



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, June 13, 2024 – 5:30 PM

Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Boardroom, 2nd Floor  
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

### COMMITTEE MEMBERS

Director John Costa

Director Cinthia Saylor

Director D’Elman Clark

Director Jennifer Sheetz - Alternate

### CALL TO ORDER

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

### CONSENT AGENDA

*The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.*

- |   | <u>Page No.</u> |
|---|-----------------|
| 1. <b>Action Summary Minutes</b>  | 2               |
| <b>Recommendation:</b> Approve the Action Summary Minutes for the meeting of May 9, 2024. |                 |

### PRESENTATION ITEMS

- |   |   |
|---|---|
| 1. <b>Revision of Administrative Policy 02.021.01 – Timekeeping &amp; Attendance Policy</b> <i>(CFO Dave O’Toole)</i> | 3 |
| <b>Recommendation:</b> Review and provide comments on the Timekeeping and Attendance Policy.                          |   |

**NEXT MEETING DATE:** July 11, 2024

### ADJOURNMENT

Posted on June 10, 2024

Marni Rittburg, CMC, CPMC  
Clerk of the Board



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## ACTION SUMMARY MINUTES – REGULAR MEETING

### POLICY COMMITTEE THURSDAY, MAY 9, 2024 AT 5:30 PM SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:31 pm by Director Saylor. Committee members present: Clark, Saylor and Sheetz. Committee members absent: Costa. Staff present: Chief House and Board Clerk Rittburg.

**PUBLIC COMMENT:** None

#### CONSENT AGENDA

**Action:** Moved by Sheetz seconded by Clark, and carried unanimously by members present to adopt the Consent Calendar as follows:

- Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for meeting of April 11, 2024.  
**Action:** Approved the Action Summary Minutes.

#### PRESENTATION ITEMS

- Revised Administration Policy 02.020.04 – Reinstatement Rehire Policy**  
(HR Manager Melisa Maddux)  
**Recommendation:** Review the Policy for informational purposes only.  
**Action:** Reviewed the Policy.
- Revised Administration Policy 02.012.03 – Sick Leave**  
(HR Manager Melisa Maddux)  
**Recommendation:** Review the Policy for information purposes only.  
**Action:** Reviewed the Policy.

#### ADJOURNMENT

The meeting adjourned at 5:46 pm.

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Director Saylor, Vice Chair

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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:** June 13, 2024  
**TO:** Policy Committee Members  
**SUBJECT:** Revision of Administrative Policy 02.021.01 - Timekeeping and Attendance

## TOPIC

Review the proposed changes to the current Policy 02.021.01 - Timekeeping and Attendance.

## DISCUSSION

Attached is the updated Timekeeping and Attendance Policy, which was last approved by the Board on December 14, 2023. This policy has been edited to correct the number of shifts in a 24-day work cycle from ten (10) to eight (8), update the new payroll email address and to define the District's 7-Minute Rule for rounding of time on Oracle timecards.

## 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:

Approved By:

*Dave O'Toole*

Dave O'Toole  
Chief Financial Officer

*Adam House*

Adam House  
Fire Chief

# Sacramento Metropolitan Fire District

## ADMINISTRATION POLICY

POLICY TITLE: Timekeeping and Attendance Policy      OVERSIGHT: Administration  
Policy TitlePolicy Title

POLICY NUMBER: 02.021.02      EFFECTIVE DATE: 12/14/2023      REVIEW DATE: 06/13/2024

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### *Background*

The Sacramento Metropolitan Fire District ("District") is subject to numerous laws and rules that regulate employees' wages and hours, which are designed to ensure that employees are paid as specified within those regulations. Timekeeping and attendance records constitute the basis for payment of wages and paid leave. This policy is intended to promote efficient payroll processing to comply with applicable Federal and State wage and hour laws. Accurate and timely recording and reporting of time worked and absences are essential.

### *Purpose*

The District's official timekeeping system for all Day-assigned employees is Oracle, which is a time and attendance system that collects actual time entered by the employee, using a computer. The official timekeeping system for all Shift-assigned employees is Telestaff, which is a time and attendance scheduling system that automates and manages daily work assignments for and by the employee, using a computer. The data from both systems are transferred to the payroll system where employees are paid or leave time is processed, according to the hours recorded in both systems. The Oracle and Telestaff systems and associated work records are the official basis for recording hours worked and maintaining absence records (e.g., vacation, paid time off, sick and compensatory time) for all employees. Any disputes over actual hours worked or attendance will be resolved by referring to the official system records.

### *Scope*

This policy applies to all District employees. All non-exempt employees are required to use one or both of the timekeeping systems to record all hours worked. All employees, both non-exempt and exempt, depending on if they are assigned to Days or Shift, are required to use their assigned timekeeping system to record all absence records.

### *Definition*

1. **Manager/Supervisor:** An individual assigned within a department who has sufficient understanding of an employees' work schedule and has the authority to approve their timecard. This could include an individual who has been delegated to approve timecards on behalf of the assigned manager or supervisor on a temporary basis.
2. **Chain of Command:** The company officer within a station or the station's Battalion Chief or Assistant Chief, who has sufficient understanding of an employees' work schedule and has the authority to request changes on behalf of the employee

and/or make entries in Telestaff.

3. **Exempt Employees:** Employees who are exempt from Federal and State laws 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)~~ **eight (8)** 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" [payroll@metrofire.ca.gov](mailto:payroll@metrofire.ca.gov) 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. Time entered on the Oracle timecard is rounded to fifteen (15) minute increments. The District uses the 7-Minute Rule when rounding time. If an employee works from 08:00-12:07 they would round down their time entry from 12:07 to 12:00. If an employee works from 08:00-12:08 they would round up their time entry from 12:08 to 12:15.
  5. Hours entered on the Oracle timecard can be entered either in the Start/Stop fields or the Quantity field.
    - a. Hours worked from 08:00-12:45 are entered as 08:00 AM in the Start field and 12:45 PM in the Stop field.
    - b. Hours worked from 08:00-12:45 are entered as 4.75 in the Quantity field.
  6. Day non-exempt employees must obtain pre-approval from their manager/supervisor for any overtime hours worked.
  7. If an employee forgets to submit a timecard, the employee shall notify their manager/supervisor immediately.
  8. If there is a problem with the Oracle timekeeping system, the employee shall notify the payroll office immediately.
  9. 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.
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- c. Unauthorized tampering with the Telestaff system.
- d. Interfering with another employee's use of the Telestaff system.

### *References*

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2. Alternative Work Schedule Request Form – Documents App
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5. Memorandum of Understanding and Resolutions – Metro Fire Apps
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