



**Santa Cruz Consolidated  
Emergency Communications Center**

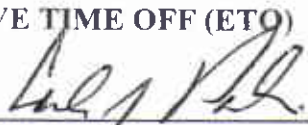
495 Upper Park Road  
Santa Cruz, California 95065  
(831) 471-1000 Fax (831) 471-1010

**9-1-1** FIRE  
POLICE  
MEDICAL



Scotty A. Douglass  
General Manager

**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>1262</b>	<b>Date Issued:</b>	<b>February 2, 2005</b>
<b>Section:</b>	<b>1000 – Personnel Policies</b>	<b>Date Revised:</b>	<b>May 28, 2009</b>
<b>Accreditation Standards:</b> None			
<b>SUBJECT:</b> ELECTIVE TIME OFF (ETO)			
<b>APPROVED:</b>			
	Board Chairperson		

- 1.0 The Elective Time Off program (ETO) is intended to provide employees with an opportunity to take additional time off and to accomplish the purpose of reducing the Authority's annual payroll budget.
  - 1.1 ETO allows employees to reduce their time at work by a specified percentage in exchange for an equal percentage reduction in their base hourly salary.
  - 1.2
- 2.0 The General Manager may offer or may require non-represented and management staff to participate in an ETO program.
- 3.0 For represented employees, the General Manager will analyze staffing levels as it relates to the ETO program on an annual basis to determine if implementation will benefit the Authority during the up-coming 12-month period.
  - 3.1 The General Manager will establish the ETO period which may be the upcoming fiscal or calendar year, or any 12-month period designated.
  - 3.2 In general, annual implementation of the ETO program will be approved when the dispatch staffing coverage rate for the previous year is less than 40%.
    - 3.2.1 The coverage rate is the percentage of hours required to replace dispatch staff members who are scheduled for time off from their

regular shift assignments in accordance with Policy No. 2030 (Time Off Requests).

- 3.3 If the General Manager determines the ETO program will be offered, all full-time permanent employees of the Authority will be eligible to participate.
- 3.4 The General Manager will review the on-going annual program on a quarterly basis and has the right to cancel the program at any time if in his/her judgment the program is no longer beneficial to the Authority.
  - 3.4.1 For example, if in the course of a quarterly review, the dispatch staff coverage rate exceeds 40%, the General Manager may deem the program as no longer beneficial.
- 4.0 In order to be eligible to participate in the ETO program, employees must submit an ETO Application/Agreement.
  - 4.1 The ETO Application/Agreement must be submitted no later than one month prior to the beginning of the ETO period.
  - 4.2 Once an ETO Application /Agreement is approved by the General Manager, the Agreement is binding upon the employee for the following full ETO period.

Participating employees must request ETO in 2% increments.

- 5.0 Each 2% increment of base annual salary for full-time employment (2080 hours paid status per year) is equal to 41.6 hours of ETO per year.

- 5.1.1 2% of 2080 .....41.6 hours
- 4% of 2080 .....83.2 hours
- 6% of 2080 .....124.8 hours
- 8% of 2080.....166.4 hours

- 5.2 After all ETO Application/Agreements have been submitted for the upcoming calendar year, the General Manger will determine if the total amount of requested hours exceeds what would be beneficial to the Authority. If the total amount of time requested by all employees exceeds a threshold that benefits the Authority, as determined by the General Manager, the General Manager may establish a cap.
- 5.3 All employees requesting participation in the ETO program will be notified if their request is approved, rejected, or approved in a modified amount. Employees who submitted requests that exceed the established cap will be notified of the reduced amount of approved ETO.

5.3.1 Employees whose ETO Applications/Agreements are approved for modified amounts may withdraw their ETO requests.

- 6.0 Once employees are approved to participate in the ETO program, they must remain in the program for the entire ETO period in which they requested participation, except in the following circumstances:
- 6.1 Employees terminate employment with the Authority during the ETO period in which they elected to participate.
  - 6.2 The General Manager cancels the program mid-year.
  - 6.3 In either of these circumstances, ETO time will be pro-rated to determine if the employee owes the Authority time or if the Authority owes the employee time.
    - 6.3.1 If the employee has used more than the pro-rated amount of ETO, the employee's vacation bank will be reduced by that amount.
    - 6.3.2 If the employee has used less than the pro-rated amount of ETO, the employee's vacation bank will be credited by that amount.
  - 6.4 If the program is cancelled mid-year, base hourly rates will be returned to their normal levels for the remainder of the year.
  - 6.5 If the program is cancelled mid year, all unscheduled ETO shifts will be cancelled and employees will be scheduled for their regular shifts.
- 7.0 Approved ETO hours will be credited to participating employees on the first day of the first pay period of the ETO period.
- 7.1 ETO hours can be used for hourly, daily, or larger blocks of time off similar to the use of vacation or compensatory time.
  - 7.2 Use of ETO is regulated by Policy No. 2030 (Time Off Requests).
  - 7.3 Unused ETO cannot be cashed in or carried over past the end of the ETO period.
  - 7.4 ETO used during a pay period shall not count as time worked toward the computation of overtime.
- 8.0 Employees participating in the ETO program shall be considered to be in a full-time pay status.

8.1 All regular time off while participating in the ETO program taken for vacation, sick leave, holiday, compensatory, or management administrative leave will be compensated at the reduced hourly pay rate.

8.2 Aside from the reduction in hourly pay rate for all time worked and regular time off taken, ETO will have no effect on the following benefits:

- Health Insurance coverage
- Dental Insurance coverage
- Life Insurance, including accidental death and dismemberment
- Short-Term Disability
- Pay for Work out of Class
- Step Increases
- Probationary Period
- Seniority

8.3 ETO will not affect the accrual of the following benefits:

- Vacation
- Sick Leave
- Holiday
- Management Administrative Leave