



Santa Cruz Consolidated
Emergency Communications Center

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FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE

Policy No: 1051
Date Issued: February 17, 1994
Date Revised: October 10, 1996

APPROVED: _____


Board Chairperson

SUBJECT: INITIAL DISPATCH EMPLOYEES

1. The initial Authority dispatch staff shall consist of those dispatch employees of the County of Santa Cruz, and the Cities of Watsonville, Capitola and Santa Cruz who apply and are accepted for employment by the Authority. All employees who meet the following criteria will be accepted for employment by the Authority:

1.1 Employees appointed to a full-time permanent probationary dispatch position with the County or participating City prior to July 1, 1994.

1.2 Employees rated as, and performing in, an overall Standard or higher capacity with their respective Agency.

1.2.1 A case in which an employee whose historical performance has been rated as Standard, and who receives one (1) Below Standard performance rating within eighteen (18) months of their consideration for Authority acceptance, shall be reviewed by the General Manager.

1.2.2 In reviewing such a case, the General Manager shall determine acceptance for employment by the Authority based upon the progress towards any stated performance improvement goals and/or objectives and the potential for continued improvement with the Authority.

1.3 In addition to the Law Enforcement Background Investigation requirement as set forth in paragraph 11. of this policy and further defined by Policy No. 1021, Class Specifications, all initial employees must release relevant information regarding their past work performance and employment history with their respective participating Agency as a condition of Authority acceptance.

2. The names of persons employed in dispatch positions with the County or participating Cities, but who do not meet the criteria as outlined above, will be placed on an employment eligibility list to be used by the Authority when future vacancies arise.

2.1 No name shall be carried on this employment list for a period of more than one (1) year from the date of Authority start-up.

2.2 The provisions of this policy and Policy No. 1052, Initial Employee Sick Leave Balances, shall also apply to any person selected and appointed from this employment list.

3. All employees who are accepted for employment by the Authority are new Authority employees and do not carry over to the Authority any right, duty or benefit from their prior employer, except as provided in these policies. All terms and conditions of employment with the Authority are established through approved Authority Policies and Procedures.

4. Authority acceptance shall be in the same classification, or Authority equal class, as was their employment classification immediately prior to acceptance.

4.1 For the purposes of this paragraph, the following Authority classifications and their equal classifications within the County and participating Cities are established as follows:

<u>Authority Classification</u>	<u>Equal Classification(s)</u>
Operations Coordinator	None
Systems Coordinator	None
Operations Supervisor	None
Senior Public Safety Dispatcher (level III)	Senior Police Dispatcher Senior Dispatcher Communications Supervisor Supervising Public Safety Dispatcher Records and Communications Manager/Supervisor Communications Training Coordinator
Public Safety Dispatcher (level II)	Police Dispatcher P.S. Dispatcher II Communications Dispatcher Records and Communications Clerk/Dispatcher Lead Dispatcher
Trainee Public Safety Dispatcher (level I)	None
Administrative Secretary	Emergency Services Secretary

5. Once accepted for employment by the Authority, each employee who meets the minimum qualifications for the position of Operations Supervisor will be eligible to apply and be considered for appointment as an Operations Supervisor.

5.1 The initial recruitment to fill the four (4) Operations Supervisor positions will be Promotional Only from within the pool of accepted Authority employees.

6. The Length of Authority Service for initial employees shall be determined from the date of initial continuous employment with the County or the participating Cities immediately prior to acceptance.

6.1 Employees who have accumulated service time with more than one (1) participating jurisdiction will be credited by the Authority with all such service time, if the following conditions are satisfied:

6.1.1 The employee resigned in good standing from a dispatch position with one participating jurisdiction to accept a dispatch position offered by another participating jurisdiction.

6.1.2 The time spent in unpaid status between leaving one jurisdiction and joining another did not exceed thirty (30) calendar days.

7. Policy No. 1052, Initial Employee Sick Leave Balance, shall set forth the conditions upon which any or all hours accrued under a previous employer may be carried over to the Authority Sick Leave Bank and/or otherwise disposed.

8. Initial employees hired pursuant to this policy shall be entitled to carry over from their previous employer a maximum of eighty (80) hours from their vacation leave balance to their new Authority Vacation Time Bank, provided they did not receive compensation from their previous employer for such balance.

8.1 Previous County employees may convert any portion of their accumulated Annual Leave hours, up to the maximum of eighty (80) hours, to their Authority Vacation Time Bank.

9. Accumulated Compensatory Time, Unpaid Holiday Time, or other time banks credited to the initial Authority employees by their previous employer(s) will not be converted or carried over to the Authority.

9.1 Initial employees must consult the policies applicable at the participating agency(ies) to determine entitlement to compensation for any accumulated Compensatory Time, Unpaid Holiday Time, other time banks, and any unconverted Annual Leave, Sick Leave or Vacation Time.

10. Regardless of status in any prior employment, all initial dispatch employees shall serve a probationary period with the Authority, the length of which is set forth within the Memorandum of Understanding.

10.1 An initial employee appointed to an Operations Supervisor position who is failing probation due to an inability to apply supervisory skills to multi-jurisdictional environment shall be permitted to request and will be granted a voluntary demotion to the next lower class, in lieu of dismissal.

10.2 Any Public Safety Dispatcher (level II) who held regular status with their previous employer and is failing probation due to an inability to apply learned dispatching skills to a multi-jurisdictional environment shall be permitted to request and be granted a voluntary demotion to Trainee Public Safety Dispatcher (level I), in lieu of dismissal.

10.2.1 A new one (1) year probationary and retraining period will be required for any demoting employee.

11. All initial employees will have a record of their law enforcement background investigation physically transferred to their new Authority Personnel File, where it will be retained by the Authority from that period on in accordance with policy No. 1330, Personnel Files.

11.1 In cases where the record of investigation is incomplete, missing or non-transferable, a new updated background investigation will be conducted during the new probationary period as set forth by Policy No. 1021, Class Specifications, and in accordance with POST and CLETS Standards.

12. Hourly, non-exempt employees will have their initial salaries set at a salary step within a Range as established by the Memorandum of Understanding and based upon their Length of Service (as defined by Policy No. 1150, Length of Service, and clarified by paragraphs 6, 6.1, 6.1.1 and 6.1.2 of this policy) as follows:

12.1 If accepted, new employees on probation with their former employer upon Authority start up shall be appointed as Trainee Public Safety Dispatchers.

12.2 Employees with less than one (1) year of Service will be appointed at Step 1 of the respective classification Pay Range in which they are accepted.

12.3 Employees with less than two (2) years and more than one (1) year of Service will be appointed at Step 2 of the respective classification Pay Range in which they are accepted.

12.4 Employees with less than three (3) years and more than two (2) years of Service will be appointed at **Step 3** of the respective classification Pay Range in which they are accepted.

12.5 Employees with less than four (4) years and more than three (3) years of Service will be appointed at **Step 4** of the respective classification Pay Range in which they are accepted.

12.6 Employees with more than four (4) years of Service will be appointed at the **Top Step** of the respective Pay Range in which they are accepted.

12.7 Initial employees will be eligible for Salary Step increases based upon their Length of Service (as defined by Policy No. 1150, length of Service, and clarified by paragraphs 6, 6.1, 6.1.1, and 6.1.2 of this policy).

13. Initial employees will accrue Vacation Time in the amounts as specified within the Memorandum of Understanding and based upon their Length of Service (as defined by Policy No. 1150, Length of Service, and clarified by paragraphs 6, 6.1, 6.1.1 and 6.1.2 of this policy).

14. Persons promoted from within the pool of accepted Authority employees to fill salaried, management positions will have their salary set at the Control Point for their new position, or at a minimum of five (5%) percent above that of their previous rate with their previous employer.

15. This policy shall apply only to the initial employees and for no other purposes.