policy shall be sent to Human Resources along with the completed "sign off sheet policy review signature tracking form."
 - II. Track changes and accepted versions shall be submitted. This allows for easy viewing of presented changes
 - III. Human Resources will verify all requirements set forth in this policy have been met
 - IV. The initiating Division Manager will create the staff report
 - V. Staff report and appropriate documentation will be provided to the Board Clerk to place on the Policy Committee agenda
 - VI. The primary author/proponent of the policy should be prepared to make a presentation to the Policy Committee or Board, describing the issues in question, how the policy and procedure will address the issues and plan for implementation.
- c. The Policy Committee will be notified of any updates to Administrative policies. This will be for "notification" only, not for review.
- d. The Policy Committee will be notified of any Administrative policy re-assigned to another divisional oversight.

References:

- 1. Policy Template is available on the Documents App
- 2. Policy Review Signature Tracking Form is available on the Documents App

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