

# EL DORADO HILLS COUNTY WATER DISTRICT (FIRE DEPARTMENT)

## Unrepresented Administrative Support

### Salary and Benefits Resolution

**July 1, 2023 - June 30, 2025**



***Note:** This is not a complete list of salary and benefits. For further information, please view the Employee Policies and Procedures Manual located on the intranet/Governing Documents or contact Human Resources.*

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## **SALARY AND BENEFITS RESOLUTION**

### **I. GENERAL**

- A. This Salary and Benefits Resolution (Resolution) is for Unrepresented Administrative Support personnel that are regular full-time employees of the El Dorado Hills County Water District, also known as the El Dorado Hills Fire Department (Department). This Resolution includes employees in positions of Accounting Specialist/Board Clerk, Administrative Assistant I, Administrative Assistant II, Community Risk Reduction Specialist, Fire Prevention Inspector I, Fire Prevention Inspector II, Fire Prevention Specialist, Fire Equipment Mechanic, Human Resources Specialist, and Administrative Training Program Coordinator.
- B. The salary and benefit adjustments are for the period commencing July 1, 2023, and ending June 30, 2025.

### **II. SALARIES**

Employees shall receive the following Cost of Living Adjustments:

- A. Effective the first full pay period on or after July 1, 2023, employees shall receive a five percent (5%) increase to base salary. Reference the below salary schedule:

CLASSIFICATION		STEPS				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ACCOUNTING SPECIALIST/BOARD CLERK	HOURLY	\$33.65	\$35.33	\$37.08	\$38.95	\$40.89
	MONTHLY	\$5,832	\$6,124	\$6,427	\$6,751	\$7,088
ADMIN ASST. I	HOURLY	\$26.78	\$28.13	\$29.52	\$31.01	\$32.56
	MONTHLY	\$4,643	\$4,876	\$5,118	\$5,375	\$5,644
ADMIN ASST.II	HOURLY	\$32.04	\$33.65	\$35.31	\$37.10	\$38.94
	MONTHLY	\$5,554	\$5,832	\$6,121	\$6,430	\$6,750
ADMIN TRAINING PROGRAM COORDINATOR	HOURLY	\$48.65	\$51.08	\$53.63	\$56.31	\$59.13
	MONTHLY	\$8,432	\$8,853	\$9,297	\$9,760	\$10,248
COMMUNITY RISK SPECIALIST	HOURLY	\$32.04	\$33.65	\$35.31	\$37.10	\$38.94
	MONTHLY	\$5,554	\$5,832	\$6,121	\$6,430	\$6,750
FIRE PREVENTION INSPECTOR I	HOURLY	\$35.79	\$37.59	\$39.46	\$41.44	\$43.50
	MONTHLY	\$6,204	\$6,515	\$6,840	\$7,182	\$7,541
FIRE PREVENTION INSPECTOR II	HOURLY	\$42.12	\$44.23	\$46.44	\$48.76	\$52.21
	MONTHLY	\$7,301	\$7,666	\$8,049	\$8,452	\$8,876
FIRE PREVENTION SPECIALIST	HOURLY	\$48.65	\$51.08	\$53.63	\$56.31	\$59.13
	MONTHLY	\$8,432	\$8,853	\$9,297	\$9,760	\$10,248

<b>FIRE EQUIPMENT MECHANIC</b>	HOURLY	\$38.61	\$40.54	\$42.57	\$44.70	\$46.93
	MONTHLY	\$6,692	\$7,028	\$7,379	\$7,748	\$8,135
<b>HUMAN RESOURCES SPECIALIST</b>	HOURLY	\$33.65	\$35.33	\$37.08	\$38.95	\$40.89
	MONTHLY	\$5,832	\$6,124	\$6,427	\$6,751	\$7,088

**\*Salary data is based on an 80-hour biweekly pay period**

- B. Effective the first full pay period on or after October 1, 2023, a one percent (1%) increase to base salary shall be awarded to employees if growth in the El Dorado Hills County Water District property tax revenue for fiscal year 2023-24 exceeds seven percent (7%). For the salary adjustment, the change in property tax revenue will be calculated using the actual property tax revenue for fiscal year 2022-23 and the property tax revenue estimate provided by El Dorado County for fiscal year 2023-24. The public salary schedule will be available at the time of this salary increase, if applicable.
- C. Effective the first full pay period after July 1, 2024, employees shall receive a two percent (2%) increase to base salary. The salary schedule will be available at the time of this scheduled salary increase.
- D. If *cumulative growth* in the El Dorado Hills County Water District property tax revenue for fiscal years 2023-24 and 2024-25 meets or exceeds twelve percent (12%), then effective the first full pay period on or after October 1, 2024, either:
- (1) A one percent (1%) increase to base salary shall be awarded to employees if property tax revenue for fiscal year 2023-24 met or exceeded seven percent (7%); or
  - (2) A two percent (2%) increase to base salary shall be awarded to employees if property tax revenue for fiscal year 2023-24 did not meet or exceed seven percent (7%).

The public salary schedule will be available at the time of this salary increase, if applicable.

- E. An employee shall remain in a step for a period of one (1) year before being eligible for a step increase.
- F. An employee's step increase shall be the first day of the first full pay period on or after the anniversary date of the position.
- G. A step increase is not an automatic payroll adjustment. Eligibility for a step increase will be based upon employee's performance and length of service.

### **III. PAY DAYS**

Paydays shall be bi-weekly on Friday, unless a payday falls on a holiday, in which case the regular workday immediately prior to the holiday will be the appropriate payday.

### **IV. UNIFORM AND TOOL ALLOWANCE**

Positions eligible for a Uniform Allowance: Fire Prevention Inspector I, Fire Prevention Inspector II, Fire Prevention Specialist, Community Risk Reduction Specialist, and Fire Equipment Mechanic.

Effective the first pay date in January 2024, each employee in the position of Fire Prevention Inspector I/II, Fire Prevention Specialist, and Fire Equipment Mechanic, shall receive an annual uniform allowance of eight hundred dollars (\$800.00), paid in equal increments over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, uniform allowance will only be paid over twenty-six (26) pay periods. The uniform allowance will cease if a position is no longer required to wear a Department uniform.

Effective the first pay date in January 2024, each employee in the position of Community Risk Reduction Specialist shall receive an annual uniform allowance of four hundred dollars (\$400.00), paid in equal increments over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, uniform allowance will only be paid over twenty-six (26) pay periods. The uniform allowance will cease if a position is no longer required to wear a Department uniform.

Effective the first pay date in January 2024, each employee in the position of Fire Equipment Mechanic shall receive an annual tool allowance of one thousand dollars (\$1,000), paid in equal increments over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, tool allowance will only be paid over twenty-six (26) pay periods.

## **V. EDUCATION INCENTIVES**

In addition to the base salaries, eligible employees with the following educational degrees or certificates shall receive additional compensation as specified below, provided a current degree or certificate is presented to the Department. To be compensated for an Associate's, Bachelor's, or Master's Degree, official transcripts must be submitted to the Department. The official transcripts shall be mailed directly from the college or university where the degree was attained to the Department addressed c/o Director of Human Resources-Confidential. The official transcripts must be from a regionally or nationally accredited school, recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). (Exceptions to this rule must be approved by the Fire Chief, or by appeal to the Board.)

To be compensated for a certification incentive, the employee must submit a copy of their certificate to Human Resources.

Incentives will begin being paid the first full pay period after the official transcripts or certification is received and validated by Human Resources. A copy of the official transcripts or certification will be retained in the Department files. Incentives are paid in equal increments over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, incentives will only be paid over twenty-six (26) pay periods.

### **A. Education Incentive**

All education incentives are non-stackable with the exception of the Emergency Medical Technician (EMT) incentive. Eligible employees shall receive the following monthly education incentive pay, which is subject to the same limitations

and requirements outlined above:

- AA/AS: \$300
- BA/BS: \$600
- MA/MS: \$900
- EMT: \$100

#### B. Certification Incentive

All certification incentives are non-stackable, however one (1) may be paid in addition to an education incentive. Only employees in the positions of Fire Prevention Inspector II and Fire Prevention Specialist will be eligible to receive the below listed certifications. Eligible employees shall receive the following monthly certification incentive pay, which is subject to the same limitations and requirements outlined above:

State Fire Marshal Certifications:

- Fire Inspector II: \$300
- Plans Examiner: \$600

## **VI. LONGEVITY PAY**

The Department shall provide longevity pay as set forth hereinafter. All eligible employees shall receive an annual longevity pay disbursement per the following schedule and paid in equal increments over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, longevity pay will only be paid over twenty-six (26) pay periods. Longevity pay increases shall be effective on the first full pay period on or after the employee's anniversary date.

Upon Completion of Years of Service	Annual Pay
10	\$3,000
15	\$3,500
20	\$4,000
25	\$4,500
30	\$5,000

## **VII. HEALTH AND WELFARE BENEFITS**

### **A. Health Insurance**

1. The Department shall continue its participation in the California Public Employees Retirement System (CalPERS) Health Program. Employees shall be eligible for group health insurance the first day of the month following the date of hire.

2. The Department shall contribute a maximum monthly amount of up to two thousand eight hundred fifty dollars (\$2850.00).

**B. Cash In-Lieu of Group Health Insurance**

1. Employees that elect to waive coverage under the Department's health insurance program shall be compensated five-hundred dollars (\$500) per month payable over twenty-six (26) pay periods during the calendar year. In the periodic event there are twenty-seven (27) pay periods, the cash in lieu waiver will only be paid over twenty-six (26) pay periods. This payment shall be in addition to their regular monthly compensation and is in-lieu of the Department provided health insurance benefits.

Such benefits shall be payable beginning the first full pay period of the month of the elected plan year (January) and shall continue during that plan year as long as the waiver is in effect and as long as the employee would otherwise be eligible for such insurance and premium rates in the absence of a waiver.

2. In order to participate in the cash in-lieu of health insurance waiver, the employee shall provide proof of alternative minimum essential coverage for themselves and any dependents who will be claimed on the employee's state and/or federal taxes (expected tax family). The employee shall also complete and sign a health coverage declination form stating that he or she and their dependents, if applicable, have alternative minimum essential coverage and that he or she understands that they will no longer receive health coverage for themselves and their dependents, if applicable, through a Department provided health plan. Providing proof of alternative minimum essential coverage and completing the health coverage declination form will be required at every open enrollment period the employee elects to waive health coverage. If the employee does not show proof of alternative minimum essential coverage for themselves and their dependents, if applicable, and/or does not complete the health coverage declination form, the cash-in-lieu of health insurance waiver will not be granted.
3. Per IRS rules, cash-in-lieu of health insurance will not be granted if the Department knows or has reason to know the employee or their dependents, if applicable, don't have the required alternative minimum essential coverage.
4. Any such amount of health reimbursement added to wages is not compensation for retirement purposes, as defined by the CalPERS.

**C. Retiree Health**

1. Employees hired prior to March 1, 2012, who qualify for post-retirement health benefits will be provided these benefits in retirement at the same level provided to current personnel, as may be negotiated from time to time, whether or not the Department remains in the CalPERS program.
2. Employees hired after February 29, 2012, who qualify for post-retirement health benefits upon retirement from the Department, are eligible to receive a Department contribution

toward their post-retirement health benefits at the same level as current employees if they:

- a) have a minimum of five (5) years of CalPERS-credited service with the Department, and
- b) have a total of at least ten (10) years of CalPERS-credited service. Once an employee has completed five (5) years of service with the Department, their eligibility for post-retirement health benefits will include all years of CalPERS-credited service, including any service with another public agency.

3. Employees meeting the criteria above will receive a Department contribution towards their post-retirement health benefits as defined in California Government Code Section 22893 as follows:

Total Credited Years of Service	Percent (%) of Department Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

#### D. Dental and Vision Insurance

The Department provides the following dental and vision benefits to eligible full-time regular and probationary employees:

1. Tier 1: Employees hired prior to October 1, 2019

Employees have the option to keep the existing Health Reimbursement Arrangement (HRA) as set forth below, or to elect coverage under the Department-sponsored dental and vision insurance.

For those employees who elect to maintain the HRA benefit, the Department will make the following contribution on the last day of each pay period, to an HRA provider for dental and vision care for participating employees and their dependents:



- \$ 66.92 for an employee with no dependents;
- \$ 80.77 for an employee with one (1) dependent;
- \$ 103.85 for an employee with two (2) or more dependents.

(A "dependent" for this purpose is defined as a dependent qualifying for health care under CalPERS rules, with the exception that the Department's dental and vision insurance plan recognizes a dependent as up to age 26.) Each participating employee is entitled to draw upon his or her eligible HRA contributions for dental and vision charges, in accordance with HRA reimbursement procedures. Employees may carry over their existing dental and vision account balance upon retirement and may utilize their available account balance for eligible dental and vision charges, in accordance with HRA reimbursement procedures.

For those employees who elect insurance coverage, the Department will pay one hundred percent (100%) of the premium for the Department-sponsored dental and vision insurance plan. This election must be made during open enrollment or following a qualifying event. Once an employee elects insurance coverage, the change is irrevocable, and the employee may not go back to participating in the HRA.

Employees' participation in the HRA is limited to active employees only. Any employee who retires shall only be eligible for dental and vision insurance in retirement.

Employees who enroll in dental and vision insurance coverage may keep any existing HRA balance as of the last day before the insurance becomes effective and will be able to use it for future qualifying expenditures until the HRA balance is exhausted. However, the Department will make no further contributions to the HRA on behalf of employees enrolled in the dental and vision insurance plan.

- a. Employees hired prior to October 1, 2013, who qualify for post-retirement benefits will be provided dental and vision insurance into retirement, with a maximum Department contribution level of employee plus one, with no years of service restrictions (legacy members).
- b. Employees hired on or after October 1, 2013, who qualify for post-retirement benefits will be provided dental and vision insurance into retirement, with a maximum Department contribution level of employee plus one if they have a minimum of ten (10) years of CalPERS credited service with the Department.
- c. To receive the dental and vision benefit the employee must be enrolled in the Department's health care plan or are receiving the cash in lieu of health insurance waiver.
- d. If two (2) employees are in the same family (husband-wife, parent, dependent child, etc.) only one (1) can receive the "family rate" the other member would receive the single rate.

2. Tier 2: Employees hired on or after October 1, 2019

- a. The Department will pay one hundred percent (100%) of the premium for the Department-sponsored dental and vision insurance plan. New employees are not eligible to participate in the HRA.
- b. Employees who retire from the Department, are eligible to receive a Department contribution toward their post-retirement dental and vision insurance, with a maximum Department contribution of employee plus one, if they have a minimum of ten (10) years of CalPERS credited service with the Department.
- c. In order to receive the dental and vision benefit the member must be enrolled in the Department's healthcare plan or are receiving the cash in lieu of health insurance waiver.
- d. If two (2) employees are in the same family (husband-wife, parent, dependent child, etc.) only one (1) can receive the "family rate" the other member would receive the single rate.

E. Life Insurance

The Department shall provide a fifty thousand dollars (\$50,000.00) term life insurance policy. Each employee shall have the right to designate the beneficiary of said policy.

F. Short-Term Disability Insurance

Employees contribute through payroll tax to California's State Disability Insurance (SDI) program.

**VIII. RETIREMENT**

The Department provides eligible employees retirement benefits through CalPERS.

A. Miscellaneous Members:

1. Classic Miscellaneous (Tier 1) Members

Employees hired on or prior to November 27, 2012, shall be covered by the CalPERS Three Percent (3%) at Sixty (60) formula for Miscellaneous Members, with One Year Final Compensation. Employees shall contribute a total of eight percent (8%) of their CalPERS reportable compensation (exclusive of Employer-Paid Member Contributions (EPMC)) to the employer's percentage contribution to CalPERS. Payments will be deducted on a pre-tax basis and applied towards the employer's contribution pursuant to IRC Section 414(h)(2) and California Government Code Section 20516. The EPMC is eight percent (8%).

2. Classic Miscellaneous (Tier 2) Members

Employees hired after November 27, 2012, who are not a "new member" as defined by the Public Employees' Pension Reform Act (PEPRA), shall be covered by the CalPERS Two Percent (2%) at Fifty-five (55) formula for Miscellaneous Members, with Three

Year Final Compensation. Employees shall contribute a total of eight percent (8%) of their CalPERS reportable compensation (excluding EPMC) to the employer's percentage contribution to CalPERS. Payments will be deducted on a pre-tax basis and applied towards the employer's contribution pursuant to IRC Section 414(h)(2) and California Government Code Section 20516. The EPMC is seven percent (7%).

3. New Members (Tier 3)

Employees hired after December 31, 2012, who are "new members" as defined PEPR, shall be covered by the CalPERS Two Percent (2%) at Sixty-two (62) formula, with Three Year Final Compensation. Employees shall contribute one-half (1/2) of the normal cost rate as defined by CalPERS. This contribution may fluctuate with fluctuations in the normal cost rate.

B. Safety Members

1. Classic Safety (Tier 1) Members

Employees hired on or prior to November 27, 2012, shall be covered CalPERS Three Percent (3%) at Fifty (50) formula for Safety Members, with the 1959 Survivor Benefits at the Fourth Level (Section 21574), with One Year Final Compensation (Section 20042) and other stipulations per contract with CalPERS currently in effect. The Department shall treat Employer-Paid Member Contributions (EPMC) as CalPERS reportable compensation. The EPMC is nine percent (9%).

Classic Safety (Tier 1) employees shall contribute a total of twelve percent (12%) of their CalPERS reportable compensation (exclusive of EPMC) to the employer's percentage contribution to CalPERS. Payments will be deducted on a pre-tax basis and applied towards the employer's contribution pursuant to IRC Section 414(h)(2) and California Government Code Section 20516.

2. Classic Safety (Tier 2) Members

Employees hired after November 27, 2012, who are not a "new member" as defined by the Public Employees' Pension Reform Act (PEPRA), shall be covered by the CalPERS Three Percent (3%) at Fifty-Five (55) formula for Safety Members, with the 1959 Survivor Benefits at the Fourth Level (Section 21574), with Three Years Final Compensation (Section 20042) and other stipulations per contract with CalPERS currently in effect. The Department shall treat EPMC as CalPERS reportable compensation. The EPMC is nine percent (9%).

Classic Safety (Tier 2) employees shall contribute twelve percent (12%) of their CalPERS reportable compensation (exclusive of EPMC) to the employer's percentage contribution to CalPERS. Payments will be deducted on a pre-tax basis and applied towards the employer's contribution pursuant to IRC Section 414(h)(2) and California Government Code Section 20516.

### 3. New Members (Tier 3)

Employees hired after December 31, 2012, who are “new members” as defined by PEPRAs shall be covered by the CalPERS Two and Seven Tenths Percent (2.7%) at 57 formula for Safety Members (2.7%) at 57 Safety Plan, with the 1959 Survivor Benefits at the Fourth Level (Section 21574), with Three Years Compensation (Section 20042) and other stipulations per contract with CalPERS currently in effect.

Employees shall contribute one-half (1/2) of the normal cost rate as defined by CalPERS. This contribution may fluctuate with fluctuations in the normal cost rate.

### C. Deferred Compensation

Beginning the first full pay period in July 2024, for CalPERS “new members”, as defined by PEPRAs, who participate in a departmental 457 deferred compensation plan, the Department shall contribute a matching amount of up to one hundred dollars (\$100) per month towards the employees elected 457 deferred compensation plan.

## **IX. FLEXIBLE SPENDING ACCOUNTS**

The Department offers Dependent Care and Health Care Flexible Spending Accounts (FSA). This benefit allows employees pre-tax deductions for dependent and health care expenses. This is available to all regular and limited-term employees.

## **X. HOLIDAYS**

All full-time non-shift personnel shall receive the following paid holidays:

1. January 1 - New Year's Day
2. January – (3<sup>rd</sup> Monday) Martin Luther King Day
3. February (3<sup>rd</sup> Monday) - President's Day
4. May (Last Monday) - Memorial Day
5. July 4 – Independence Day
6. September (1<sup>st</sup> Monday) - Labor Day
7. October (2<sup>nd</sup> Monday) - Columbus Day
8. November 11 - Veterans Day
9. November (4<sup>th</sup> Thursday) - Thanksgiving
10. November - Friday after Thanksgiving
11. December 24 - Christmas Eve
12. December 25 - Christmas Day

In addition to the regularly recognized holidays, the Administrative Office will be closed from Christmas Eve through New Year's Day. Employees that elect to take time off during this scheduled office closure must use their accrued vacation or discretionary personal time off (DPT), as referenced below in Section XIII, for any day not recognized as a Department Holiday. Employees may elect to work on the days not recognized as a Department Holiday, in lieu of using accrued vacation or DPT. Telecommuting will not be allowed during this office closure period, unless otherwise approved at the sole discretion of the Fire Chief or designee.

## **XI. VACATION**

A. The vacation accrual schedule is as follows:

<b>Years of Service Completed</b>	<b>Hours Per Year</b>
0 – 4 Years	120 hours
5 – 9 Years	152 hours
10 – 14 Years	192 hours
15 – 19 Years	208 hours
20+ Years	224 hours

B. Vacation shall start accruing on the first full pay period following date of hire.

C. Employees become eligible to take accrued vacation after six (6) months of active service as work schedules permit.

D. Increases in vacation accrual rates are effective the first full pay period following the employee's anniversary date.

E. Accrued vacation shall not exceed two hundred-eighty (280) hours at any given time. Time accrued in excess of these limits will be paid out at one hundred percent (100%) of an employee's base hourly rate on the paycheck for the first full pay period in December.

## **XII. SICK LEAVE**

A. Sick leave is defined as leave taken for any of the reasons specified in California Labor Code section 246.5.

B. Sick leave shall accrue at a rate of one hundred thirty-six (136) hours per year.

C. Sick leave shall start accruing on the first full pay period following date of hire.

D. Maximum accumulation of sick leave shall be unlimited.

E. Payment of Unused Sick Leave

The payment of unused sick leave is authorized by the Department as a means of rewarding employees who have made conscientious efforts to maximize their attendance on the job. Permanent employees, regardless of length of service, shall be entitled to payment for accrued sick leave as indicated below, up to their date of separation. However, employees whose separation is caused by dismissal shall not be entitled to payment for unused sick leave.

Employees may elect to receive payment for accrued and unused sick leave up to the percentages indicated in the table below. This will be based on the employees' unused sick leave balance on their last day of service with the Department. All unused sick leave not paid to the employee shall be converted to CalPERS service credit if the employee is retiring.

<b>Number of Sick Leave Days Accumulated</b>	
<b>Days Accumulated</b>	<b>Percentage of Days Compensation is Given</b>
135+	60%
112-134	50%
88-111	40%
64-87	30%
41-63	20%
0-40	0%

- a. In the event of a death, the beneficiary of the employee shall be paid for those sick leave hours for which the employee would have been paid had employment terminated on the date of death.
- b. Upon an employee's retirement, the employee may, at his or her discretion, convert all unused sick leave to CalPERS for service credit and forgo compensation outlined in the table above.

### **XIII. DISCRETIONARY PERSONAL TIME OFF**

Employees may, upon approval from direct supervisor, be eligible to convert up to forty (40) hours of sick leave per calendar year to “discretionary personal time off” (DPT) to use for personal reasons. Such DPT must be requested at least one (1) week in advance and each request shall be evaluated on a case-by-case basis. If a request is granted, the requesting employee must take DPT as designated in the request. DPT will be available at the beginning of each calendar year and will not carry over from one (1) calendar year to the next.