

Subject:	Release Time Policy for Employee Retirement Board Members	Number: 6-6
		Date Issued: December 1, 1998 Date Revised:
Responsible Department:	City Manager	Approved:

Purpose

To fulfill their fiduciary obligations to the Retirement Systems, it is essential that elected or appointed employee Retirement Board members attend Retirement Board meetings, Committee meetings, retirement-related conferences, investment-related advisory meetings and conduct on-site visitations as part of the Boards' due diligence evaluation of proposed and current providers of services.

To fulfill their fiduciary obligations, each employee Board member must be allowed sufficient release time from work duties to fulfill his or her Board responsibilities. This policy is intended to establish the necessary policies, procedures and guidelines for release time of employee Board members.

Policy

1. It is the policy of the City of Fresno to allow employee Board members release time from work duties to attend noticed Board and Committee meetings appropriate, due diligence site evaluations of proposed and current providers of services, and appropriate retirement-related conferences.
2. Employee Board member release time will be fully reimbursed by the Retirement Systems to hold the departments harmless from any financial impact.

Procedures

1. Elected or appointed employee Board members are authorized to attend all noticed Board and Committee meetings.
2. Authorization for release time for conferences, training or due diligence site visitations.
 - a. The employee Board member must submit a written request for release time to his or her department director, and should use best efforts to provide such notice not less than thirty (30) days before the requested travel date. The department director shall use best efforts to respond to the employee within seven (7) days of receipt of the request.
 - b. Should the department director deny a request, the employee Board member and the department director shall meet to discuss the issues relating to the denial of the release of time. If the parties are unable to resolve the issues, they will meet with the Chief Administrative Officer for a final determination of the issues.

- c. The conferences, training and due diligence site visitations for which paid release time is sought, must be related and necessary to the Board member's fulfilling his or her fiduciary obligations to the System.