

EL DORADO HILLS COUNTY WATER DISTRICT (FIRE DEPARTMENT)

Unrepresented Management/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 Salary and Benefits Resolution (Resolution) is for Unrepresented Safety Management 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 the positions of Deputy Chief, Division Chief, and Fire Marshal.
- B. The salary and benefit adjustments for the period commencing July 1, 2023, and ending June 30, 2025.

II. SENIORITY

- A. Department seniority shall be based on total unbroken service in the Department as a full-time regular employee receiving benefits. The actual date of hire shall be used for this determination.
- B. In the event two (2) or more persons are hired on the same calendar date, seniority in the Department shall be determined in accordance with their respective standing on the entry level-hiring list. The employee attaining the highest numerical standing shall be the senior.

III. TERMS AND CONDITIONS OF EMPLOYMENT

A. Salaries

Employees shall receive the following Cost of Living Adjustments:

- 1. 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
DEPUTY CHIEF	Hourly	\$90.22	\$94.40	\$98.78	\$103.38	\$108.21
	Monthly	\$15,638	\$16,362	\$17,121	\$17,918	\$18,756
DIVISION CHIEF	Hourly	\$62.65	\$65.45	\$68.37	\$71.46	\$74.69
	Monthly	\$10,859	\$11,344	\$11,851	\$12,387	\$12,946
FIRE MARSHAL	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**

2. 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.
3. 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.
4. 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.

5. An employee shall remain in a step for a period of one (1) year before being eligible for a step increase.
6. 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.
7. 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.
8. Employees are Fair Labor Standards Act (FLSA) Exempt.
9. The following is the formula for converting fifty-six (56) hour position leave to forty (40) hour position leave:

Hours on books divided by 1.4 = Converted Time;
The same formula will be used to calculate accrual rates.
10. The following is the formula for converting forty (40) hour position leave to fifty-six (56) hour position leave:

Hours on books multiplied by 1.4 = Converted Time;
The same formula will be used to calculate accrual rates.

B. Duty Hours and Schedule:

1. The work schedule for employees assigned to line fire suppression shifts shall consist of two (2) consecutive twenty-four (24) hour shifts on duty, followed by four (4) consecutive days off, as follows:

X X O O O O X X O O O O

Where: X = 24 consecutive hours ON DUTY;
O = 24 consecutive hours OFF DUTY.

2. Members assigned to an Administrative forty (40) hour schedule are eligible to work a modified schedule, such as a “Flex 9/80” or “4/10” or other modified schedule at the discretion of the Fire Chief.

C. Uniforms and Class-A Uniform Reimbursement:

The Department shall furnish, at no cost to the employees, all uniforms required in the performance of their job duties. The Department shall continue to report to the California Public Employees Retirement System (CalPERS), the estimated value of up to eight hundred dollars (\$800.00) annually for the purposes of issuing and replacing uniforms for Classic Sworn CalPERS members.

The agency shall reimburse each member for the cost of one (1) “Class-A” uniform up to a maximum of five hundred dollars (\$500.00). Reimbursement will be allowed only after the member has completed their probationary period and the reimbursement request is accompanied by a detailed receipt.

Uniforms which are damaged in the line of duty or that are in need of replacement must be reported to their supervisor immediately. The final determination as to the replacement of any uniforms is left to the discretion of the Fire Chief.

D. Acting Position

Unrepresented Deputy Chiefs may voluntarily “downgrade” to cover for a Battalion Chief vacancy in staffing. The Battalion Chief overtime rate of pay will be used to calculate the overtime compensation for hours worked.

E. 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.

F. Education and Certification Incentive Pay

In addition to the base salaries set forth in Section A hereof, eligible employees with the following education degrees and/or certificates shall receive additional compensation as specified below. 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 of Directors.)

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 the 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.

1. 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

2. Certification Incentive

All certification incentives are non-stackable, however one (1) may be paid in addition to an education incentive. Eligible employees shall receive the following monthly certification incentive pay, which is subject to the same limitations and requirements outlined above:

- Company Officer: \$300
- Chief Fire Officer: \$600
- Executive Chief Fire Officer: \$900
- Fire Marshal: \$900

G. Paramedic Certification Incentive and Reimbursement

Chief Officers, who have their California State Paramedic License, and are in good standing with the State of California EMSA, are eligible for Paramedic incentive pay in the amount of two hundred dollars (\$200) per month. The EMT and Paramedic incentives are non-stackable.

The Department shall reimburse paramedic personnel for fees, with the exception of late fees incurred in the maintenance of the following certifications: (Reimbursement shall include class tuition and associated class materials; if required to attend the class offsite, applicable overtime or wages will be paid for class time only. Mileage reimbursement will not be paid for driving to and from the class.)

1. ACLS – Advanced Life Support (Bi-annual certification).
2. PALS/PEPP – Pediatric Advanced Life Support (Bi-annual certification).
3. Class fees shall be reimbursed upon documentation of successful completion.
4. The Department shall reimburse the fee for the State Paramedic License.

H. 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 eligibility will include all years of CalPERS-credited service, including any service with another public agency. 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

I. Deployment Pay

The Department will provide deployment pay for Unrepresented Management Safety employees who are assigned to a CalOES deployment under a reimbursement agreement with CalOES. In the event an employee is assigned to a CalOES deployment, the employee will be paid straight time for hours worked

outside the regular work week as soon as administratively feasible following completion of their deployment and submission/approval of OES paperwork. Straight time hours will be calculated upon a base rate. The base rate shall be the rate set forth in the salary survey on file with California Governor's Office of Emergency Services, Fire Rescue Division, for the time period of the deployment. Nothing herein shall change or affect the exempt status of the employee.

Regular Work Schedules For the Purpose of Deployment Pay Only:

1. 4/10 Schedule: Monday through Thursday from 7:00 am - 6:00 pm
2. 9/80-Friday Schedule: Monday through Thursday from 7:30 am - 5:00 pm; Every other Friday from 7:30 am - 4:00 pm.
3. 9/80-Monday Schedule: Tuesday through Friday from 7:30 am - 5:00 pm; Every other Monday from 7:30 am - 4:00 pm
4. 5/8 Schedule: Monday through Friday from 8:00 am - 5:00 pm

IV. HEALTH AND WELFARE BENEFITS

A. Health Insurance

1. Department shall continue its participation in the 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.
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 plan.

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 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. In order 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 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 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 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. Disability Insurance

The Department shall maintain a sixty (60) day disability insurance policy as provided by California Association of Professional Firefighters for those considered a professional Firefighter. Those not considered a professional Firefighter will be enrolled in State Disability Insurance (SDI).

G. 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.

V. **RETIREMENT**

The Department provides eligible employees retirement benefits through CalPERS.

A. Classic Safety (Tier 1) Members

Employees hired on or prior to November 27, 2012, shall be covered by the 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.

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. The EPMC is nine percent (9%).

B. Classic Safety (Tier 2) Members

Employees hired after November 27, 2012, who are not a "new member" as defined by the PEPPRA, 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 an additional one-and-one-half percent (1.5%), for 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.

C. 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.

D. 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.

VI. HOLIDAYS

A. The Department shall provide holiday pay as set forth hereinafter. All shift personnel shall receive an annual holiday pay disbursement calculated by multiplying each affected employee's regular hourly wage by one-hundred twenty (120) hours and dividing by twenty-six (26) pay periods and this amount will be included on each pay period throughout the year. In the periodic event there are twenty-seven (27) pay periods, holiday pay will only be paid over twenty-six (26) pay periods. These payments shall constitute the sole and exclusive mechanism of awarding to shift personnel any additional compensation for shift duty worked during holiday periods.

B. Employees 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.

VII. VACATION

A. Vacation Accrual

Two hundred twenty-four (224) hours per year for non-shift and three hundred twelve (312) hours per year for shift employees.

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 for non-shift employees and three-hundred eighty-four (384) hours for shift employees. 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.

VIII. 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 Accrual

Sick Leave shall be accrued on a prorated monthly basis at the following rate:

- a. Non-shift personnel – One hundred thirty-six (136) hours per year.
- b. Shift personnel – One hundred ninety-two (192) 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.

D. 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 regular 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		
Shift Employees	Non-Shift Employees	Percentage of Days for Which Compensation is Given
64+	135+	60%
52-63	112-134	50%
41-51	88-111	40%
31-40	64-87	30%
21-30	41-63	20%
0-20	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.

IX. 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.

X. BUMP BACK RIGHTS

- A. In the event the Board of Directors or Fire Chief, in its exclusive judgment, ultimately decides that a reduction in force or reassignment of positions shall be implemented, the following shall apply:

1. Procedures

- a. The Fire Chief shall designate those employees to be reassigned;
- b. Any employee shall be permitted to “bump back” to a lower classification for which he or she is qualified, as assigned by the Fire Chief;
- c. A “bump back” employee shall receive a maximum ten percent (10%) reduction in salary and shall have that salary “Y-Rated”;
- d. During such time as a “bump back” employee’s salary remains above the top step for an assigned classification, that employee shall not receive further salary increases.