



Santa Cruz Consolidated Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No: 1052
Date Issued: September 23, 1994
Date Revised: October 10, 1996

APPROVED:

Board Chairperson

SUBJECT: INITIAL EMPLOYEE SICK LEAVE BALANCES

1. Initial employees hired pursuant to Policy No. 1051, Initial Dispatch Employees, shall be entitled to carry over from their previous employer their entire sick leave balance to their new Authority Sick Leave Time Bank, providing they did not receive compensation from their previous employer for such balance and subject to the maximum accrual limits as set forth within Policy No. 1250, Sick Leave.

2. The total number of Sick Leave hours carried over by Initial Dispatch Employees from the four (4) previous employers will be equalized to correspond as closely to the following percentages as possible:

- 2.1 County of Santa Cruz - 47%
- 2.2 City of Capitola - 12%
- 2.3 City of Santa Cruz - 23%
- 2.4 City of Watsonville - 18%

3. In an effort to equalize the total number of hours, the following steps will be taken in advance of and immediately following the start up of Authority operations:

3.1 The Authority will identify the pool of Initial Dispatch Employees within a minimum of ninety (90) days prior to start up.

3.2 The Authority will conduct an advance accounting of the total sick leave hours to be carried over within thirty (30) to sixty (60) days of start up. This accounting will include:

3.2.1 Total hours each Initial Dispatch Employee anticipates will be carried over on their behalf.

3.2.2 Percentage projections derived from the total hours carried over by employees from each of the four (4) previous employers.

3.3 Upon receipt of the advance accounting of sick leave hours to be carried over, a previous employer may wish to equalize their carry over percentage by establishing a negotiated position with their employees to reduce the number of hours to be carried over.

3.4 Approximately ninety (90) days after start up, the Authority will prepare an accounting of the actual sick leave hours carried over.

3.4.1 In the event that adjustments are necessary to equalize the carry over percentages, a previous employer may either be:

3.4.1.1 billed by the Authority for each hour over their allotted percentage.

or

3.4.1.2 paid by the Authority for each hour under their allotted percentage.

3.4.2 For the purposes of billing and/or payment of previous employers under this policy, each hour of sick leave will have an established dollar value of one-third (33.33%) the current hourly rate of an Authority Public Safety Dispatcher (Level II) at Step 5, at the time of carry over.

Policy No. 1052
INITIAL SICK LEAVE BALANCES
Page 3.

4. This policy will apply only to those initial employees as described within Policy No. 1051, Initial Dispatch Employees, and for no other purposes.