

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors
Personnel Subcommittee Meeting

Thursday, December 15, 2016 – 1:00 p.m.

Chair ~ Director Matt Stamey, Director Stark

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion

Meeting Location: S.R.V.F.P.D. Administrative Office ~ Boardroom
1500 Bollinger Canyon Road
San Ramon, CA 94583

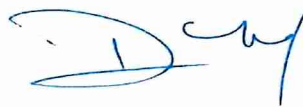
AGENDA

1. **CALL TO ORDER**
2. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
3. **PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a "Request to Speak" form and submit it to the District Clerk.

4. **NEW BUSINESS:**
 - 4.1 Discussion and Possible Approval of the Non-Represented Employee Handbook.
 - 4.2 Discussion on current Human Resources Division structure and staffing.
5. **ADJOURNMENT TO THE NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED IMMEDIATELY FOLLOWING THIS MEETING, THURSDAY, DECEMBER 15, 2016 AT 2:00 P.M. IN THE BOARDROOM.**

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on December 9, 2016 at the District's Administration Building and the San Ramon Valley Fire Protection District's website at www.firedepartment.org

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact District Clerk Donna Maxwell at (925) 838-6661.



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: December 15, 2016

To: Board of Directors Personnel Committee

From: Natalie Korthamar Wong, Director of Human Resources

Subject: Recommendation to the Personnel Committee to Recommend that the Board of Directors Approve the Management and Non-Represented Handbook, effective December 15, 2016

Summary:

The Management and Non-Represented Handbook was recently updated to reflect the District's current compensation and benefit offering. It is recommended to the Personnel Committee to Recommend that the Board of Directors approve the Management and Non-Represented Handbook, effective December 15, 2016

Discussion:

The Management and Non-Represented employee group includes approximately 20 full-time equivalent employees who serve critical roles managing the District and its finances. The Management and Non-Represented group includes the Deputy Chiefs, Director of Human Resources, Division Chief/Fire Marshal, Director of Emergency Communication, Controller and all administrative support staff. The purpose of the Management and Non-Represented Handbook ("Handbook") is to describe the compensation structure and benefits offered to this group of employees. Having and maintaining the Handbook is key for recruitment and retention because it describes the District's approach to compensation and explains the benefits that are being offered.

The current Management and Non-Represented Handbook was in effect April 2004-June 2007. Since that time, there has been pension reform legislation and changes to the District provided benefits. Many of the updates made to the handbook reflect previously approved benefit changes or current procedural practices. The key updates include:

- Describes the various salary components
- Updates the special compensation currently offered

- Explains the employee retirement components
- Describes the current benefit offerings
- Provides authorization to the Fire Chief to adjust the annual vacation accrual of new employees based on the employees' length of service with a prior employer
- Describes the annual vacation cash-out procedures
- Explains pension benefits and retirement contribution amounts
- Describes the benefits offered to part-time permanent employees
- Describes the work schedules offered and work periods
- Updates the formatting and organization for easier readability

Following approval of the Handbook, the Human Resources Department will continue to maintain the Handbook and will return to the Board in the event there are updates that require Board approval.

Financial Impacts:

None.

Recommended Board Action:

Review and provide recommendation to the Board of Directors to approve the Management and Non-Represented Handbook, effective December 15, 2016



SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Management and Non-Represented Personnel Handbook

Effective: December 15, 2016

DRAFT

MISSION STATEMENT

**In the spirit of our tradition, we strive for excellence,
respectfully serving all with pride, honor and compassion**

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SECTION I. POLICY ELEMENTS

This Handbook applies to all Management and Non-Represented positions except the Board of Directors. For purposes of this handbook, full-time refers to those positions that are budgeted at 40 hours per week; part-time permanent refers to those positions that are budgeted at less than 40 hours per week and are eligible for District benefits; and part-time limited refers to part-time positions that are budgeted at less than 40 hours per week and are not eligible for benefits.

A. Management and Non-Represented Position Compensation Policy

The District's policy for management and non-represented support staff compensation is to establish and maintain a general structure based on marketplace norms and internal classification alignment with broad compensation grades and ranges. Structures and ranges may be reviewed and updated as necessary based on marketplace survey data, internal classification alignment, and District financial conditions. Any compensation adjustments require the approval of the Board of Directors.

B. Basic Plan Elements Structure

The compensation plan includes separate multi-grade structures for management and non-represented support staff employees. All management and support staff positions are assigned an appropriate classification and corresponding pay range as approved by the Board of Directors.

Competitive marketplace studies will be conducted as needed by surveying agencies similar to the District in number of employees, population and services provided. These studies will focus on general salary trends for groups of management positions such as first line supervisors, administrative, confidential, professional and executive management. Periodically, studies will more specifically include position-by-position comparisons using marketplace and survey data. Depending on the results of these studies, the pay structure may be adjusted or individual positions may be reassigned to a different pay range. Such adjustments will only affect the salary administration framework. No individual salaries will be automatically changed because of structural adjustments.

C. Performance Planning and District Appraisal

District management will conduct performance planning and appraisals annually. This process includes both review of previous performance appraisals and preparation of the performance appraisals for the next planning period. Performance plans/appraisals are jointly prepared by the employee and District management. The performance appraisals shall contain measurable objectives, which place special emphasis on position duties or specific assignments. Progress toward meeting objectives shall be monitored periodically. At the conclusion of the review period, District management shall make a final determination of general performance. The performance appraisals should be implemented in a manner that will achieve the following objectives:

- Define the employee's job duties and expected level of performance for the next review period to ensure that both the employee and supervisor have a clear understanding of the employee's role and responsibilities;
- Evaluate and document past performance to serve as a basis for establishing and obtaining future performance standards/objectives;
- Facilitate two-way communication and understanding between the employee and his or her supervisor;
- Counsel and encourage employees to work toward a learning development plan and realize their full potential;
- Establish future professional developmental goals.

Work plans should include job related projects or special goals related to regular job duties when applicable.

SECTION II. COMPENSATION

This section applies to all eligible District management and non-represented support staff positions except as otherwise indicated. Eligibility shall be in conformance with administrative policies and procedures issued by the Fire Chief for the purposes of clarification and interpretation.

A. Exempt Employees

Exempt Employees hold positions that meet specific tests established by the Fair Labor Standards Act (FLSA) and are exempt from the Act's overtime pay requirements. Those classifications can be found in Appendix B.

B. Acting Pay

Where management and non-represented employees, on a temporary basis, are assigned to perform all significant duties of a higher classification for a period of two weeks or more, the Fire Chief or designated representative may authorize Acting Pay, which is a five percent (5%) increase of current step, calculated based on the employee's premium base monthly salary (PBMS) as defined by Handbook Section D below. (See also Section D regarding Acting Pay.) An Acting assignment will not exceed six months, unless renewed at the discretion of the Fire Chief. On expiration of that timeframe, Acting Pay will cease and the employee will return to his or her former pay level. Acting Pay shall be documented with a description of the additional duties in the higher classification to be performed and an end date. Employees selected for an Acting assignment will be expected to meet the minimum qualifications for the higher classification.

C. Management and Non-Represented Support Staff Compensation Adjustment Authorization

1. Management and non-represented support staff will receive salaries in accordance with the District's Salary Schedule.
2. The District appointed officers are authorized to establish such administrative policies and procedures as are necessary to implement the Management and Non-Represented Support Staff Salary Schedule subject to the limitations of the approved compensation adjustment authorization and the approved pay structure.
3. In the event a downward adjustment of a position assignment indicates a reduction in the established salary of an individual employee, the District appointed officer may, if circumstances warrant, continue the salary for such employee in an amount in excess of the revised pay range for a reasonable period of time. Such interim salary rates shall be defined as "Y-rated." Employees in "Y-rated" positions shall not be eligible for any increase to base salary until the amount of the "Y-rated" salary is equal to or less than the published pay rate (i.e. approved salary schedule) of the assigned position.

D. Salary Components

1. Main Salary Components:

- a) Base Monthly Salary (BMS) - The base monthly salary is determined for all ranks. The base monthly salary does not include the individual retirement allotment or any of the following premium pays: Acting Pay and Management Incentive (if applicable). The Base Monthly Salary is the monthly salary amount described in the District's Salary Schedule.
- b) Premium Base Monthly Salary (PBMS) - The premium base monthly salary is the sum of an employee's BMS multiplied by the Average Required Contribution (ARC) to retirement.
- c) Straight Time (Hourly Rate) – The straight time hourly rate is the sum of an employee's PBMS plus Management Incentive, divided by hours of work per month. Longevity Pay (if applicable) is not included in the calculation of the straight time hourly rate. (The hourly rate calculation is based on the following principles: 40 hours per week = 173.33 hours per month = 2,080 hours per year).
- d) Overtime (Hourly Rate) – The overtime hourly rate is the sum of an employee's PBMS plus premium pays, if any, multiplied by 1.50.

2. Special Compensation

- a) Acting Pay – Acting Pay is a five percent (5%) increase of current step, calculated from the employee's premium base monthly salary (PBMS).

- b) Holidays— Management and non-represented employees receive paid time off for the holidays described in Policy #212, Holidays.
- c) Longevity Benefit: Pursuant to current CCCERA rules, safety employees who have thirty (30) years of service credit are no longer required to make the employee retirement contribution to CCCERA. This District will continue to provide the Individual Retirement Allotment (defined below) to the employee.
- d) Management Incentive Pay: All managers appointed to a management position prior to January 1, 2010, serving in a management capacity in good standing for more than one year shall receive management incentive pay equal to 5% of the Premium Base Monthly Standard (PBMS) for Fire Engineers, Step 5. Employees hired on or after January 1, 2010, or those promoted into a “management capacity” on or after this date do not receive management incentive pay.

3. Employee Retirement Components

- a) Employee Retirement Rate Percentage - The employee retirement rate percentage is a percent that has been designated by the Contra Costa County Employees Retirement Association (CCCERA) based on the age of entry of the employee at the date of hire, and is comprised of two components: the employee “Basic” rate and the employee cost of living adjustment (“COLA”) rate, both of which are determined by CCCERA. Employees are responsible for the payment of the employee retirement contributions to CCCERA which appear as a pre-tax deduction on the paycheck pursuant to Internal Revenue Code section 414(h)(2).
- b) Average Retirement Contribution (ARC) Percentage - The ARC percentage is the sum of all of the Basic retirement rates for represented employees, as set by CCCERA, divided by the number of represented employees. This percentage was **last** reviewed and recalculated on July 1, 2013, and will be recalculated every 5 years thereafter.
- c) Individual Retirement Allotment (IRA) – The IRA is a reimbursement paid to the employee for the required employee Basic contribution to CCCERA. The IRA amount is derived by multiplying the BMS (as defined above) by the employee’s Basic retirement rate. The District pays the IRA to the employee as additional compensation and the IRA appears as a taxable salary item on the employee’s monthly paycheck.
- d) Individual Retirement Contribution (IRC) - The individual retirement contribution is the employee portion of the retirement contribution. The amount is the result of the following calculation: The sum of PBMS, plus other pensionable pay as determined by CCCERA, multiplied by the retirement rate. The IRC is deducted from employee’s compensation and is sent to CCCERA for deposit into the employees’ retirement account.

In addition to the employee retirement contribution shown on the employee's monthly paycheck, there is an employer's mandatory retirement contribution which is paid directly to CCCERA by the District on behalf of the employee. This contribution is calculated

on the total retirement earnings (BMS + Special Compensation + IRA) multiplied by the employer's mandatory retirement contribution rate as established by the CCCERA for the District. This determination takes place on an annual review basis.

- e) An example calculation of employee's net pay and retirement contribution is in Appendix D.

SECTION III. BENEFITS

A. Hospital-Medical, Dental, and Life Insurance

1. Effective Date of Coverage for New Employees

For newly-hired regular employees, coverage begins on the first day of the month following date of hire for the health plan, dental plan, vision care plan, long term disability and life insurance plans, if these benefits are elected.

2. Active Employee Health Benefits

a) Medical

The District provides medical coverage through the Public Employees Medical and Hospital Care Act Program (PEMHCA or "PERS Health") for employees and eligible dependents. The District currently pays up to 92% of the monthly medical premium for the second most expensive Bay Area plan among the existing array of plans available during the term of this compensation plan for participating employees, with the employee responsible for paying the balance of the monthly premium. Eligible dependents under the law, include spouses, children under the age of 26 and never married (natural, adopted, or stepchildren), economically dependent children, and domestic partners registered with the Secretary of State. For health coverage, the District's contribution to medical premiums will be the same contribution that the District makes for employees represented by IAFF Local 3546.

i. Coverage for Domestic Partners

Domestic Partnership Registered with the California Secretary of State: Employees may add their domestic partner as a dependent to their elected health plan coverage if the domestic partnership is registered with the Secretary of State and will be eligible for the Alternative Medical Benefit Program described below. For purposes of this handbook, the term "spouse" includes registered domestic partners.

ii. Alternative Medical Benefit Program

Employees may choose to opt-out of District provided medical coverage if they are covered elsewhere (i.e. under a spouse's health care plan) and meet the eligibility requirements of the District's Employee Health Insurance Opt-Out Plan and instead receive an in-lieu cash payment of \$300 per month.

Participation must result in a health insurance cost savings to the District. To participate in the program, the employee and dependents must be eligible for coverage under PERS Health,

complete a waiver of medical coverage form, and annually provide proof of eligible alternative medical coverage. When a District employee is married to another District employee, each shall only be eligible once (as an individual or as a spouse of the other District employee, but not both) for a waiver.

Payments will be made in the employee's paycheck beginning the first month following the employee's completion of the waiver form. Employees are responsible for notifying the District of any change in status affecting eligibility for this program (for example, life changes affecting dependent's eligibility for medical coverage through the employee) and will be responsible for repayment of amounts paid by the District contrary to the terms of this program due to the employee's failure to notify the District of a change in status.

b) Vision

The District provides vision coverage through a third-party insurance provider, plus contact lenses coverage or a second pair of glasses through a separate self-funded program for employees and eligible dependents. The availability of coverage under this benefit is such that a covered person may purchase either a second pair of glasses or contact lenses up to the allowable limits and under the terms described in the SRVFPD Self-Funded Vision Plan Options. For vision coverage, the District's contribution to vision premiums will be the same contribution that the District makes for employees represented by IAFF Local 3546, which is currently at no cost to the employee.

c) Dental

The District provided dental care coverage for employees and eligible dependents. For dental coverage, the District's contribution to dental premiums will be the same contribution that the District makes for employees represented by IAFF Local 3546, which is currently at no cost to the employee.

d) Life Insurance/AD&D

The District provides employee group life insurance and Accidental Death and Dismemberment (AD&D) coverage, in the amount of \$20,000, for the employee only, through the District's life insurance provider. For Life Insurance/AD&D coverage, the District's contribution to the insurance premiums will be the same contribution the District makes for employees represented by IAFF Local 3546, which is currently at no cost to the employee.

e) Supplemental Life and AD&D Insurance

An employee may, at his/her cost, purchase additional life insurance and additional AD&D coverage.

f) Long Term Disability Insurance

An employee may, at his/her cost, may purchase long term disability (LTD) insurance with a tax-free benefit of up to \$10,000 per month.

g) Dual coverage for dental and vision benefits

When a District employee is the spouse of another District employee, each shall be covered only once (as an individual or as a spouse of the other District employee, but not both) and dependent children, if any, shall be covered by only one spouse.

h) Employee Assistance Program

The District will provide access to an employee assistance plan for employees and eligible dependents. The Employee Assistance Program (EAP) provides employees with confidential personal counseling, work and family related issues, eldercare, substance abuse, etc. In addition, EAP programs provide a valuable tool for supervisors to refer troubled employees to professional outside help. This service staffed by experienced clinicians is available to employees and their dependents by calling a toll-free phone line 24 hours a day, seven days a week. Guidance is also available online.

3. Retiree Health Benefits

- a) Medical: The District provides medical coverage through CalPERS Health for all eligible retired employees. The District currently pays 100% of the monthly medical premium up to the second highest Bay Area plan.
- b) Other Benefits: Eligible retirees who choose to participate in the District's vision, dental, life insurance, and/or EAP plans must contribute seventy-five percent (75%) of the premium. The District will contribute the remaining twenty-five percent (25%) of the premium.
- c) Elections: Retirees who choose to participate in the District's vision, dental, life insurance, and/or EAP plans are required to elect dental, vision, life insurance, and/or EAP-upon retirement. Eligibility for benefits coverage and/or election after the initial retirement will be based upon the policies and regulations of the individual benefits plans. Post-retirement elections and changes to elections may be made only during the annual open enrollment period, or at such time as a life change event occurs as defined in the plan document.
- d) Notice: Elections for these plans must be made and communicated to the District at least fifteen (15) days before retirement in order to become effective at the time of retirement.
- e) Spouse and Dependents: The retiree health benefits paid for by the District include only the retiree, spouse, and dependents that have been enrolled on the retiree's health plans prior to the retiree's retirement from the District. Retirees adding spouses and/or dependents after retirement will be responsible for paying the additional premiums for the added spouse and/or dependents.
- f) Auxiliary Programs: In the event the District "self-funds" auxiliary programs, such as vision care, dental and life insurance, eligible retirees will be qualified to participate in such programs. This benefit is available to those current retirees participating in corresponding District health benefits plans and future employees who may retire, in

good standing, under a “service” or “disability retirement” granted by the Contra Costa County Employees’ Retirement Association.

- g) Good Standing: To retire or resign employment in good standing, an employee must comply with the requirements set forth in the District Administrative Policy #ADM124, Employee Separation and Reemployment Eligibility.

An employee tendering his/her retirement notice while under the threat of termination or disciplinary action will be considered to have resigned "not in good standing" and will be ineligible for continued health care benefits. Notwithstanding the provisions of District Administrative Policy #ADM124, Employee Separation and Reemployment Eligibility, an employee tendering retirement notice more than twenty-four (24) hours after the conclusion of the employee's Skelly¹ opportunity, will be considered to have resigned "not in good standing" and will be ineligible for continued health care benefits.

- h) Eligibility:

- a. Full-time employees retiring on a "service-connected disability retirement" are eligible regardless of length of service or age.
 - b. To be eligible for retirement health benefits, full-time employees retiring on a "non-service connected disability retirement" must qualify under the service “retirement” criteria.
 - c. Part-time employees are not eligible for this benefit.
 - d. A "service retirement" is defined as retirement directly from active employment without first terminating employment or taking a disability retirement.
 - e. A "service connected disability retirement" is defined as retirement from service due to a "job-connected" illness or injury that prevents the employee from performing the "essential functions" of the classification occupied.
 - f. A "non-service connected disability retirement" is defined as retirement from employment because of an illness or injury arising from factors not associated with the performance of duty.
- i) Continuation of Coverage for Surviving Spouse: In the instance where the eligible employee is deceased, the continuation of health care benefits to the surviving spouse will be determined by the policies and regulations established by PERS. Surviving spouses shall be covered by the medical coverage if they were eligible for pension benefits at the time of the District employee’s retirement. They may also continue auxiliary programs they were participating in at their own expense.

¹ Skelly: The right of an employee to be informed of pending disciplinary action and the reason therefore, and the opportunity to respond before discipline is imposed.

- j) Continuation of Coverage Following Remarriage: Surviving spouses shall not add a new spouse if they re-marry after the retiree's death. There must be a direct relationship to the retiree to be eligible to continue coverage.
- k) Incarceration: No incarcerated person, including the spouse and/or dependents, shall be eligible for retiree benefits during any period of incarceration. Eligible spouse and/or dependent(s) who otherwise meet eligibility requirements for coverage shall not be disqualified as a result of the retiree's incarceration.
- l) Rate Changes: In the event the health benefit rates change, the District will adjust its contribution and the required retiree contribution accordingly.
- m) District Contribution to Trust Account: The District shall make annual contributions into the District trust account established with the California Employers' Retiree Benefit Trust administered by PERS to pay future retiree health premium costs in an amount at least equal to the total amount contributed monthly by participating employees toward their health premiums (i.e., the monthly employee cost share for health premiums).

4. Health Benefit Plan Changes

If the costs of health benefit plan coverages necessitate a change in companies or benefits, the District shall make the appropriate adjustments. In the event the benefit rates change, the District will adjust its contribution accordingly.

SECTION IV. ADDITIONAL BENEFITS

A. Deferred Compensation Plans

The District offers to all employees, three (3) deferred compensation plans identified herein as the Nationwide Retirement Solutions, PERS, and International City Manager's Association (ICMA). Employees shall have the option to participate in any of the offered plans at their own discretion with no contribution from the District.

B. Flexible Spending Account (IRS Code 125)

The District offers to all employees, the opportunity to participate in an IRS Code 125 (Flexible Spending) Plan. In general, the Plan is funded on an employee salary reduction basis with no contribution from the District. It permits eligible employees to reduce their cash compensation by taking advantage of pre-tax dollars (dollars free from federal and state income tax, and FICA Medicare) for certain qualifying expenses.

An employee should be aware that the election is irrevocable for the plan year. This means that once the payroll deductions have begun, the participant cannot change the amounts or drop out of the plan unless he or she terminates employment or has a "change in family status." A "change in family status" includes: birth, death, adoption, marriage, divorce, change in spouse's employment status.

For qualifying expenses and tax law restrictions refer to the plan document.

C. Annual Administrative Leave

Annual Administrative Leave is offered to all exempt non-represented employees. This Leave will be accrued and credited to the employee's leave balance on a monthly basis. The administrative leave balance may not exceed one year's accrual at any time. If the accrual reaches one year's accrual, no further accrual will be credited until such time as the balance is below the annual accrual.

Exempt management employees are granted eighty (80) hours of administrative leave annually, accrued and credited at the rate of 6.67 hours each month. This leave is granted in recognition of the extra hours management work over their regular schedule.

Exempt non-management employees are granted forty (40) hours of administrative leave annually, accrued and credited at the rate of 3.33 hours each month.

Administrative leave may be taken as paid time off, added to vacation accruals (subject to vacation accrual limitations), paid out one time per calendar year not to exceed one year's accrual, or taken as deferred compensation. A portion of unused Administrative Leave cashed out upon retirement may be considered by CCCERA when determining an employee's retirement allowance.

Entitlement under this provision will be reduced on a pro-rated basis according to the number of months in paid status during the year; employees who have used more than the pro-rated share at the time they leave District service shall be required to repay the balance or have it deducted from their final check. Unused balances as of the end of the calendar year will be paid in cash unless a different option as indicated above is elected by the employee.

Exempt employees covered by this handbook may elect to have up to 80 hours (management) or 40 hours (non-management) of accumulated administrative leave paid out one time within a 12-month period by notifying the District by November 1 of each year. The employee will be paid in the final paycheck of that calendar year.

D. Paid Sick Leave

Forty (40) hour work week employees shall accrue paid sick leave at the rate of 8 (eight) hours per month for each completed calendar month of service. All paid sick leave hours accrued, but not used, shall be accumulated. At the time of retirement, an employee may apply any unused paid sick leave hours toward retirement as provided for by CCCERA. Those assigned a work schedule which is less than 40 hours will accrue paid sick leave at the ratio of their work schedule to 40 hours.

New forty (40) hour work week employees shall receive ninety-six (96) hours of advanced paid sick leave, which must be paid back to the District from the employee's final paycheck if the employee leaves District employment prior to accrual, but after use of the paid sick leave.

E. Vacation General Provisions

Full-time employees are entitled to vacation with pay. An employee's vacation is earned based on the employment anniversary date and is accrued on a monthly basis, beginning with the first month of hire. Vacation accruals may be used to supplement exhausted paid sick leave.

Vacations shall be scheduled as far in advance as possible with the pre-approval of the employee's manager/supervisor. Approval will be subject to the business needs of the District. In no case shall an employee be scheduled for vacation in excess of the total vacation accruals at such time the vacation is to be taken. When scheduling vacation in any department/division that has two or more support staff, the employee with the higher seniority in the District will have first choice. Regardless of seniority, however, final approval will be subject to the business needs of the District.

Increased vacation accruals granted in recognition of length of service begin on the first day of the month following the month in which the employee qualifies for the corresponding service. Accruals for portions of a month shall be in minimum amounts of one (1) hour calculated on the same basis as for partial month compensation.

Upon separation from District service, an employee shall be paid for any unused vacation accruals at the employee's then current rate of pay. A portion of unused vacation cashed out upon retirement may be considered by CCCERA when determining an employee's retirement allowance.

The rates at which vacation is accrued are as follows:

Forty (40) Hour Work Week Employees:

Length of Service	Monthly Accrual Hours	Maximum Accumulation Hours
Less Than 5 years	10.00	240
Over 5 - Less than 10 years	12.00	288
Over 10 - Less than 15 years	14.28	343
Over 15 - Less than 20 years	17.14	411
Over 20 - Less than 25 years	18.56	445
Over 25 - Less than 30 years	20.00	480
Over 30 years	21.42	514

Vacation hours do not continue to accrue after the maximum accumulation hours for the employees' specific length of service have been reached. Maximum accumulation hours of two (2) years are reflected on the above schedule. Vacation hours vest when they are accrued and carry over to future calendar years if not taken.

The Fire Chief is authorized to adjust the annual vacation accrual of employees hired on or after July 1, 2016, based on the employee's length of service with a prior employer.

F. Vacation Cash Out

Full-time employee covered by this handbook may elect to cash out up to eighty (80) hours (for 40-hour work week employees) of accumulated vacation one time within a 12-month period by notifying the District by November 1 of each year. The employee shall be paid in the final paycheck of that year.

SECTION V. RETIREMENT SAFETY AND NON-SAFETY

A. Retirement Pension Benefits

The District provides retirement pension benefits through the Contra Costa County Employee's Retirement Association ("CCCERA").

1. The Retirement Formula for Public Safety "New Members" as defined under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), shall be 2.7% at 57 years of age, with highest three-year average compensation as set forth in PEPRA and a cap on pensionable compensation based on IRS limits.
2. The Retirement Formula for Non-Public Safety "New Members" as defined under PEPRA, shall be 2.0% at 62 years of age, with highest three-year average compensation as set forth in PEPRA and a cap on pensionable compensation based on IRS limits.
3. The Retirement Formula for Public Safety Classic Employees (Employees who do not qualify as "New Members" under PEPRA) shall continue to be 3% at 50 years of age, with single highest year compensation formula.
4. The Retirement Formula for Non-Public Safety Classic Employees (Employees who do not qualify as "New Members" under PEPRA) shall continue to be the 2.0% at 55 years of age, with single highest year compensation formula.

B. Retirement Contributions:

1. New Members: Both public safety and non-public safety employees defined by PEPRA as New Members shall pay 50% of the normal cost of their applicable retirement benefit as required by PEPRA and determined by CCCERA.
2. Classic Employees: Classic employees shall contribute 8.0% of pensionable compensation toward the employer retirement contribution rate, in addition to the employee contribution amount discussed in Section D. Any and all future

contribution changes will be the same as what is agreed to between the District and IAFF Local 3546.

3. Those employees with reciprocity from other public agencies should review retirement benefits with Contra Costa County Employees' Retirement Association (CCCERA) representatives.

SECTION VI. PART-TIME EMPLOYEES

The District employs non-represented part-time permanent and part-time employees. A part-time position is a position that is budgeted at less than forty (40) hours per week and is not eligible for any health or retirement benefits. A part-time permanent position is a position that is budgeted at less than forty (40) hours per week and is eligible to receive certain benefits.

Part-time employees will be entitled to paid sick leave accrual in accordance with the District's Paid Sick Leave policy.

Part-Time Permanent Positions

Part-time permanent positions are eligible for certain health and retirement benefits, and shall accrue vacation, sick leave, and holidays proportional to the ratio of scheduled hours of work per week to the standard work week. Benefit package details are outlined below:

BENEFIT	APPLICATION
Health	100%
Dental	None
Vision	None
Life	None
Disability	None
Vacation	Prorated based on ratio of scheduled work hours
Sick	Prorated based on ratio of scheduled work hours (in accordance with the Healthy Workplace Family Act of 2014, AB 1522, and requirements set forth in District Administration Policy #211A).
Holidays	Prorated based on ratio of scheduled work hours
Compensatory Time Off (CTO)	None
Jury Duty	None
Tuition Reimbursement	None
Exercise Program	None
Bereavement	Sick leave, see District Administrative Policy #ADM213
Retirement	Participation in CCCERA
Deferred Comp	Employee option
Section 125 – Flex Benefit	Employee option

SECTION VII. SAFETY AND ERGONOMICS

The District is committed to providing appropriate resources to create a risk-free environment and will take appropriate steps to reduce exposure to ergonomic hazards by means of engineering controls, administrative controls, and employee training.

In compliance with California law and to promote the concept of a safe workplace, the District maintains an Illness and Injury Prevention Program consistent with SB 198 provisions. Every employee is responsible for their own safety, as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times.

A. Safety

Each employee is responsible for knowing and complying with all safety rules. Employees should report any unsafe or hazardous conditions directly to a District manager or supervisor immediately. Every effort will be made to remedy problems as quickly as possible.

B. Accident

In case of an accident involving a personal injury, regardless of how serious, notify a District manager or supervisor immediately. Failure to report injuries is a violation of District policies and procedures, may result in a violation of established legal requirements, and may result in discipline. It can also lead to difficulties in processing insurance and benefit claims.

If you are injured on the job, you will, in most cases, be entitled to benefits under the California workers' compensation law. District Administrative Policy #ADM222, Workers' Compensation Program, provides information regarding the District's workers' compensation insurance.

C. Wellness Fitness Physical Examinations

All designated safety management employees are required to participate in annual physical examinations either sponsored by the District or through a private physician. Non-safety management employees may, but are not required to, participate in annual physical examinations either sponsored by the District or through a private physician. Non-safety, non-management employees shall be entitled to reimbursement for the employee's health insurance co-pay for an annual physical examination provided by their personal physician.

D. Educational Assistance Program

In accordance with Operations Policy and Procedure #TRN004, Outside Training Classes, the purpose of this program is to financially assist employees in pursuit of professional development or training. This program strives to promote educational advancement for the success of each individual and for the benefit of the District.

This program applies to all employees of the District who, on their own initiative, are seeking additional education or training outside the scope of District sponsored education or training.

The District will reimburse the pre-approved costs of tuition for course enrollment fees, books, and lodging for employees registered at an accredited college/university or a State Fire Marshal course. Effective July 1, 2016, the total maximum reimbursement amount may not exceed \$1,048 per fiscal year per employee. The tuition reimbursement amount will be adjusted at the same rate as the salary wage percentage for the upcoming fiscal year.

There is no provision for reimbursement for mileage, parking fees, or compensation for time spent in class. All coursework will be scheduled on the employee's own time.

To qualify for reimbursement, an employee must have completed the specified course of study while employed with the District. An employee separated from employment due to a reduction in force will be reimbursed for all qualifying costs incurred up to the date of separation.

Since educational development and training under this policy is voluntary, the employee, in accordance with attendance policies and procedures, must make arrangements for leave from his/her regular assignment. The Training Division will maintain records of educational courses completed by each employee under this program. Employees are required to submit certificates of completion to the Training Division.

Prior to enrolling in a class or course of study under this program, an employee must submit a written request to his/her supervisor for authorization. The supervisor will notify the employee as to their acceptance into the program.

Courses will be approved based upon-job relevance. It is incumbent upon the employee to provide a detailed description of how the course or course of study would improve the employee's knowledge or skills as it relates to their present position or to prepare him or her for a higher position or a related field. If an employee is pursuing a degree, either undergraduate or graduate, the entire course of study should be submitted for approval in advance. Courses within the degree program which are determined to be job related will be eligible for reimbursement. The request should be prepared on the District's official tuition reimbursement form.

Employees must receive a grade of "C" or better or "pass" in a "pass/fail" class to be reimbursed.

An official District Request for Reimbursement form must be used for reimbursement after the course is complete. The employee must submit the form, all pertinent receipts, the approved tuition reimbursement form, and a copy of the official grade report to the Finance Division.

The Fire Chief retains ultimate discretion in approving requests for reimbursement.

SECTION VIII. VOLUNTARY EXERCISE PROGRAM

The goal of the San Ramon Valley Fire Protection District Administration Voluntary Exercise Program is to promote positive wellness and fitness for all employees in accordance with District Administrative Policy #ADM415, Voluntary Exercise Program. This program has been

established as a privilege for District Administrative employees, and participation and scheduling are subject to management approval.

A. The objectives of the Voluntary Exercise Program are as follows:

1. To grant 1.5 hours per week, for a 0.5 hour daily session, up to 3 days per week, paid time for 40-hour non-exempt employees to exercise.
2. To promote positive wellness and fitness.
3. To increase productivity and effectiveness through fitness.
4. To reduce sick leave usage and worker's compensation claims through fitness.
5. To counteract the symptoms of stress through fitness.

B. This program specifically addresses "40-hour" non-exempt personnel in the District Administration Office.

1. This shall include all non-exempt employee classifications, including safety and non-safety.
2. The 0.5 hour of paid exercise time must be attached either to the employee's start of shift, lunch hour, or end of shift.

C. Exercise must be performed using the District Administration Office Exercise Facility

1. If the employee is going to exercise off of District Administrative Office property, the exercise must be done on the employee's own time.
2. All employees using the District Administrative Office exercise facility shall complete a "District Exercise Facility Use/Recreational Activity Agreement" and file said agreement with the Human Resources Department.

D. District business and operational needs take priority over the exercise privilege.

1. Exercise privileges will not be permitted when there is work which must be completed or staffing levels that must be maintained.
2. Approval for participation may be adjusted or revoked as the result of unsatisfactory performance or absences due to sick leave (in the case of abuse or excessive use of sick leave), vacation, holiday, and/or compensatory time off.
3. Employees are subject to emergency and non-emergency recall during the approved exercise time.
4. There will be no make-up workouts.
5. This program does not include non-physical exercise, such as meditation.
6. The program will be discontinued if it results in a negative impact to factors such as scheduling, workload and/or productivity, project completion, job performance, overtime, or injuries.

SECTION IX. HOURS OF WORK

A. Work Schedule

The basic work day for exempt and non-exempt employees is eight hours, which does not include meal time. The normal work schedule of all forty (40) hour workweek employees shall commence Monday and end Friday, except holidays. The District also affords employees the option of alternative work schedules as approved by the Fire Chief. One of the following schedules may be made available by the District: 1) an eight (8) hour work day (0800 to 1700 hours); 2) a schedule of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday, a 9/80 schedule; or 3) a schedule of four (4) ten (10) hour workdays, a 4/10 schedule.

Employees assigned to a 9/80 schedule will, for example, commence work at 07:30 and end at 17:30 hours, or commence work at 07:00 and end at 17:00 hours, Monday through Friday, with one day off every two (2) weeks. Employees assigned a 9/80 or 4/10 schedule shall have any time differential resulting from a holiday falling on a regularly scheduled nine (9) or ten (10) hour workday deducted from the employee's vacation or compensatory time accrual. Employees working a 9/80 or 4/10 schedule having a holiday fall on their regular day off (RDO) shall have Thursday off proceeding a Friday RDO and Tuesday off following a Monday RDO. Exempt employees, may swap their RDO as approved by the Fire Chief or designee.

B. Work Period

For employees assigned to work the basic work schedule of Monday through Friday eight hours per day, the work week for purposes of the FLSA is Monday 0800 through Monday 0759. For employees assigned to work a 9/80 work schedule, the work week begins and ends at the midpoint of the eight-hour day which must be the corresponding day of the week as the regular day off. For employees assigned to work a 4/10 schedule, the work week is Monday 0800 through Monday 0759.

Various factors, such as work demands, customer needs, operation efficiency, and staffing needs may require variations in an employee's starting and ending times, and total hours worked each day or each week. Employees may be assigned jobs other than their usual assignments and may be asked to work overtime, hours, or days other than their usual assignments.

C. Overtime

All non-exempt employees receive overtime compensation for all hours worked in excess of the employee's regularly scheduled work period. One (1) hour minimum will be paid for non-emergency overtime. Non-emergency overtime will be defined as work performed which exceeds the normal time of the regularly scheduled work period. Example: completion of work after regular business hours, special events, training assignments, meetings, special projects, staff assignments, etc.

In the case of an emergency, overtime will be paid at a minimum of two (2) hours. Emergency overtime will be defined as emergencies which occur that require personnel to return to work from regularly scheduled time off to assist in the mitigation of an incident. Emergency overtime in excess of two (2) hours will be compensated from the time of the emergency call to the time the employee is released. The recalled employee must notify the emergency communication center (ECC) they are responding and communicate their specific response time.

All overtime in excess of the non-emergency and emergency minimums shall be paid in fifteen (15) minute increments, with time to be rounded up to the nearest fifteen (15) minute increment.

All overtime is to be paid at the rate described in Section II. Paid time off shall be counted as "hours worked" for the purposes of calculating an employee's overtime under District policy.

Overtime must first be authorized by the Chief or his/her designated representative. Employees who perform overtime work without pre-authorization may be subject to discipline for violating District policy.

Employees are required to submit their completed overtime report forms for all hours worked at the end of the overtime period or prior to leaving their overtime assignment. Overtime report forms for all specialized overtime assignments shall be submitted on or before the employee's next regularly scheduled workday.

D. Lunch and Breaks

Non-exempt employees receive a ½ hour or 1-hour unpaid lunch break in the middle of their work day and two ten-minute breaks for each full work day, one in the middle of the first half of the work day and one in the middle of the second half of the work day. Break time scheduling is determined by the employee's manager.

E. Front Office Coverage

In the event of an absence of Front Office Support Staff, phone coverage back-up will be provided by members of the Administrative Support Staff based on workload demands and will be coordinated by the Fire Marshal. In the event Administrative Support Staff is unavailable, the Fire Marshal will determine whether there is a need for temporary support staff.

SECTION X. UNIFORMS

The District provides non-represented safety employees the uniform and safety equipment specified in the Operations Policy and Procedure; #SAF006, Uniform, Safety Clothing and Equipment.

The District provides the non-represented/non-safety employees uniforms to accommodate a "normal" weekly rotation, complying with the established guidelines for appropriate dress and appearance during the workday. This applies to all employees in accordance with established guidelines for purchase, replacement, and reimbursement.

The following chart establishes quantities, reimbursement, and replacement guidelines:

ITEM	QUANTITY	REPLACEMENT/REIMBURSEMENT
Short/Long Sleeve Shirts	6	At the discretion of the supervisor.
Slacks	6	At the discretion of the supervisor.
Sweater/Jacket	1	At the discretion of the supervisor.
Shoes (Office)		The maximum amount for reimbursement for purchase or repair is \$115.00 annually. If shoes show wear and/or need minor repairs, the cost associated with the repair will be reimbursed under a separate request.
Shoes (Class A)	1 pair	Style and cost approved at the discretion of the Deputy Chief of Operations/Supervisor
Work Boots	1 Pair	Style and cost approved at the discretion of the Deputy Chief of Operations/Supervisor.
Belt	1	At the discretion of the supervisor.
Alterations		At the discretion of the supervisor pants hemmed, dress shirts shortened and taken in.

Worn-out clothing should be disposed of at the discretion of the District. To be reimbursed, employees must submit a completed "Request for Reimbursement/Payment" form to their immediate supervisor for approval. Upon approval, the request will be processed by Finance.

SECTION XI. GRIEVANCE PROCEDURE

A grievance shall be defined as any dispute which involves the interpretation or application of those policies, procedures, and resolutions which have been, or may hereafter be, adopted by the District or the Board of Directors to govern employee practices and working conditions, including policies and procedures. The grievance procedure will be administered in accordance with District Administrative Policy #ADM312, Disciplinary Action.

SECTION XII. OFF DUTY CONDUCT

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following:

A. Conduct

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation, or credibility as a District employee.

Illegal, immoral, or derogatory off-duty conduct on the part of an employee that adversely affects the District's legitimate business interests, including the District's reputation and/or credibility, or the employee's ability to perform his or her job will not be tolerated.

B. Second Jobs

While employed by the District, employees are expected to devote their energies to their jobs with the District. For this reason, second jobs are strongly discouraged. The following types of outside employment are strictly prohibited:

1. Employment that conflicts with an employee's work schedule, duties, and responsibilities.
2. Employment that creates a conflict of interest or is incompatible with the employee's employment with the District.
3. Employment that impairs or has a detrimental effect on the employee's work performance with the District.
4. Employment that requires the employee to conduct work or related activities on the District's property during the employer's working hours or using the employer's facilities and/or equipment.
5. Employment that competes directly or indirectly with the business or interests of the District.

Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to the District explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

SECTION XIII. REDUCTION IN WORKFORCE AND RECALL

Economic conditions, changes in technology or other unforeseen circumstances may require adjustments in staff levels by means of an employee Reduction in Force (RIF). Before employees are separated under RIF conditions, the District will explore reasonable possibilities for reassignment.

A. Definitions:

"Reduction in Force" (RIF) includes two definitions:

1. Temporary Reduction: Work is no longer available, but recall to work is expected within twelve (12) months.
2. Permanent Reduction: Work is no longer available. Recall to work is not expected (job eliminated, department closed, etc.).

B. Procedure for Reduction in Force

These procedures will guide decreases in the work force:

1. When the number of employees must be reduced, job classification and length of service may be considerations. The District may occasionally retain certain employees without regard to length of service because of the employee's special knowledge, skill, training, or experience.
2. The Chief will give at least thirty (30) days advance written notice to employees to be laid off, unless a shorter period of time is authorized by the Board of Directors. In no case shall the Chief give less than fourteen (14) days written advance notice to employees to be laid off.
3. Employees on temporary reduction will retain health benefit credit for benefit plan purposes if recalled within twelve (12) months. An employee may, however, elect to receive pay for accrued but unused vacation at the time of reduction.

Permanent reductions will be administered in accordance with District Administrative Policy #ADM124, Employee Separation and Reemployment Eligibility.

C. Procedure for Recall

These guidelines will guide increase in the work force due to recall:

1. Before hiring new employees, the District will recall qualified employees separated within the past twelve (12) months. An employee will be considered qualified if, in management's sole discretion, an employee's skills and abilities are still relevant to the position and/or a reasonable period and/or amount of training can be expected to lead to qualification.
2. When considering recall of employees with similar skills and abilities to positions for which they qualify, the District may consider the employee's date of hire. Employees recalled will not be required to serve a new probationary period.
3. The Human Resources Director, or his/her designee, will notify an employee to be recalled by certified letter. The Human Resources Director, or his/her designee may also use telephone contact to reach the employee to be recalled, as appropriate. If the employee does not contact the District to make satisfactory arrangements or return to work within five (5) working days of receipt of the letter or telephone call, the employee will be terminated and will not be eligible for reinstatement unless extraordinary circumstances prevented the employee from responding.
4. If an employee does not respond to the recall and does not have any extraordinary circumstances to consider, he/she will be removed from the recall list.

SECTION XIV. MUTUAL AID RESPONSE COMPENSATION

A. Compensation Pass-Through

The San Ramon Valley Fire District Board of Directors has agreed that the following classifications assigned to mutual aid incidents will receive compensation on a portal-to-portal basis: Fire Chief, Deputy Chief, and Division Chief/Fire Marshal per Board of Directors Resolution 2015-02.

B. Portal-to-Portal

Portal-to-portal is defined as the time that the staff member(s) depart from a San Ramon Valley Fire District facility until they return, also including any permitted "return to service time."

C. Reimbursements

Any expenses incurred while assigned to a mutual aid incident will be reimbursed in accordance with District Administrative Policy #612, Reimbursement Policy.

SECTION XV. CATASTROPHIC LEAVE BANK

The District agrees to establish a Catastrophic Leave Bank (CLB) for employees who have exhausted accrued paid leave time due to a catastrophic illness/injury/condition. The CLB will allow other employees to donate time to the affected employee so that he/she can remain in a paid status, thus partially reducing the financial impact of the catastrophic illness, injury or condition.

A. Eligibility

To be eligible for this benefit, the receiving employee must:

1. Be a regular full time employee who has passed his/her initial District probationary period.
2. Have sustained a catastrophic illness, injury or condition certified by a physician.
3. Obtain the approval of the Fire Chief.
4. Have exhausted all accumulated paid leave including vacation, holiday, sick leave, and/or compensatory time and;
5. Be unable to return to work at the time his/her accrued paid leave is exhausted.

B. Benefits

Accrued vacation and compensatory time off hours donated by other employees will be converted to paid sick leave and credited to the Catastrophic Leave Bank, then applied to the receiving employee's leave as needed on an hour-for-hour basis and shall be paid at the receiving employee's rate of pay. For as long as the receiving employee remains in a paid status, seniority and all other health and welfare benefits will continue.

C. Guidelines for Donating Leave Credits to CLB

1. Accrued vacation leave and compensatory time may be donated by any regular full-time employee who has completed his/her initial District probationary period.

2. In the event that the receiving employee does not use all transferred leave for the catastrophic illness/injury/condition, any balance will remain in the Catastrophic Leave Bank to be used by other employees who meet the criteria set forth above.

Appendix A: List of Exempt and Non-Exempt Classifications

Appendix B: Example Calculation

APPENDIX A: List of Exempt and Non-Exempt Classifications

Exempt Classifications:

Fire Chief
Deputy Fire Chief
Division Chief – Fire Marshal
Director of Emergency Communication
Fire and Life Safety Manager
Finance Controller
Human Resources Director
Technology Systems Manager
District Clerk/Executive Assistant

Non-Exempt Classifications (Covered by the Fair Labor Standards Act):

Accounting Technician
CERT Coordinator
Fleet Mechanic
Human Resources Generalist
Information Systems Technician
Office Assistant
Office Assistant I
Office Assistant II
Senior Office Assistant

APPENDIX B: Example Calculation

Below is an example of a pay and retirement contribution calculation

Assumptions:

Employee Basic Rate-set by CCCERA: 7% (changes annually)
 Employee COLA Rate-set by CCCERA: 3% (changes annually)
 Employee Paid Employer Rate: 8% (negotiated)

 Employee Total Retirement Rate (TRR): 18%

Example

Base Monthly Salary (BMS): \$5,000
 Individual Retirement Allotment (IRA): \$ 350 (IRA = BMS x Employee Basic Rate)
 Gross Monthly Salary (GMS): \$5,350

 Indiv. Retirement Contribution (IRC): \$ 963 (IRC= GMS x TRR)

Pre-tax, optional employee deductions
 Def. Comp. 457 Deduction: \$ 500
 Section 125 (Flex Spending Acct): \$ 0

 Net Taxable Salary (NTS) \$ 3,887 (NTS = GMS – IRC – Pre-tax deductions)

 Federal/State Taxes: (\$1,166) (Deducted from net taxable salary)
Federal/State Taxes Assumed to be 30%

 Net Pay: \$2,721

 Net Employee Retirement Cont.: \$613 (Net Employee Ret. Contr. = IRC – IRA)



San Ramon Valley Fire Protection District

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Date: December 15, 2016

To: Board of Directors Personnel Committee

From: Natalie Korthamar Wong, Director of Human Resources

Subject: Discussion on current Human Resources Division structure and staffing

Summary:

The Human Resources Division will soon be recruiting due to a retirement. Prior to initiating that recruitment, we would like to discuss with the Personnel Committee the structure and staffing of the Division so that we may strategically recruit and respond to the current needs of the Division and the District.

Discussion:

The Human Resources Division is comprised of three budgeted positions: (1) Human Resources Director; (1) HR Generalist; and (1) Senior Office Assistant. The Human Resources Generalist focuses on recruitment and workers' compensation matters while the Senior Office Assistant focuses on benefits administration, updating and maintaining employee records and providing administrative support for the Division. Prior to initiating the recruitment for the forthcoming vacancy, we would like to discuss with the Personnel Committee the current needs of the Division and the District and how those needs may influence the position that is needed in the future.

Financial Impacts:

To be determined

Recommended Board Action:

Discuss current Human Resources Division structure and staffing