

# Administrative Miscellaneous Staff



## COMPENSATION & BENEFITS

Effective January 1, 2022

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## INTRODUCTION

This document reflects the salary, benefits, and working conditions for the full-time non-safety, miscellaneous employees unless otherwise covered under individual employment agreements.

Miscellaneous Employees include:

- Executive Assistant (1)
- *Finance Manager*<sup>1</sup>(1)
- Benefits Administrator (1)
- Accounting Support (1)
- Administrative Assistant (2)
- Fire Inspector (1)
- Community Outreach Specialist (1)
- Logistics Specialist (1)

## EFFECTIVE DATE

January 1, 2022

## EMPLOYMENT STATUS, WORK PERIOD, SALARIES, OTHER COMPENSATIONS

### Work Period and Employment Status

Position	Typical Work Week	Work Status
Executive Assistant	40 / Week	Salary/Exempt
Finance Manager	40 / Week	Salary/Exempt
Benefits Administrator	40 / Week	Salary/Non-Exempt
Accounting Support	40 / Week	Salary/Non-Exempt
Administrative Assistant	40 / Week	Salary/Non-Exempt
Fire Inspector	40 / Week	Salary/Non-Exempt
Community Outreach Specialist	40 / Week	Salary/Non-Exempt
Logistics Specialist	40 / Week	Hourly/Non-Exempt

### Work Periods

Miscellaneous employees are assigned a routine work schedule from 8:00 AM to 5:00 PM with a 1-hour lunch break, a 15-minute break in the morning, and a 15-minute break in the afternoon. Fire Inspectors work a 5-day/8-hour work schedule, 8:00 AM to 5:00 PM.

Executive Assistant and Finance Manager work a 5-day/8-hour work schedule, typically 8:00 AM to 5:00 PM. The Executive Assistant and Finance Manager may vary their arrival and/or departure times (and

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<sup>1</sup> Currently under separate agreement

other times during the workday) upon the approval from the Fire Chief and/or his/her designee. (Flex schedule). Fire inspectors may be required to work an after hours on-call period.

Logistics Specialists are assigned a routine work schedule from 8:00 AM to 5:00 PM with a 1-hour lunch break, a 15-minute break in the morning, and a 15-minute break in the afternoon.

### **Salaries**

Salaries are set forth in the salary schedule attached to this document as Appendix A.

### **Overtime Pay**

Miscellaneous employees shall receive time and one-half (1.5) for all overtime worked. This includes overtime for meetings and classes required by the District. Overtime is based on the employees' base hourly rate per FLSA. The Executive Assistant and Finance Manger may take flex time.

Overtime will only be approved for work that is not currently compensated by any other compensatory tool.

### **Emergency Call Back / Mandated Staffing Periods / Recall Pay**

The District may recall personnel after-normal business hours due to significant emergency incidents (fire, rescues, disasters) and to provide additional on-duty staffing during periods of elevated community risk (storms, Red Flag Warnings). Staff who have been recalled shall be paid overtime for any hours worked beyond normal hours.

### **On Call / Stand-by Pay ("On Call Fire Inspector")**

Fire Inspectors who are assigned to be on-call off duty and after normal business hours ("on call fire inspector") shall be compensated \$100 per day stand-by pay and shall be compensated time and one-half (1.5) pay when responding for a call out initiated by the incident commander. Overtime will be rounded to the nearest hour with a two-hour minimum.

### **Deferred Compensation**

The District will contribute up to \$300 dollar for dollar match per month period towards the Executive Assistant and Finance Manager (and \$200 all others) contribution to PERS 457 plan.

### **RETIREMENT**

Retirement benefits for all employees covered in this agreement shall be provided in accordance with the current California Public Employees' Retirement System (CalPERS) contract.

Classic miscellaneous employees with 2.7% @ 55 plan, formula. Classic employees shall pay 8% employee contribution of applicable compensation.

Miscellaneous employees hired after January 1, 2013, with 2% @ 62 plan, formula (PEPRA Members). PEPRA safety employees will pay up to 50% of the normal cost, as set annually by PERS, contribution of applicable salary.

In lieu of the CalPERS Sick Leave Credit, the employee may choose to have the District pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of retirement based on the employee's hourly rate of pay inclusive of applicable incentives.

**PAID TIME OFF**

**Sick Leave**

Miscellaneous employees shall accumulate sick leave at the rate of ten (10) hours month up to and including the fifteenth (15<sup>th</sup>) year of service. The accrual rates shall increase to sixteen (16) hours per month beginning with the sixteenth (16<sup>th</sup>) year of service.

The District may require a doctors note for sick leave exceeding four consecutive days.

**Bereavement Leave**

Miscellaneous employees shall be allowed up to three (3) consecutive days in the event of a death in the immediate family, which shall include the employees' existing spouse, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the employee's household.

The District may, at its discretion, approve a request for additional time off as bereavement leave where out-of-state travel is required or when an employee's emotional condition so warrants. Any such requests, if granted, shall be deducted from the employee's accrued sick leave.

**Vacation**

Miscellaneous employees (2080 employees) receive vacation hours earned as follows:

<u>Years of Service</u>	<u>Hours Accrued Annually</u>
1-3 years	80 hours
4-7 years	120 hours
8-11 years	160 hours
12-15 years	200 hours
16 or greater	240 hours

**Maximum Allowable Accumulated Vacation**

Vacation balance maximum shall be two (2) years of accrual.

Should an employee reach the maximum vacation accrual the District shall pay hours in excess to the employee at their regular rate of pay.

Employees on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

## Holidays

The District recognizes the following holidays:

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Friday after Thanksgiving Day	Christmas Eve
Birthday	Christmas Day

If the holiday falls on a weekend day, the previous Friday or following Monday can be taken off.

Holidays shall be paid for each of the twelve (12) observed holidays as they occur.

### Alternative Leave

The Executive Assistant and Finance Manager shall receive sixty (60) hours of Alternative leave per calendar year. Alternative leave hours do not transfer year to year and do not hold cash value.

### Jury Duty

In the event of a jury summons, no deduction will be made from the salary of any employee while serving on jury duty. Employee is to return to work immediately following a release from jury duty if jury duty concludes during a work period.

## BENEFITS

### Medical Insurance

All qualified employees and their legal dependents and domestic partners<sup>2</sup>, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.

Regardless of the plan chosen by the individual employee, the District shall pay the actual premium charged by the approved health care provider for providing coverage to the employees and their dependents under the terms of the plan up to the following monthly maximum amounts:

Employee with no dependents	\$788/month
Employee with 1 dependent	\$1576/month
Employee with 2 or more dependents	\$2045/month

The employee may choose any plan made available to the District. The employee shall be responsible for paying the difference between the amounts listed in item above and the actual cost of the plan selected. Any difference shall be deducted monthly from the employee's pay.

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<sup>2</sup>Registered Domestic Partners are the same as spouses under California law. Existing law defines domestic partners as two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring. A domestic partnership is formed when persons file a Declaration of Domestic Partnership with Secretary of State and meet required criteria.

The District offers an I.R.S. Section 125 Plan for the portion of the premiums for medical benefits that are the responsibility of the employee to pay.

#### **Dental Insurance**

All qualified employees and their dependents are eligible to participate in a group dental plan selected by the District. The District shall pay \$153 of the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependents under the terms of the plan. Once the premium for the basic plan increases to more than \$153 the District cap shall become 100% of the basic dental plan premium.

#### **Vision Insurance**

All qualified employees and their dependents are eligible to participate in a group vision care plan selected by the District. The District shall pay \$9.00 of the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

#### **Life Insurance**

All qualified employees are eligible to participate in the life insurance program selected by the District. The District shall pay 100% of the premium for the selected plan. Employees may choose higher coverage at the expense of the employee for the difference.

#### **Long Term Disability Insurance**

All qualified employees are eligible to participate in the District's disability insurance program through CSFA. The District shall pay 100% of the actual premium charged under the terms of the program.

#### **CSFA Membership**

The District will pay 100% of CSFA dues for all employees.

### **OTHER PROVISIONS**

#### **Management Rights**

The District, on its own behalf and on the behalf of the taxpayers of the District, hereby retains and reserves the right, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitution of the State of California and the United States including but without limiting the generality of the foregoing the right.

#### **Uniforms / Apparel**

Apparel: The District will provide the employee with one uniform polo shirt and one pullover sweater, and three tee shirts initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

Apparel: The District will provide the Logistics Specialist with three uniform polo shirts and one pullover sweater, and three tee shirts initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

Uniform: The District will provide the Fire Inspector and the Community Outreach Specialist with three full sets of class B uniforms and one class A uniform initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

The District will provide the Fire Inspector, the Community Outreach Officer and Logistics Specialist a pair of station and/or safety boots initially, then as needed.

Laundering and basic maintenance of uniforms shall be the responsibility of the employee. District laundering facilities and laundry supplies shall be made available to employees for laundering uniforms.

**Training, Continuing Education and Tuitions**

Miscellaneous employees are eligible for education reimbursements up to a maximum of \$600 each Fiscal Year for work related education.

**District Owned Vehicles**

The District may provide staff with an assigned District owned or leased and maintained vehicle to use while conducting District business. See Use of District Vehicle Policy for restriction. The District shall reimburse the employee for any use of his/her personal vehicle when used for District business. Reimbursement shall be for mileage only at the current IRS mileage rate.

**Appendix A  
Salary schedule**

**January 1, 2022 - 3% Increase**

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Executive Assistant	\$105,376	\$110,645	\$116,177
Finance Manager	\$105,376	\$110,645	\$116,177
Benefits Administrator	\$74,677	\$78,411	\$82,331
Accounting Assistant (Support)	\$74,677	\$78,411	\$82,331
Administrative Assistant	\$74,677	\$78,411	\$82,331
Logistics Specialist	\$47,133	\$49,489	\$51,964
Fire Inspector	\$81,141	\$83,574	\$87,755
Community Outreach Specialist	\$60,278	\$63,294	\$66,477



**July 1, 2022 - 2% Increase**

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Executive Assistant	\$107,483	\$112,858	\$118,500
Finance Manager	\$107,483	\$112,858	\$118,500
Benefits Administrator	\$76,171	\$79,979	\$83,978
Accounting Assistant (Support)	\$76,171	\$79,979	\$83,978
Administrative Assistant	\$76,171	\$79,979	\$83,978
Logistics Specialist	\$48,075	\$50,479	\$53,003
Fire Inspector	\$82,764	\$85,238	\$89,502
Community Outreach Specialist	\$61,485	\$64,563	\$67,787

**January 1, 2023 - 3% Increase**

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Executive Assistant	\$110,708	\$116,243	\$122,055
Finance Manager	\$110,708	\$116,243	\$122,055
Benefits Administrator	\$78,456	\$82,378	\$86,497
Accounting Assistant (Support)	\$78,456	\$82,378	\$86,497
Administrative Assistant	\$78,456	\$82,378	\$86,497
Logistics Specialist	\$49,518	\$51,994	\$54,593
Fire Inspector	\$85,238	\$87,797	\$92,186
Community Outreach Specialist	\$63,336	\$66,498	\$69,826

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_