

RELEASE TIME BANK (CDDF)

1064

(No.165 October 2013)

A CDDF Release Time Bank (RTB) was established pursuant to Section 2.7 of the Bargaining Unit (BU) 8 Memorandum of Understanding (MOU).

REFERENCE

1064.1

(No. 28 January 2013)

BU 8 MOU Sections 2.7, 10.3.1.1, and 11.5

POLICY

1064.1.1

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The purpose of the RTB is to provide time off for designated representatives to conduct union business with the State. The RTB shall be utilized on the date the business is conducted.

Pursuant to the BU 8 MOU, 20 employees designated by CDDF may regularly draw upon the RTB. Four designated representatives may authorize other employees (excluding the 20 designated employees) to draw from this RTB to carry on bona fide union business. The CDDF should provide reasonable advance notice (normally 72 hours) to the California Department of Forestry and Fire Protection (CAL FIRE) Labor Relations Office (LRO). RTB request shall be in half-day or full-day increments.

Representatives designated by CDDF may draw upon the RTB to:

- Meet and confer with management on behalf of BU 8 employees;
- Represent BU 8 employees concerning grievances and complaints;
- Process BU 8 employee grievances and complaints; or
- Perform other legitimate union business that does not conflict with the goals and operations of CAL FIRE.

An RTB for supervisory employees affiliated with BU 8 has also been established separate from the RTB for rank-and-file employees. Supervisors who request use of this RTB for conducting union business should follow the same process and procedures outlined for rank-and-file employees.

PROCEDURES

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1064.1.2

To request use of the RTB, the affected employee shall submit a request to CDFF pursuant to CDF guidelines. **It is the responsibility of the employee to confirm that the RTB request has been approved by the LRO prior to using release time.**

CDFF Responsibilities

Upon receipt of the RTB request, CDFF will review the request and if appropriate, authorized the use of the RTB. Once RTB requests are authorized, the CDFF will notify the CAL FIRE LRO by electronic mail (E-mail).

LRO Responsibilities

The LRO will notify the appropriate Unit Chief, Program Manager, Administrative Officer, Personnel Specialist, and Region Chief of the authorized RTB request by E-mail. The LRO will approve the RTB request unless notified by the Program, Region, or Unit of a denial based upon operational need.

Supervisor (Or Designee) Responsibilities

Upon receipt of an RTB request from the LRO, the Unit Chief, Program Manager, or designee will forward the authorized RTB request to the supervisor and scheduling coordinator (if applicable) for review. If it is determined the release of the employee from duty does not adversely affect the operational needs of the Department, the RTB request will normally be granted. The on-duty supervisor will notify the employee once the RTB request is approved.

Every effort will be made to approve the RTB requests. However, the needs of the Department shall be given priority when evaluating the request. The authorization of release time shall not adversely affect the operations of the Department. For example, the level of necessary services is not to be reduced to accommodate an RTB request. RTB requests are to be evaluated using the same rationale as approving or denying other leave requests.

If the Unit Chief, Program Manager, or designee determines releasing the employee from duty conflicts with the goals and operations of the Department, the supervisor will contact the LRO staff identified on the E-mail to discuss the operational need and the reasons for denial. Once the LRO evaluates and makes a denial determination, the Unit Chief, Program Manager, or designee will notify the supervisor, scheduling coordinator, and employee that the request is denied. The LRO is responsible for notifying CDFF of the denial of the RTB request.

An employee off work due to sick leave who requests use of the RTB shall also submit to his/her supervisor or designee, a [Medical Treatment/Return-to-Work \(CAL FIRE-200\)](#) from a physician indicating he/she is capable of performing work for the union. Without such documentation, the request for release time will be denied. The RTB request will be approved in accordance with the process set forth in the RTB policy. Additionally, the supervisor will determine if a limited duty assignment is available pursuant to procedures set forth for Limited Duty Assignments in Section 11.5 of the BU 8 MOU. This process shall apply to sick leave only and not to Non-Industrial Disability Leave, Industrial Disability Leave, Enhanced Industrial Disability Leave, Workers' Compensation or other such paid and unpaid leaves.

Time Reporting

An employee on approved release time shall record the release time as time worked on the Work Period Report. The actual number of RTB hours used will be recorded on the home base Program Cost Account (PCA) row of the report.

An employee assigned overtime to cover behind an employee using release time shall record RTB PCA Code 02330 on the work period report. "Release Time Bank Coverage" will be recorded in the "Reason Type" heading of the comments section of the report as well as the name of the employee out on release time.

Verification

If there are an issues or concerns regarding the use of the RTB, the Unit Chief, Program Manager, or designee may request verification through the LRO. Upon request from the LRO, CDFF shall provide verification that any employee withdrawing from the RTB was indeed on bona fide union business.

Cancellations

If an approved RTB request needs to be cancelled by the employee or CDFF, the employee shall immediately notify the on-duty supervisor, scheduling coordinator, and CDFF simultaneously of the cancellation. CDFF will notify the LRO of the cancellation. Notice shall occur no later than the approved planned date of RTB use. Upon receipt of the cancellation notice, the LRO will notify the appropriate Unit Chief, Program Manager, Administrative Officer, Personnel Specialist, Region Chief (if applicable), or designee.

RTB DONATIONS

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1064.1.3

Pursuant to Section 10.3.1.1 of the BU 8 MOU, CAL FIRE shall credit the CDFR RTB on a semi-annual basis as follows:

- The RTB shall be credited with two hours for each BU 8 employee as of the first day of the August pay period.
- The RTB shall be credited with one hour for each BU 8 employee as of the first day of the February pay period.

Section 2.7 of the BU 8 MOU allows rank-and-file employees in BU 8 to donate additional leave credits to the RTB using the CDFR Release Time Bank (CDFR 2219). Upon receipt of the completed CDFR 2219 by the Personnel Specialist, the hours donated will be deducted from the employee's leave balance. The Personnel Specialist will notify the employee, the LRO and CDFR that the donations have been deducted from the employee's leave balance. Hours donated shall be in full-day (8 hours) increments, and the decision to donate leave credits is irrevocable.

Supervisors may voluntarily donate to the Supervisory RTB by following the above outlined process for donating additional leave credits.

RTB RECONCILIATION

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CDFR and CAL FIRE agree to reconcile the RTB balance on a quarterly basis (January 1, April 1, July 1 and October 1) or upon request from either the LRO or CDFR. In addition, during the monthly auditing of timesheets, Personnel Specialists will check to ensure that any RTB posted has been approved by the LRO.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)