

# Stanislaus Consolidated Fire Protection District



## SUMMARY OF WAGES AND BENEFITS

Non-Safety Unrepresented Personnel

Effective Date  
September 11, 2014

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## INTRODUCTION

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This **SUMMARY OF WAGES & BENEFITS** is for unrepresented, non-safety personnel of the Stanislaus Consolidated Fire Protection District. No element of this document applies to employees who are working under a collective bargaining agreement and/ or a personal employment agreement.

This document only is a **SUMMARY OF WAGES & BENEFITS** for unrepresented, non-safety personnel of the Stanislaus Consolidated Fire Protection District. This document does not include a complete list of personnel policies and procedures. Personnel policies and procedures are part of the District's comprehensive Policy and Procedure Manual which is available on the District's website at <http://www.scfpd.us>.

This summary of benefits addresses the following classifications:

<b>Job Classification</b>
Fire Marshal
Fire Inspector
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Fire Department Operations Assistant
Financial Services Specialist

## PROBATIONARY PERIOD

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New District employees will be placed on probation for a minimum of one year. During the probationary period, the employee will be evaluated to determine if the employee's skill sets and work performance will enable them to be a successful long term District employee. An employee may be released from probation for failure to meet the minimum performance work requirements or for work misconduct. Probationary periods may be extended for an additional six months if additional time is required to evaluate the employee.

## **HOURS OF WORK**

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The workweek for full-time, non-shift employees is 40 hours. The normal workday is 8 hours, 8:00 am until 5:00 pm with a one hour lunch break, a 15 minute morning break and a 15 minute afternoon break. Start and end times may be adjusted to meet business needs of the District.

With approval from the Fire Chief, employees may request or be required to work an Alternative Work Schedule. Alternative Work Schedules are four ten hour days (4/10 schedule) per week or eight nine hour days and one eight hour day per two weeks (9/80 schedule). Request to work Alternative Work Schedules will only be approved if there is no negative impact on the District's business operations. Alternative Work Schedules can be required, eliminated or denied at the Fire Chief's discretion.

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime. All overtime work must be approved in advance by the Fire Chief or his/her designee.

## **LEAVES OF ABSENCE**

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### **Bereavement Leave**

Up to five days or 40 hours of paid leave, may be granted by the District due to a death in the immediate family of the employee. This form of leave is in addition to any other entitlement for sick leave, or any other leave. Bereavement leave must be taken within 30 days of the death of the immediate family member unless otherwise approved by the Fire Chief.

Immediate family means: mother, stepmother, father, stepfather, husband, wife, domestic partner, son, stepson, daughter, stepdaughter, brother, sister, foster parent, foster child, or any other person sharing the relationship of in loco parentis, and also includes brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents and grandparents-in-law. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### **Jury Duty**

Please refer to District Policy B-15

Paid leave shall be granted to employees while serving on jury duty and while going to and from jury duty on the employee's normal day of work. Jury fees provided to the employee on normal work days shall be submitted to the District.

### **Annual Leave**

Accrued vacation hours and accrued holiday hours shall be considered Annual Leave. Eligible employees shall accrue holiday hours and vacation hours bi-weekly to correspond with bi-weekly pay periods. Employees will be encouraged to use annual leave and annual leave will be granted based on requests that are made during December of the previous year. Annual Leave requests will be granted in up to two

week increments based on seniority of personnel in similar job classifications. Additional annual leave may be granted throughout the year when requested at least 30 days in advance and when the impact of the annual leave on business operations of the District is within acceptable limitations. Additional annual leave may be granted by the Fire Chief with less than thirty days' notice due to unforeseen personal circumstances or when there is no impact on the business operations of the District.

Accrued annual leave will carry over from year to year but may not exceed 600 hours. Annual leave hours shall not accumulate beyond 600 hours without prior approval from the Fire Chief. Approval from the Fire Chief will only be granted when circumstances out of the employees control required them to exceed the maximum annual leave accumulation. Calculations of an employee's Annual Leave accruals will be provided to the employee on a bi-weekly basis as part of the payroll process.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work, at their regular hourly base rate of pay.

### **Annual Leave "Sell Back"**

Employees have option to "sell back" up to 80 hours of vacation and/or holiday time per fiscal year, paid at straight time, at the employee's current hourly rate. Cash out may occur anytime throughout the year with a two pay period notice. A minimum of 40 hours must be cashed out for each occurrence. Employees must have the amount of time requested in accrued Annual Leave to offset the hours requested. Negative "bank" balances will not be allowed.

### **District Recognized Holidays**

- January 1st - New Year's Day
- Third Monday in January - Martin Luther King, Jr. Birthday
- Third Monday in February – Presidents' Day
- Last Monday in May - Memorial Day
- July 4th - Independence Day
- First Monday in September - Labor Day
- November 11th - Veterans' Day
- Fourth Thursday in November - Thanksgiving
- Day after Thanksgiving
- December 24<sup>th</sup> – Christmas Eve
- December 25<sup>th</sup> – Christmas
- Floating Holiday

Holidays falling on a Saturday shall be observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday.

Each holiday will be at the rate of 8 hours with a total of 96 hours annually. Accrual rate will be 3.69 hours per bi-weekly pay period. Employees are required to take off scheduled holidays unless approved by the Fire Chief. Holiday, vacation or compensation time leave can be used for time off on holidays.

## **Vacation Leave**

Vacation time off with pay is available to eligible employees. Once accrued, vacation time becomes Annual Leave. Employees accrue vacation leave on a bi-weekly basis while on paid status in accordance with the following schedule:

<u>Years of Service</u>	<u>Days Per Year</u>	<u>Hours Per Year</u>	<u>Hours Bi-weekly</u>
0 to 5 years	10.3	103	3.96
6 to 10 years	13.7	137	5.27
11 to 15 years	17.2	172	6.62
16 to 20 years	22.3	223	8.58
21 and above	24.0	240	9.23

## **Sick Leave**

The District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illnesses or injuries.

Employees will accrue sick leave benefits at the rate of 4 hours per bi-weekly pay period. All use of sick leave will be charged at the rate of 100 percent of actual time taken. Unused sick leave benefits will be allowed to accumulate.

Paid sick leave can be used in minimum increments of an hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household, providing the sickness or injury falls within the eligibility guidelines for Health Medical Insurance. Sick leave used for the injury or illness of a family member may not exceed 80 hours in a calendar year.

## **Sick Leave Reporting**

Employees who are unable to report to work due to illness or injury must notify their Supervisor at least one hour prior to the start of the employee's scheduled work day. It is the responsibility of the employee to keep their Supervisor informed as to a continued absence beyond the first day during a prolonged illness. The employee must notify their Supervisor if it is the employee or an eligible family member that is ill or injured. The employee does not have to disclose the nature of the illness or injury.

If an employee is ordered by a doctor to be off work, the employee shall obtain a written order from the doctor stating:

1. The date the medical leave is to start
2. The date the employee can return to work, or date of next scheduled visit

When the sick leave absences exceeds 80 continuous work hours or 200 hours in a calendar year, the employee shall provide a completed Sick Leave Affidavit and Physician's Certification Form to their Supervisor. Failure to provide satisfactory

certification of illness or injury in a timely manner could result in termination of said benefits for the time off.

The Supervisor may waive the requirement to have a physician sign the form based on the circumstances surrounding the need for sick leave use. This waiver must be approved by the Supervisor when calling in requesting sick leave use. The Sick Leave Affidavit and Physician's Certification will be required upon return to duty.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Any employee who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying benefits will be denied benefits received as a result of the false information, and will be subject to disciplinary action up to and including termination.

### **Sick Leave Cash-Out or Conversion**

Upon retirement from District service or death, the employee or beneficiary may cash out 25% or convert 50% of unused sick leave to prepay retirees medical, dental and vision benefit payments pursuant to applicable laws and regulations. In addition, employees may use their entire sick leave bank for the purpose of converting it to additional service credit toward the Public Employees Retirement System (PERS). Employees may use both options. (Further details in the retirement section)

### **Catastrophic Sick Leave**

Employees who have suffered a catastrophic illness or injury that prevents them from being able to perform their job and have exhausted all forms of paid leave, may receive donations of paid leave from other Fire District employees. Employees may also donate vacation or compensatory time off to a co-worker suffering from a catastrophic illness or injury. Donated leave is converted into the recipient employee's sick leave. A catastrophic illness or injury is a critical medical condition considered to be terminal, or a long-term major physical impairment or disability. The following are the requirements of the program:

1. The determination of the employee's eligibility for Catastrophic Sick Leave donation shall be at the Fire Chief's (or designee) sole discretion and shall be final.
2. The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the Fire Chief.
3. The recipient employee is not eligible so long as they have paid leaves available; however, the request may be initiated prior to the anticipated date leave balances will be exhausted.
4. A recipient employee is eligible to receive 180 eight-hour working days (1,440 hours) of donated time per employee.

5. Donations shall be made in full-day increments of 8 hours and are irrevocable. Employees may donate unlimited amounts of time.
6. The donor employee may donate vacation or compensatory time which shall be converted to recipient employee's sick leave balance and all sick leave provisions will apply. Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.
7. Both the donor and the recipient must be employed by the Stanislaus Consolidated Fire Protection District. Donor may remain anonymous to recipient, based on request.
8. Recipient employees who are able to work but are working less than their regular schedule will integrate Catastrophic Sick Leave donations with time worked and their own paid leaves, which must be used first, not to exceed 100% of the employee's gross salary.

### **Family Medical Leave Act (FLMA)**

The District shall comply with both State and Federal laws providing for employee leaves for family and medical care as regulated by the State of California Fair Employment and Housing Commission and the Federal Department of Labor.

When and if the District reaches fifty (50) employees, family leave will provide that after completion of one full year of service (and having worked at least 1,250 hours during the twelve (12) months preceding the leave), an employee may take an unpaid family leave of up to twelve (12) weeks in a twelve (12) month period for the following covered events:

1. The birth, adoption or foster placement of a child;
2. The employee's own serious health condition; or
3. The serious health condition of the employee's child, parent or spouse

After a continuous absence of thirty (30) calendar days for any covered event described herein, the employee shall be placed on family leave. While on family leave, an employee may elect to utilize any accrued vacation, holiday or compensating time off. Accrued sick leave may only be used for the period of an employee's actual illness/injury or when authorized for the employee's care of a critically ill child, parent or spouse. While on family leave, the District shall continue to pay contributions towards the employee's health, dental and vision plan at the same rate it did while the employee was on active status unless the employee chooses to discontinue coverage. State law provides that family leave is separate and distinct from pregnancy disability leave. All Federal laws and guidelines must be followed regarding FMLA Leave. District Policy/Procedure will detail the regulations set forth regarding appropriate utilization and documentation of FMLA Leave.



### **Pregnancy Disability Leave**

A pregnant employee shall furnish her supervisor no later than the fourth month of pregnancy, a statement by the attending physician which indicates the estimated time of delivery. A pregnant employee is entitled to take a pregnancy disability leave for the portion of the pregnancy and the time following delivery during which the doctor determines she is disabled (not to exceed four months). Prior to that time, the employee shall complete the necessary documents.

Such an employee may elect to take accrued vacation, compensation time, sick leave or leave without pay during the period of disability. Reinstatement subsequent to pregnancy disability leave of absence shall be to the same classification from which leave was taken.

### **Personal Leave**

Employees may request personal leave only after having completed the new hire probationary period. As soon as eligible employees become aware of the need for personal leave of absence, they must request a leave from the Fire Chief or designee. Personal leave is unpaid leave.

Personal leave may be granted for a period of up to 14 calendar days annually. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than seven calendar days. Requests for personal leave will be subject to the Chief's discretion and will be evaluated based on a number of factors, including anticipated work load requirements and staffing consideration's during the proposed period of absence.

The District will continue to provide health insurance benefits for the full period of the approved personal leave. Vacation, sick leave, and holiday benefits will not continue to accrue during the approved personal leave period.

If an employee fails to report to work promptly at the expiration of the approved leave period, the District will assume the employee has resigned.

### **Military Leave**

Any employee who is granted a military leave of absence to serve in the Armed Forces of the United States shall have his/her seniority continued as if the person has remained on the District payroll. The employee shall be reinstated from the military leave of absence at the same salary range that he/she would have been eligible to receive had he/she been on the job. Military leaves of absence will be governed by the provisions of the Military and Veterans Code of the State of California, Section 39 et seq.

## **WAGES**

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New employees will be placed in the salary step within their classification based on their experience, education and overall qualifications. Employees who have not reached Step E within their classification will be considered for the next step within their classification as part of their annual performance review process.

## Wage Schedule Effective July 1, 2014

		Step A	Step B	Step C	Step D	Step E
Administrative Assistant I (Part-Time)	Hourly	9.00	9.45	9.92	10.42	10.94
	Bi-Weekly	0.00	0.00	0.00	0.00	0.00
	Monthly	0.00	0.00	0.00	0.00	0.00
	Annual	0.00	0.00	0.00	0.00	0.00
Administrative Assistant II	Hourly	15.24	16.00	16.80	17.64	18.52
	Bi-Weekly	1,219.20	1,280.00	1,344.00	1,411.20	1,481.60
	Monthly	2,641.60	2,773.33	2,912.00	3,057.60	3,210.13
	Annual	31,699.20	33,280.00	34,944.00	36,691.20	38,521.60
Administrative Assistant III	Hourly	23.15	24.31	25.53	26.81	28.15
	Bi-Weekly	1,852.00	1,944.80	2,042.40	2,144.80	2,252.00
	Monthly	4,012.67	4,213.73	4,425.20	4,647.07	4,879.33
	Annual	48,152.00	50,564.80	53,102.40	55,764.80	58,552.00
Fire Inspector	Hourly	24.35	25.57	26.85	28.19	29.60
	Bi-Weekly	1,948.00	2,045.60	2,148.00	2,255.20	2,368.00
	Monthly	4,220.67	4,432.13	4,654.00	4,886.27	5,130.67
	Annual	50,648.00	53,185.60	55,848.00	58,635.20	61,568.00
Finance Specialist	Hourly	21.38	22.45	23.57	24.75	25.99
	Bi-Weekly	1,710.40	1,796.00	1,885.60	1,980.00	2,079.20
	Monthly	3,705.87	3,891.33	4,085.47	4,290.00	4,504.93
	Annual	44,470.40	46,696.00	49,025.60	51,480.00	54,059.20
Operations Assistant (Part-Time)	Hourly	12.00	13.00	14.00	15.00	16.00
	Bi-Weekly	0.00	0.00	0.00	0.00	0.00
	Monthly	0.00	0.00	0.00	0.00	0.00
	Annual	0.00	0.00	0.00	0.00	0.00

### Overtime (Non-FLSA Exempt)

Overtime work is all work performed beyond eight hours in one day or 40 hours in one week. Employees will be compensated for overtime work, either in cash or compensatory time off at the employee's discretion, at the rate of one and one-half times the employee's normal hourly rate of pay. All overtime must be approved by the Supervisor in advance. Overtime for employees who are working alternative work schedules (4/10s or 9/80s) will only receive overtime compensation when they work beyond their schedule alternative work day.

### **Mileage Reimbursement**

Employees will be reimbursed for authorized use of personal vehicles on Fire District business at the per mile standard business rate as prescribed by the Internal Revenue Service. In the event that an employee incurs property damage to his/her vehicle while on Department business, and is unable to recover the cost of such property damage, the costs shall be paid to the employee by the Department in an amount not to exceed \$500.

## **INSURANCE**

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### **Medical, Dental and Vision**

The District provides medical, dental and vision care coverage at no cost for fulltime employees and their eligible dependents and part time employees who qualify for health care insurance under the Affordable Care Act and their eligible dependents. The District also offers additional enhanced medical/dental/vision options that require employee contributions.

### **Waiver of Medical Benefits**

Employees have on-going medical insurance through a spouse or domestic partner that is at a minimum equal to that provided by the District, may elect to withdraw from the Fire District's medical plan. Employees withdrawing from the plan may elect to have 50% of the cost of the lowest plan that the District provides at no cost to the employee paid as follows:

- A. Deferred compensation; or
- B. Cash Benefit- paid bi-weekly as a cash benefit (cash benefits shall be subject to taxation)

To remain eligible for this benefit, employees must annually provide to the District proof of medical coverage. Should the employee at any time elect to exit or re-enter the District's health plan, they can only do so during an open enrollment period or qualifying event.

### **Life Insurance**

The District agrees to provide term life insurance for all non-represented personnel in the amount of \$50,000 at no cost to the employee.

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

The district agrees to pay the member's contribution to a Long-Term Disability Plan.

## RETIREMENT BENEFITS

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### **California Public Employees Retirement system (CalPERS)**

Employees are members of the California Public Employee Retirement System (CalPERS). The formula used is **2.7% at age 55**, and the one year final compensation, section 20042. Members are entitled to the 1959 Survivors Act, section 21574.

Employees covered by this agreement hired after January 1, 2013, they will be subject the current interpretation of the Public Employees' Pension Reform Act of 2013 (PEPRA). The new miscellaneous formula is **2% at age 62**. PEPRA requires that a three-year final compensation period be used to calculate the average final compensation for a retirement calculation for all new members. A new member is defined in PEPRA as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system.
- A new hire who brought into the CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

CalPERS refers to all members who do not fit within the definition of a new member as "classic members".

The District has amended the CalPERS contract to add section 20965, the sick leave buy-out, at no additional cost to the employees. Under the contract, 8 hours of unused sick leave equals one workday and 2000 hours equals one year of service credit.

An employee may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment with the District as outlines in Section 21024 of the CalPERS optional benefits provisions. Employees may also participate in the Additional Service Credit Purchase Program offered by CalPERS. The employee will bear the cost of exercising any service credit purchase option.

### **Deferred Compensation**

Employees working at least 50% of the normal full-time work week are eligible to participate in the 457 Deferred Compensation Plan. This plan allows for a method of tax deferral of income and at the same time allows for additional retirement income. Employees contribute a pre-tax amount of salary into the plan. Participation is optional. Please contact the Human Resource Coordinator for more information.

**Medicare**

The Fire District does not participate in the Social Security System for retirement purposes. Employees hired after 1985 are covered by the Medicare portion of Social Security for Hospital Insurance for senior citizens. The employee and the Fire District each contribute 1.45% of salary for Medicare.

**ADDITIONAL BENEFITS**

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**Educational Stipend**

Upon the approval of an educational plan by the employee's supervisor, an employee may engage in job-related educational courses which maintain or upgrade the employee's job skills, and/or prepares the employee for promotional opportunities. The District shall pay up to \$600 per employee per calendar year. Prior to reimbursement, documentation of successful completion of the course(s) is required with a grade of C or better.

**Uniform Allowance**

The Department shall pay annually a \$1000.00 clothing allowance to fire prevention employees required to wear Department specified uniforms as determined by the Fire Chief. The allowance will be disbursed as a bi-weekly allowance of \$38.46 paid per pay period and received each pay day.

All new hires from outside the District will be allocated \$500.00 for the purpose of purchasing required uniforms and appropriate accessories on their first pay check. Beginning with their second pay check they will start receiving the \$38.46 stipend.

**Employee Assistance Program**

The District has contracted services for the employees for Counseling and Stress Debriefing. These services include employee counseling and Critical Incident Stress Debriefing (CISD) at the District's expense. Generally, the employee may have three visits prior to referral to another program. Details for this program are available from management.