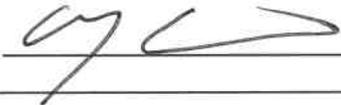


<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2109</b>  <b>DATE APPROVED: 5/14/2025</b> <b>BOARD PRESIDENT:</b> 	<b>SUBJECT: Reporting Requirements for Employment Vacancies (AB 2561)</b>  <b>FIRE CHIEF:</b> 

**Introduction and Scope:**

Effective January 1, 2025, Government Code section 3502.3 requires the Scotts Valley Fire Protection District to present information on the status of vacancies at the District and the District’s recruitment and retention efforts at a public hearing before the Board of Directors at least once per fiscal year.

Government Code section 3502.3 also requires the District to identify during the public hearing any necessary changes to policies, procedures, and recruitment activities that may contribute to obstacles in the District’s hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the Board of Directors addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of this policy and these procedures is to establish protocol for the District’s public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The District reserves the right to schedule separate public hearings for different bargaining units, and is not limited to one Public Hearing to address all vacancies and recruitment and retention efforts within the entire agency.

**Notice Requirements:**

1. The District will notify in writing to each recognized employee organization that represents District employees that the Board of Directors will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (Assembly Bill 2561). The notice will provide each recognized employee organization the opportunity to identify any negotiable impacts/effects regarding compliance with Government Code section 3502.3 and applicable District Policy.
2. The District will notify in writing each recognized employee organization that represents District employees of the date, time and place of the hearing at least ten (10) working days in advance of the hearing.

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In the notice, the District will inquire whether the employee organization intends to make a presentation to the Board of Directors at the public hearing. The District will request that, for planning purposes, the employee organization provides written notice to the Fire Chief at least five (5) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice will also include information about the amount of time that the Board of Directors has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

3. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the District present “additional information” related to the vacancies as permitted by Government Code section 3502.3. The District will request that the employee organization provide a written request for the presentation of such information to the Fire Chief at least five (5) working days in advance of the public hearing. The “additional information” includes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.
4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. A District staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
6. The District and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

**Order of the Hearing:**

The public hearing will proceed in the following order:

1. District Presentation: The District presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The District may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
2. Employee Organization Presentation: Following the District presentation, each employee organization will have the opportunity to make a presentation for each of

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the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and should not contain bargaining proposals to the District on matters that have not been presented in bargaining.

3. **Governing Body Questions and Discussion:** The Board of Directors may ask questions of the District and the employee organization presenters.
4. **Final District Comments:** Final District comments will be limited to three (3) minutes per bargaining unit.
5. **Final Employee Organization Comments:** Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. **Public Comment:** Public comment regarding the AB 2561 hearing will be limited to two (2) minutes per person.

**Standards of Discourse:**

The Board of Directors should recognize that engaging with diverse perspectives is vital for effective governance and a vibrant community. To ensure full expression of such diverse perspectives, The Board of Directors should ensure that participants follow the principles of respectful and civil discourse.