

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-54
SECTION: Operations
DATE: 5/14/2010
SUPERSEDES: 9/9/2008
TITLE: LOCAL 3399 FIREFIGHTERS RELEASE TIME BANK

Each member of Local 3399 shall be permitted to donate from the member's vacation leave bank, one hour per month for a total of twelve hours per year to Local 3399's Firefighters Release Time Bank.

There shall be a 5000 hour CAP on the Release Time Bank. When the Release Time Bank reaches the CAP, donations from members will cease until the CAP is reduced below 5000 hours.

In the event the time bank is discontinued or dissolved, all hours would be disbursed to all contributing members' vacation leave banks, up to the amount each member has contributed. Any extra time would be distributed evenly among contributing members.

In the event a disbursement occurs, it will be the responsibility of members who are placed at or above the leave cap to abide by the leave cap procedure, or accruals will cease until the time is below the CAP.

The following may use time from the Firefighters' Release Time Bank for meeting and conferring, handling grievances, representing members and other legitimate Association business:

District employees designated as official representatives of the Union shall be allowed to attend meetings held by the District during regular working hours on District time as follows:

- A. if their attendance is required by the District at a specific meeting;
- B. if their attendance is sought by a hearing body for presentation of testimony or other reasons;
- C. if their attendance is required for a meeting required for settlement of grievances filed pursuant to the Grievance Procedure of the current MOU;
- D. if they are designated as an official representative, in which case they may use a reasonable time at each level of the proceedings to assist an employee to present a grievance;
- E. if their attendance does not conflict with Fire District emergency operations.

Requests for Release Time shall be submitted to the Fire Chief or Battalion Chief at least six days prior to actual time-off, to allow for hiring back of overtime personnel as needed.

All vacancies will be filled through District policy. Local 3399 shall insure that qualified members are available to back-fill vacancies created by the use of the Release Time.

All hours used shall be treated as equal unless the resulting time release creates overtime, in which case the additional draw would be at time and a half to cover the overtime expense. If no overtime is

generated the draw would be at regular time on an hour for hour basis. If overtime is generated the draw would be the regular time plus the overtime on an hour for hour basis.

The use of time from the Firefighters Release Time Bank must be authorized by the President or Vice-President of Local 3399.

Management shall grant requested authorized release time that meets the criteria in this Policy subject to the operational needs of the District.

Work Time Clearance for Labor Negotiation

Official representatives of the Union shall be allowed time off on District time for meetings during regular working hours when formally meeting and conferring in good faith or consulting with management representatives on matters within the scope of representation. Advance arrangements for the time away from the work station or assignment must be made with the Fire Chief at least six days (6) in advance and their attendance does not conflict with appropriate Fire District emergency operations.

The District will cover the time-off for up to four negotiators and their backfill to participate in negotiations. Thus, the Union Release Time Bank will not be used for personnel needing time-off on a scheduled work day to participate in formal labor negotiations with the District.

The time-off covered will include one hour before the scheduled start time and one hour travel time back to their respective station(s). The backfill will cover one hour prior to the scheduled meeting time and end when the negotiator returns from negotiations.

Negotiations exceeding the four allowed off may be granted at the discretion of the Fire Chief and applicable time shall be deducted from the Union Release Time Bank.

Written/Updated: Mayotte/Negotiations Team

Approved By: _____

Date: May 14, 2010