

		Policy # 835
Subject: Time Off To Meet With Affirmative Action Chief		
Responsible Department: Personnel Services		
Effective Date: 06/1983		Revision Date: 12/1987
David Devine Director of Personnel Services		Navdeep S. Gill County Executive

1. **Purpose**

To advise supervisors and managers of County policy regarding time off for an employee to discuss a discrimination complaint with the Chief of the Special Employment and Affirmative Action Division, Department of Personnel Management (DPM) or designee.

2. **Authority**

Sacramento County Executive Officer

3. **Scope**

This policy is intended for all County employees individually. It does not authorize time off to represent other employees.

4. **Policy**

Employee Obligation to Remain on the Job:

Employees are paid to perform the duties assigned to their position. Employees are required to remain on duty during working hours unless they are authorized time off by the department. Employees do not have the right to absent themselves from their department.

Release With Pay:

An Employee shall be allowed to schedule with his or her department time off from duty without loss of compensation to meet with the Chief of the Special Employment and Affirmative Action Division, DPM regarding a discrimination complaint by that employee. The department may require that the specific time away from the job for this purpose be compatible with the employee's duties and work schedule.

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Negotiated Agreement Prevails:

For time off expressly authorized by an agreement between the County and a recognized employee organization, the provisions of the agreement shall determine the conditions under which employees are to be released from duty and compensated.

5. Review Not Applicable