

EL DORADO HILLS COUNTY WATER DISTRICT (FIRE DEPARTMENT)

Unrepresented Management/Non-Safety

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 is a Salary and Benefits Resolution (Resolution) for Unrepresented Non-Safety Management personnel that are regular full-time employees of the El Dorado Hills County Water District, also referred to as El Dorado Hills Fire Department (Department). This Resolution includes employees in the positions of Director of Finance and Director of Human Resources.
- B. The salary and employee 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 after July 1, 2023, employees shall receive a five percent (5%) increase to base salary. Reference the below salary schedule:

Department STEPS		1	2	3	4	5
DIRECTOR OF FINANCE	Hourly	\$78.19	\$81.76	\$85.51	\$89.45	\$92.76
	Monthly	13,553	\$14,172	\$14,822	\$15,505	\$16,078
DIRECTOR OF HUMAN RESOURCES	Hourly	\$78.19	\$81.76	\$85.51	\$89.45	\$92.76
	Monthly	13,553	\$14,172	\$14,822	\$15,505	\$16,078

***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 will 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. EDUCATION INCENTIVES

In addition to the base salaries, employees with the following education degrees or certificates shall receive additional compensation as specified below, provided a current certificate is presented to the Department. To be compensated for an Associate's, Bachelor's, or Master's Degree, an employee must submit an official copy of their transcripts to the Department. The official transcripts should 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.)

All education incentives are non-stackable with the exception of the Emergency Medical Technician (EMT) incentive. Incentives will begin being paid the first full pay period after the official transcripts are received and validated by Human Resources. Incentives are paid in equal increments over twenty-six (26) pay periods during the calendar. In the periodic event there are twenty-seven (27) pay periods, incentives will only be paid over twenty-six (26) pay periods.

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

V. 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 following 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

VI. 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 (\$2,850.00).

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, 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.
2. 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.

3. 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.
4. 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.
5. 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, 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 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 may 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 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. 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 and be reimbursed for properly submitted requests as such.

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 and be reimbursed for properly submitted requests as such.

E. Life Insurance

Department shall provide a fifty thousand dollars (\$50,000.00) term life insurance policy in the name of each employee and 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 program.

VII. RETIREMENT

The Department provides retirement benefits under CalPERS for eligible employees.

A. 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%).

B. 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%).

C. New Members (Tier 3)

Employees hired after December 31, 2012, who are “new members” as defined by the PEPRA, 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.

D. Deferred Compensation

Beginning the first full pay period in July 2024, for CalPERS “new members”, as defined by PEPRA, 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.

VIII. 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.

IX. HOLIDAYS

All personnel assigned to a forty (40) hour administrative schedule shall receive the following paid holidays:

1. January 1 - New Year's Day
2. January – (3rd Monday) Martin Luther King Day
3. February (3rd Monday) - President's Day
4. May (Last Monday) - Memorial Day
5. July 4 - Independence Day
6. September (1st Monday) - Labor Day
7. October (2nd Monday) - Columbus Day
8. November 11 - Veterans Day
9. November (4th 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 administrative leave for any day not recognized as a Department Holiday. Employees may elect to work during the days not recognized as a Department Holiday, in lieu of using accrued vacation or administrative leave.

X. VACATION

- A. Beginning the first full pay period on or after July 1, 2023, employees shall receive two hundred twenty-four (224) hours per year. Vacation shall start accruing on the first full pay period following date of hire.

B. Limitations

1. Vacation time may not be taken until after the completion of six (6) months of continuous employment. Vacation will be accrued on a monthly basis with a maximum accumulation of two hundred eighty (280) hours. Time accrued in excess of these limits will be paid out at one hundred percent (100%) of an employee's base hourly rate during the first full paycheck in December.
2. Upon separation from the Department, an employee's unused vacation time will be compensated at one hundred percent (100%) of the employee's final base hourly rate. During employment, an employee may elect to receive cash in lieu of accrued vacation leave at one hundred percent (100%) of the employees' base hourly rate.

XI. 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 day of the month 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.

Number of Sick Leave Days Accumulated	
Days Accumulated	Percentage of Days Compensation is Given
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.

XII. ADMINISTRATIVE LEAVE

Ten (10) workdays of Administrative Leave shall be granted at the beginning of each calendar year. Administrative Leave days may not be carried over from one calendar year to the next.

XIII. SEVERANCE

At will employees who are terminated without cause shall receive a six (6) month severance at the time of termination. The severance shall be the employee's then-current monthly salary multiplied by six (6). Eligibility for such severance is conditioned upon the employee's execution of (1) a waiver and release of any and all of their claims against the District and (2) a covenant not to sue. All normal payroll taxes and withholdings that are required by law shall occur. Payment shall be made to the employee at the next regular pay date, unless otherwise provided in the waiver and release agreement.