



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3006  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

**UPDATED AGENDA**

**9:00 a.m.**

**Tuesday, May 10, 2022**

**REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC**

**10545 Armstrong Ave – Room #385**

**Mather, CA 95655-4102**

**Public Remote Access at:**

**[Join Microsoft Teams Meeting](#)**

**[+1 916-245-8065](tel:+19162458065)** United States, Sacramento (Toll)

Conference ID: 950 282 072#

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**The Board will convene in open session at 9:00 a.m.**

**Call to Order**

Chairperson

**Roll Call of Member Agencies**

Clerk of the Board

**Primary Board Members**

Tyler Wagaman, Chairperson

Chad Wilson, Vice Chairperson

Chris Costamagna, Board Member

Dan Quiggle, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Assistant Chief, Folsom Fire Department

Deputy Chief, Sacramento Fire Department

Deputy Chief, Cosumnes Community

Services District

**Pledge of Allegiance**

**AGENDA UPDATE:** An opportunity for Board members to (1) reorder the agenda; and (2) remove agenda items that are not ready for presentation and/or action at the present Board meeting.

**PUBLIC COMMENT:** An opportunity for members of the public to address the Governing Board on items within the subject matter jurisdiction of the Board. Duration of comment is limited to three (3) minutes.

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**Please Note:**

The Public's health and well-being are the top priority for the Board of Directors ("Board") of Sacramento Regional Fire/EMS Communications Center and therefore, because of the potential threat of COVID-19 (Coronavirus), public access to this meeting will be available through the link set forth above.

\* INDICATES NO ATTACHMENT

**PRESENTATION:**

None

**CENTER REPORTS:**

- 1. Medical Director Dr. Mackey\*

**RECESS TO CLOSED SESSION:**

- 1. CONFERENCE WITH LABOR NEGOTIATOR\*

Pursuant to Government Code Section 54957.6

Center Negotiator(s) Lindsay Moore, Counsel  
Troy Bair, Chief Executive Director  
Employee Organization(s) Teamsters Local 150  
Teamsters Local 856  
Unrepresented Administrators

- 2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Chief Executive Director  
Operations Manager
- b. Employee Appointment: Administration Manager  
Medical Director
- c. Discipline/Dismissal/Release: One (1) position

- 3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*

- a. Pursuant to California Government Code Section 54956.9(b)  
The Board will meet in closed session to discuss significant exposure to litigation. One (1) potential case.

**RECONVENE TO OPEN SESSION**

**CONSENT AGENDA:** Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

- 1. Special Board Meeting Synopsis (March 31, 2022) Page 5

PROPOSED ACTION: Motion to Approve Consent Agenda

**STAFF REPORTS/ACTION ITEMS:**

- 1. **SUBJECT:** Administration Manager Employment Contract\* Page 7
  - a. **Recommendation:** Approve Administration Manager Employment Contract
- 2. **SUBJECT:** Employee Handbook and Referenced Policies Page 28
  - a. **Recommendation:** Approve Employee Handbook to replace Personnel Procedures Manual

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

\* INDICATES NO ATTACHMENT

- 1. Communications Center Statistics Page 121
- 2. Financial Reports Page 126
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Umpqua Lease Update
- 3. PAD Update Page 135
- 4. Recruitment Update Page 136

**CENTER REPORTS:**

- 1. Chief Executive Director Bair\*
- 2. Operations Manager Todd\*

**CORRESPONDENCE:**

None

**ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

None

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is June 14, 2022.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102

Time: 9:00 a.m.  
Board Members, Alternates, and Chiefs

Posted at: 10230 Systems Parkway, Sacramento, CA 95827  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)  
10545 Armstrong Ave, Mather, CA 95655-4102

**DISABILITY INFORMATION:**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director's Office at (916) 228-3070. Notification at least 48 hours prior to the meeting will enable the Center to make reasonable arrangements to ensure accessibility to this meeting.

**POSTING:**

This is to certify that on May 6, 2022, a copy of the agenda was posted:

- at 10230 Systems Parkway, Sacramento, CA 95827
- at 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827
- on the Center's website which is: [www.srfecc.ca.gov](http://www.srfecc.ca.gov)

\* INDICATES NO ATTACHMENT

-10545 Armstrong Ave, Mather, CA 95655-4102

*Marissa Shmatovich*

Clerk of the Board

\* INDICATES NO ATTACHMENT

# SPECIAL GOVERNING BOARD MEETING

March 31, 2022

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Tyler Wagaman	Sacramento Metropolitan Fire District
Assistant Chief Chad Wilson	Folsom Fire Department
Deputy Chief Dan Quiggle	Cosumnes Community Services District

## GOVERNING BOARD MEMBERS ABSENT

## COMMUNICATIONS CENTER MANAGEMENT

Troy Bair	Executive Director
Julee Todd	Operations Manager

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC

NOTE: Because the Governor declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the Coronavirus) attendance by the public at this meeting was by telephonic means only and was made accessible to members of the public solely through the link set forth below.

### Join Microsoft Teams Meeting

+1 916-245-8065 United States, Sacramento (Toll)  
Conference ID: 950 282 072#

The meeting was called to order and roll call taken at 9:00 a.m.

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was no public comment.
3. There was no presentation.
4. **CONSENT AGENDA:** Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

A motion was made by Chief Quiggle and seconded by Chief Wilson to approve the consent agenda, Board Meeting Synopsis (March 8, 2022).

AYES: Sacramento Fire Department, Sacramento Metropolitan Fire, Folsom Fire,  
Cosumnes Community Services District

NOES:

ABSENT:

ABSTAIN:

Motion passed.

## 5. ACTION ITEMS:

1. Approval of ESRI License Upgrade

A motion was made by Chief Quiggle and seconded by Chief Wagaman to approve the ESRI License Upgrade.

AYES: Sacramento Fire Department, Folsom Fire, Cosumnes Community Services District, Sacramento Metropolitan Fire

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Approval of AXIM GIS Support Block

A motion was made by Chief Wilson and seconded by Chief Quiggle to approve the AXIM GIS Support Block.

AYES: Sacramento Fire Department, Folsom Fire, Cosumnes Community Services District, Sacramento Metropolitan Fire

NOES:

ABSENT:

ABSTAIN:

6. **DISCUSSION/POSSIBLE ACTION:**

None

7. **ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

None

8. **BOARD MEMBER COMMENTS:**

None

9. **ADJOURNMENT:**

The meeting was adjourned at 9:06 a.m.

Respectfully submitted,



Marissa Shmatovich  
Clerk of the Board

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Tyler Wagaman, Chairperson

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Chad Wilson, Vice Chairperson



## **Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3007  
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

### **STAFF REPORT** (Report 22-14)

**DATE:** May 10, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Troy Bair, Chief Executive Director  
**SUBJECT:** Administration Manager Employment Contract

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### **RECOMMENDATION**

The Board of Directors approves the Employment Contract for the position of Administration Manager.

### **BACKGROUND**

The Deputy Director of Administration position became vacant in February 2022. Similar to the Operations Manager position, the Board of Directors approved the reclassification of Deputy Director of Administration to Administration Manager in March, 2022. As a result, the recruitment process for Administration Manager was begun in March.

The Administration Manager position was posted for two weeks in the following places:

- Indeed
- Daily Dispatch
- Government Jobs

A total of 93 applications were received, only one of which was from an internal candidate. All applications were reviewed and scored, and the top fourteen scoring candidates were schedule for an initial phone interview on April 13 and April 15, 2022.

Based upon the results of the phone interview, four applicants were invited to an Assessment Center on April 20, 2022.

The Assessment Center included the following components:

- Executive Oral Interview Panel
- Oral Interview Panel
- Writing Assessment
- Oral Presentation

For each component of the Assessment Center, all candidates were presented with the same set of questions/tasks.

Various regional agency representatives and Center employees were invited to participate in all components of the Assessment Center. All participants scored and provided written feedback on a form and were invited to provide verbal feedback at the end of the process.

Three applicants participated in the Assessment Center and received a cumulative score based on performance in each of the components above.

**FINANCIAL ANALYSIS**

The Administration Manager will be compensated according to the Manager Salary Schedule that was included in the job posting. The selected Administration Manager will begin at Step 1.

Respectfully submitted,

Troy Bair, Chief Executive Director  
Attachments – Administration Manager Employment Contract

Staff Report recommendation authorized by:

Approved as to Form:

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Chief Executive Director

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Legal Counsel



**EMPLOYMENT CONTRACT**  
**between the**  
**SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER**  
**and**  
**MARISSA SHMATOVICH**  
**(Manager)**

This is the Employment Contract (“Contract”) by and between the Governing Board of the Sacramento Regional Fire/EMS Communications Center (“Board” or “Center”) and Marissa Shmatovich to serve as Manager (“Manager”).

In return for the consideration and other promises set forth below, the Board and Manager agree as follows:

**I. TERM, COMPENSATION AND OTHER BENEFITS**

**A. Term**

This Contract shall commence on May 1, 2022 and shall continue in full force and shall expire at the close of business on December 31, 2024, unless:

1. Extended by the Board in accordance with Article VI., below; or
2. Terminated by either party in accordance with Article VII., below.

**B. Compensation and Benefits**

Manager shall receive compensation and other benefits as set forth in Appendix A.

**II. PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**A. Full Service**

Manager shall be required to render twelve (12) months of full and regular service to the Center during each annual period covered by this Contract.

**B. Senior Management**

1. The position of Manager is a senior management position. Manager is an exempt employee and is not covered by the Fair Labor Standards Act.
2. Manager shall report to, and serve at the direction of, the Chief Executive Director.

**C. Duties and Responsibilities**

1. Duties and responsibilities shall be as set forth in the prevailing job description for Manager. The job description may be revised from time to time by the Chief Executive Director with input from the Manager and final approval of the Board, as deemed necessary for the effective and efficient operations of the Center. A copy of the current job description is attached as Appendix B.
2. Manager shall:
  - a. Perform all duties that are prescribed by the laws of the State of California, the Board's Manual of Policies, and Center Policies and Procedures.
  - b. Carry out all lawful directions of the Chief Executive Director and/or the Board.

**III. PROFESSIONAL GROWTH**

**A. Professional Growth Activities**

The Center encourages the continuing professional growth of Manager through participation in:

1. The operations, programs and other activities conducted or sponsored by local, state and national associations related to fire and emergency dispatch communications centers;
2. Seminars and courses offered by public or private educational institutions which would serve to improve the capacity of Manager to perform professional responsibilities for the Center; and
3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Manager to perform professional responsibilities for the Center.

**B. Notice to the Chief Executive Director**

1. Manager shall update the Chief Executive Director on a regular basis concerning any planned and/or completed activities.
2. Manager shall receive advance written approval for attendance at Professional Growth Activities from the Chief Executive Director.
3. Manager shall maintain a current, up-to-date calendar available for viewing by the Chief Executive Director, staff and Board at all times.

#### **IV. EXPENSE REIMBURSEMENT**

For purchases made in accordance with the Center's purchasing policy, the Center shall reimburse Manager. Expense reimbursement shall include related approved professional memberships and growth activities.

#### **V. GOALS AND OBJECTIVES**

No later than January 31 of each year that Manager performs services under this Contract, Manager shall submit in writing, to the Chief Executive Director, annual goals and objectives for the upcoming fiscal year. The goals and objectives shall be:

- Reviewed, revised and approved by the Chief Executive Director.
- Reduced to writing and shall be among the criteria by which Manager is evaluated as hereafter provided.

#### **VI. EVALUATION**

- A. The Chief Executive Director shall evaluate, in writing, the performance of Manager at least once during each year that Manager performs services under this Contract ("Yearly Evaluation"). The timeline for the Yearly Evaluation shall be set by the Chief Executive Director after consultation with Manager.
- B. Evaluation of Manager shall be related to the duties and responsibilities of Manager as set forth in Article II, the goals and objectives established by the Chief Executive Director and Manager as set forth in Article V, Appendix B (Job Description), and any applicable law and Policy (Board's Manual of Policies or Center adopted).
- C. The Evaluation shall assess both overall performance and specific criteria, in accordance with the timeline set pursuant to Article VI, Paragraph A, above.
- D. A copy of the final written Yearly Evaluation shall be delivered to Manager and the Manager shall have the right to submit a written response in accordance with the timeline set by the Chief Executive Director pursuant to Article VI, Paragraph A, above.
- E. If the Chief Executive Director determines that the Performance of Manager is satisfactory or better, the Board will consider a one-year extension of this Contract (not to exceed a five-year term) and an increase in Base Salary.
- F. If the Chief Executive Director determines that the performance of Manager is unsatisfactory in any respect, the final written Yearly Evaluation shall describe such unsatisfactory performance in reasonable detail. The Yearly Evaluation shall include recommendations for improvement in those areas where the Chief Executive Director deems performance to be unsatisfactory and may include

recommendations for improvement in other instances where the Chief Executive Director deems such to be appropriate.

- G. Additional evaluations, if deemed appropriate by the Chief Executive Director, may be performed at any time.

## VII. TERMINATION OF CONTRACT

This Contract may be terminated by any of the following actions:

### A. Termination By the Board (Cause Not Required)

1. Manager is an *at-will employee* of the Center.
2. As such, the employment of Manager may be terminated at any time and for no cause whatsoever by the Chief Executive Director, with the approval of the Board. If this option is exercised, the Chief Executive Director shall provide Manager with written notice of termination. The effective date of termination shall be specified in the written notice of termination. *The decision shall be final.*
3. If the Contract is terminated pursuant to Article VII, Paragraph A, Manager shall:
  - a. receive six (6) months of Base Salary as severance pay commencing with the effective date of the termination specified in the notice of termination; and
  - b. be afforded the right to exercise any applicable return rights set forth in the Collective Bargaining Agreement by and between the Center and Local 150. This right shall not apply if the Contract is terminated pursuant to Article VII., Paragraph C.

### B. Resignation or Retirement of Manager

This Contract shall be terminated upon the resignation or retirement of Manager. Except in extraordinary circumstances, Manager shall give the Center at least ninety (90) calendar days' advance written notice of resignation or retirement.

### C. Termination for Cause

Nothing in this Termination for Cause paragraph alters Manager's *at-will employee* status:

1. Discharge for cause shall be defined as conduct which is seriously prejudicial to the Center, including but not limited to:

- a. unprofessional conduct or insubordination;
  - b. neglect of duty;
  - c. breach of Contract;
  - d. an act of dishonesty or moral turpitude;
  - e. theft or misappropriation of Center property;
  - f. any act injuring, abusing, or endangering others;
  - g. any act that might tend to bring Manager into public disrepute, contempt, scandal, or ridicule;
  - h. any act that might reflect unfavorably on or endanger the reputation, integrity or good will of the Center, its officers, employees, agents or associated agencies; or
  - i. a violation of any lawful rule, regulation, ordinance or statute.
2. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify Manager in writing. The effective date of termination shall be determined by the Board and specified in the written notice of termination.
  3. Upon request by Manager, the Board shall serve upon Manager a reasonably detailed statement of charges. Manager shall provide notice of the request for statement of charges to the Board within ten (10) days of the service of the notice of termination.
  4. Upon request, Manager will be afforded an opportunity for a hearing before the Board, which shall include the right to be represented by counsel, the right to record the hearing and the right to call witnesses. Manager shall provide notice of the request for hearing pursuant to this section to the Board within thirty (30) days of the service of notice of termination. If Manager chooses to be accompanied by legal counsel at such hearing, Manager shall bear any costs of her own counsel. Such hearing shall be conducted in closed session, unless Manager requests an open meeting. Manager shall be provided a written decision describing the results of the hearing. The decision of the Board shall be final.
  5. In appropriate circumstances, progressive discipline may be utilized by the Board in lieu of discharge for cause. Such use is, however, at the sole discretion of the Board.

## **VIII. GENERAL PROVISIONS**

### **A. Full and Complete Contract**

This Contract is the full and complete contract between the Center and Manager and supersedes all prior negotiations, representations or agreements, either written or oral. It can be changed or modified only by an agreement in writing, signed by the Chief Executive Director, Manager, and Board.

**B. Subject to Applicable Laws and the Board's Manual of Policies**

Except as modified herein, this Contract is subject to all applicable laws of the State of California and to the lawful rules, and Manual of Policies of the Board. Said laws, rules, and policies, to the extent they have not been lawfully superseded by this Contract, are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

**C. Severance Clause**

Should any provision of this Contract be declared or determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, unless to do so would frustrate the intent and purpose of this Contract. Said illegal, invalid or unenforceable part, term or provision shall be deemed not to be a part of this Contract.

**D. Venue and Governing Law**

Any action arising out of this Contract shall be brought in Sacramento County, California, regardless of where else venue may lie. This Contract shall be governed by and construed in accordance with the laws of the State of California.

**E. Negotiated Agreement**

The Center and Manager acknowledge and agree that the terms and provisions of this Contract have been negotiated and discussed between them, and that this Contract reflects their mutual agreement regarding the subject matter of this Contract. Because of the nature of such negotiations and discussions, neither party shall be deemed to be the drafter of this Contract, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Contract.

**IN WITNESS HERETO**, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties.

**[Signatures on Following Page]**

**GOVERNING BOARD OF THE SACRAMENTO  
REGIONAL FIRE/EMS COMMUNICATIONS CENTER**

\_\_\_\_\_  
Chairperson of the Governing Board

\_\_\_\_\_  
Date

**ACCEPTANCE:**

I hereby accept the terms of this Contract of Employment and agree to fulfill all of the duties of Manager for the Sacramento Regional Fire/EMS Communications Center

\_\_\_\_\_  
Marissa Shmatovich

\_\_\_\_\_  
Date

**COMPENSATION AND OTHER BENEFITS**

**1. COMPENSATION**

**A. Base Salary**

1.

The Manager's Base Salary shall be:

<u>Annual</u>	<u>Monthly</u>
Step 1	\$10,405.00
Step 2	\$10,925.25
Step 3	\$11,471.15
Step 4	\$12,045.09
Step 5	12,647.34

2. Manager's Base Salary may also be increased as set forth in Article VI, above. Manager shall be initially placed on Step 1. Manager shall move to Step 2 July 1, 2023, and every July 1 of each Contract year thereafter.

**B. Health and Welfare Benefits**

1. Insurance Plans

a. Medical Insurance

Manager, and Manager's dependents, shall have the option of enrolling in any medical insurance plan available through the Center's contract with the Health Division of the Public Employees Retirement System (PERS).

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

b. Dental Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the dental plan selected by the Center.



Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

c. Vision Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the vision plan selected by the Center.

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

d. Life Insurance Benefits

The Center shall provide Manager with a life insurance policy in the amount of Fifty Thousand Dollars (\$50,000.00). The Center shall pay the full premium cost.

e. Long-term Disability Benefits

The Center shall provide a long-term disability insurance plan for Manager. The Center shall pay the full premium cost.

C. Allowances

1. Transportation

The Center shall provide Manager with a Center-owned vehicle that shall be marked in accordance with Internal Revenue Service Regulations ("Vehicle"). This vehicle is a "take-home" vehicle and is assigned in recognition of the need to respond 24/7.

- There shall be no additional compensation for use of Manager's personal automobile.
- Travel other than by automobile shall be reimbursed in accordance with adopted Center policies.
- Use of the Center-provided credit card, issued in accordance with Center Policy, is authorized for fuel in the Vehicle.
- The Vehicle is to be used only for Center business (which includes commuting to and from work).

- The Center is responsible for all maintenance on the vehicle.

2. Technology

Manager shall be provided with the appropriate technology (e.g. cell phone, tablet (iPad), computer, and supporting service/data plans) to perform her duties. Appropriate personal use is permitted.

**D. Retirement**

1. PERS Contribution

- a. Retirement benefits shall be provided to Manager in accordance with the contract between the Center and PERS adopted by the Board in 2013:
- 2% at 62
  - highest average over 36 consecutive months
  - conversion of accrued/unused sick leave to service credit, in accordance with the Center/PERS contract.
- b. Paragraph intentionally omitted. (Note: Effective January 1, 2013, the law prohibits Employer Paid Member Contributions (“EPMC”) for “PEPRA” employees.)
- c. Paragraph intentionally omitted. (Note: Effective January 1, 2013, the law prohibits Employer Paid Member Contributions (“EPMC”) for “PEPRA” employees.)
- d. Optional Benefits Cost Sharing (OBCS) shall be paid by Manager in the same manner as it is by other “PEPRA” non-represented Center employees.
- e. Upon retirement, Manager shall receive full medical benefits, not to exceed employee plus one (at the lesser of Kaiser HMO or Blue Shield HMO) and shall follow the PERS guideline and Board Resolution in the same manner as it is by other “Classic” non-represented Center employees. On January 1, if the increase in the premium cost for any plan (medical, dental or vision) is greater than five percent (5%), the Center’s obligation shall be limited to five percent (5%) for that plan.

2. 1959 Survivor Benefits

Manager shall pay Two Dollars (\$2.00) per month for 1959 Survivor (Level 3) benefits.

**E. Deferred Compensation**

1. The Center has entered into an agreement with PERS to provide an IRC 457 Deferred Compensation investment program. Manager may place a portion, up to the current legal maximum, of pre-taxable wages into a tax deferred account until retirement or termination of employment with the Center.
2. The Center shall establish an IRC §401(a) plan to be utilized by Manager and other employees.

**2. VACATION, HOLIDAYS and LEAVES**

**A. Annual Vacation**

1. Entitlement

Manager shall be credited with the following hours of annual vacation for each month of service with the Center:

<u>Year Through and Including</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
1-3	96 hours	8 hours
4-6	120 hours	10 hours
7-9	144 hours	12 hours
10-12	168 hours	14 hours
13 and over	192 hours	16 hours

2. Vacation Leave Sell-Back

Manager shall be permitted to sell back seventy-two (72) hours of vacation leave hours. At the time of sell-back, the Manager must still have seventy-two (72) hours of accrued and unused vacation in their bank.

3. Annual Leave Bank

- a. Manager may not have credited to Manager's account, at any time, more than twice Manager's annual accrual rate of vacation.
- b. If Manager has accumulated the maximum permitted, vacation accrual shall be suspended, and Manager shall accrue no additional vacation until Manager's vacation accumulation is less than the maximum.
- c. The Center reserves the right to direct Manager's use of vacation.

**B. Holidays**

The Center recognizes fourteen (14) paid holidays:

January 1 <sup>st</sup>	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Jr. Day
2 <sup>nd</sup> Monday in February	Lincoln's Birthday
3 <sup>rd</sup> Monday in February	President's Day
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
November 11 <sup>th</sup>	Veterans Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Day After Thanksgiving
December 24 <sup>th</sup>	Christmas Eve
December 25 <sup>th</sup>	Christmas Day
December 31 <sup>st</sup>	New Year's Eve

**C. Senior Management Leave**

1. Upon signing this Contract, Manager shall be credited with 80 hours of Senior Management Leave.
2. If Senior Management Leave is not used, it has no cash value and expires on June 31<sup>st</sup> of each year. Senior Management Leave resets on July 1<sup>st</sup> of each year of this Contract in the amount of 80 hours.

**D. Sick Leave**

1. Definition

Sick Leave, as used in this Contract, shall be defined as absence from work without loss of pay because of Manager's non-service-related illness or injury.

As provided under Labor Code section 233, accrued leave may also be utilized for the reasons specified in Labor Code section 246.5, subdivision (a), involving a family member as defined in Labor Code section 245.5.

2. Entitlement

- a. Manager shall earn ten and one-half (10½) hours of sick leave for each month of service.

- b. Manager shall be entitled to accumulate sick leave on an unlimited basis.
- c. There shall be no cash compensation for unused sick leave upon termination of Manager's employment with the Center by the Board under this Contract. The current PERS contract, however, provides for conversion of sick leave to service credit.

**D. Other Leaves**

1. Military

Manager shall be eligible for leaves of absence for military duty in accordance with the requirements of applicable State and Federal law.

2. Disability

Should Manager become physically disabled, and exhausts Manager's entitlement to paid leave under this Contract, Manager may request and will be granted an unpaid leave of absence of up to four (4) calendar months.

a. This additional leave, if requested, shall also satisfy the Center's obligation under the state and federal "Family Leave Acts." During this leave, the Center shall have the right to refill Manager's position on a permanent basis if failure to do so would cause substantial injury to the operations of the Center.

b. While on this leave of absence, Manager shall:

- continue to be covered under the Center's Health, Dental, Vision, Life and LTD programs, with the Center making its normal contribution toward such coverage;
- not accrue additional sick leave and/or vacation.

3. Funeral Leave

a. Leave for Family Members

- Manager shall be eligible for up to five (5) consecutive calendar days of leave, commencing no later than seven (7) days after the death, without loss of pay for the purpose of arranging for and/or attending the funeral of a member of Manager's immediate family.
- Manager shall list the relationship to the deceased on the leave request form.

- For the purposes of this section, immediate family includes spouse, child, mother, father, aunt, uncle, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any person permanently domiciled in Manager's household.

b. Notice

Manager should make every attempt possible to notify the Chief Executive Director when the use of funeral leave is anticipated.

4. Leave for Trial Jury Service

a. Summons for Service

Should Manager be summoned for trial jury service in either State or Federal court, Manager will be released from scheduled duty without loss of pay for those periods during which Manager is required to be present at the courthouse. Manager shall request "telephone standby" when this option has been offered to Manager.

b. Notice to Center

If Manager is required to report for jury service, Manager shall notify the Chief Executive Director of that fact and the Chief Executive Director shall arrange for replacement as required. Proof of jury service shall be submitted to the Chief Executive Director.

5. Other Leaves in Accordance with the Law

Manager may be entitled to receive other leaves if required by State or Federal law.

**E. Notice/Report**

Manager shall send a monthly written report to the Chief Executive Director setting forth her usage of the leaves provided in this section (Vacations, Holidays and Leaves).

**JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**CLASSIFICATION:**

**MANAGER**

FLSA: Exempt

Bargaining Unit: Unrepresented Confidential Employee

**SUMMARY FUNCTION**

The Manager is an at-will employee pursuant to the terms of an employment contract. Under the general direction and supervision of the Chief Executive Director ("CED"), the Manager assists in planning, organizing, and directing the designated division of the Sacramento Regional Fire/EMS Communications Center ("SRFECC"). The Manager also assists the CED in following any direction(s) from the Governing Board including achieving Board policies, procedures, goals, and any mandates provided by the Board; performs other duties as directed.

**GENERAL CHARACTERISTICS**

The Manager is responsible for directing all personnel, including managing and supervising the operations of the designated division within SRFECC; carry out a variety of assignments directly supporting the CED and Governing Board's use of a master plan, fiscal budget development and oversight.

**ESSENTIAL FUNCTIONS**

**Duties**

- When designated by the CED, serve as the CED in the absence of the CED.
- Manage, plan, organize, direct, and control the activities of the programs and functions of the assigned division of the SRFECC; direct subordinate personnel to ensure appropriate staffing and schedule supplemental or overtime work when necessary.
- Serve as an assistant and confidential aide to the CED; consult and advise in an honest, frank, tactful, and timely manner; promote a positive, harmonious, and effective working relationship with the Governing Board, SRFECC personnel, and members of the community.
- Participate in and fulfill major responsibilities for the development and implementation of SRFECC's strategic short and long-range planning efforts, goals and objectives, budgeting, and programs consistent with SRFECC's mission.
- Manage, train, and motivate SRFECC personnel under their assignment in the performance of daily work routines, special projects, and staffing.
- Hold subordinates accountable for the enforcement of rules, regulations, orders, procedures, policies and employment agreements.

- Evaluate and appraise the performance of subordinate staff; may conduct internal investigations and report to the CED with findings; may recommend discipline based on findings; keep CED informed in a timely fashion.
- Conduct and/or participate in working meetings with a wide variety of individuals and groups; utilize their leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and provide negotiation/resolution of competing issues that are significant, sensitive, and may often be controversial.
- Review and oversee preliminary and final budgets for the assigned division of the SRFECC; to include staffing, training, services, supplies, and improvements; utilize the chain-of-command, organizational structure, and the appropriate delegation of authority and responsibility for various work projects; present program and budget recommendations.
- Explain, justify, defend, and promote SRFECC programs, policies, rules, regulations, and activities; represent SRFECC to Governing Board, any special interest groups, appropriate officials of the local, state, and federal governments as well as general public.
- Attend regular and special Governing Board meetings; provide background information and research data to the Governing Board through personal and/or subordinate staff reports on plans, proposals, alternatives, and provide recommendations on agenda presentation items.
- Coordinate and manage special projects; develop, recommend and assist in formulating SRFECC rules, regulations, policies, and procedures; receive and answer SRFECC correspondence for general inquiries and for any SRFECC matters.
- May respond at any time (day or night) to the Center for any purpose; may assume any subordinate position or relieve any subordinate for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress; maintain clear and effective command communications with CED and SRFECC staff as well as representatives of other agencies; appropriately accommodate and direct inquiries from the media.
- Review and may inspect personnel, apparatus, buildings and grounds, equipment, training evolutions and exercises, emergency and routine operations and procedures, and other aspects of SRFECC functions as may be necessary to personally observe that discipline, fitness, and/or operational readiness is maintained, and results achieved are within performance standard parameters.
- Recommend appointment of subordinates; direct their training, development; recommend discipline and release of personnel for cause.
- Communicate, coordinate, and cooperate with the fire districts and the departments that SRFECC serves as well as with the surrounding contiguous fire departments and assists in maintaining the operational readiness of mutual aid assistance programs.
- Develop and recommend goals and objectives; delegate authority and responsibility to meet the goals, strategies, and objectives; evaluate and report to the CED on the effectiveness and efficiency of the assigned division of the SRFECC.



## **Physical Requirements**

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must be commensurate with the essential functions of the position.

The physical requirements described here are representative of those that must be met by a position incumbent in order to successfully perform the essential duties of this job:

- **Mobility:** continuous use of keyboard; frequent sitting; intermittent twisting; occasional walking, standing, bending and stooping; and occasional driving;
- **Lifting:** regularly up to ten (10) pounds;
- **Vision:** constant use of overall vision and continuous computer use;
- **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding and reaching;
- **Hearing/Talking:** frequent hearing and talking in person and/or on the phone.

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

The education or experience requirements may be modified or waived at the sole discretion of the Chief Executive Director. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Regional Fire/EMS Communications Center Board of Directors shall be notified of any such modifications or waivers.

#### ***Education:***

- Possess a high school diploma or equivalent GED certificate.
- A Bachelor's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration, fire service or emergency services management, or a closely related field. A Master's Degree with a major in any similar field is highly desirable.
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

***Experience:*** Five years of increasingly responsible work experience, at least two of the five years' experience should be working in a Public Safety Communications Center at a supervisory, managerial, administrative, or executive staff level, and which would demonstrate the knowledge and abilities listed below.

### **Special Requirements**

Offers of employment are contingent upon successful completion of a physical to include a drug screen.

- Age: Must be a minimum of eighteen (18) years of age;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Pass a background investigation;
- Pass psychological examinations that relate to job requirements;
- Respond promptly to SRFECC on a 24-hour basis.

### **Personal Qualities**

The highest level of discretion, tact, integrity, judgment, and loyalty.

### **Additional Desirable Qualities**

Bilingual ability.

### **Knowledge & Ability Requirements**

#### **Knowledge of:**

- Principles of organization and administrative review necessary to plan, analyze, develop, direct, and evaluate programs, policies, and organizational structures and administrative problems.
- Principles of employee management, supervision, EMDQ, and training.
- Principles and methods of fiscal management, budgetary preparation and controls, program planning, implementation and administration.

#### **Ability to:**

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public; speak effectively in public.
- Develop effective working relationships with District Divisions.
- Direct a program of research and analysis resulting in recommendations on complex administrative issues, programs and budgetary problems.
- Analyze administrative problems, reach practical and logical conclusions and put effective changes into practice.
- Develop effective working relationships with a variety of government and community agencies, and District personnel involving all organizational levels.
- Prepare and present concise, logical, oral and written reports; and explain policy, procedures or recommendations on a wide variety of administrative issues.

- Implement principles and practices of public administration, financial management, and personnel management.
- Understand any regulatory agencies laws, rules, regulations, procedures, and policies that pertain to maintaining the operational readiness of SRFECC.
- Develop and present analytical reports.
- Conduct performance evaluations.
- Implement progressive discipline.
- Schedule and maintain 24-hour working operations.
- Conduct oneself with the highest quality of leadership and integrity.
- Communicate clearly and concisely in English, orally and in writing.
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner.
- Reason and act decisively under stressful and/or emergency situations.
- Work independently with minimum supervision.
- Perform any other duties as assigned.

### **DISCLAIMER**

This classification is not an exhaustive statement of duties, responsibilities, and requirements.

All SRFECC Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

### **NONDISCRIMINATION IN EMPLOYMENT**

SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

SRFECC shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.



## **Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3007  
www.srfecc.ca.gov

### **STAFF REPORT** (Report 22-15)

**DATE:** May 10, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Marissa Shmatovich, Executive Assistant  
**SUBJECT:** **Employee Handbook and Policies**

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### **RECOMMENDATION**

The Board of Directors approves the 2022 Employee Handbook to supersede the existing Personnel Procedures Manual.

### **BACKGROUND**

The Center is currently operating under a Personnel Procedures Manual released and last revised in 2007.

Executive staff began drafting an updated Employee Handbook in late 2019, using the current Personnel Procedures Manual as a template. Significant updates were needed to continue to adhere to current laws, statutes, and regulations, as well as to meet the needs of the Center. Executive staff worked closely with local labor groups and legal counsel to review and amend the Employee Handbook. In addition, several policies were identified as needing to be created/updated and referenced in the Employee Handbook. Of those, three are existing board policies, previously approved and adopted by the Board. The remaining seven policies were reviewed by local labor groups and legal counsel and are included in this report for informational purposes.

The resulting Employee Handbook has been vetted and prepared to be released to all personnel upon Board approval and presented to all new hires during new hire orientation.

Respectfully submitted,

Troy Bair  
Chief Executive Director  
Attachments – SRF ECC Employee Handbook

Staff Report recommendation authorized by: \_\_\_\_\_ Approved as to Form: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Director

\_\_\_\_\_  
Legal Counsel



# Sacramento Regional Fire/EMS Communications Center

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## EMPLOYEE HANDBOOK

10230 SYSTEMS PARKWAY, SACRAMENTO CA 95827

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# Welcome

We are delighted that you have chosen to be a part of our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our mission, we hope you will take advantage of opportunities to enhance your career and further SRFECC's goals.

You are part of an organization that has a reputation for outstanding leadership, innovation, and expertise. Our personnel use their creativity and talent to invent new solutions and meet new demands of the profession. With your active involvement, creativity, and support, SRFECC will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SRFECC's success.

All Center personnel will review and become familiar with the content of this handbook, the Rules and Regulations, as well as agency policies and procedures. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department and/or Chief Executive Director.

# Mission Statement

The mission of the Sacramento Regional Fire and Emergency Medical System Communications Center is to receive calls for fire and emergency medical assistance for the communities served, to dispatch appropriate fire and emergency medical response units in a timely manner, and to provide medical instructions prior to arrival of emergency medical response units.

## Core Values

### **Strength of Character**

Strength of Character defines us as a team. We understand that nothing can be achieved without our unity. Therefore, we are united; we are committed to one another and our mission. We hire individuals who understand the value of morality, ethics and honesty. We intentionally spend a great deal of time and energy investing in our team and future. Our team reflects our investment and our pride

### **Selflessness**

Our SRFECC family understand customer service. In order to serve, we must put others first. We must understand above all else our priority is always to our community, our constituents and to one another.

### **Day Forward**

We learn from yesterday's mistakes, which make us smarter and stronger. We forgive ourselves and move forward. We have our eyes on the future and understand our mission. We know each step we take, each decision we make, every singular action is one step towards collectively becoming the Premier Agency in the United States of America.

### **Servant Leadership**

Our Executive Staff exists to serve. We believe people are our strongest assets. We promise to lead with honor, humility, and compassion. We will lead with our actions and champion our teams. We will make you stronger, support the mission, and never let you forget how much you are valued.

## Section 1. Policies vs. Memorandums of Understanding

The guidelines and referenced policies in the employee handbook shall apply to all personnel except that where there is a conflict with a provision of a MOU between the Center and a duly recognized employee organization pursuant to the Meyers-Milias Brown Act (Government Code Section 3500-3510) the MOU shall control.

## Section 2. Employment at Will

- 2.1 Employment at SRFEC is on an at-will basis unless otherwise stated in a written individual or collectively bargained employment agreement signed by the Center or JPA Board Chair. This means that either the employee or the Center may terminate the employment relationship at any time, for any reason, with or without notice.
- 2.2 Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Center representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.
- 2.3 No provision of the procedures in this employee handbook providing for evaluation of performance or referring to bases for disciplinary action shall be implied or construed to modify or supersede the at-will employment status of an employee.

### Section 3. Equal Employment Opportunity

- 3.1 SRFECC provides equal employment opportunities to all personnel and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.
- 3.2 SRFECC expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other personnel to perform their expected job duties is absolutely not tolerated.
- 3.3 Any personnel with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager or the Chief Executive Director. The Center will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Manager or Chief Executive Director.
- 3.4 Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:
  - (1) Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
  - (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
  - (3) Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

#### Section 4. Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, SRFEECC will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Personnel who may require a reasonable accommodation should contact the appropriate Manager and/or Human Resources.

## Section 5. Commitment to Diversity

SRFECC is committed to creating and maintaining a workplace in which all personnel have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Center policy and the way we do business at SRFECC.



## Section 6. Employment Relationship

### 6.1 Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, SRFECC classifies its personnel as shown below. SRFECC may review or change employee classifications at any time.

**Exempt.** Exempt personnel are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt personnel are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Personnel who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these personnel are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Personnel who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time personnel are eligible for some of the benefits offered by the Center and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Personnel who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Center's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time.** Personnel who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Contractor.** Individuals who render service per agreed-upon contract terms for a limited amount of time. Contractors are typically utilized in special project circumstances outside the scope or ability of employees.

**Volunteers.** Individuals who offer assistance, service, or expertise to the Center without expectation or promise of reimbursement for their time, services, or knowledge.

**Represented Personnel.** Represented personnel are part of a collective bargaining unit whose working conditions are negotiated and memorialized in a MOU.

**Administrative Personnel.** Administrative personnel are unrepresented employees working in the Administrative, Human Resources, Finance, or Technical Services departments.

**Executive Staff.** Executive Staff are exempt contract employees in the position of

Chief Executive Director, Manager of Operations, or Manager of Administration.

## 6.2 Employment of Relatives and Domestic Partners

Refer to [Board Policy 2.008 – Employment of Relatives or Persons with Personal Relationships](#).

## Section 7. Personnel Records

- 7.1 A personnel file for each employee shall be established and maintained at the Center's Administrative office. Access to a file shall be limited to the employee, his/her direct supervisor, the Chief Executive Director or his/her designee, or other Center representatives in the course of Center business.
- 7.2 Material contained within a personnel file which may serve as a basis for affecting the status of employment shall be made available to the employee and the Center. Inspection shall take place during normal business hours (Monday through Friday 8:00 a.m. – 5:00 p.m.) at a time when the employee is not required to render service to the Center. Inspections shall take place in the presence of a representative of Center management. The employee shall have the right to review any material contained within the employee's personnel file.
- 7.3 The right to inspect shall not include ratings, reports, or records which were obtained prior to the employee's employment, were prepared by identifiable examination committee members, or were obtained in connection with a promotion.
- 7.4 Removal of any document(s) from a personnel file is strictly prohibited without prior written approval of the Chief Executive Director.
- 7.5 Only documents relevant to the employee's services with the Center shall be placed in the employee's personnel file. The Chief Executive Director, or his/her designee, shall determine the relevance of the documents to be placed in a personnel file.
- 7.6 Personnel files shall be maintained for the duration of employment plus five (5) years, and are the sole property of the Center.

## Section 8. Fitness for Duty

All job applicants are required to undergo and pass a physical examination as a condition of initial employment. Operational applicants are required to undergo and pass a psychological exam in addition to the physical examination.

The Center may require existing personnel to take and pass a psychological and/or physical examination to determine their continued fitness for duty. All such examinations shall be job-related and consistent with business necessity, as required by law. The Center shall bear the expense of such examinations.

Medical and psychological examinations and test results are the property of the Center and shall remain confidential.

## Section 9. Assignment

### 9.1 Transfer/Reassignment

Center personnel shall be transferred and/or reassigned by the Center Management in accordance with the needs, priorities, and best interests of the Center.

### 9.2 Represented Personnel

Refer to current MOU for Transfer/Reassignment language.

## Section 10. Work Hours

### 10.1 Represented Personnel

Refer to current Memorandum of Understanding (MOU) for Work Hour definitions.

### 10.2 Administrative Personnel

10.2.1 The work period begins at 0700 hours on Sundays and concludes at 0659 hours on the following Sunday.

10.2.2 Full-time, non-exempt personnel are required to work either an eight (8) hours per day, five (5) days per week, forty (40) hours per week, or a ten (10) hours per day, four (4) days per week, forty (40) hours per week. These shifts are exclusive of overtime and paid leave.

10.2.3 The shifts are identified and approved by the Manager at the beginning of the calendar year, and will continue through the end of the calendar year. Shift changes throughout the calendar year are subject to approval.

10.2.4 Nothing contained in this section (10.2) shall restrict the Chief Executive Director's right to assign, reassign or rotate personnel for the benefit of the Center and/or employee needs.

10.2.5 Administrative personnel on Special Assignment may work shifts outside the shifts mentioned above per the directions/approval of the Manager of Administration.

## Section 11. Time Records

All personnel, non-exempt and exempt, are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. Employees are required and must keep time records updated and accurate.

## Section 12. Meals and Rest Periods

### 12.1 Represented Personnel:

Represented personnel shall be provided with a 40-minute paid meal period and two 15-minute paid rest breaks each day and additional breaks as required by law. The time and location of these shall be determined by the Chief Executive Director or designee based upon the operational needs of the Center (in accordance with applicable laws).

### 12.2 Administrative Personnel:

Administrative personnel shall be provided with a 30-minute minimum unpaid meal period and two 15-minute rest breaks each day, as required by law.

### 12.3 Legal Requirements

<b>Meal &amp; Rest Break Chart</b>		
<b>Shift Length</b>	<b>Paid 10-minute Rest Break</b>	<b>Unpaid 30-minute Meal Breaks</b>
<b>Less than 3.5 Hours</b>	0	0
<b>3.5 - 5 Hours</b>	1	0
<b>5.1 - 6 Hours</b>	1	1*
<b>6.1 - 10 Hours</b>	2	1
<b>10.1 - 14 Hours</b>	3	2**
<b>14+ Hours</b>	At Least 4	2

\* Can be waived by mutual consent.

\*\* Only one of these meal breaks can be waived by mutual consent, and even then only if the employee works less than 12 hours.

Updated 10-2020

## Section 13. Call-back

### 13.1 General

13.1.1 The Center is an emergency operations facility and must be staffed in accordance with Center Management directives at all times. Accordingly, operational readiness must be maintained at all times. As a condition of employment, all personnel are subject to recall/call-back.

13.1.2 When appropriate, the Center will order off-duty personnel to report to work on a call-back basis (for represented personnel, current practices per MOU apply). In the event that an employee cannot report to the Center, the employee must contact the Chief Executive Director or Manager to report their inability to work. The Chief Executive Director or Manager, at their sole discretion, will determine if the employee must report to work. The Center will attempt to obtain other personnel for the call-back.

### 13.2 Definition

Call-back is unscheduled work. Call-back work occurs when either (1) an employee is called back to work at the Center after completion of his/her shift and departure from the work site, or (2) is assigned to perform actual (not simulated or voluntary training) service off Center property. Scheduled meetings, training, classes, presentation, etc., are not call-back situations.

### 13.3 Call-Back Start Time

When an individual is called at home and directed to report to work, compensated time does not begin until the individual is actually at the place where the work is to be accomplished.

### 13.4 Represented Personnel

Refer to current MOU for Call Back requirements.

## Section 14. On-call status

### 14.1 On-Call Status for Represented Personnel

Refer to current MOU for On-Call Dispatcher Status language.

### 14.2 On-Call Status for Administrative Personnel

14.2.1 For emergencies, unforeseen circumstances, and urgent Center needs outside of normal business hours (Monday through Friday 8:00 a.m. – 5:00 p.m.), an on-call

program may be established among those employment classifications which are deemed by management to be "critical."

14.2.2 Non-exempt personnel shall be compensated at the rate of \$50.00 per on-call period. Such personnel shall remain within a reasonable distance to be able to report to the Center, in a timely manner, if required.

14.2.3 Failure to report for duty during on-call assignments without reasonable justification shall be a basis for disciplinary action up to, and including termination.



## Section 15. Out-of-class pay

### 15.1 Higher Classification

When, at the sole discretion of the Center, an employee is assigned to work in a higher classification:

#### 15.1.1 Represented Personnel

Refer to current MOU for Out-of-class pay language.

#### 15.1.2 Administrative Personnel

Shall be compensated at his/her base pay plus Fifty Dollars (\$50.00) per shift of four (4) or more hours worked, or five (5) days per week, to account for five (5) business days per week, except days in which sick or vacation leave are utilized.

## Section 16. Evaluation procedures

### 16.1 Frequency

16.1.1 Personnel, whether full-time or part-time, shall typically be evaluated at least once each year.

16.1.2 At the Center's discretion, additional evaluations may be conducted whenever it is deemed appropriate.

16.1.3 Employees may provide rebuttals to any evaluation within thirty (30) days of the evaluation and the rebuttals will remain with the evaluation in the employee's personnel file.

### 16.2 Probationary Evaluation

16.2.1 Probationary personnel shall be evaluated once per month.

16.2.2 Personnel in training shall be evaluated once per shift rotation.

## Section 17. Discipline

Nothing in this section should be construed or implied to supersede, modify or limit any employee's "at-will" status as set forth in Section 2. The Center's right to evaluate, reprimand orally or in writing, or to counsel personnel shall not be limited by Policy.

### 17.1 Discipline Defined

Discipline, as used herein, includes by way of illustration and not limitation, dismissal, demotion, suspension without pay, reduction in pay.

### 17.2 Discipline Policy

It is Center policy to impose appropriate disciplinary action equally applicable to all employees regardless of rank or position, who fail to comply with Center Rules and Regulations, Center policies, and applicable laws.

The Center recognizes that situations and circumstances vary in determining appropriate corrective action, as such the Center reserves the right to evaluate each situation individually and to take whatever corrective action is appropriate based upon the specific circumstances involved, including factors in aggravation and mitigation.

Refer to [Policy 200.109 Discipline for further information.](#)

## Section 18. Unauthorized release of confidential information

- 18.1 No confidential record or other confidential information shall be disclosed by any employee except in accordance with the laws, state regulations and/or policies of the Center.
- 18.2 No employee shall willfully release confidential/privileged information concerning any topic properly confined to a closed session of the Board of Directors.
- 18.3 Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098.)
- 18.4 Any action by an employee which inadvertently or carelessly results in the release of confidential/privileged information shall be memorialized in the employee's personnel file. Depending on the circumstances, the Chief Executive Director may deny the employee further access to any privileged information and shall seek other steps deemed necessary and appropriate.
- 18.5 All information released will adhere to [Policy 300.159 Release of Information.](#)

## Section 19. Payroll

### 19.1 Procedure

Payroll is processed according to the payroll schedule of the year.

### 19.2 Method of Payroll Distribution

All payroll is processed via direct deposit, unless the Center agrees to another arrangement.

### 19.3 Payroll Deductions

No deductions from an employee's payroll check will be made unless authorized by law or upon the employee's written consent.

#### 19.3.1 Deductions from Pay/Safe Harbor Exempt Personnel

SRFECC does not make improper deductions from the salaries of exempt personnel and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Personnel classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to Finance Personnel via email to the [AccountsPayable@SRFECC.ca.gov](mailto:AccountsPayable@SRFECC.ca.gov) email address. The report will be promptly investigated and if it is found that an improper deduction has been made, the Center will reimburse the employee for the improper deduction.

## Section 20. Overtime and Compensatory Time Off

### 20.1 Overtime

20.1.1 Except in emergency situations, all non-exempt personnel must have prior approval from a supervisor to work overtime.

- (a) An employee must record worked overtime in the online time sheet system and select either pay or bank it as compensatory time off.
- (b) All overtime entries must include a reason the overtime was incurred.
- (c) Failure to provide verification and/or proper documentation of overtime may result in disciplinary action.

20.1.2 All overtime shall be paid in the manner required by applicable wage and hour laws, as well as the current MOU for represented personnel.

### 20.2 Compensatory Time Off (CTO)

20.2.1 Accrual Limit. Unless requested by the employee, and approved in advance by a supervisor, no employee shall earn CTO.

- (a) If CTO is granted, no employee may have credited to his/her account more than eighty (80) hours of CTO at any time.
- (b) All hours worked, when the CTO accrual total exceeds eighty (80), shall be compensated in accordance with FLSA standards.
- (c) All CTO credited to an employee's account shall be paid to the employee on the December and June payroll. Any CTO scheduled as time off in the month following the scheduled payout is exempt from this cash out.

20.2.2 All non-exempt personnel must have prior approval from a supervisor to utilize CTO.

## Section 21. Workplace Harassment

### 21.1 Background

The Sacramento Regional Fire/EMS Communications Center (SRFECC) is committed to maintaining a work environment for all employees that is free of all forms of harassment, including sexual harassment. Discriminatory harassment based upon race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, is unlawful under the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the

Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, including amendments to the law under California's Fair Employment and Housing Act.

## 21.2 Purpose

To create and maintain a work environment free from any conduct which falls under the definition of workplace harassment and discrimination. SRFECC is committed to educating employees through training, orientation, and literature.

## 21.3 Scope

This policy applies to all employees and/or individuals in any SRFECC workplace or worksite location, or persons providing services to SRFECC.

## 21.4 Definitions

- 21.4.1 Workplace Harassment: Any form of unwanted or unwelcomed behavior ranging from unpleasant remarks to physical violence.
- 21.4.2 Workplace Discrimination: Any form of unwanted or unwelcomed behavior based upon race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
- 21.4.3 Sexual Harassment: Any form of unwanted or unwelcomed sexual advances, requests for sexual favors, visual, verbal or physical conduct of a sexual nature. There are two types of sexual harassment: quid pro quo and hostile work environment.
- 21.4.4 Quid Pro Quo (this for that) Harassment: A form of unlawful sexual discrimination that occurs when a person with the power to influence an employment decision or condition seeks a sexual favor in return for a positive outcome. Quid pro quo harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions.
- 21.4.5 Hostile Work Environment: Any unwelcomed or unsolicited speech that unreasonably interferes with an individual's work, or has the effect of creating an intimidating, hostile or offensive working environment. It is conduct that both a reasonable person would find hostile or abusive and the person who is the object of the harassment perceives to be hostile or abusive.
- 21.4.6 Retaliation: Conduct causing any interference, coercion, restraint or reprisal against a person complaining of harassment or participating in the resolution of a complaint.

## 21.5 Policy

21.5.2 SRFECC shall comply with state and federal laws regarding unlawful harassment, discrimination, and retaliation.

21.5.3 Employees will not engage in workplace harassment as defined in this policy.

21.5.4 The work environment will remain free from unlawful discrimination, sexual harassment, and intimidation, including but not limited to, visual, verbal and physical harassment.

21.5.5 Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct:

- a) either explicitly or implicitly is a term or condition of employment status, or the basis for employment decisions.
- b) has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- c) Inappropriate conduct between a non-employee and an employee may also constitute workplace harassment.
- d) Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

## 21.6 Procedures

21.6.2 It is the responsibility of each employee to conduct themselves in such a manner as to contribute to an environment free of workplace harassment.

21.6.3 Employees have a duty to report unlawful discrimination and/or workplace harassment to their chain of command or the Human Resources Coordinator.

21.6.4 Employees performing in any type of management capacity have a special responsibility to administer this policy, and must take the lead role in preventing and/or correcting identifiable instances of unlawful discrimination and/or workplace harassment.

21.6.5 Direct supervisors, following the chain of command, are responsible for counseling employees, when appropriate, to prevent and/or correct workplace harassment.

21.6.6 All supervisory personnel shall take at least two hours of interactive training, and at least one hour of interactive training for nonsupervisory employees in any two year period in Workplace Harassment, including but not limited to the following areas:

- a) Definition of workplace harassment
- b) Unlawful discrimination
- c) Obligation to promptly investigate any report of unlawful discrimination d) Confidentiality
- e) Applicable federal, California state and local laws
- f) SRFECC policy on workplace harassment and retaliation
- g) Harassment prevention and correction
- h) Remedies available to victims
- i) Appropriate disciplinary actions

21.6.7 All employees shall be provided training in the following areas:

- a) Definition of workplace harassment
- b) SRFECC policy on workplace harassment and retaliation
- c) Employee rights
- d) How to report workplace harassment
- e) Penalties associated with retaliation

21.6.8 SRFECC policy for Workplace Harassment shall be discussed and distributed during new employee orientations.

21.6.9 All initial and/or refresher training on Workplace Harassment shall be coordinated between the Human Resources Division and the Training Division.

21.6.10 A hostile work environment is determined by considering all circumstances, including the frequency of the alleged harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.

21.6.11 Anyone who feels that they have been subjected to unlawful discrimination and/or sexual or workplace harassment has the option of utilizing either a formal or an informal resolution process as follows:



a) Informal options may include:

- i. Speaking directly and in confidence with the offending individual, or writing a letter asking that person to stop the objectionable behavior or conduct.
- ii. Speaking with a member of management confidentially for guidance on the problem.
- iii. Resolving the offending conduct informally with the help of a third party who does not have a supervisory or management position, such as a peer.

b) Formal options include:

- i. Reporting perceived violations to their direct supervisor, following the chain of command.
- ii. If the offender is the direct supervisor, perceived violations should be reported to the Human Resources Coordinator or Chief Executive Director. If the offender is the Chief Executive Director, the report shall be made to the JPA Board Chairperson.

21.6.12 SRFECC shall promptly, confidentially, and impartially investigate any complaints of workplace harassment or retaliation.

21.6.13 Any interference, coercion, or intentional misrepresentation during an investigation process shall be grounds for disciplinary action, up to and including, termination of employment.

21.6.14 SRFECC will keep the complainant, and any subject of the complaint apprised of the investigation into the allegations. Upon completion of the harassment investigation SRFECC will provide, as allowed by law, notice of its findings within a reasonable time period of completion, and provide an opportunity to the complainant to meet with SRFECC and discuss those findings.

21.6.15 Any form of retaliation against an employee complaining of workplace harassment will not be tolerated. Such actions violate this policy, and will result in appropriate disciplinary action, up to and including, termination of employment.

## 21.7 References

- a) California Fair Employment and Housing Act
- b) Title VII of the Civil Rights Act of 1964
- c) Age Discrimination Act of 1967 (ADEA)
- d) Americans with Disabilities Act of 1990
- e) Genetic Information Nondiscrimination Act of 2008
- f) Government Code 12950, relating to employment

## Section 22. Workplace Violence

### 22.1 Background

An essential goal of the Sacramento Regional Fire/EMS Communications Center (SRFECC) is to maintain a safe and comfortable workplace for all employees. Violence in the workplace poses a very serious threat to the safety, health and wellbeing of our employees and visitors. It also poses a risk of disrupting our ability to effectively carry out our mission. SRFECC has implemented this policy to address violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior. It is further recognized that workplace violence can result from non-work-related situations, such as domestic violence or “road rage.” Whatever the cause or whomever the perpetrator, workplace violence is unacceptable and will not be tolerated. The best prevention comes from identifying any problems early, and dealing with them quickly.

### 22.2 Purpose

The purpose of this policy is to provide written guidance regarding the nature of workplace violence, and direction on the action to be taken should it occur.

### 22.3 Scope

This policy applies to all SRFECC employees and/or individuals in any SRFECC workplace or worksite location.

### 22.4 Definitions

22.4.1 **Workplace or Worksite:** Any location, either permanent or temporary, where an employee performs any work-related activity. This includes, but is not limited to, SRFECC buildings and surrounding perimeters (including driveways and parking areas), vehicles and equipment, alternate work locations, and any form of conveyance of its employees during work related activities or while traveling to or from work related assignments.

22.4.2 **Workplace Violence:** Under this policy includes, but is not limited to: any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening or disruptive behavior that occurs at the worksite. Workplace violence can affect or involve both employees and visitors. It can occur for various reasons, and can be triggered by both work related and non-work related situations. Workplace violence can be caused by an abusive employee, a family member, or a visitor.

22.4.3 **Unlawful Violence:** Defined under Section 646.9 of the California Penal Code as any assault, battery, or stalking, but shall not include lawful acts of self-defense or defense of others.

22.4.4 **Credible Threat of Violence:** Defined under Section 646.9 of the California Penal Code as a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose.

## 22.5 Policy

22.5.1 Threats, threatening behavior, acts of violence, or any related conduct that disrupts another's work performance or the organization's ability to execute its mission is considered workplace violence and it will not be tolerated.

22.5.2 Violent acts occurring within the workplace which have an adverse impact on the ability of an employee to perform his/her assigned duties and responsibilities is a violation of this policy, and will subject the offender to disciplinary action, up to, and including termination.

22.5.3 It is the responsibility of all employees to take appropriate measures to prevent workplace violence, including reporting any observed act of workplace violence.

22.5.4 If the investigation of the workplace violence results in a determination that this policy has been violated, appropriate disciplinary action must be taken, and notification will be made to a duly authorized law enforcement agency if appropriate.

22.5.5 Violent acts of employees occurring outside the workplace which undermine the execution of regular duties, the effectiveness of those duties, or negatively impacts the reputation of SRFECC, is also a violation of this policy and will subject the offender to disciplinary action, up to, and including, termination of employment.

## 22.6 Procedures

22.6.1 SRFECC employees are expected to treat citizens, members of the public, customers, co-workers, subordinates, and superiors with courtesy and respect. Disagreements or disputes that could lead to violence are to be reported to the employee's immediate supervisor within their chain of command at the first opportunity. Employees who become victims of workplace violence or threats of violence are to report to their immediate supervisor. In the event the immediate supervisor is the person engaging in the prohibited behavior, the employee shall report the matter to the next higher level of supervision/management, or the Human Resources Division.

22.6.2 The supervisor or manager to whom a complaint of violence or threat of violence is made

should immediately report it through their chain of command. The Chief Executive Director in coordination with the Human Resources Division shall immediately initiate and conduct a thorough investigation as appropriate to policy and law.

22.6.3 The Chief Executive Director, after consultation and review by the Human Resources Coordinator, shall make the determination if the matter should be referred to a duly authorized law enforcement agency.

22.6.4 The Human Resources Coordinator or designee shall document the complaint, including the names of the employee making the complaint and the alleged perpetrator, when and where the incident occurred, the circumstances involved, and names and statements of any witnesses (statements should be in writing and signed by the witnesses if possible). A copy of the investigatory report and resolution of the complaint must be filed with Human Resources.

22.6.5 If, as a result of the investigation, it is determined that an employee has committed an act of violence in violation of the policy, the Human Resources Manager should initiate a pre-disciplinary and/or pre-termination hearing in accordance with the policy and procedures for taking disciplinary action.

22.6.6 Failure of a supervisor or manager to notify their chain of command of a complaint of violence in a timely manner, or failure of the Human Resources Manager or designee to investigate the complaint in a timely manner, is a violation of this policy, and may lead to disciplinary action.

22.6.7 Assaults that result in injury, or involve the use of any weapon(s), firearms, air gun, or any other item capable of propelling a projectile, brass knuckles, blackjacks, incendiary/explosive devices, including the use of any tool, implement, device or object as a weapon, are to be reported to a duly authorized law enforcement agency. A copy of the report related to the incident must be filed with the Human Resources Division.

22.6.8 All employees are expected to contribute to the safety and security of the workplace and shall report any unusual behavior immediately to management.

22.6.9 Management is responsible for informing employees under their supervision of SRFECC Workplace Violence policies.

## 22.7 References

- a) California Code of Civil Procedure Section 527.8. Service of Workplace Protective Orders by Law Enforcement Officers (AB 429). AB 429 amended in 2006 the Workplace Violence Safety Act (Code of Civil Procedure section 527.8)
- b) California Penal Code Section 646.9

- c) *Preventing Workplace Violence*, Handbook of the American Federation of State, County and Municipal Employees

## Section 23. Health and welfare benefits

### 23.1 Health Insurance Benefits

#### 23.1.1 Medical Insurance

- (a) Every full-time employee, and his/her dependents, is eligible to enroll in medical insurance programs provided by the Center. All such medical insurance programs are administered through the Public Personnel Retirement System (PERS).
- (b) Initial Employment: An employee who chooses to enroll in a medical insurance plan must do so within fifteen (15) days of his/her hire date. Coverage will commence the first (1<sup>st</sup>) day of the month following the date of enrollment.
- (c) Open Enrollment: Is held on an annual basis. PERS determines time limit and duration of open enrollment. During this period, personnel may elect to change medical coverage plans.
- (d) Personnel must notify the Administrative Office of any change in dependents when the change occurs.
- (e) For more information, personnel should contact:

PERS  
Health Benefit Services Division  
Public Agency Unit  
P.O. Box 942714  
Sacramento, CA 94229-2714

- (f) An employee may choose the “Opt-Out” option. Those who choose not to enroll in a medical insurance program must sign a Center-provided form indicating they are electing the “Opt-Out” option.

#### 23.1.2 Dental Insurance

Every full-time employee, and his/her dependents, is eligible to enroll in dental insurance programs provided by the Center.

#### 23.1.3 Vision Care

Every full-time employee, and his/her dependents, is eligible to enroll in vision insurance programs provided by the Center.

#### 23.1.4 Domestic Partner Coverage

- (a) Coverage

Subject to the rules and regulations of PERS and/or other insurance providers for the Center, a full-time employee of the Center is eligible to enroll

his/her domestic partner in medical insurance, dental insurance and vision care insurance programs provided by the Center

(b) Definition of Domestic Partner

Two (2) people are domestic partners if they meet the criteria set forth in California Family Code section 297:

- (1) Domestic partners are two (2) adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring.
- (2) A domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership with the Secretary of State Pursuant to this division, and, and the time of filing, all of the following requirements are met:
  - i. Neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity
  - ii. The two persons are not related by blood in a way that would prevent them from being married to each other in this state
  - iii. Both persons are at least 18 years of age, except as provided in Section 297.1
  - iv. Both persons are capable of consenting to the domestic partnership

(c) Declaration of Domestic Partnership Form

A full-time employee of the Center who desires to enroll his/her domestic partner in Center-provided insurance programs, must provide the Center with a copy of the Declaration of Domestic Partnership Form that was filed and registered with the Secretary of State.

(d) Notification of Termination of Domestic Partnership

Immediately upon termination of the domestic partnership, but in no event later than sixty (60) days after such termination, the employee shall provide written notification to the Center that the domestic partnership has terminated. Should the Center suffer any loss due to the employee's failure to provide the required notification, the Center shall be entitled to seek recovery from the employee for any such loss.

### 23.1.5 Center's Maximum Monthly Contribution

For information regarding the Center's maximum monthly contribution toward the cost of the insurance programs set forth above, personnel should contact the Center Administration Office.



## 23.2 Life Insurance

The Center provides Fifty Thousand Dollars (\$50,000) in life insurance protection for each of its full-time personnel at no cost to the employee. This section includes Accidental Death and Dismemberment.

## 23.3 Deferred Compensation

The Center has entered into an agreement with the California Public Personnel Retirement System, CalPERS/Voya, to provide a 457 Deferred Compensation Supplemental Income Plan. Personnel may place a portion, up to the current legal maximum, of their pre-taxable wages into a tax deferred account until retirement or termination of employment with the Center.

## 23.4 Retirement Benefits

An employee is entitled to receive retirement benefits in accordance with the contract between the Center and PERS.

## 23.5 Workers' Compensation

23.5.1 Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to personnel who are injured or who become ill because of employment.

23.5.2 SRFECCE pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to personnel who sustain an injury on the job.

23.5.3 SRFECCE abides by all applicable state workers' compensation laws and regulations.

23.5.4 If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance Center. In cases of true medical emergencies, report to the nearest emergency room.

23.5.5 Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, personnel will not be paid vacation or sick leave for approved absences covered by the Center's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

## Section 24. Employee Assistance Program

- 24.1 The Center provides to its personnel an Employee Assistance Program which enables personnel to seek and obtain confidential initial counseling and appropriate referrals for medical/behavioral and other personal problems.
- 24.2 The Program is provided at Center expense with no cost to the personnel or their families. Each employee is entitled to a set number of visits per year as determined by the EAP provider, at no cost. Additional visits will be at the expense of the employee, unless otherwise approved by executive staff. For more information on available EAP services, consult the HR department.
- 24.3 Individual and family counseling is available to all personnel and their families. Information is posted on bulletin boards, in the common areas, or may be obtained from your direct supervisor, anyone in the Executive staff, or from Human Resources Personnel.

## Section 25. Leaves

### 25.1 General Provisions

- 25.1.1 In situations in which the employee knows in advance that he/she will need to be absent on leave, the employee must submit a Center leave request, in writing, to include specific dates and reasons, to appropriate supervisor prior to such leave. If appropriate, the Manager shall then submit the request to the Chief Executive Director for approval, denial or Board action.
- 25.1.2 The leave will not be deemed granted until the approval is received. The leave request should be submitted in a time frame sufficient to allow completion of the above steps.
- 25.1.3 The employee's signature on the leave request shall constitute the employee's verification that the leave shall be used for the reason stated in the request.
- 25.1.4 When a leave is granted, the recipient has a professional obligation to the Center to utilize the leave period for the purpose specified in the request. Leaves are not granted for the employee to be employed elsewhere. If the recipient finds it essential to seek employment during a leave period, he/she shall communicate with the Chief Executive Director, so that a decision may be made whether to approve such employment or to terminate the leave of absence. Such employment shall not be denied unless it conflicts with the purpose of the leave.
- 25.1.5 Except for the military leave, or as otherwise required by law, credit shall not be given for movement on the salary schedule.
- 25.1.6 All leaves, except as otherwise specified in this Handbook or as required by law, are without salary or benefits. Subject to lawful rules of the insurance providers, personnel may continue any insurance benefit by paying the Center for the full cost of the monthly premium at least one (1) month in advance.
- 25.1.7 Personnel who do not return to work at the expiration of their leave of absence, with proper notification to the Center, shall be separated from employment as a voluntary resignation.
- 25.1.8 The information outlined below is general information only. Please refer to Policy 200.116 Leave Administration for full Leave Policy details. Represented personnel refer to the most current MOU for Leave and Leave of Absence information.

### 25.2 Maternity Disability Leave

#### 25.2.1 Eligibility

All personnel, regardless of length of service with the Center, shall be entitled to take a pregnancy disability leave if they are actually disabled by pregnancy.

#### 25.2.2 Length of Leave

(a) Leave of up to four (4) months may be taken, as needed, for the period(s) of time an employee is actually disabled by pregnancy.

- Four (4) months means the number of days the employee normally would work within that four (4) month period.
- For example, a full-time employee who works five (5) eight-hour days per week would be entitled to up to eighty-eight (88) working days of leave, based on an average of twenty-two (22) working days per month for four (4) months.

(b) An employee who works fewer than five (5) days a week, or eight (8) hours per day, receives leave on a pro rata or proportional basis.

#### 25.2.3 Intermittent Leave

The leave may be taken intermittently or in a reduced work schedule when medically advisable, as determined by the health care provider of the employee.

#### 25.2.4 Compensation

The leave is unpaid. An employee may elect, however, to use accrued sick or vacation leave during the otherwise unpaid portion of the leave. The Center may require an employee to use accrued sick leave, CTO, and/or vacation during the otherwise unpaid portion of the leave.

#### 25.2.5 Benefits

During the leave, an employee will receive Center-paid benefits at the same level as if the employee were not on leave. An employee will continue to accrue seniority during the leave period.

#### 25.2.6 Notice

An employee must provide the Center at least thirty (30) days advanced written notice before leave is to begin. If thirty (30) days advance notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

#### 25.2.7 Medical Certification of Need for Leave

The Center will require medical certification of the need for leave. The medical certificate should contain:

- (a) The date on which the employee became disabled due to pregnancy;
- (b) The probable duration of the period or periods of disability; and
- (c) An explanatory statement that because of the disability, the employee is either unable to work at all or is unable to perform any one (1) or more of the essential functions of her position, without undue risk to herself or to other persons, or to the successful completion of her pregnancy.

#### 25.2.8 Release to Return to Work

The Center will require an employee to obtain a release to return to work from her health care provider prior to returning to work.

#### 25.2.9 Reinstatement

An employee will be reinstated in accordance with FEHC 7291.9.

### 25.3 Family Care Leave

25.3.1 The Center shall provide each eligible employee with leave as required by the State and Federal Family and Medical Leave Acts. Such leave, if required, is without pay; but include Center-paid benefits at the same level as if the employee were not on leave.

25.3.2 Other leaves granted by the Center pursuant to this handbook may satisfy (in full or in part) the Center's obligations under those statutes.

### 25.4 Military Leave

25.4.1 Represented personnel refer to most current MOU for military leave information.

#### 25.4.2 Active Military Duty

- (a) Military and Veterans Code 395

Leaves of absence shall be granted for active military service as required by Military and Veterans Code 395 *et seq.*

- (b) Paid Leave

Pay for such leave shall be required in Military and Veterans Code 395.01. Currently, this is for thirty (30) calendar days in a fiscal year. This time period may be extended at the discretion of the Chief Executive Director.

#### 25.4.2 Inactive Military Duty

(a) Definition

Inactive duty includes all duty not expressly defined in Military and Veterans Code 395 and 395.01. By way of example, and not limitation, this includes: weekend drills, military training, unit training assemblies or similar inactive duty training.

(b) Unpaid Leave

Personnel are not entitled to paid military leave for purposes other than those set forth in Military and Veterans Code 395.01.

(c) Time Off

Personnel will be permitted to attend inactive military duty in a non-paid status. Scheduled days off shall not be changed solely because of inactive duty. Notification of scheduled inactive duty must be made in a timely fashion or the employee may be denied leave.

#### 25.4.3 Military Orders

(a) Valid Orders

To be acceptable, military orders must be issued and signed by an officer in the chain of command above the individual's immediate commander.

(b) Verification

For verification purposes, the orders shall include the telephone number of the issuing authority who signed the orders. The Chief Executive Director or his/her designee shall insure that military orders are verified, filed and retained in the employee's personnel file.

#### 25.4.4 Time Charging

The inclusive dates which are listed on the Federal Active Duty Orders, or State Full Time Training Duty Ordered, shall be counted as military leave for the purposes of determining the number of calendar days of paid leave used. This specifically includes, but is not limited to, travel days and interim non-duty days, (i.e., holidays and weekends).

#### 25.4.5 Promotional Examinations

Personnel who are, or are expected to be, on military leave during any portion of a promotional examination process shall notify the Chief Executive Director or his/her designee immediately upon receiving military orders which will require

their absence. The Chief Executive Director shall make necessary arrangements to accommodate the employee in the examination process.

## 25.5 Jury Leave

### 25.5.1 Represented Personnel

Refer to the most current MOU for Jury Duty Leave Information

### 25.5.2 Summons for Service

Personnel summoned for trial jury service in either County, State or Federal court will be released from scheduled duty without loss of pay for those periods during which they are required to be present at the courthouse. Personnel shall request “telephone standby” when this option has been offered to them.

### 25.5.3 Notice to Center

An employee who is required to report for jury duty shall notify Center Management of that fact and Management shall arrange for replacement personnel as required. Proof of jury service shall be submitted to the supervisor.

### 25.5.4 Return to Work

If an employee has reported to the courthouse, and is released from jury service before 2:00 p.m., he/she shall return to work. An employee who does not wish to return to work may call Center Management and request permission to utilize vacation/CTO.

### 25.5.5 Written Verification

For each day that an employee is required to report for jury duty, written proof of the time of release from jury service shall be submitted to the employee’s supervisor.

## 25.6 Bereavement Leave

25.6.1 Represented Personnel refer to the most current MOU for Funeral Leave information.

### 25.6.2 Leave for Family Members

(a) An employee shall be eligible for the lesser period of either five (5) consecutive calendar days or three (3) consecutive shifts of leave without loss of pay for the purpose of arranging for and/or attending the funeral of a member of the immediate family. If the funeral is to be postponed (i.e. will not occur within seven (7) calendar days after the death), the unit member will

advise the Center and the leave may be deferred to coincide with the actual funeral ceremony.

- (b) The employee shall list the relationship to the deceased on the leave request form. For the purposes of this section, immediate family includes the unit member's spouse and the child, mother, father, step-mother, step-father, aunt, uncle, grandmother, grandfather, sister, brother, daughter-in-law, son-in-law of the employee or the employee's spouse. Also included is any person permanently domiciled in the employee's household.
- (c) CTO/Vacation and/or leaves of absence will also be available if additional time away from work is required and can be accommodated by the Center.

#### 25.6.2 Leave for Others

If an employee has a funeral to attend of someone outside the defined immediate family, CTO/vacation time outside the normal vacation rules as outlined in Section 9.4 will also be available if the absence can be accommodated by the Center. Proof of date of the funeral may be required.

#### 25.6.3 Notice to the Center

The employee should make every attempt possible to notify Center Management when use of funeral leave is anticipated.

### 25.7 Sick Leave

25.7.1 Represented personnel refer to the most current MOU for Sick Leave information.

#### 25.7.2 Definition

Sick leave is defined in [Policy 200.132 Sick Leave](#).

#### 25.7.3 Entitlement

- (a) Each full time employee shall earn ten and one half (10-1/2) hours of sick leave per month of service. Personnel shall be entitled to accumulate sick leave on an unlimited basis.

#### 25.7.4 Verification

- (a) An employee who is absent because of sick leave, on six (6) or more consecutive work days, shall furnish a letter from his/her doctor stating that he/she has been examined and, in the doctor's professional opinion, is able to return to work. The letter shall also state whether the employee has been unconditionally released, the doctor shall specifically list any applicable restrictions. Should any restrictions be placed upon the employee's return, the Center shall have sole authority to determine whether the employee shall return and under what conditions.



### 26.7.5 Reimbursement for Appropriate Use of Sick Leave

As an incentive to promote appropriate use of sick leave, unit members who have rendered a minimum of five (5) continuous years of service with the Center at the time of retirement or resignation may choose to be compensated for the cash value of existing accrued sick leave based on the following schedule:

Years of Continuous Service	% of Cash Value (at straight time)
5 - 10	25%
11 - 15	35%
16 or more	50%

*Notes:*

- 1. This shall not apply in the case of a separation for cause.*
- 2. Any sick leave compensated pursuant to this provision shall not be eligible for conversion to Section 20965 Credit for Unused Sick Leave (see Section 21.6).*

### 25.7.6 Sick Leave Incentive

Personnel who used no sick leave in a six (6) month period shall receive a wellness certificate to take one (1) workday off with pay, only in the next twelve (12) month period. Usage shall be in half (1/2) day or full day increments. The certificate shall have no monetary value and is not transferable. The use and approval of the certificate shall be subject to prior supervisory approval.

## 25.8 Vacation

### 25.8.1 Represented Personnel

Refer to the current MOU for represented personnel vacation language.

## 25.8.2 Administrative Personnel

<b>Service Period (Months)</b>	<b>Monthly</b>	<b>Annual</b>
0 – 36	8 Hours	96 Hours
37 – 60	10 Hours	120 Hours
61 – and beyond	13.33	160 Hours

### (a) Requests During the Year

- (1) A written request to utilize vacation shall be processed on a first received basis.
- (2) The Center shall approve or disapprove vacation requests based upon the operational needs of the Center.

### (b) Annual Leave Bank

- (1) No employee may have credited to their account, at any time, more than twice their current year's accrual rate of vacation (e.g. an employee with one (1) to three (3) years of service could have twenty-four (24) eight-hour days credited to their account).
- (2) If an employee has accumulated the maximum permitted vacation, the employee shall cease to accrue further vacation until his or her vacation balance declines to a level below the maximum.
- (3) The Center, in the discretion of the Chief Executive Director, may cancel the employee's scheduled vacation and direct the employee to take vacation at alternate dates within the current year. Should the Center fail to reschedule a cancelled vacation, the maximum permitted accrual for the next year may be exceeded by the number of hours cancelled.
- (4) No employee may take more than is available time in the employee's bank at the time of vacation.

### (c) Compensation upon Separation

At the time of separation for any reason, an employee shall be compensated at his/her then current base hourly rate, for all vacation earned, accumulated and not used up to and including the effective date of separation.

### (d) Prior Approval

No employee shall take vacation without prior written approval from the Center.

(e) Vacation Redemption

Once per calendar year, an employee may choose to receive compensation from the Center for up to seventy-two (72) hours of accrued and unused vacation utilizing the Vacation Redemption Request form. After the vacation redemption, the employee must still have seventy-two (72) hours of accrued and unused vacation in his/her account, and may only receive up to seventy-two (72) hours of compensation maximum. In the twelve (12) months immediately preceding the vacation redemption, the employee must have used at least one (1) week of vacation hours. The accrued hours remaining in the employee's vacation account will be reduced by the number of hours for which s/he is compensated.

Section 26. Holidays

26.1 Holidays

26.1.1 Each employee shall receive the following holidays:

January 1	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Jr. Day
2 <sup>nd</sup> Monday in February	Lincoln's Birthday
3 <sup>rd</sup> Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
November 11 <sup>th</sup>	Veterans Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Day after Thanksgiving
December 24 <sup>th</sup>	Christmas Eve
December 25 <sup>th</sup>	Christmas Day
December 31 <sup>st</sup>	New Year's Eve

26.1.2 If a listed holiday occurs during an Administrative employee's scheduled vacation, no deduction shall be made from accrued vacation credit.

26.1.3 For Administrative personnel, if a listed holiday occurs on a Saturday, the preceding Friday will be designated by the Center for observance. If a listed holiday occurs on a Sunday, the following Monday will be designated by the Center for observance.

26.1.4 Represented personnel refer to the most current MOU for holiday compensation information.

## 26.2 Eligibility

To receive pay for a holiday, the employee must have been in full-paid status the employee's regular shift immediately before, and immediately after, the holiday.

## Section 27. Alcohol and/or controlled substances

### 27.1 Controlled Substances and Alcohol-Free Workplace

Creating a healthy and safe work environment is a top priority of the Center. This section has been established to help employees stay healthy, productive and free of injury. The Center also seeks to ensure that the public receives the Center's finest quality of service.

The Center is committed to its employees and the Center believes that the use of alcohol or controlled substances poses a serious risk, not only to the individual, but also to other employees, the public, and the operational readiness of the Center. In addition to emphasizing the Center's belief that safety and health are essential, this section also underscores the Center's firm commitment to a workplace free of controlled substances and alcohol.

Refer to [Policy 200.103 – Alcohol and Drug Free Workplace](#) for more information.

## Section 28. Wages

### 28.1 Salary Schedule

Each employee shall be paid in accordance with his/her placement on the salary schedule (Represented Personnel) or (Administrative Personnel), Base Wage Ranges.

### 28.2 Longevity

#### 28.2.1 Represented Personnel

Refer to the current MOU for represented personnel longevity incentive information.

#### 28.2.2 Administrative Personnel

The following non-cumulative longevity increments shall be paid to eligible employees:

\$100.00 per month after ten (10) complete years of service.

\$150.00 per month after fifteen (15) complete years of service.

\$200.00 per month after twenty (20) complete years of service.

Plus an additional \$50.00 per month after each five (5) additional complete years of service (e.g. \$250 after 25 years; \$300 after 30 years, etc.)

### 28.3 Placement/Advancement

28.3.1 All new hires shall be hired at the step which is commensurate with their education/experience, skills, abilities, and recruitment difficulty.

28.3.2 Advancement from one salary step to another (assuming multiple steps in the range) shall occur on the employee's promotion or hire date, and shall be contingent upon the absence of an unsatisfactory job performance evaluation.

## Section 29. Education reimbursement

### 29.1 Represented Personnel

Refer to the current MOU for represented Education reimbursement information.

### 29.2 Tuition, Books, etc.

The Center will reimburse personnel for tuition, books and educational fees in accordance with this Section.

### 29.3 Job Related

All course work or training must be job related and pre-approved. A denial, however, may be appealed from the Manager to the Chief Executive Director. The decision of the Chief Executive Director shall be final.

### 29.4 Cap on Expenditures

There shall be a cap of Five Hundred Dollars (\$500.00) per employee per fiscal year. Further, not more than Two Thousand Five Hundred Dollars (\$2,500.00) may be required of the Center pursuant to this section for all Administrative employees in any fiscal year.

### 29.5 Eligibility for Reimbursement

29.4.1 All education expenses shall be pre-approved before the class(es) begin, by a Manager in order to be eligible for reimbursement.

29.4.2 The Center will reimburse, on completion of the course or training, provided the employee either (1) received a grade of "C" or better; or (2) received a "pass" if the course was graded pass/fail.

29.4.3 The Center will only reimburse for education completed after the second anniversary of the unit member's employment with the Center.

### 29.6 Requests Exceed the Cap

If requests exceed the cap set forth in the MOU or resolution, eligibility for reimbursement shall be based on the date an employee first requested pre-approval of the course (i.e., "first-received"). Should the employee fail to satisfy the requirements in Paragraph 29.5, opportunity for reimbursement shall then be offered to the next eligible unit member.

### 29.7 Flex Time

Flex time may be utilized, with Center approval, provided it does not cause a back fill with overtime.

#### 29.8 Non-Working Time

Pre-approval of course work or training is for the purpose of reimbursement only and does not convert the hours spent in such course work or training to working time.



## Section 30. Travel and Conferences

Refer to [Policy 500.138 Travel and Related Expenses](#) for more detailed information.

## Section 31. Workplace Guidelines

### 31.1 Attendance

31.1.1 All personnel are expected to arrive on time, ready to work, every day they are scheduled to work.

31.1.2 If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their direct supervisor, or designee, as soon as possible. Voice mail, text message, and e-mail messages are not acceptable except in certain emergency circumstances.

31.1.3 Failure to show up or call in for a scheduled shift without prior approval may result in disciplinary action up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 6 consecutive work days, the employee will be considered to have resigned employment, and shall not be subject to rehire.

### 31.2 Job Performance

31.2.1 Communication between personnel and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Personnel should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

### 31.3 Personal Appearance Standards

The appearance of all personnel, regardless of his/her position, helps create the professional image and attitude that the Center wishes to maintain. Personnel are expected to be neat and clean, and present in a groomed appearance at all times while on duty.

No apparel, dress, or grooming that is or may potentially become disruptive in the work environment will be permitted.

#### 31.3.1 Fragrances

Personnel are reminded that some people are sensitive or allergic to some fragrances. Perfumes and colognes shall be used sparingly, if at all. Employees shall not wear a fragrance that is known to cause a sensitivity reaction to a co-worker.

#### 31.3.2 Personal Hygiene

Personnel are required to maintain their personal hygiene, including teeth, hair, fingernails, and clothing, in a neat, clean manner. Excessive body odor, bad breath, foul-smelling (including that due to tobacco smoke) hair or clothing that interferes with the work environment shall be corrected

### 31.3.8 Reasonable Accommodation of Religious Beliefs

The Center recognizes the importance of individually held religious beliefs to persons within its workforce. The Center will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department.

## 31.4 Uniform/Dress Code

Represented Personnel: Refer to Policy [300.115 Uniform/Dress Code](#) for more detailed information.

Administrative Personnel: Refer to [Policy 400.115 Administrative Dress Code](#) for more detailed information.

## Section 32. Smoking and Tobacco Use

Smoking and tobacco use of any kind is prohibited on all SRFECG grounds and in all Center vehicles. For the purpose of this policy, the term "smoking" includes the use of e-cigarettes and all vaping products.

All smoking and tobacco use shall not be within a twenty (20) foot radius of any main entrances, exits, and operable windows of the Center compound or any SRFECG building (AB 846, Chapter 342).

Any employee observing someone smoking or using tobacco products on SRFECG grounds may directly inform the individual(s) that the area is a tobacco free area and that smoking and tobacco use is not permitted, or advise the on-duty supervisor or Manager. Utilize the chain of command for all instances of non-compliance.

## Section 33. Outside employment

Personnel are permitted to work a second job as long as it does not interfere with job performance with SRFECC. Personnel with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

### 33.1 Conditions:

SRFECC employees are permitted to work off duty only when the following conditions are met:

- Such employment does not conflict with department schedules, duties, and responsibilities.
- Such employment does not create a conflict of interest nor an incompatibility with employment.
- The off duty employment does not involve conducting private business during hours of SRFECC employment or on SRFECC equipment (including internet).

### 33.2 Self-Employment:

Self-employment is considered off duty employment and falls under the same conditions as other off duty employment.

### 33.3 Injury/Illness:

An employee who sustains injury or illness during the course of self-employment or off duty employment:

- Is not entitled to receive workers' compensation benefits provided by SRFECC.
- Must request and obtain a Personal Leave (per the current applicable MOU and/or Leave Policy), if sick, vacation and CTO balances have been exhausted.

Section 34. Social Media Board Policy

Refer to [Policy 3.008 – Social Media](#)

Section 36. Acceptable Use Board Policy

Refer to [Policy 3.004 Acceptable Use.](#)

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the employee handbook of SRFECC. I understand and agree that it is my responsibility to read and comply with the guidelines and policies referenced in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither the handbook, Center practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice. I further understand that I am an at-will employee and that neither this handbook, acknowledgement, nor any other communication shall bind the Center to employ me now or hereafter and that my employment may be terminated by me or the Center without reason at any time. I understand that no representative of the Center has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

\_\_\_\_\_  
Employee's Name in Print

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

**POLICY**

Effective Date: 05/09/2022

**Alcohol and Drug Free Workplace**

Revision Date: 01/2023

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1. Purpose:

To establish policy regarding alcohol and drug use in, when representing, or on call for Sacramento Regional Fire/EMS Communications Center ("SRFECC" or "Center").

2. Policy:

SRFECC will act to prevent and eliminate any Prohibited Substance use, as defined in this Policy, which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to SRFECC's reputation.

For represented employees any just cause provisions of your MOU will still apply when analyzing discipline issued per this Policy.

3. Alcohol And Drug-Free Workplace Policy:

3.1 Prohibited Substances

"Prohibited Substance(s)" addressed by this policy includes but is not limited to:

3.1.1 Drugs: Any controlled substance as defined in the California Health and Safety Code section 11007 as it may be revised from time to time, and any successor sections.

3.1.2 Prescription Drugs are excluded from 3.1.1 above, if taken with a valid prescription and in the prescribed dosage.

3.1.3 Medical Marijuana is not excluded from 3.1.1 above; regardless of whether an Employee has a valid prescription, it is a violation of this policy to use medical marijuana at the worksite or be under the influence at the worksite.

3.1.4 Alcohol: Any alcohol or alcoholic beverage as defined in the California Business and Professional Code Sections 23003 and 23004.

3.2 Prohibited Conduct

"Prohibited Conduct" addressed by this policy includes the following:

3.2.1 Manufacture, Trafficking, Possession, and Use: SRFECC prohibits the purchase, consumption, ingestion, manufacture, distribution, dispensation, and use of Prohibited Substances by an Employee while at work, while operating a SRFECC vehicle, while at lunch, while on break, while on paid stand-by or on-call duty, or while in SRFECC uniform.

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- 3.2.2 Impaired/Not Fit for Duty: Any Employee who is reasonably suspected of being impaired or under the influence of Prohibited Substance(s), is considered to be not fit for duty and shall be removed from job duties.
- 3.2.3 Alcohol Use: No Employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol. No Employee shall use alcohol within four (4) hours of reporting for duty nor during hours that he/she is on stand-by or on-call duty.
- 3.3 Employee Responsibilities
  - 3.3.1 Report to Work: Employees must not report to work or be officially subject to duty while their ability to perform job duties is impaired due to on or off duty Prohibited Substance(s) use.
  - 3.3.2 Possession of Prohibited Substance(s): Employees must not possess or use Prohibited Substance(s) during working hours, during paid time, while utilizing SRFEC equipment and property, and/or while on SRFEC premises.
  - 3.3.3 Sale of Prohibited Substance(s): Employees must not, directly or through a third party, sell or provide Prohibited Substance(s) to any person, including any Employee, while either Employee or both Employees are on duty or officially on stand-by or on-call duty.
  - 3.3.4 Reasonable Suspicion Testing: Employees must submit immediately to a Prohibited Substances test when requested by an authorized SRFEC representative, based upon reasonable suspicion or other grounds as authorized in this Policy. Any Employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution may be subject to discipline under the Employee Handbook, Policies, and/or labor agreements, up to and including termination.
  - 3.3.5 Prescription Drugs: Employees must notify Human Resources or designee before beginning work, when taking any medically prescribed drugs which could interfere with the safe and effective performance of their duties or operation of SRFEC equipment. Employees are not required to disclose the type or purpose of the medication and may apply for reasonable accommodation.

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**Alcohol and Drug Free Workplace**

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3.3.6 Positive Drug Screen Test for Prescription Drugs: Employees must provide, within twenty-four (24) hours of the SRFEC's request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the Employee's name. Extension of time beyond the 24 hours may be granted upon showing good cause.

3.4 Supervisory and Management Responsibilities

3.4.1 SRFEC is dedicated to assuring fair and equitable application of this Policy. Therefore, supervisors and executive staff are required to administer all aspects of the Policy in an unbiased and impartial manner.

3.4.2 Executive staff and supervisors may request that an Employee submit to a Prohibited Substances test when they have reasonable suspicion that an Employee is under the influence of Prohibited Substance(s) while on the job.

3.4.3 Executive staff and supervisors who request an Employee submit to a Prohibited Substances test will document in writing the basis for the reasonable suspicion.

3.4.4 The Chief Executive Director (or designee) shall be notified when there is a reasonable suspicion that an Employee has a Prohibited Substance(s) in their possession or is under the influence of a Prohibited Substance(s). Additionally, if there is reasonable suspicion of illegal drug possession, the Chief Executive Director (or designee) shall notify the Police Department.

4. Testing For Prohibited Substances:

4.1 Testing Procedures

Testing shall be conducted in accordance with SRFEC's current drug testing vendor's procedures. Such vendor shall be certified and the procedures must comply with California law.

4.2 Types of Testing

An Employee may be tested, as outlined in the Drug and Alcohol Testing Procedures of this Policy, under any of the following circumstances:



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4.2.1 Pre-Employment Testing

All applicants for employment shall undergo controlled-substance testing prior to employment. Receipt of satisfactory test results is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment.

4.2.2 Reasonable Suspicion Testing

An Employee will be subject to testing when there is a reasonable suspicion that the employee is under the influence of a Prohibited Substance. A reasonable suspicion referral for testing will be made on documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- Physical signs and symptoms consistent with Prohibited Substance use (e.g. lack of coordination, red eyes, dilated (large) pupils, unkempt appearance, frequent sniffing, smell of alcohol).
- Occurrence of a serious or potentially serious accident that may have been caused by human error.
- Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

4.3 Post-Accident Testing

An Employee will be required to undergo testing if they are involved in an accident with a SRFECC vehicle, regardless of fault under the following circumstances:

- Accident involves a fatality
- Employee received a citation
- Any person sustains an injury that results in lost work time or that requires treatment away from the scene of the accident.
- Any violation of Center Policies.

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The Employee will be tested as soon as possible following the accident. The On-Duty Supervisor or Manager will call the current drug testing vendor to schedule immediate testing.

4.4 Return-to-Duty Testing

An Employee who previously tested positive for a controlled substance or alcohol test must test negative by a professional testing facility and be evaluated and released to duty by a medical professional before returning to duty.

4.5 Employee Requested Testing

Any Employee who questions the result of a required test may request that an additional test be conducted. This additional test may be conducted through current vendor or a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidates the original test.

5. Test Results:

If the test results are negative, the Employee will return to work with no loss in pay status.

Any Employee who tests positive for the presence of Prohibited Substance(s) will be placed on leave, may be afforded the opportunity to participate in rehabilitation programs through the EAP or insurance program and may be subject to discipline up to, and including, termination.

6. Treatment/Rehabilitation Program:

An Employee with a Prohibited Substance(s) problem may be afforded an opportunity for treatment.

6.1 Request for Admission to Rehabilitation Program

All employees who feel they have a problem with Prohibited Substance(s) may request voluntary admission to a rehabilitation program. Requests must be submitted to the Chief Executive Director or designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the Employee. An Employee completing a rehabilitation program on a voluntary basis must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty Prohibited Substances test and be subject to unannounced follow-up testing for

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twelve (12) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within the twelve (12) month period will result in discipline, up to and included termination. However, the Employee will not be able to elect entering a Rehabilitation Program in lieu of discipline.

Employees may use accumulated sick leave, vacation, and CTO, if any, during their leave of absence to participate in the prescribed rehabilitation program.

6.2 Admission to Rehabilitation After Positive Test

**Rehabilitation may be available for SRFECC Employees who have tested positive for Prohibited Substance(s) on a one-time basis only. The Employee will be immediately terminated on the occurrence of a second verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the Employee.**

7. Employee Assistance Program:

The Employee Assistance Program (EAP) is only available to all Employees.

SRFECC has a well-established voluntary EAP to assist Employees and their families who seek help for Prohibited Substance(s) problems. Employees who are concerned about their Prohibited Substance(s) use are strongly encouraged to voluntarily seek assistance through this program.

Employees who desire to take advantage of the EAP may receive assistance and guidance from Human Resources.

An Employee who seeks voluntary assistance shall not be disciplined or illegally discriminated against for seeking such assistance. Requests for such assistance shall remain confidential and shall not be revealed to other employees without the Employee's consent.

**POLICY**

Effective Date: 05/09/2022

**Discipline**

Revision Date: 1/2023

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**1. Purpose**

To provide written guidelines related to disciplinary action, including a non-exhaustive list of cause for disciplinary action.

**2. Background**

2.1 It is Center policy to impose appropriate disciplinary action for cause equally applicable to all employees regardless of rank or position, who fail to comply with Center Rules and Regulations, Center policies, and applicable laws. In any instance where there is a conflict between this policy and an applicable MOU, the MOU shall prevail.

2.2 The Center recognizes that situations and circumstances vary in determining appropriate corrective action, as such the Center reserves the right to evaluate each situation individually and to take whatever corrective action is appropriate based upon the specific circumstances involved, including factors in aggravation and mitigation.

2.3 Supervisory personnel are responsible for identifying and instructing/addressing those in their chain of command regarding noncompliance with Center Rules and Regulations, Center policies, and applicable laws where reasonable diligence on their part could have identified the problem.

2.4 Nothing in this policy shall be interpreted as granting employees any right to challenge or seek further review of the disciplinary action imposed upon them by their supervisor or any other officer, except as otherwise provided by their respective MOU.

2.5 To the extent that this Policy conflicts with a provision of a MOU between the Center and a duly recognized employee organization pursuant to the Meyers-Milias Brown Act (Government Code Section 3500-3510) the MOU shall control.

**3. Discipline**

3.1 Discipline should generally be progressive, that is, applying increasingly more severe forms of disciplinary action for repeated or related misconduct. Progressive discipline, when warranted provides an employee with notice and an opportunity to improve their performance.



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3.2 If the employee is a member of a recognized collective bargaining unit, the employee must be informed of his/her right to union representation during any disciplinary interview or meeting.

3.3 Certain misconduct may warrant a departure from progressive discipline, as determined at the sole discretion of the Center. For instance, certain misconduct may warrant immediate suspension or discharge for a single or first offense. Discipline Includes both informal and formal discipline, as set forth below.

3.4 In determining the severity of corrective actions to be applied for misconduct, Supervisory personnel should investigate and consider the following criteria:

- 3.4.1 Nature and seriousness of the misconduct; including actual or potential impact upon Center operations and service;
- 3.4.2 Overall work record;
- 3.4.3 Length of employment with the Center
- 3.4.4 Corrective action record, including time that has elapsed since any past misconduct;
- 3.4.5 Extenuating or mitigating circumstances related to the work setting or to the employee's personal affairs;
- 3.4.6 Efforts made by the employee to correct unacceptable conduct.

3.5 Informal Discipline:

Informal discipline may take the follow forms:

- 3.5.1 Verbal Warning: Usually the first step in the formal corrective action process. A verbal warning may be documented in writing by the supervisor but will not become part of the employee's personnel file.
- 3.5.2 Counseling Memo: Usually the second step in the corrective action process. It may follow one or more verbal warnings issued for a repeated offense or a pattern of misconduct. However, a verbal warning need not precede a counseling memo. A



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counseling memo will not become a part of the employee's personnel file, unless it is incorporated into formal discipline.

- 3.5.3 Informal discipline will be kept separate from the personnel file for supervisor reference. An employee has the right to rebut informal discipline in the form of a letter to the supervisor issuing the informal discipline. An employee may rebut informal discipline no more than 30 days after the informal discipline is delivered.

3.6 Formal Discipline: The range of formal discipline, includes the following:

- 3.6.1 Written Reprimand: Formally documented letter of discipline to be retained in a personnel file for a period of twenty-four (24) months.
- 3.6.2 Suspension: When lesser forms of discipline have not corrected an employee's behavior, and/or when an occurrence is severe enough to warrant it, a suspension may be issued.
- 3.6.3 Demotion: As a form of discipline, an employee may be demoted to a lower rank. Personnel may be demoted to a lower classification within their department, or to a lower classification in a different department they may be qualified for.
- 3.6.4 Transfer: When appropriate, an employee may be transferred to a different position, or a different working location on a temporary or permanent basis.
- 3.6.5 Termination: When lesser forms of discipline have not corrected an employee's conduct, or when an occurrence is serious enough to so warrant, the employee may be terminated.

Process

4.1 Notice of Proposed Formal Discipline:

- 4.1.1 An employee will be notified in writing of any formal disciplinary action to be imposed prior to the action being executed.
- 4.1.2 Notice of Proposed Formal Discipline shall be issued in writing and shall include:
- 4.1.2.1 A statement of the nature of the proposed disciplinary action;



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- 4.1.2.2 The effective date of the proposed action;
- 4.1.2.3 A statement of the reasons for the discipline; and
- 4.1.2.4 The time and place at which the employee may answer the Formal Disciplinary Action.

4.2 In taking disciplinary action, short of suspension and termination, the Supervisor should:

- 4.2.1 Explain the reasons for issuance of this disciplinary action,
- 4.2.2 Explain the terms of the discipline
- 4.2.3 Provide counseling on corrective action
- 4.2.4 Advise employee of the consequences of continued infraction,
- 4.2.5 Explain the avenues open to the employee to dispute the discipline,
- 4.2.6 Provide a copy of the discipline documentation to the employee and forward the original to the custodian of personnel records.

4.3 Should the Center, in its discretion, determine that the conduct of the employee is sufficiently severe to warrant immediate termination, the Center may suspend the employee with pay, pending resolution of the notice of proposed disciplinary action.

4.4 Final disciplinary action shall be placed in an employee's personnel file.

## 5 Causes

By way of illustration and not limitation, below is a list of misconduct that could lead to disciplinary action:

- 5.1 Fraud, Falsification, Dishonesty or Theft
- 5.2 Dishonesty
- 5.3 Failure to perform job duties
- 5.4 Excessive absenteeism (see sick leave policy)
- 5.5 Abuse of Leave (see sick leave policy)
- 5.6 Insubordination
- 5.7 Intoxication or being under the influence of drugs or alcohol while on duty
- 5.8 Manufacture, possession, sale, or use of controlled substances
- 5.9 Violation of Safety, Security and Workplace Violence policies
- 5.10 Discourteous treatment of staff, community members or member agencies
- 5.11 Any act or conduct that is discriminatory or in violation of the law or Center Policy



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- 5.12 Conduct that violates the Rules and Regulations, operating policies/procedures, or applicable laws/regulations.
- 5.13 Misuse of Center resources





## ***Background***

Sick leave is a benefit provided to SRFEC employees to aid them in offsetting the financial burden of illness. This sick leave policy is designed to provide position and salary continuation in the event of a personal or family illness, and to promote the appropriate use of sick leave. 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.

## ***Scope***

This policy applies to all SRFEC employees who accrue sick leave. However, to the extent that this policy conflicts with any sick leave provision in a collectively bargained agreement (e.g. MOU with Local 150 or 856), the collectively bargained agreement shall prevail.

## **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,



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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 SRFECC defines the term spouse as a legal marriage partner or registered domestic partner.



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**Policy**

1. Excessive and fraudulent use of sick leave has a negative impact on the SRFECC and its employees. SRFECC will make every effort to ensure proper use of sick leave and prevent excessive unauthorized absences.

2. **Sick Leave Usage**

Provided a sick leave balance is available, employees may use 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 (Kin Care).
- c. The employee is a victim of domestic violence, sexual assault, or stalking.

3. **Sick Leave Tracking**

- a. An employee's sick leave usage will be tracked by SRFECC.
- b. The employee will be notified by Human Resources or designee in writing once their Sick Leave has been exhausted, after which time any subsequent need for sick leave will be unpaid.
- c. Sick Leave may run concurrently with FMLA, CFRA, and PDL.

4. **Sick Leave Verification**

- a. Any employee who claims sick leave for six consecutive work shifts or more shall be required to supply proof of medical inability to work.
- b. For any absence of less than six consecutive work shifts, an employee with an



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excessive or unusual absence pattern may be required to submit a medical certificate verifying his/her illness or injury for any subsequent days of absence. Any such request for medical verification shall be preceded by a written warning from the SRFECC that the employee may be required to provide such certificate prior to any further sick leave usage. Any such written warning shall remain in effect for twelve (12) months.

**5. Extended Personal Leave**

- a. Upon receipt of written notification that their sick leave has been exhausted, an employee may request an extended personal leave for a period not to exceed four (4) months. Such request must be submitted in writing and supported by medical certification for the need for an extended leave. Such leave shall be at the sole discretion of the SRFECC and be unpaid.

**6. 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. Employees are responsible for entering time off in the timekeeping system as sick leave, vacation leave, or CTO. Until workman's comp claim is approved.
- b. The employee is responsible for completing and submitting all required workers' compensation paperwork to the Human Resources Department.
- 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.

**Notification**

- a. If an employee is going to be absent from his/her assigned shift, the following procedures shall be used to notify the SRFECC:
- b. Dispatchers:
  - i. Shall contact the on-duty shift supervisor by phone call. This contact shall be made 2 hours prior to start of shift, whenever



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possible.

- ii. Employees shall report all long-term leave (three shifts or more or 72 hours) as soon as the condition is known to the on-duty shift supervisor.
- c. Administrative Staff
  - i. All Administrative employees are required to contact their Deputy Director 1 hour prior to start of shift.
  - ii. Employees must enter sick leave usage into the timekeeping system at their earliest opportunity and have it approved by their Deputy Director.
- d. Supervisors are required to report any long-term leave (leave that is three consecutive regular shifts or more) to Human Resources Department.

**Medical Certification Requirements for Return to Work Status**

- a. An employee may be required to provide a statement from a medical professional that he/she is fit to return to duty following an extended absence. To the extent an employee is covered by an MOU, refer to the MOU for the duration of a leave that requires medical certification.
- b. The return to work note will be obtained on the employee's own time and expense.

**Fraudulent Use and Abuse of Sick Leave**

- a. Employees will be subject to disciplinary action up to and including termination for fraudulent use and/or abuse 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.



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**References**

1. State of California Department of Industrial Relations (DIR)
2. California Labor Code
3. Senate Bill No. 579



Purpose:

To define and outline uniform/dress code standards for SRFECC Operations personnel.

Policy:

The uniforms listed below are mandatory for Operations personnel and must be worn when reporting for duty and for the duration of the entire tour of duty, unless otherwise authorized by Center management.

Personnel will be held strictly responsible for the condition of their uniforms. All uniform apparel must fit well, be in good repair, be clean, neatly pressed, and present a professional appearance. Boots and/or shoes must be shined and in good repair at all times.

Supervisors will ensure that the condition and cleanliness of uniforms are maintained in accordance with this policy. Deficiencies in the uniform's appearance or non-adherence to authorized standards will be immediately brought to the employee's attention. The employee will immediately (within two weeks) take steps to correct noted deficiencies. Failure to adequately address those deficiencies may result in a report of occurrence being filed leading to corrective actions and progressive discipline.

The uniform specifications listed below may be adjusted for medical reasons when fully supported and documented by a competent medical authority and approved by Center management.

**UNIFORM SPECIFICATIONS**

Personnel will wear each uniform in the following circumstances:

**Class A:** funerals, interviews, or any other formal occasions.

**Class B:** on duty any time, or when representing SRFECC outside of the Center

**Class C:** on duty any time, or when representing SRFECC outside of the Center

**Class C, Modified:** on duty Friday, Saturday, or Sunday

**CLASS A UNIFORM SPECIFICATION**

The Class A uniform will consist of a long sleeve uniform shirt, tie and tie bar, uniform pants, belt, and approved shoes.

SHIRTS

Undershirts or t-shirts must be black or navy blue, with crew or "v" neck. The sleeves of the undergarment must not protrude in such a manner as to be visible. Shirts are to be worn tucked in.



**POLICY**

Effective Date: 12/1/86

**Uniform/Dress Code**

Revision Date: 12/2022

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Brand: Flying Cross  
Style: Deluxe Tropical  
Color: LAPD Blue

PANTS/SKIRTS

Brand: Flying Cross  
Style: Legend Pants  
Color: LAPD Blue

Skirts must fall at a length that is at or below the knee cap, in matching color and fabric type to uniform pants and shirt.

NECKWEAR

Ties worn with the uniform must be LAPD Blue and of medium width. Tie bars must be plain and the same color as one's badge.

BELTS:

Belts must be black leather in basket weave design of a width to properly fit the belt loops. Buckles must be plain, silver or chrome finish for dispatchers; brass or gold finish for executive staff and dispatch supervisors.

SHOES:

Shoes must be black, plain or patent leather, dress or oxford style, void of ornamentation or stitching. The shoes, including heels and soles, must be maintained in good condition and shined at all times. The top edge of the dress or oxford shoes at the ankle must not be above the bony projection of the ankle. Heels must be navy blue or black and must not exceed three (3) inches in height and may only be worn with skirts.

SOCKS/HOSE

Socks must be black or navy blue. Nylon hose must be plain and of skin tone or matching shade when worn with skirts. Navy blue or black nylons are also acceptable.

UNIFORM ORNAMENTATION

All personnel must wear the Agency's patch, provided by the Center, on the left sleeve.

Badges are issued by the Center and are to be worn with the uniform shirt when on duty. The badge is to be inserted into the badge tab provided on the shirt.





Nameplates must be 60mm by 12mm in silver for dispatchers and administrative staff; brass for executive staff and dispatch supervisors. Nameplates must have first initial and last name, in all capital letters (ex. J. SMITH), and black color fill lettering. Nameplates must be centered directly above the right chest pocket flap, with the bottom of the nameplate resting on the pocket seam.

### **CLASS B UNIFORM SPECIFICATIONS**

The Class B uniform will consist of a long or short sleeve uniform shirt, skirt/pants, belt, hose/socks, and shoes as specified below. The uniform jacket, sweater/sweatshirt, and hat as specified below are optional.

#### **SHIRTS**

Undershirts or t-shirts must be black or navy blue, with crew or "v" neck. The sleeves of the undergarment must not protrude in such a manner as to be visible. Shirts are to be worn tucked in.

Brand: Flying Cross  
Style: Deluxe Tropical  
Color: LAPD Blue

#### **PANTS/SKIRTS**

Brand: Flying Cross  
Style: Legend Pants  
Color: LAPD Blue

Skirts must fall at a length that is at or below the knee cap, in matching color and fabric type to uniform pants and shirt.

#### **BELTS:**

Belts must be black leather in basket weave design of a width to properly fit the belt loops. Buckles will be plain, silver, or chrome finish for dispatchers; brass or gold finish for executive staff and dispatch supervisors.

#### **SHOES:**

Shoes, including heels and soles, must be black, maintained in good condition, and shined at all times. The top edge of the dress or oxford shoes at the ankle must not be above the bony projection of the ankle. Heels must be navy blue or black and must not exceed three (3) inches in height and are only to be worn with skirts.



Boots must be of the “duty” style, lace-up, or “Wellington” style.

The style below is an option, but not exclusive to the SRFECC uniform policy.

Brand: Thorogood, 5.11, or Redback  
Style: Station/Duty boot  
Color: Black

#### SOCKS/HOSE:

Socks (cloth) worn with low cut shoes must be black or navy blue. Socks worn with boots may be any color as long as they are not visible at any time. Nylon hose must be plain and of skin tone or matching shade when worn with skirts. Navy blue or black nylons are also acceptable.

#### JACKETS (OPTIONAL)

These items must be LAPD Blue, Dark Navy, or Black. Free of design other than optional embroidered SRFECC logo on left breast. Additional optional embroidery specifications on page 7.

The style below is an option, but not exclusive to the SRFECC uniform policy.

Brand: 5.11  
Style: Soft shell 48167  
Color: Dark Navy

#### SWEATERS (OPTIONAL)

These items must be knit or of conventional sweatshirt materials, LAPD Blue, Dark Navy, or Black. Free of design other than optional embroidered SRFECC logo on left breast. Additional optional embroidery specifications on page 7.

The style below is an option, but not exclusive to the SRFECC uniform policy.

Brand: A+ CareerWear  
Style: 5200 or 5600 - Cardigan, open front, buttons or zippered.  
Color: LAPD Blue

#### UNIFORM ORNAMENTATION

All personnel must wear the Agency’s patch, provided by the Center, on the left sleeve.

Service pins, when awarded by SRFECC for various purposes, may be worn above the right breast pocket centered above the nameplate. Personal ornamentation is authorized on a case-by-case basis (ex: 5 year pin).



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**Uniform/Dress Code**

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Badges are issued by the Center and are to be worn with the uniform shirt when on duty. The badge is to be inserted into the badge tab provided on the shirt.

Nameplates must be 60mm by 12mm in silver for dispatchers and administrative staff; brass for executive staff and dispatch supervisors. Nameplates must have first initial and last name, in all capital letters (ex. J. SMITH), and color fill lettering will be black. Nameplates must be centered directly above the right chest pocket flap, with the bottom of the nameplate resting on the pocket seam.

**CLASS C UNIFORM SPECIFICATIONS:**

The Class C uniform consists of a polo or oxford shirt, Class B pants or Class C pants, belt, socks, and boots or athletic shoes. The jacket and sweater/sweatshirt are optional.

**SHIRTS:**

Shirts are to be worn tucked in.

Polo or Oxford Shirts: LAPD blue, navy, black, or charcoal grey; cotton or cotton/polyester blend; long or short sleeves. No pockets on Polo shirts. Pockets on Oxford shirts are acceptable. Embroidered SRFECC logo is required on left breast. Additional optional embroidery specifications on page 7.

**PANTS**

Tactical style pants, in black, LAPD navy, khaki, or dark gray.

The style below is an option, but not exclusive to the SRFECC uniform policy.

Brand: 5.11

Style: Stryke ® – Womens #64386, Mens #74369

Color(s): Khaki, Black, Storm, or Dark Navy

**BELTS**

Belts must be black leather in basket weave design or plain black leather of a width to properly fit the belt loops. Buckles will be plain, silver, chrome, brass, or gold finish.

**SHOES**

Boots must be of the “duty” style, lace-up or “Wellington” style.

The styles below are an option, but not exclusive to the SRFECC uniform policy.



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Brand: Thorogood, 5.11, or Redback  
Style: Station/Duty boot  
Color: Black

Athletic shoes are only permitted while working on the dispatch floor. Athletic shoes must be clean, in good condition, and colors must compliment the uniform. Athletic shoes are not to be worn with Class B pants.

SOCKS

Socks worn with low cut shoes must be black. Socks worn with boots may be of any color as long as they are not visible at any time.

JACKETS (OPTIONAL)

These items must be plain and LAPD Blue, Dark Navy, or Black. Free of design other than optional embroidered or silk screened SRFEC logo on left breast. Additional optional embroidery specifications on page 7.

The style below is an option, but not exclusive to the SRFEC uniform policy.

Brand: 5.11  
Style: Soft shell 48167  
Color: Dark Navy

SWEATERS/SWEATSHIRTS (OPTIONAL)

These items must be knit or of conventional sweatshirt materials, zippered or quarter zip pullover, LAPD Blue, Dark Navy, or Black. Free of design other than optional embroidered or silk screened SRFEC logo on left breast and SRFEC approved design on back. Additional optional embroidery specifications on page 7.

The style below is an option, but not exclusive to the SRFEC uniform policy.

Brand: A+ CareerWear  
Style: 5200 or 5600 - Cardigan, open front, buttons or zippered  
Color: Navy

Tactical style quarter zip:

Free of design other than optional embroidered or silk screened SRFEC logo on left breast. Additional optional embroidery specifications on page 7.

Brand: 5.11  
Style: 72314



Color: Fire Navy

### HATS (OPTIONAL)

Hats may be baseball style cap, six panel, dark blue or navy in color, fitted or adjustable, constructed of acrylic/wool combination or Beanie (ski cap) style in dark blue or navy. Hats may be plain or embroidered with the SRFECC logo from the online store.

### CLASS C, MODIFIED UNIFORM SPECIFICATIONS

The Class C, Modified uniform consists of all Class C Uniform Specifications with the exception of an optional t-shirt and optional hooded sweatshirt. Class C, Modified is only permitted on the dispatch floor, unless approved by Center management.

### SHIRTS:

Shirts are to be worn tucked in.

T-shirts: with SRFECC logo on left breast and Center approved back design; long or short sleeves. Optional commemorative t-shirts will be approved in advance by Center management.

### OPTIONAL HOLIDAY UNIFORM

For holidays defined in MOU, personnel may wear civilian attire to include: jeans, Class C pants, holiday shirts or blouses, or business casual. All optional holiday uniforms must be workplace appropriate and are subject to supervisor discretion.

### EMBROIDERY SPECIFICATIONS

Polo or Oxford shirts: Embroidered SRFECC logo required.

Sweatshirt/Jacket/Sweater: Optional embroidered or silkscreen SRFECC logo, embroidered name (J. SMITH) on right breast in white Aerial Bold, name 0.6 inches tall, proportionally wide, but not to exceed 4.75 inches.

Sweatshirt/Jacket/Sweater: Optional embroidered or silkscreen SRFECC logo, embroidered name (top) and title (bottom) on right breast in white Aerial Bold, name 0.6 inches tall, title 0.6 inches tall, proportionally wide, but not to exceed 4.75 inches.



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**POLICY**

Effective Date: 05/09/2022

OPERATIONS DIVISION  
SECTION 300.159

**Release of Information**

Revision Date: 7/2023

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Purpose:

To establish procedures and guidelines for control and release of information regarding active incidents.

Policy:

Law Enforcement Requests:

1. Requests for information, or verbal verification, coming over the direct line from an allied law enforcement agency can be given immediately.
2. Requests from officers/deputies received on non-direct lines, verify with the appropriate law agency the officers name and badge number prior to data release.
3. Requests for information, or verbal verification, from the Coroner can be given immediately.

Medical Information:

Medical information may be released to authorized fire department personnel. HIPAA laws prevent releasing specific patient information; however, the transport destination may be released on an incident that did not involve criminal or violent crime activity.

The following Information may be released to hospital staff, excluding any incident that may have involved law enforcement:

1. Patients transport destination
2. Name and contact number for the Reporting Party

News Media:

The following information may be released to the media by any employee, for any non-medical incident:

1. Type of Incident Dispatched and Location
2. Time of Report
3. Number of Alarms
4. Time of Control – if known

Additional questions will be referred to the jurisdictional agency's Shift Commander or Public Information Officer.



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Phone Numbers:

Fire station phone numbers, apparatus cell phones, and Chief Officer numbers are not to be given to the general public, unless there is a request from fire personnel. Any phone number provided to SRFECC by an allied agency that has been identified as a "Fire Department only" number is not to be given to the general public.

Personnel Records:

Due to the confidential nature of the information recorded within an employee's personnel record, the government has ruled through a Privacy of Information Act that employee records are to be treated as confidential and are to be accessible only to the individual, employees responsible for their upkeep and maintenance, and management responsible for evaluation.

1. Any unauthorized release of personal data information is a violation of the Act and has the potential for litigation.
2. Any employee is entitled to inspect his or her own personnel records in accordance with applicable laws. Arrangements for this review must be scheduled with the Executive Assistant.
3. Personnel may request a copy of their files in writing. Employees are permitted to make or take notes on the contents of his or her personnel record.
4. The employee is not permitted to remove documents from the folder.
5. The employee may not correct or amend any information within the folder without express permission from the Executive Director.

Non-public Records:

The following records are not available to the public. Applicable laws may further restrict or authorize specific records availability.

1. Personnel
2. Medical
3. Pending litigation and claims
4. Grievance
5. Labor negotiations



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Effective Date: 05/09/2022

**Administrative Dress Code**

Revision Date: 1/2023

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1. Purpose:

To define and outline uniform/dress code standards for SRFECC Administrative personnel.

2. Policy:

All personnel are expected to present a professional, businesslike image. Attire must be clean, pressed or wrinkle-free, and without holes, rips, or frayed areas. Clothing style shall be business or business casual during normal business hours. Any questions shall be directed to the employee's immediate supervisor.

Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Non-exempt personnel will not be compensated for any work time missed because of failure to comply with the designated workplace attire and grooming standards.

All staff members must carry or wear the Center identification badge at all times while at work.

Optional dress code includes Class C and Class C, Modified as defined in Policy 300.115 Uniform/Dress Code. Please note, when wearing any SRFECC logo attire, the full Class C uniform policy applies.

**Special Circumstances**

At the discretion of the supervisor, in special circumstance, such as during projects requiring physical labor or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace-inappropriate dress is not permitted.

**Reasonable Accommodation of Religious Beliefs**

The Center will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates undue hardship. Requests for workplace attire accommodation based on religious beliefs should be referred to the HR Coordinator or designee.





## 2.1 DRESS CODE

### 2.1.1 Business Attire:

Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition.

Business attire dress includes the following:

- Dress shirts, blouses, ties, tailored sport coats or blazers worn with dress pants (not khakis), tailored pant suits, coordinated separates, dresses with sleeves, skirts, and close-toed shoes.

### 2.1.2 Business Casual Attire:

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage, and crop tops.
- Pants: Casual slacks and trousers without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line.
- Dress or skirt, to the length of mid-thigh or longer.
- Footwear: Casual slip-on or tie shoes or dress sandals.



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Effective Date: 05/09/2022

**Travel and Related Expenses**

Revision Date: 10/2023

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1. Purpose:

To define the policy and affiliated forms for SRF ECC business travel and related expenses.

2. Policy:

**2.1 General information**

Business travel and associated costs for airfare, lodging, transportation, and per diem for travel must be pre-approved using the Travel Request Form.

Once a Travel Request form is approved, the travel reservation agent will complete a Travel Expense form for the following (when applicable) and book upon approval: airfare, rail transportation, rental vehicles, lodging, and conference registration fees. The Travel Expense form will be submitted to a Deputy Director, the Executive Director, and Accounting for approval.

Upon approval of travel related expenses, the travel reservation agent will complete a Travel Planner, and send to traveler, their supervisor and Deputy Director.

The traveler is responsible to obtain original receipts during travel for final travel reporting on the Employee Expense form.

**2.2 Approval and responsibility**

Travel must be approved in advance. The traveler must submit a Travel Request form to their supervisor for approval at minimum 30 days prior to the proposed travel.

An individual may not approve or arrange his or her own travel, travel reimbursement, or per diem. The Travel Request form must be approved and signed by the Executive Director or designee, and the employee's supervisor.

Travel and reimbursement for members of the Executive team must be approved by the Executive Director.

**2.3 Personal funds**

Travelers shall review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. SRF ECC reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.



Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the travel is completed and proper documentation is submitted.

#### **2.4 Vacation in conjunction with business travel**

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. SRFECC will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

### **3. Completion of Travel**

Each traveler shall submit an Expense Report form after travel is complete to include all receipts, to include by example but not limitation: final airline receipt, final lodging receipt, final rental car receipt, and any other receipts for reimbursable expenses. The form shall be submitted even if there is no reimbursement due. The form shall be submitted to Finance within 30 days of travel with the appropriate signatures and original receipts.

Requests for reimbursements of travel-related expenses must be submitted on an Expense Report form. This form must be accompanied by supporting documentation.

If a traveler loses a receipt for a reimbursable expense, they must complete the Lost Receipt Affidavit and submit with their Expense Report form. Certain expenses, such as change affiliated with parking meters, will not have a receipt. The maximum reimbursable amount for expenses without a receipt is \$5 per traveler, per business trip.

These forms must be submitted to the Finance team, with applicable signatures, within 30 days after the trip is completed. Expense Report forms not submitted within this time frame require exception approval from the Executive Director.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by SRFECC are shown below.

### **4. *Approved Travel and Expenses***

#### **4.1 Lodging.**



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Rooms are booked according to GSA guidelines for the location of the business travel. Personnel may upgrade their room at their own expense.

Personnel may book lodging above the GSA amount at their own expense, and may submit for reimbursement up to the GSA amount at the conclusion of their travel.

If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA amount then prior authorization must be expressly provided with the travel authorization. The employee(s) will provide proof that a reasonable effort was made to make arrangements, but were unable to do so.

Reservations for hotels should be made as far in advance as possible in order to obtain the best possible rate. The traveler should take advantage of blocks of rooms set aside at special reduced rates for those attending conferences. Do not reserve rooms at any prepaid rate that does not allow for changes or cancellations.

When traveling in groups, each traveler shall have the option to have their separate rooms. Reserve rooms at the same hotel in order to save on rental car, taxis or other transportations cost. Movie rentals, meals or room service should be excluded from the hotel bill.

Hotel/Lodging parking shall be separated from the hotel charges and listed separately on expense reports.

#### 4.2 Transportation

For all transportation costs not pre-paid by the Center, obtain receipts and include them with your expense report.

**4.2.1 Airfare.** An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Coach class or economy tickets will be purchased for domestic flights.

Personnel may upgrade their flight or purchase add-ons at their own expense.

**4.2.2 Rail transportation.** SRFECC will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare and is reimbursable shall a cancellation be needed. If rail transportation was not prepaid by SRFECC, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.



**4.2.3 Automobile (personally owned—domestic travel).** A valid driver's license and awareness of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. Any time a traveler is using their personal vehicle for business purposes their mileage is reimbursable, with the exception of to/from their primary work location. Center pool vehicles shall be the first option. Prior approval is required for personal vehicle usage. All mileage reimbursement must be submitted to Finance within 30 days on and Expense Report Form with the appropriate signatures.

Reimbursement for use of a personal automobile for business related travel is based on the U.S. General Services Administration Guidelines mileage rate. Mileage reimbursement rates may be found on the GSA website: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

**4.2.4 Automobile (rental—domestic travel).** A valid driver's license is required. Reservation and prepayment for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible, and if the expense is reimbursable should a cancellation be needed. Personnel may upgrade their rental car at their own expense. A receipt is required and must accompany the final Expense Report form.

When applicable, SRFECC will reserve the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. Drivers must adhere to the rental requirements, and restrictions must be followed.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement, and may be reimbursed. However, there shall be no reimbursement for parking or toll violations, moving violations, or tow charges.

#### **4.3 Conference registration fees.**



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SRFECC will pay approved conference registration fees. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance. Entertainment activities that are part of the conference, such as golf outings, communications center tours and sightseeing tours may be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed. Request for reimbursement will require a receipt that shows the method of payment and indicate that payment was made to be submitted with the final Expense Report form.

#### 4.4 Per Diem Meal Reimbursement

Meals are reimbursed on a per diem basis as established by the U.S. General Services Administration (GSA). The per diem rate includes a factor for miscellaneous expenses and applies to full travel days associated with an overnight stay. The individual meal rates are used for when meals are provided during travel. The rates vary by travel city. The chart below shows the range of per diem and meal rates across the country from the most economical locations to the most expensive.

The per diem and individual meal allowance rates may be found on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

SRFECC maximum per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. This includes the first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75% normal rate unless travel begins before 0700 or ends after 1900.

SRFECC per diem will include the \$5 incidentals amount.

If a meal is included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal will not be reimbursable.

SRFECC will prepay per diem up to the GSA amount determined on the Per Diem Request form. Per Diem will be paid the last business day prior to the start of travel. If travel is canceled after Per Diem is paid, the traveler will be responsible for repaying the Center for the full amount of Per Diem received.



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**4.5 Business expenses.**

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, may be reimbursed. Original itemized receipts are required.

**4.6 Parking.**

Original or credit card receipts are required for parking fees (including airport parking).

**4.7 Telephone calls**

The costs of personal telephone calls are the responsibility of the individual.

**4.8 Tolls**

Original receipts are required for tolls.

**4.9 Non-reimbursable Travel Expenses**

The following items that may be associated with business travel will not be reimbursed by SRFECC:

- Airline club memberships.
- Airline upgrades.
- Business class or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.



SACRAMENTO REGIONAL FIRE/EMS  
COMMUNICATIONS CENTER

**POLICY**

Effective Date: 05/09/2022

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- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Expenses without a receipt

**4.10 Travel for Non-Employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses, other family members or non-employees will not be reimbursed.







# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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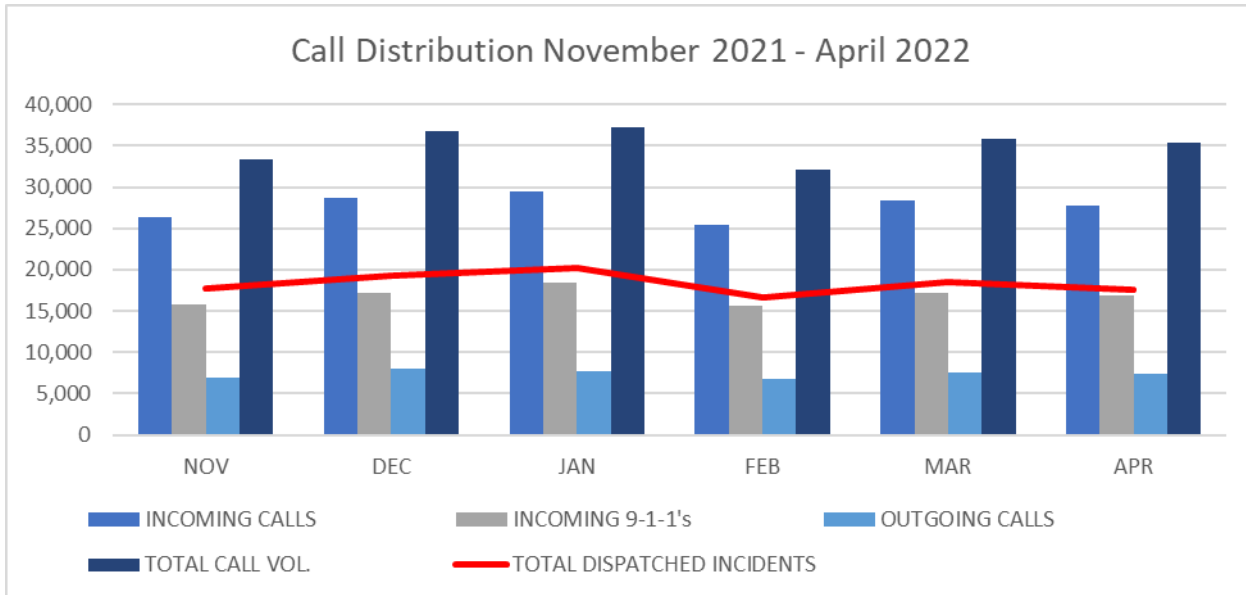
## Telephony Performance Measure April 2022

### Overview

INCOMING CALLS	27,752
OUTGOING CALLS	7,435
TOTAL CALL VOL.	35,401
TOTAL DISPATCHED INCIDENTS	17,635

### Incoming Lines Detail

911 LINES	17,121
SEVEN DIGIT EMERGENCY	3,896
ALLIED/ADMIN	6,574



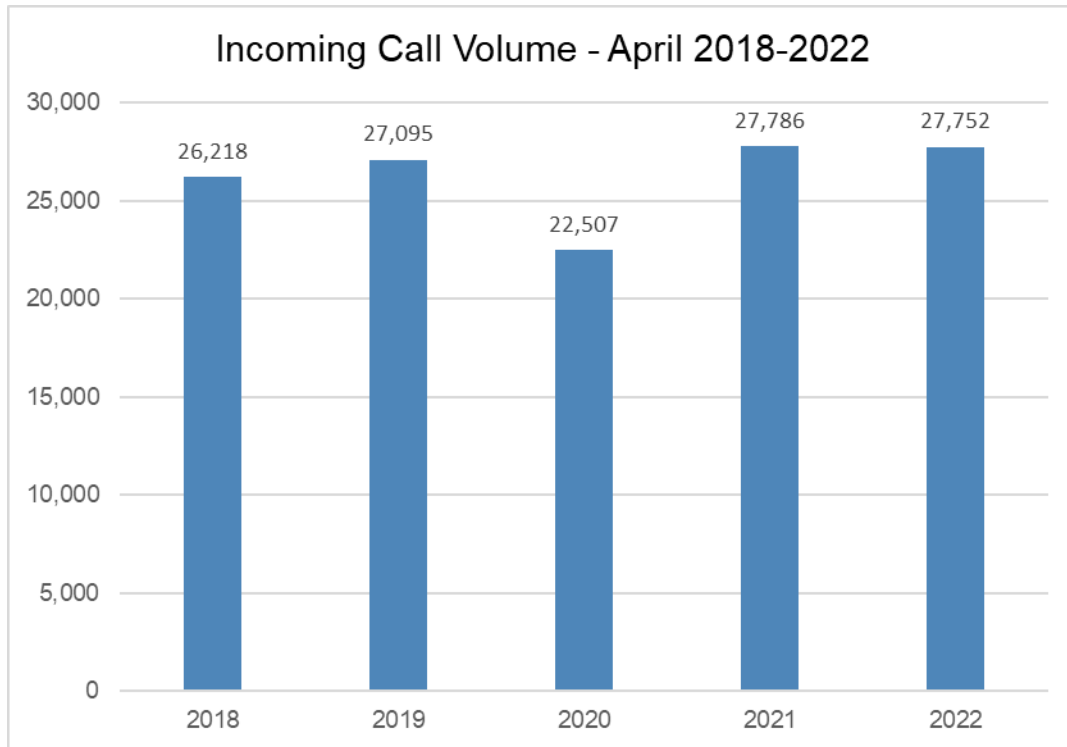


## Sacramento Regional Fire/EMS Communications Center

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### Incoming Call Volume Comparison – Month of April 2018 through 2022





## Sacramento Regional Fire/EMS Communications Center

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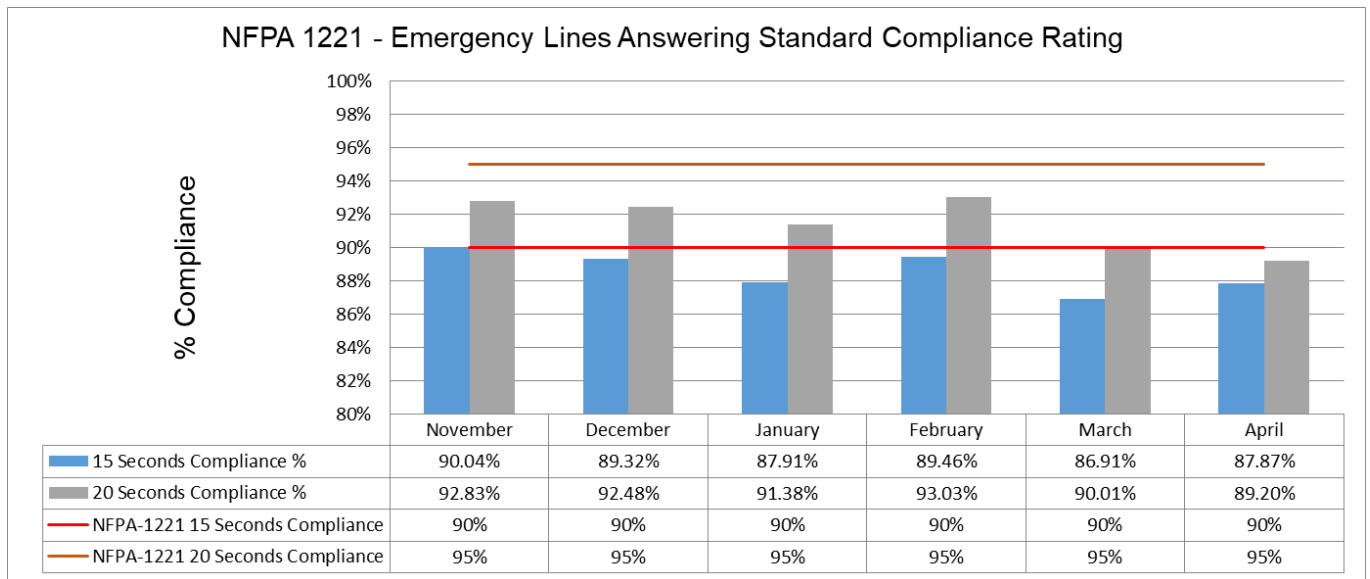
### Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

**90% answered within 15 seconds**

**95% answered within 20 seconds**

In April, the dispatch team answered all calls on emergency lines within 15 seconds **87.87%** of the time and answered within 20 seconds **89.20%** of the time.

Month	15 Second Compliance %	20 Second Compliance %
November	90.04%	92.83%
December	89.32%	92.48%
January	87.91%	91.38%
February	89.46%	93.03%
March	86.91%	90.01%
April	87.87%	89.20%





# Sacramento Regional Fire/EMS Communications Center

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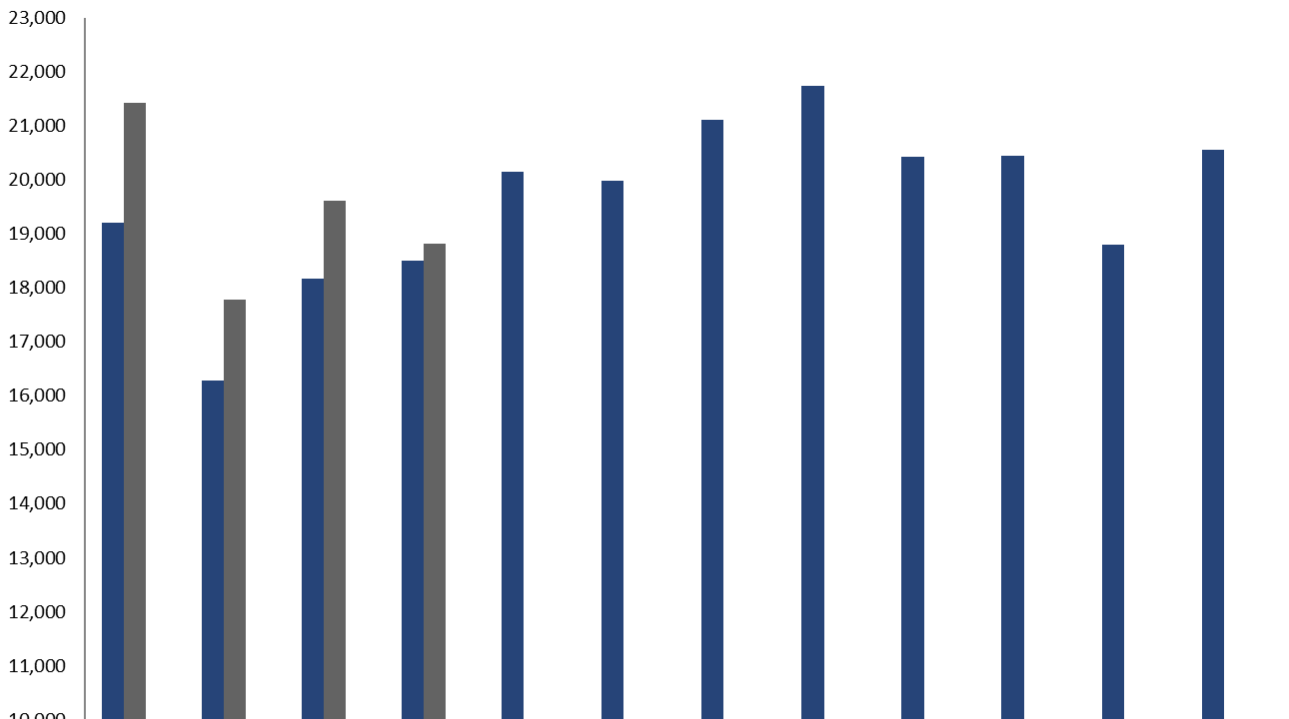
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

## CAD Incidents

APRIL 2022

**Total number of CAD incidents entered for APRIL: 18,814**

### Number of CAD Incidents Per Month



	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2021	19,197	16,280	18,177	18,508	20,145	19,979	21,101	21,729	20,429	20,440	18,806	20,545
2022	21,427	17,786	19,611	18,814								
Average Per Day	691.19	635.21	632.61	627.13	-	-	-	-	-	-	-	-



**Sacramento Regional Fire/EMS Communications Center**

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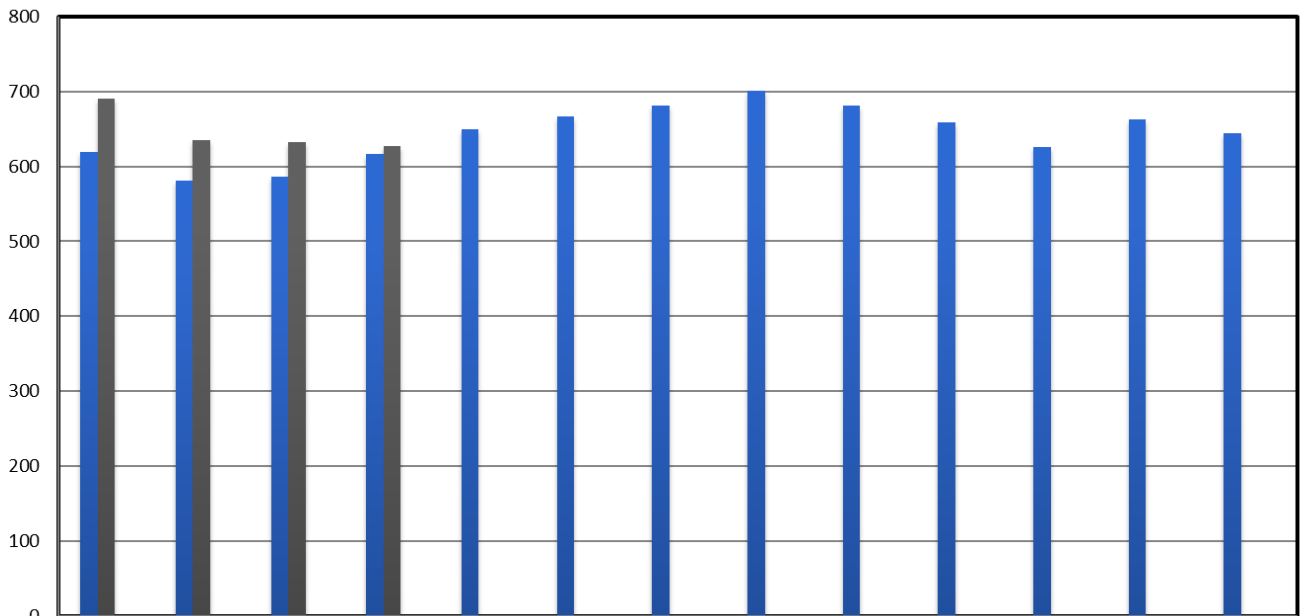
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

**CAD Incidents APRIL 2022**

*Average number of CAD incidents entered per day for*

**APRIL: 627**

**Average Number of Incidents Per Day**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEARLY AVERAGE
2021	619	581	586	617	650	666	681	701	681	659	626	663	644
2022	691	635	632	627									
% CHANGE	11.63%	9.29%	7.85%	1.62%									



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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**Executive Monthly Credit Card Usage Report  
FY 21-22**

**Reporting Month: March 2022**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
0827	Shmatovich	Open	\$ 5,000.00	\$ 5,053.97			
0835	Vargo	Open	\$ 5,000.00	\$ 6,021.25			
1105	Bair	Open	\$ 5,000.00	\$ -			
		<b>Total:</b>	<b>\$ 15,000.00</b>	<b>\$ 11,075.22</b>			

**Monthly Activity:** March 2022

**New/Closed Accounts Added:**

**Cards Reported Lost or Stolen:** None

**Disputed Transactions:** None

**Changes in Authorization Limits:** None

**Monthly Liability:** \$15,000.00




**Sacramento Regional Fire/EMS Communications Center**

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FY 21-22					
Total Monthly Credit Card Usage					
July	\$	5,809.44	January	\$	2,076.49
August	\$	3,312.50	February	\$	3,022.84
September	\$	1,766.85	March	\$	11,075.22
October	\$	4,990.88	April		
November	\$	3,736.77	May		
December	\$	4,813.80	June		

I certify I have reviewed and approved the monthly credit card transactions and activity as reported. These are legitimate expenses incurred solely for the benefit of SRF ECC business. I also certify that no alcoholic beverages, tobacco products, gift cards or gift certificates were purchased.

DocuSigned by:  
  
 AA03C6432AF9462...

4/7/2022

Chief Executive Director Signature

Date



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report

Quarter End March 2022

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GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>										
5010	Base Salaries and Wages	4,106,745	284,775	251,178	241,597	2,434,888	3,080,058	645,170	21%	1,671,856
5020	Overtime	209,000	28,044	20,253	31,136	429,638	156,750	(272,888)	(174%)	(220,638)
5030	Overtime - FLSA	124,331	4,279	4,055	4,801	41,444	93,248	51,804	56%	82,886
5040	Uniform Allowance	48,600	7,200	100	360	26,166	48,000	21,834	45%	22,434
5050	Night/Admin Shift Differential	78,831	2,896	4,547	5,227	38,948	59,363	20,415	34%	39,882
5055	Out-of-Class Pay	31,000	800	2,050	3,575	18,550	23,400	4,850	21%	12,450
5060	Longevity	27,950	2,100	2,100	2,700	19,850	20,750	900	4%	8,100
5065	On-Call Pay	55,050	4,375	5,075	5,700	45,675	41,325	(4,350)	(11%)	9,375
5115	Vacation Cash Out	50,000	18,062	20,208	1,594	58,153	47,000	(11,153)	(24%)	(8,153)
5120	Sick Leave	0	15,688	8,438	21,798	120,654	0	(120,654)	0%	(120,654)
5130	CTO Leave	0	7,036	5,325	2,644	19,366	0	(19,366)	0%	(19,366)
5140	Holiday Pay	200,841	18,818	11,444	11,201	147,410	150,630	3,220	2%	53,430
5220	Training Pay	43,200	2,055	1,985	3,678	16,022	32,400	16,378	51%	27,178
5310	Workers Compensation Insurance	70,000	0	10,239	5,119	46,074	52,500	6,426	12%	23,926
5410	FED ER Tax - Medicare	87,640	5,539	4,636	4,584	47,287	65,730	18,443	28%	40,353
5413	FED ER Tax - Social Security	1,000	0	0	0	0	750	750	100%	1,000
5420	State ER Tax - ETT	2,350	301	37	10	423	1,762	1,339	76%	1,926
5423	State ER Tax- UI-	30,000	7,499	821	212	10,989	22,500	11,511	51%	19,011
5510	Medical Insurance	905,257	78,870	69,080	78,195	642,547	678,943	36,396	5%	262,710
5520	Dental Insurance	85,189	7,246	5,720	7,126	58,622	63,892	5,270	8%	26,567
5530	Vision Insurance	8,323	587	600	621	5,426	6,242	816	13%	2,897
5610	Retirement Benefit Expense	1,282,205	93,693	63,293	124,587	875,956	961,654	85,698	9%	406,249
5611	Pension Adjustment-	0	0	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	608,059	21,015	24,839	24,249	212,097	456,044	243,947	53%	395,962
5625	Education Incentive	25,600	1,327	1,716	2,043	17,875	19,210	1,335	7%	7,725
5690	Other Salary and Benefit Expens	10,000	930	1,157	1,164	8,983	7,500	(1,483)	(20%)	1,017
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>8,091,169</b>	<b>613,135</b>	<b>518,896</b>	<b>583,921</b>	<b>5,343,043</b>	<b>6,089,651</b>	<b>746,606</b>	<b>12%</b>	<b>2,748,123</b>

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>										
6010	Office Supplies	12,000	304	161	11	1,783	9,000	7,217	80%	10,217
6013	Office Supplies - Ink Cartridge	4,000	108	92	108	1,975	3,000	1,025	34%	2,025
6015	Equipment Rental	7,200	585	585	585	5,381	5,400	19	0%	1,819
6020	Postage	1,000	32	38	113	311	750	439	59%	689
6090	Other Materials and Supplies	12,000	1,358	436	955	9,903	9,000	(903)	(10%)	2,097
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>36,200</b>	<b>2,387</b>	<b>1,312</b>	<b>1,772</b>	<b>19,353</b>	<b>27,150</b>	<b>7,797</b>	<b>29%</b>	<b>16,847</b>

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>PROFESSIONAL SERVICES</b>										
6110	Legal Services	240,000	14,524	17,679	15,842	122,490	180,000	57,510	32%	117,510
6115	Accounting and Audit Services	19,300	0	56	84	20,140	14,475	(5,665)	(39%)	(840)
6120	Actuary Services	25,000	0	0	0	0	18,750	18,750	100%	25,000
6125	Consulting Services	784,876	54,855	54,450	54,215	498,297	588,657	90,360	15%	286,579
6140	Technological Services	236,000	6,027	11,034	4,284	89,034	177,000	87,966	50%	146,966
6190	Other Professional Services	0	0	0	0	185	0	(185)	0%	(185)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,305,176</b>	<b>75,406</b>	<b>83,219</b>	<b>74,425</b>	<b>730,146</b>	<b>978,882</b>	<b>248,737</b>	<b>25%</b>	<b>575,031</b>





# Sacramento Regional Fire/EMS Communications Center

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## FY 21/22 Budget to Actuals Report

Quarter End March 2022

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GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>										
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	0	0	24,698	24,698	100%	32,930
6221	Maintenance - Radio Consoles & Other	89,160	2,815	664	7,659	31,633	66,870	35,237	53%	57,527
6223	Radio - Backbone Subscription SRRCS	20,000	949	949	949	8,539	15,000	6,461	43%	11,461
6230	Communication Services	237,053	17,305	9,953	26,168	156,259	177,790	21,531	12%	80,794
6245	Maintenance - Tower Equipment	16,560	0	0	0	0	12,420	12,420	100%	16,560
6290	Other Communication Services and Equipment	40,252	123	363	4,276	9,839	30,189	20,350	67%	30,413
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>435,955</b>	<b>21,192</b>	<b>11,929</b>	<b>39,052</b>	<b>206,270</b>	<b>326,967</b>	<b>120,696</b>	<b>37%</b>	<b>229,685</b>

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>HW &amp; SW MAINT</b>										
6310	Hardware Maintenance - Equipment	41,605	0	0	0	0	31,204	31,204	100%	41,605
6315	Hardware Maintenance - Network	25,650	433	433	433	4,168	19,238	15,070	78%	21,482
6319	Hardware Maintenance Other	15,000	0	0	0	0	11,250	11,250	100%	15,000
6320	Software Maintenance - Applications	149,713	6,497	3,466	5,212	65,190	112,284	47,095	42%	84,523
6322	CAD Maintenance and Support/Northrop Grumman	423,128	130,758	31,950	28,100	541,481	317,346	(224,135)	(71%)	(118,353)
6323	Software Maintenance - GIS	76,364	5,700	5,814	8,314	55,655	57,273	1,618	3%	20,709
6330	Software Maintenance - Network	19,270	1,523	1,523	0	19,558	14,452	(5,105)	(35%)	(288)
6390	Other, Computer Services and Supplies	12,000	0	0	204	3,680	9,000	5,320	59%	8,320
<b>TOTAL HW &amp; SW MAINT</b>		<b>762,729</b>	<b>144,911</b>	<b>43,186</b>	<b>42,263</b>	<b>689,732</b>	<b>572,047</b>	<b>(117,684)</b>	<b>-21%</b>	<b>72,999</b>

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>FACILITIES &amp; FLEET</b>										
6410	Services - Landscaping	4,800	399	399	399	3,588	3,600	12	0%	1,212
6415	Maintenance - Building	20,000	243	150	0	16,429	15,000	(1,429)	(10%)	3,571
6260	Lease - CTC	78,000	6,348	6,348	6,348	57,133	58,500	1,367	2%	20,867
6420	Services - Custodial	40,000	3,000	3,000	3,000	27,200	30,000	2,800	9%	12,800
6421	Services - Center Security	480	0	0	0	360	360	0	0%	120
6425	Maintenance - HVAC	17,579	790	0	790	4,445	13,184	8,739	66%	13,134
6235	Maintenance - Power Supply	35,000	930	930	930	8,372	26,250	17,878	68%	26,628
6430	Services - Cable	3,108	179	179	179	1,586	2,331	745	32%	1,522
6435	Services - Pest Control	600	50	50	50	450	450	0	0%	150
6490	Other, Facilities and Fleet	12,924	160	3,250	624	6,372	9,693	3,321	34%	6,552
6510	Utilities - Electric	48,700	3,760	3,825	3,628	35,335	36,525	1,190	3%	13,365
6515	Utilities - Water	7,250	122	115	319	2,787	5,438	2,651	49%	4,463
6520	Utilities - Refuse Collection / Disposal	6,000	763	778	842	6,852	4,500	(2,352)	(52%)	(852)
6525	Utilities - Sewage Disposal Services	1,800	0	139	0	554	1,350	796	59%	1,246
6635	Services - Bottled Water	4,800	239	189	396	2,353	3,600	1,247	35%	2,447
6645	Services - Printing	2,000	205	65	116	1,667	1,500	(167)	(11%)	333
6650	Services - Shredding	2,000	757	725	0	2,891	1,500	(1,391)	(93%)	(891)
6652	Fleet - Maintenance	5,000	135	242	348	3,788	3,750	(38)	(1%)	1,212
6654	Fleet - Fuel	8,000	352	778	611	4,029	6,000	1,971	33%	3,971
6655	Insurance (Property and Fleet)	62,000	3,976	3,976	3,976	35,782	46,500	10,718	23%	26,218
6690	Other - Facility & Fleet Management	20,000	387	(461)	277	5,436	15,000	9,564	64%	14,564
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>380,041</b>	<b>22,795</b>	<b>24,677</b>	<b>22,833</b>	<b>227,409</b>	<b>285,031</b>	<b>57,622</b>	<b>20%</b>	<b>152,632</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report

Quarter End March 2022

Page 3 of 3

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>										
6610	Recruitment	21,750	2,277	3,318	2,521	31,975	16,313	(15,663)	(96%)	(10,225)
6612	Employee Retention	6,500	332	762	818	5,909	4,875	(1,034)	(21%)	591
6615	Employee Education & Training	10,560	546	139	4,549	12,541	7,920	(4,621)	(58%)	(1,981)
6621	Air	0	0	0	0	(29)	0	29	0%	29
6622	Lodging	0	0	0	0	607	0	(607)	0%	(607)
6624	Parking	0	0	0	0	7	0	(7)	0%	(7)
6625	Membership Dues	1,390	129	0	0	929	1,043	113	11%	461
6626	Taxi, Uber, Mileage, Other	0	91	0	0	6,767	0	(6,767)	0%	(6,767)
6627	Per Diem	0	0	0	0	673	0	(673)	0%	(673)
6640	Uniform/Badges/Shirts	4,000	293	93	0	1,941	3,000	1,059	35%	2,059
6660	Operations Support	22,600	2,148	3,257	3,349	18,668	16,950	(1,718)	(10%)	3,932
6661	Administration Support	18,000	0	0	82	2,383	13,500	11,117	82%	15,617
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>84,800</b>	<b>5,816</b>	<b>7,569</b>	<b>11,319</b>	<b>82,371</b>	<b>63,601</b>	<b>(18,772)</b>	<b>-30%</b>	<b>2,428</b>
<b>GRAND TOTAL</b>		<b>11,096,070</b>	<b>885,642</b>	<b>690,788</b>	<b>775,585</b>	<b>7,298,324</b>	<b>8,343,329</b>	<b>1,045,002</b>	<b>13%</b>	<b>3,797,745</b>



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## FY 21/22 Budget to Actuals Report - CIP Quarter End March 2022

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>Capital Improvement</b>										
6997-021	CAD - Capital Improvement	183,975	85,407	0	0	392,860	137,981	(254,879)	(185%)	(208,885)
6997-022	DRC - Capital Improvement	74,000	0	0	0	0	55,503	55,503	100%	74,000
6997-023	Equipment - Capital Improvement	70,525	0	0	0	78,819	52,894	(25,926)	(49%)	(8,294)
6997-024	Facility - Capital Improvement	40,000	0	0	0	0	30,000	30,000	100%	40,000
6997-025	Hardware - Capital Improvement	23,000	0	0	0	0	17,250	17,250	100%	23,000
6997-026	Software - Capital Improvement	0	0	0	0	0	0	0	0%	0
6997-027	Technology - Capital Improvement	15,500	0	0	0	0	11,625	11,625	100%	15,500
<b>Total Capital Improvement</b>		<b>407,000</b>	<b>85,407</b>	<b>-</b>	<b>-</b>	<b>471,680</b>	<b>305,253</b>	<b>(166,427)</b>	<b>-55%</b>	<b>(64,680)</b>



# Sacramento Regional Fire/EMS Communications Center

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## FY 21/22 Budget to Actuals Report - Lease Quarter End March 2022

GL Account	Description	FY 21/22 Budget	Jan-22 Actual	Feb-22 Actual	Mar-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
6710	Umpqua Lease Interest	99,000	3,376	3,332	3,288	31,168	66,000	34,832	53%	67,832
2710	Umpqua Lease Current Portion	268,732	19,018	19,062	19,106	170,381	201,549	31,168	15%	98,351
	<b>Total Lease</b>	<b>367,732</b>	<b>22,394</b>	<b>22,394</b>	<b>22,394</b>	<b>201,549</b>	<b>267,549</b>	<b>66,000</b>	<b>68%</b>	<b>166,183</b>
	<b>Total Lease</b>	<b>367,732</b>	<b>22,394</b>	<b>22,394</b>	<b>22,394</b>	<b>179,155</b>	<b>234,155</b>	<b>55,000</b>	<b>65%</b>	<b>188,577</b>

<b>CASH FLOW FY 21-22</b>	<b>Opening Balance</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
<b>1116 Operating Account - opening balance</b>	2,435,940.53	2,435,940.53	691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,685,259.64	7,662,684.51	6,691,473.47	6,107,269.61	5,267,269.61	4,427,269.61	
IN		32,497.78	5,585,798.72	120,034.76	38,117.40	67,396.20	52,726.52	5,623,262.45	110,593.10	108,409.73	-	-	-	11,738,836.66
Member Agencies Contributions		-	5,548,035.07	-	-	-	-	5,548,035.09	-	-	-	-	-	11,096,070.16
Sum of Debits		32,497.78	37,763.65	120,034.76	38,117.40	67,396.20	52,726.52	75,227.36	110,593.10	108,409.73	-	-	-	642,766.50
OUT		(1,776,526.72)	(1,100,624.33)	(667,586.99)	(640,871.81)	(736,549.76)	(725,092.66)	(645,837.58)	(1,081,804.14)	(692,613.59)	(840,000.00)	(840,000.00)	(1,461,730.30)	(10,447,545.27)
Employee Related Expenses		(326,859.58)	(316,838.09)	(282,253.30)	(285,096.68)	(290,670.51)	(273,207.94)	(305,648.96)	(239,521.87)	(237,577.73)	(325,000.00)	(325,000.00)	(325,000.00)	(3,532,674.66)
CalPERS Expenses		(931,130.74)	(167,517.67)	(169,913.23)	(164,568.59)	(192,407.10)	(174,190.55)	(170,635.62)	(95,253.79)	(222,708.51)	(165,000.00)	(165,000.00)	(746,270.00)	(3,364,595.80)
Operating Expenses		(518,536.40)	(209,268.57)	(215,420.46)	(191,206.54)	(253,472.15)	(277,694.17)	(169,553.00)	(392,335.87)	(232,327.35)	(350,000.00)	(350,000.00)	(390,460.30)	(3,550,274.81)
Transfer Out		-	(407,000.00)	-	-	-	-	-	(354,692.61)	-	-	-	-	-
<b>1116 Operating Account - closing balance</b>		691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,685,259.64	7,662,684.51	6,691,473.47	6,107,269.61	5,267,269.61	4,427,269.61	2,965,539.31	
<b>1197 CIP Account - opening balance</b>		-	-	406,977.00	289,019.04	289,019.04	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	(115,163.60)	(431,023.70)	
IN		-	407,000.00	-	-	-	-	-	354,692.61	-	-	-	-	761,692.61
OUT		-	(23.00)	(117,957.96)	-	(2,894.51)	-	-	(354,692.61)	-	(401,288.13)	(315,860.10)	(105,978.00)	(1,298,694.31)
CAD		-	-	(99,690.50)	-	-	-	-	(294,125.34)	-	(341,771.13)	-	(105,978.00)	(841,564.97)
DRC		-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment		-	-	(18,290.46)	-	(2,894.51)	-	-	(60,567.27)	-	(59,517.00)	(18,290.46)	-	(159,559.70)
Facility		-	-	-	-	-	-	-	-	-	-	-	-	-
Hardware		-	-	-	-	-	-	-	-	-	-	(79,207.56)	-	(79,207.56)
Software		-	-	-	-	-	-	-	-	-	-	(182,885.08)	-	(182,885.08)
Technology		-	-	-	-	-	-	-	-	-	-	(35,477.00)	-	(35,477.00)
Other		-	(23.00)	23.00	-	-	-	-	-	-	-	-	-	-
<b>1197 CIP Account - closing balance</b>		-	406,977.00	289,019.04	289,019.04	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	(115,163.60)	(431,023.70)	(537,001.70)	
<b>1113 Lease Account - beginning balance</b>	648,161.41	648,194.96	648,211.47	603,438.74	581,058.72	542,852.93	536,290.25	513,900.27	491,510.12	469,119.38	446,728.83	424,334.49	401,940.15	
IN		16.51	15.95	14.32	13.83	15,831.66	4.36	4.19	3.60	3.79	-	-	-	15,908.21
OUT		-	(44,788.68)	(22,394.34)	(38,219.62)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(284,557.36)
<b>1113 Lease Account - closing balance</b>		648,211.47	603,438.74	581,058.72	542,852.93	536,290.25	513,900.27	491,510.12	469,119.38	446,728.83	424,334.49	401,940.15	379,545.81	
<b>1114 Reserve Account - opening balance</b>	908,092.22	908,092.22	908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,138.00	908,145.71	908,152.68	908,160.40	908,160.40	908,160.40	-
IN		7.71	7.71	7.47	7.71	7.47	7.71	7.71	6.97	7.72	-	-	-	68.18
OUT		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>1114 Reserve Account - closing balance</b>		908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,138.00	908,145.71	908,152.68	908,160.40	908,160.40	908,160.40	908,160.40	-
<b>House Fund/FLSA Adjustment</b>	3,917.26													3,917.26
<b>GRAND TOTAL</b>	3,996,111.42	2,248,222.99	7,095,609.36	6,407,726.62	5,766,774.13	5,088,170.85	4,393,422.44	9,348,464.87	8,354,870.06	7,748,283.37	6,484,600.90	5,306,346.46	3,716,243.82	





**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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<b>SRFECC Positions &amp; Authorization Document (PAD) - Revised 05/01/2022</b>			
<b>FY 21/22</b>			
<b>Center Management</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	0	
Executive Assistant	1	1	
<b>Totals</b>	<b>4</b>	<b>3</b>	
<b>Operations Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Dispatcher Supervisor	7	7	
Dispatcher	35	34	Academy 22-2
Annuitants	3	2	Extra Help
<b>Totals</b>	<b>42</b>	<b>41</b>	
<b>Administration and IT Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Human Resource Manager	1	1	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
Office Specialist	1	0	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
<b>Totals</b>	<b>7</b>	<b>6</b>	
<b>Totals</b>	<b>53</b>	<b>50</b>	



# Recruiting Report March/April 2022

**219** > **44** > **14** > **3** > **6**

Critical tests  
sent

Critical tests  
taken

Applicants  
that passed  
Critical

Applicants  
awaiting  
panel  
interviews

Applicants in  
April  
Academy

Center Vacancies: 3

\*\*Candidates awaiting panel were contacted to attend March interviews and declined