



Sacramento Metropolitan Fire District

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

POLICY COMMITTEE – REGULAR MEETING
THURSDAY, DECEMBER 10, 2020 – 5:00 PM
Held Remotely Via Zoom
Phone: (669) 900-6833
Webinar ID: 921 6796 2113 #
Passcode: 644 064 769 #

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 | Page No. |
| Recommendation: Approve the Action Summary Minutes for meeting of November 14, 2019. | 2 |

PRESENTATION ITEMS

- | | |
|--|----------|
| 1. Administrative Policy – Social Media (<i>Melisa Maddux, HR Manager</i>) | 3 |
| Recommendation: Review the revised policy for informational purposes, no further action required. | |
| 2. Administrative Policy – Telework Policy (<i>Melisa Maddux, HR Manager</i>) | 9 |
| Recommendation: Review the newly created policy for informational purposes, no further action required. | |

NEXT MEETING DATE: TBD

ADJOURNMENT

Posted on December 7, 2020

Melissa Penilla, 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, NOVEMBER 14, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Director Goold. Committee members present: Barnes, Clark and Goold. Committee members absent: None. Staff present: Chief Harms and Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

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

1. **Action Summary Minutes**

Recommendation: Approve the Action Summary Minutes for meeting of October 10, 2019

Action: Approved the Action Summary Minutes.

ACTION ITEM

1. **Family and Medical Leave** (*Melisa Maddux, HR Manager*)

Recommendation: Approve the revision to the Family and Medical Leave policy and refer to the full Board for approval.

Action: On a motion by Barnes, seconded by Clark, and carried unanimously by members present, to approve the revised policy and recommended it to the full Board for approval.

PRESENTATION ITEMS

1. **Administrative Policy Revisions** (*Melisa Maddux, HR Manager*)

- A. **Sick Leave Policy**
- B. **Leave of Absence Policy**
- C. **Modified Duty Policy**

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

Action: No action taken.

ADJOURNMENT

The meeting adjourned at _____ p.m.

Director Goold, Chair

Melissa Penilla, Clerk of the Board



Sacramento Metropolitan Fire District

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Todd Harms
Fire Chief

DATE: December 10, 2020
TO: Policy Committee Members
SUBJECT: Administration Policy 02.006.03 Social Media

TOPIC

Policy Committee notification of edits made to Administrative Policy 02.006.03 Social Media.

DISCUSSION

The Administration Policy 02.006.03 Social Media has been edited to reflect new law effective January 1, 2021. The policy has been edited to notify employees that, a first responders, who responds to the scene of an accident or crime and captures the photographic image of a deceased person by any means, for any purpose other than an official law enforcement purpose or genuine public interest is guilty of a misdemeanor.

RECOMMENDATION

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

Submitted By:

Melisa Maddux
Human Resources Manager

Approved By:

Greg Casentini
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATION POLICY

POLICY TITLE: Social Media

OVERSIGHT: Administration

POLICY NUMBER: 02.006.03 EFFECTIVE DATE: 12/17/12

REVIEW DATE: 12/10/2020

Background

The Sacramento Metropolitan Fire District (District) acknowledges that the use of instant technology and social media provides several useful benefits including training, and the acquisition of information for the betterment of the District and its members. It also allows for the dissemination of information to the public for the purpose of recruitment, safety education, and public relations. As such, the District embraces the usage of social media for that purpose. However, use of social media also presents potential liability, and carries with it certain responsibilities. The District has established this policy to assist employees in making responsible decisions about the appropriate use of social media.

Purpose

This policy establishes the District's instant technology and social media use procedures and protocols which are intended to mitigate associated liabilities from the use of this technology where possible. The purpose of this policy is to outline the requirements for participation in social media, including District hosted social media, and Non-District social media in which an individual's affiliation with the District is known, identified, or presumed. This policy is not intended to limit the right to freedom of speech or expression; but as the District is a public entity, this policy has been put in place to protect the rights of this organization, its members, and the public we are sworn to protect.

Scope

This policy applies to all District employees, temporary employees, interns, volunteers, vendors, consultants, contractors performing business on behalf of the District, or any other individuals who are contractually obligated to follow the District's policies. It applies to the use of social media during work and non-work time, when the person's affiliation with the District is identified, known, or presumed.

Definition

1. **Instant Technology:** Includes but not limited to: Instant messaging, texting, paging, as well as social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs
2. **Social Media:** Includes but not limited to: Facebook, Myspace, LinkedIn, blogs (WordPress, Blogger, LiveJournal), microblogs such as Twitter, video sharing (You Tube, Vimeo), photography sharing (Instagram, Pinterest, Flickr) and location-based social networks (Facebook places, Foursquare, Yelp), and personal websites or webpages.

3. **Social Networking:** Generally includes all types of postings and/or interaction on the internet, including, but not limited to: Social networking sites, blogs, and other online journals and diaries, discussion boards and chat rooms, smartphone applications, multimedia host sites and similar media. Social networking activities may also include the permission or refusal of posts by others where an individual can control the content of the postings.
4. **Blog:** Short for "Web Log" a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences; may include video formats (vlogs).
5. **Health Insurance Portability and Accountability Act of 1996 (HIPAA):** This privacy rule was created to provide greater protection against involuntary disclosure of an individual's medical information, particularly as that information is stored and exchanged electronically among health care providers, insurance companies, and employers.
6. **District Owned or Administered Media Sites:** Any internet or intranet site that is owned or administered by the District. Public external examples include but are not limited to: www.metrofire.ca.gov, www.youtube.com/sacmetrofiretv, www.facebook.com/sacmetrofire, and www.twitter.com/metrofirepio. An Internal intranet example includes but is not limited to: <http://smfd-vm-web01/intranet>.
7. **Non-District media sites:** Any internet site not owned or administered by the District; may include personal social networking sites.

Policy

1. Effective January 1, 2021, a first responder, who responds to the scene of an accident or crime and captures the photographic image of a deceased person by any means, including, but not limited to, by use of a personal electronic device or a device belonging to their employing agency, for any purpose other than an official law enforcement purpose or genuine public interest is guilty of a misdemeanor punishable by a fine not exceeding one thousand dollars (\$1,000) per violation {California Penal Code 647.9 (a)}. For purposes of the section, "first responder" means a state or local peace officer, paramedic, emergency medical technician, rescue service personnel, emergency manager, firefighter, coroner, or employee of a coroner {California Penal Code 647.9 (c)}.
2. Employees should limit participation in social media activities during work hours unless required by their job duties. Any use of social media shall not unreasonably interfere with job duties or responsibilities. Participation in social media activities during break times or in a manner that is consistent with other general internet use is not prohibited by this policy.
3. Employees are prohibited from posting on any social media site or electronically transmitting any electronic recordings (photos, video, or audio) of the District's on-duty responses/activities without approval of the chain of command or the

Public Information Officer. Below are some examples of content that may be posted with prior approval:

- a. Vehicle accidents (no license plates showing or victim/patient faces)
 - b. Vehicle extrications (no license plates showing or victim/patient faces)
 - c. Fire ground activities
 - d. Rescue training or actual rescue operations
 - e. Boat operations
 - f. Helicopter operations
 - g. Hazmat operations
 - h. Training
 - i. Community interactions/charity events
4. Employees are prohibited from posting on any social media site or electronically transmitting any information regarding the transport, treatment, or condition of any patient.
 5. Employees are encouraged to use good judgment when posting on any social media site or electronically transmitting any information that impairs or impedes the performance of District operations, adversely affects the efficiency of co-workers, or negatively affects public perception of the District, or that is unlawful or inconsistent with state or federal law.
 6. Employees are prohibited from posting on any social media site or electronically transmitting any information that could be viewed as malicious, obscene, threatening, intimidating, discriminating or disparaging to the District, co-workers or members of the public. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.
 7. Employees are prohibited from posting on any District owned or administered media site or electronically transmitting messages on district owned equipment, images, comments, or cartoons that foster or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 8. Employees shall not use social networking activities including, personal email and mobile (text) messaging to transmit, receive, or store information regarding the District, its employees, or patients that is illegal, and/or protected under HIPAA or state law or which is considered confidential information.

9. This policy does not prohibit employees from discussing the terms and conditions of their employment or limit or interfere with employee rights protected under state and federal law.
10. The District prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Procedures

1. When Using District Owned or Administered Media Sites:
 - a. Employees are invited to visit and interact with the District's owned or administered media sites including, external websites, the District's intranet site, and the District's Facebook, Twitter, and YouTube accounts in connection with their employment as appropriate.
 - b. Employees must abide by the District's Equal Employment Opportunity, Workplace Harassment, and other applicable policies, all of which apply to social media communication with equal force as other forms of verbal or written communication.
 - c. All postings must abide by applicable copyright laws and individuals must ensure that they have permission to use or reproduce any copyrighted text, photos, graphics, video, or other material owned by others.
 - d. The District reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue an employee's access to any District media site at any time without notice, for any reason, at the Fire Chief's sole discretion. The District may remove, delete, block, filter, or restrict by any other means any materials at the Fire Chief's sole discretion.

2. When Using Non-District Owned or Administered Media Sites:

The guidelines in this section apply to an employee's personal social media activities when they are speaking on behalf of the District.

The procedures below are designed to reduce the likelihood that personal social networking activities will have an adverse effect on themselves, the District, other employees, the public, or the District's mission.

- a. Individuals must speak for themselves and not on behalf of the District unless authorized to do so as part of their job duties.
- b. Under no circumstances may employees impersonate someone associated with or speaking about the District.
- c. Employees will be responsible for any intentionally false statements that are publicly viewable and that damage the District or the District's reputation.

3. General Use of Information and Participation in Social Media:
 - a. Employees shall not speak to the media on behalf of the district. Only those officially designated by the District have the authorization to speak on behalf of the District.
 - b. Posting of content on social media sites that contain District equipment, uniforms, or logos must be approved by the chain of command or the Public Information Officer.
4. Management Responsibility
 - a. Managers may become aware of information considered to be inappropriate or in violation of this policy from a variety of sources. When information is brought to a manager's attention and the manager believes that it may violate this policy, the manager must immediately notify their chain of command and the Human Resources Manager.
 - b. Managers may not require employees to access or log on to personal social media sites or to disclose personal social media usernames or passwords.
 - c. It is not the District's intention to regulate protected off-duty social networking activities, therefore managers must consult with Human Resources before taking any corrective action, including, but not limited to: requesting an employee remove a posting, counseling an employee verbally, or in writing regarding a posting.
 - d. Managers may not approve, deny, or limit leaves of absence on the basis of information on an employee's social media site without consulting the Human Resources Manager.
 - e. Managers engaged in hiring are prohibited from conducting social media background checks. Instead, any such checks will be done by the Human Resources Division following the background procedures.
 - f. By virtue of their position, management level employees must consider their unique role in the District and must be especially conscious that their personal thoughts may be misunderstood as expressing the District's positions

References

1. District Policy #01.004.02 Equal Employment Opportunity.
2. District Policy #01.005.03 Workplace Harassment
3. Health Insurance Portability and Accountability Act of 1996 (HIPAA)
4. All current policies can be found [on the Policy App.](#)



Sacramento Metropolitan Fire District

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Todd Harms
Fire Chief

DATE: December 10, 2020
TO: Policy Committee Members
SUBJECT: Administration Policy 02.020.01 Telework Policy

TOPIC

Policy Committee notification of a new Administrative Policy 02.020.01 Telework.

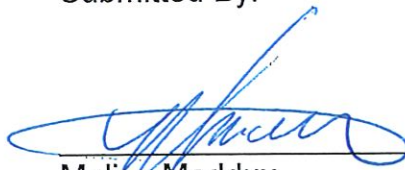
DISCUSSION

The Administration Policy 02.020.01 Telework, has been created to offer a telework option to eligible day employees while continuing to maintain operating efficiency, productivity, and effective service to the public and District business need.

RECOMMENDATION

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

Submitted By:



Melisa Maddux
Human Resources Manager

Approved By:



Greg Casentini
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATION POLICY

POLICY TITLE: Telework Policy

OVERSIGHT: Administration

POLICY NUMBER: 02.020.01 EFFECTIVE DATE: Xx/xx/xx

REVIEW DATE: xx/xx/xx

Background

It is the policy of the Sacramento Metropolitan Fire District (District) to offer a telework option to eligible day employees while continuing to maintain operating efficiency, productivity, and effective service to the public and District business needs. The District supports the option to telework when it is mutually beneficial to both the employee and the District.

Purpose

To provide telework guidelines for eligible District day employees.

Scope

This policy is applicable to District day employees who, in mutual agreement with their Division Manager, have determined that they are eligible, and can successfully complete their job tasks from a remote location.

Definition

1. **Telework:** The ability to work from a remote location, outside of one's assigned workspace within a District administrative building.
2. **Telework agreement:** The agreement between the employee and their Supervisor/Division Manager that verifies that all essential functions of the employee's position can be performed from a remote location, in a safe, effective and efficient manner.
3. **Day position/day employee:** An employee who was hired into a day staff position.
4. **Eligible employee:** An employee who meets the eligibility criteria set forth in this policy.
5. **Main worksite:** An employee's regular worksite within a District administrative building.

Policy

1. The District will provide the opportunity for eligible day employees to telework. Division Managers will be responsible for assuring the business needs of the District are met, provided the following:

- a. District services are not impacted;
 - b. There is no fiscal impact to the District; and
 - c. Employees who telework maintain the same level of availability, responsiveness, and overall communication as employees who work in the office.
2. All District policies and procedures apply to employees who telework, to include District provided and or personal equipment.
 3. The operational needs of the District take precedence over an employee's Telework agreement.
 4. Teleworking shall not be used for dependent care, or any other leave that would otherwise utilize the use of a leave accruals, as per District policy and procedure.
 5. Eligibility:

An employee may be eligible to telework if, the following criteria is met:
 - a. The employee holds a permanent, full-time day position;
 - b. The employee successfully completed the probationary period for their current day position;
 - c. The employee must maintain a balance of at least forty (40) hours of Sick Leave accruals to participate;
 - d. The employee must be able to perform all of their primary duties/essential functions while working from a remote location;
 - e. The employee and their Manager are in mutual agreement that the employee will continue to contribute to the Division and District objectives, while maintaining or improving efficiency, productivity and customer service while teleworking;
 - f. The employee's request to telework must be pre-approved by their Division Manager in a manner consistent with the procedures set forth in this document.
 - g. All available telework options will be determined by the Division Manager based on division needs.
 6. Scheduling and Work Hours:
 - a. Employees will account for and report time spent teleworking in the same manner as they would at their regular worksite.
 - b. Employees must agree to forgo teleworking if they are needed in the office or worksite on a day regularly scheduled for teleworking.
 - i. On any specific day, the employee should use good judgement on whether or not it is advisable to forgo teleworking in order to be at the main worksite.

- ii. If the Manager deems it necessary that the employee be required to come to the main worksite on a scheduled telework date, the employee may be notified no later than the start of the shift for which the Manager would like the employee to report to the main worksite, if feasible. If such notice is given, the employee's worksite on that day will be the main worksite. The employee's Manager shall strive to provide as much notice as possible.
 - iii. During an emergency situation, the Manager may require the employee to report to the main worksite immediately.
 - c. Employees eligible for overtime, may only work overtime if pre-approved by their Division Manager.
 - d. Employees must obtain approval prior to use of Paid Time Off, Sick Leave, Compensatory Time Off, or any other leave, in the same manner as District employees who do not telework, and in compliance with District policies and procedures.
 - e. CTO, PTO, Sick Leave, and Administrative Leave accrue at the same rate as employees who do not telework, and in compliance with District policies and procedures.
 - f. Employees who are currently working under an approved alternative work schedule (AWS) may be eligible to telework with their already approved AWS.
7. Telework Work Area/Equipment and Expenses:
- a. Employees must designate a work area suitable for performing official District business.
 - b. Employees must work in an environment that allows them to perform their duties safely, productively, efficiently, and free from hazards and other dangers to the employee and the work equipment.
 - c. Employees must maintain confidentiality of all District files, records, papers or other materials while teleworking.
 - d. Employees are subject to the California Public Records Act while teleworking. This requirement exists regardless of where the public record is located.
 - e. All files, records, papers, or other materials created while teleworking are District property.
 - f. Employees are covered by workers' compensation laws, provided that all eligibility requirements are met, when performing work duties at their designated telework work area, during their regular work hours.
 - i. Employees who suffer a work related injury or illness while teleworking must notify their Manager and complete the required forms immediately.
 - ii. Employees are liable for injuries to 3rd parties who enter their designated telework area.
8. Equipment and Expenses:

- a. Employees must use personal equipment for teleworking, unless already in possession of District issued equipment.
 - b. The District will not purchase or distribute: laptops, monitors, keyboards, mice, cables, printers, cell phones, or any other equipment for telework employees.
 - c. The District will not reimburse telework employees for the following: internet, cellular data, text, or calls, for users personal device.
 - d. The District will not pay for an ergonomic evaluation or purchase ergonomic equipment for desks, etc., for telework employees.
 - e. The District assumes no responsibility for the set-up or operating costs of a telework employee.
 - f. Employees who use their personal equipment for telework are responsible for installation, repair, and maintenance of the equipment.
 - g. Employees must immediately contact their Manager if equipment, connectivity, or other supply problems prevent them from working while teleworking.
9. Denial or Termination of Telework Agreement:
- a. It can be determined by the Division Manager that certain employees, and or positions are not eligible to telework.
 - i. Employees who are in a position that serve the public in person, on the phone and/or in the field as a normal course of duties, will not be eligible to telework.
 - ii. Employees whose work tasks can only be performed in the office, will not be eligible to telework.
 - b. Denial of a request to Telework will be provided in writing by the Division Manager to the requesting employee.
 - c. The Telework Agreement may be terminated at any time by the employee or the Division Manager.
 - d. In the event a Division Manager receives multiple telework requests which cannot be reconciled, division seniority shall become the determining factors in granting a telework agreement. Once approved, the employee's telework agreement will not be changed by subsequent requests from employees with more seniority.
 - e. The Division Manager may terminate the telework agreement and require the employee to return to working from their assigned workspace any time the needs of the District require it, or for other work-related reasons after a minimum two week written notice.
 - i. A telework agreement may be terminated for reasons including, but not limited to: situations in which an employee's job performance is adversely affected, the employee is transferred to another assignment where teleworking is not feasible, the employee fails to abide by the terms and

conditions set forth in the Telework Agreement, or to meet the business needs of the District.

- ii. An employee working under a telework agreement who receives a counseling memorandum or a formal disciplinary action may be returned to working from their assigned workspace if the Division Manager determines the employee's performance is impacted by teleworking.
- f. Management reserves the right to temporarily discontinue an employee's ability to telework in order to accommodate meetings, training, attendance at conferences, or other special events.
- g. The Division Manager may reassess an employee's eligibility to telework based upon a change in circumstances, job tasks, employee's work function, or any other District need(s).

Procedures

1. Eligible employees requesting to telework must submit a Telework Agreement Form to their Division Manager. The Telework Agreement Form outlines the terms and conditions by which the employee agrees to abide by and shall be submitted to the Division Manager for review and approval. A copy of the approved form must be submitted by the employee to the Human Resources Division.
 - a. An approved Telework Agreement Form will go into effect for a period of six (6) months. After six (6) months has passed, the employee will be responsible for submitting a subsequent form to renew the request.

References

1. All current District policies and procedures can be found on the Policies App.
2. Telework Agreement Form – Document App