

## VACAVILLE FIRE PROTECTION DISTRICT EMPLOYEE BENEFITS SUMMARY

### I. HOURS OF WORK

Employees shall work eighty (80) hours in each two (2) week work period. Subject to the requirements of the Fair Labor Standards Act, the Fire Chief reserves the right to alter the work period at any time upon providing written notice to all affected employees.

### II. OVERTIME COMPENSATION

Employees shall receive overtime compensation for any hours worked responding to emergency calls while on duty, beyond their standard shift. In no scenario will compensatory time (comp time) be offered in place of overtime. All other overtime work must be approved in writing in advance by the Fire Chief, Assistant Chief or Paid Battalion Chief. If approval cannot be obtained, the overtime is not approved. Overtime compensation is calculated at one and one half (1½) hours for every hour of overtime worked and shall be rounded up to the nearest quarter hour. Overtime is approved without written expressed permission for any calls that are at the level of a 3<sup>rd</sup> alarm or higher. Once a 3<sup>rd</sup> alarm is requested a paid staff member may on their own accord work overtime on the call the 3<sup>rd</sup> alarm or higher was requested for. The staff member must be actively working at the site of the call. Overtime is not approved for station coverage; station stand by or simply to remain available even if a 3<sup>rd</sup> alarm has been requested. The purpose of overtime is to provide additional coverage at the site of the larger incident. Because no previous policy has been established to allow exempt position employees to be compensated for overtime hours, the Department has decided to pay approved overtime for any exempt position below the rank of Assistant Chief for the remainder of the fiscal year through June 30, 2025. At which time this policy will be reassessed.

### III. RETURNING FROM A CALL AFTER MIDNIGHT WITH AN UPCOMING SHIFT

If a paid staff member is approved to work overtime and they return home after midnight, they are allowed to have a rest period of at least eight (8) hours before being required to return to their normally scheduled shift. If this results in the employee working less than a full day, due to the break period, they will only be paid for the hours worked. The employee is not compensated for hours not worked, due to the rest period.

### IV. HOLIDAYS

**Note:** Part time employees who work less than 999 (960 if CalPers retiree) hours in the fiscal year do not qualify for vacation time.

The district recognizes twelve (12) paid holidays plus one (1) floating holiday totaling thirteen (13) holidays for all full-time benefited employees. If the employee is not scheduled to work on the holiday or they voluntarily choose to work the holiday, they may choose to take off a different day within the same pay period but cannot bank the time or utilize it before or after the pay period in which the holiday falls.

**New Year's Day**  
**Martin Luther King, Jr. Birthday**  
**Lincoln's Birthday**  
**President's Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Indigenous Peoples' Day**  
**Thanksgiving Day**  
**Friday after Thanksgiving**  
**Christmas Eve**  
**Christmas Day**

**V. SICK LEAVE**

Full-time employees shall receive four (4) hours of sick leave per two-week pay period with no maximum accrual amount. Any sick leave taken over three (3) consecutive days requires a written doctor's authorization. A doctor's authorization may also be required anytime the Chief deems it necessary. Employees who are extra help or are seasonals accrue sick time at the rate of 3 days per calendar year prorated on the number of hours worked.

Upon retiring or leaving the district, sick leave will be paid up to twenty-five percent (25%) of the total unused sick leave balance up to 1,040 hours. At the District's option, payout of the unused sick leave balance may be done over two (2) fiscal years, with the employee receiving half upon separation from service and the other half at the beginning of the following fiscal year.

A total of forty (40) hours of sick leave may be sold back to the district on the first pay period of December if the employee requests in writing to the Fire Chief prior to the final payroll closing date. The amount due will be calculated from the closed fiscal year with any sick leave used during that time being deducted from the forty (40) hours and if any time is left, it will be paid to the nearest half hour (e.g., thirty-three (33) minutes would be paid at one half (1/2) hour while twenty-nine (29) minutes would be no hours).

**VI. VACATION**

The following is the vacation accrual formula for full time employees:

**Note:** Part time employees who work less than 999 (960 if CalPERS retiree) hours in the fiscal year do not qualify for vacation time.

Pay Periods of Continuous Service	Vacation Credit Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
(0 - 5 years) 0 - 129 pay periods	3.08 hours	160 hours
(5 - 10 years) 130 - 259 pay periods	4.62 hours	240 hours
(10 – 20 years) 260 – 519 pay periods	6.16 hours	320 hours
(over 20 years) Over 520 pay periods	7.69 hours	400 hours

Vacation requests shall be submitted to your supervisor in writing prior to the beginning of the new calendar year. Vacation requests will be assigned by seniority when there are two (2) requests for the same period.

Initial vacation requests are limited to a maximum of two (2) weeks. An employee will be able to take additional weeks if there is no conflict with other personnel.

## **VII. SALARY**

Step increases will occur in accordance with the predetermined step increase guidelines for the first full pay period in the month following the time expected. The first step increase shall be after eighteen (18) months, effective the following month to allow for processing. The second step increase shall occur after thirty-six (36) months, effective the following month, to allow for processing, and the last step increase shall occur after sixty (60) months of service, effective the following month, to allow for processing. In previous years, step raises were based on merit and length of service. Under this year's plan merit increases will take place as scheduled above, however no back pay will be earned as this will be transitioning from a merit-based program to solely rely on tenure.

A 2% COLA has been recommended for all positions, including the pay scale range (maximums).

## **VIII. VISION/MEDICAL/DENTAL/RETIREMENT**

**Note:** Part-time employees who work less than 999 (960 if CalPERS retiree) hours in the fiscal year do not qualify for this benefit.

For vision, medical, dental, employees shall receive one hundred percent (100%) coverage equal to the maximum district premium. Medical will be equal to Kaiser

medical premium offered through the district contract; if the employee elects to participate in a higher-cost plan, the employee shall be required to pay the difference.

**Medical OPT-OUT** Employees may choose to decline medical coverage, if they are covered by another healthcare plan. If they decline coverage and opt out, they will be compensated at a rate of two hundred (\$250) dollars per pay period beginning the first pay period after January 1, 2025.

**IX. UNIFORM ALLOWANCE**

The district shall provide the following items to employees: shirts, pants, rain gear and safety boots as needed with the Fire Chief's approval. All items shall remain the property of the Fire District, shall be worn for District use only, and shall be returned to the district upon separation from service.

**X. LAYOFF**

The district shall provide at least thirty (30) days written notice prior to implementing any layoffs.

**XI. POST RETIREMENT MEDICAL**

The district does not provide any medical coverage, assistance, reimbursement or any other form of payment after retirement. The retired employee will be responsible for all costs related to medical plans.

NOTE: Full time employees who were hired prior to 6/30/24, are at least fifty-five (55) years of age, and have a minimum twenty (20) continuous years of paid service at Vacaville Fire Protection District, and no gaps in full time employment and were not terminated will be grandfathered under the previous agreement which includes 100% medical reimbursement only in regard to the premium and only for the employee.

Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_