MORAGA-ORINDA FIRE PROTECTION DISTRICT

SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES EFFECTIVE JANUARY 1, 2025

UNREPRESENTED EMPLOYEE HANDBOOK

Moraga-Orinda Fire Protection District
Unrepresented Employee Salary and Benefits

The Moraga-Orinda Fire Protection District ("District") offers the salary and benefits detailed in this Employee Handbook for the following unrepresented job classifications: Deputy Fire Chief, Administrative Services Director, Fire Marshal, Human Resources Manager, Finance Manager, Fuels Mitigation Manager, Fire Inspector/Plans Examiner, District Secretary/District Clerk, Payroll Technician, Office Specialist and Fuels Mitigation Specialist. The information in this Employee Handbook is intended to detail the benefits offered by the District. Where applicable, specific details and plan limitations are provided in Summary Plan Descriptions (SPD) provided by insurance companies, and from individual employee contracts in some cases. In the event that information in this Employee Handbook differs from Plan Documents, the Plan Documents will prevail. If you have questions or need additional information, please contact Human Resources at 925-258-4521.

The following job classifications are FLSA exempt, management positions: Deputy Fire Chief, Administrative Services Director, Fire Marshal, Human Resources Manager and Finance Manager. All other unrepresented job classifications are non-exempt.

Administrative Leave

All exempt, unrepresented full-time management employees will be credited 6.67 hours per month of Administrative Leave on the first day of each month. The maximum number of hours that may be accrued is 80 hours. On separation, employees shall be paid for any unused administrative leave hours at the employee's then-current rate of pay, not to exceed eighty hours.

Employees appointed (hired or promoted) to a management position are eligible for Administrative Leave on the first day of the month following their appointment.

Annual Medical Exams

All employees are encouraged to participate in the annual individual medical exams offered by the District. These exams are offered through the District's approved medical provider.

At-Will Positions

All unrepresented employees are At-Will employees. The District may remove employees in these positions with or without cause in the sole exercise of discretion by the District. Employees in these positions shall be notified in writing of the District's intent to terminate and remove employee from the position. Employee shall be given 45-days' notice or pay-in-lieu thereof prior to the termination becoming effective. Such notice is to be given to employee forty-five (45) days in advance unless the parties otherwise agree in writing prior to the termination becoming effective. In the event the employee voluntarily resigns from the position, the employee shall make best efforts to provide the District a minimum of thirty (30) days' written notice, unless the parties otherwise agree in writing.

Bereavement Leave

Full-time employees shall have an annual but unaccruable paid bereavement leave of up to three (3) days per year for the death of a spouse, son, daughter, or parent, as those terms are defined under the FMLA.

Days and Hours of Work

The normal workweek of District employees is forty (40) hours. The core hours for the Administrative office is Monday to Friday from 8:00 a.m. to 5:00 p.m. each day. All full-time employees shall be assigned to a work schedule of Monday to Friday from 8:00 a.m. to 5:00 p.m., with a one (1) hour lunch from either: (a) 11 a.m. to 12 p.m., or (b) 12 p.m. to 1 p.m. District business requirements may require deviations from this schedule with as much advanced notice as possible.

Deferred Compensation Plans (457)

The District offers two (2) 457 Deferred Compensation Plans to employees. District employees may contribute the annual IRS Limit which is currently $23,500. Employees age 50 and older may be eligible to contribute additional amounts subject to IRS limits.

The District's contribution to all management employees who participate in the deferred compensation plan is $150 per month. To be eligible for this contribution/incentive, qualifying management employees must maintain a minimum monthly contribution of $100 to the Deferred Compensation Plan. The base contribution is computed from the date the employee signs an election form to participate in the program. Employees who discontinue contributions or who contribute less than the required amount per month for one (1) month or more will no longer be eligible to receive the $150 District contribution/incentive. To reestablish eligibility, employees must again establish the minimum monthly contribution of $100 to the Deferred Compensation Plan.

Dental

The District offers a Dental Plan to employees for themselves and their eligible dependents. Employees are eligible to enroll in the plan on the first of the month following date of hire. The District contribution for unrepresented employees is the same amount per month as what is provided to employees in Local 1230.

Education Incentive

Exempt management employees, except the Administrative Services Director, who hold a Bachelor's degree from an accredited college or university in a related field will receive an education incentive equal to 2.5% of base salary. All exempt management employees, who receive or hold a Master's degree from an accredited college or university in a related field will receive an education incentive equal to 2.5% of base salary. Employees are encouraged to continue pursuing educational opportunities which are mutually beneficial to the District and the employee and are directly related to the duties of their position.

Educational Assistance/Training

Employees are eligible for career development training reimbursement. Reimbursement for job related training must be directly related to the position held at the District. The District policy on Training shall govern reimbursement for training and shall limit reimbursement for career development training.

Employee Assistance Program (EAP)

The District offers employees from the first day of employment an employee assistance program (EAP). The EAP assists employees with emotional, family and other personal problems; offers guidance on financial and legal issues; supports healthy choices; and more.

Entrance Salary and Step Increases

New employees shall generally be appointed at the minimum step of the salary range established for the particular class of position to which the appointment is made. However, the appointing authority may fill a particular position at a step above the minimum of the range.

New employees are eligible for a step increase following 6-months of successful employment and every 12-months thereafter until the top step is reached. Management positions may require completion of job related certifications in order to progress in the salary range.

Flexible Spending Accounts

The District offers both a Medical Reimbursement Account and a Dependent Day Care Account for employees subject to rules and restrictions of the IRS. The plan runs from January 1 through December 31 of each year and annual enrollment is required. Employees are eligible to enroll in the plan on the first of the month following date of hire. The District's Medical Reimbursement Account allows for a $640 carryover each year per IRS regulations and the plan document. Additional information can be found by contacting Human Resources at 925-258-4521.

Holidays and Personal Holidays

Employees have the following days off work as paid holidays:

New Year's Day
Martin Luther King's Day
Presidents Day/Washington's Birthday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

Part-time employees shall receive holiday time off in the same ratio to the holiday time off given full-time employees as the number of hours per week the part-time employee's schedule bears to the number of hours in the regular full-time schedule, regardless of whether the holiday falls on the part-time employee's regular work day. Part-time employees have the option to work during regular business hours on another day during the week or use vacation time to compensate for the part-time holiday time off. If a holiday falls on a part-time employee's scheduled day off, the employee shall take the hours off on another day within the week with prior approval.

In addition, full-time employees, receive two (2) hours of personal holiday credit each month. Part-time employees receive prorated floating holiday hours each month. Maximum personal holiday credit cumulative accrual is 40 hours.

In the event a non-exempt employee is required to work on any of the above-mentioned holidays, the non-exempt employee shall receive equal time off to be taken within two (2) months of that date or overtime pay at the employee's hourly overtime rate upon the employee's request. In the event an exempt employee is required to work on any of the above-mentioned holidays, the exempt employee shall receive equal time off to be taken within two (2) months of that date.

Jury Duty

Employees summoned for jury duty may remain in regular paid status, or they may take vacation leave. If an employee elects to remain in regular paid status, jury duty fees must be forwarded to the District. If an employee elects to use vacation leave, the employee retains all jury duty fees.

Life Insurance

Unrepresented employees are provided a fifty thousand dollar ($50,000) term life insurance policy, which shall include an accelerated death benefit option. Premiums for this policy are paid by the District. Employees have the option to purchase, at their expense by payroll deduction, up to an additional $50,000 of life insurance.

Medical/Healthcare Insurance

The District offers Medical Plan options to employees for themselves and their eligible dependents through CalPERS. Employees are eligible to enroll the first of the month following date of hire. The District contribution for unrepresented employees is the same amount per month as provided to employees in Local 1230.

Other Unpaid Leaves

The District provides leaves of absence to eligible employees in a variety of circumstances. In all cases, the District intends to comply with applicable federal and state laws. This includes leave for pregnancy disability, leave under the Family Medical Leave Act and the California Family Rights Act, and federal and state mandated military leave. Medical certification may be required. For additional information on unpaid leaves, consult Human Resources.

Overhead and Strike Team Pay

Employees may be assigned to respond to the request of Mutual Aid and Automatic Aid under the State Mutual Aid Program. All overhead and strike team assignments must be approved in advance by the Fire Chief.

Non-exempt employees will be paid overtime for all hours worked in excess of 40 hours per week while deployed. Exempt employees will be paid 1.5 times the regular rate of pay for all hours worked in excess of 40 hours per week while deployed. The payment would be received by the employee on the next scheduled paycheck.

Overtime

Exempt, management employees are not entitled to receive overtime pay. Non-exempt employees shall receive overtime pay for any authorized work performed in excess of forty (40) hours per week. For purposes of calculating hours worked, scheduled vacation and holiday pay shall count as hours worked, but sick leave and all other types of leave shall not. All overtime shall be compensated at the rate of one and one-half (1.5) times the employee's regular rate of pay.

The Deputy Fire Chief is eligible to work in a Battalion Chief vacancy outside of the Deputy Fire Chief's assigned work schedule (Monday to Friday from 8:00am – 5:00pm.) The Deputy Fire Chief will be paid overtime at the Moraga-Orinda Fire Chief Officers' Association Salary Schedule Battalion Chief Step 3 Overtime Rate for all hours worked in a Battalion Chief vacancy.

Part-Time Employee Salary and Benefits

Part-time employees shall be paid a monthly salary in the same ratio to the full-time monthly rate to which the employee would be entitled as a full-time employee under the provisions of the Salary Schedule as the number of hours per week the employee's part-time work schedule bears to the number of hours in the full time work schedule of the District.

Part-time employees receive prorated vacation, holiday, floating holiday and sick leave benefits. Part-time employees are eligible for medical and dental benefits at the same contribution rates as full-time employees provided they work at least fifty percent (50%) of full-time. If the part-time employee works at least fifty percent (50%) of full time, District retirement participation is also included.

Retiree Health Coverage – Medical and Dental

Full-time employees except the Deputy Fire Chief hired prior to July 1, 2014 will receive retiree medical and dental insurance contributions from the District when retiring with CCCERA in an amount equal to the PERS minimum medical insurance contribution level and an additional amount for a total District contribution obligation of:

Employee Only	$575.55
Employee +1	$1,150.85
Employee +2 or more	$1,496.11

Employees hired on or after July 1, 2014 will receive retiree medical insurance coverage when retiring with CCCERA in an amount equal to the PERS minimum health insurance contribution. Part-time employees are not eligible for retiree medical or dental benefits.

Retiree medical coverage is subject to PERS rules and regulations and applicable law.

The District will contribute the following amounts toward the retiree's dental insurance:

Employee Only	$51.20
Employee +1	$90.12
Employee +2 or more	$136.35

The District does not provide vision insurance or life insurance to retired employees.

The Deputy Fire Chief will receive retiree medical and dental insurance contributions from the District when retiring with CCCERA in an amount equal to the benefits provided to Battalion Chiefs of the District.

Retiree Health Savings Account

The District provides a Retiree Health Savings Account through MissionSquare Retirement VantageCare. Upon employee enrollment into the Retiree Health Savings Account the District will contribute $167 per month into the account.

Employees shall be permitted to exceed the maximum cumulative vacation hours by up to 40 hours in a fiscal year (pro-rated for part-time employees). At the end of the fiscal year, the difference between the maximum cumulate vacation hours cap and the vacation balance, not to exceed 40 hours (pro-rated for part-time employees), shall be converted to a Retiree Health Savings Account contribution using the employee's Hourly Base Rate on the District's current publicly available pay schedule.

Retirement

The District provides retirement pension benefits through Contra Costa County Employees' Retirement Association (CCCERA.) All employees receive the FRA 414(h) earning equal to 3.91% of base salary, used to reduce the employee's share of retirement contributions. Base salary plus FRA equals the employee's hourly rate.

All employees are responsible to pay 100% of the employee's contribution for retirement as determined by the CCCERA Board. The District will pay the employer's contribution for retirement. Safety employees who are eligible to receive the 3% @ 50 pension benefit plan shall also pay 7% of the employer's contribution.

Section 125 Plan

Employees are eligible to enroll in the Section 125 Plan. The Section 125 Plan allows employees to take advantage of paying for eligible insurance premiums on a pre-tax basis.

Sick Leave

Employees shall receive sick leave at the rate of eight (8) hours for each month of service or a prorated amount for those employees working less than forty (40) hours per week. Accumulation of sick leave shall be unlimited, but may not be cashed out and may not be used for any other purpose than permitted by law, or to calculate final compensation if the employee retires under the applicable District retirement plan at the time of separation from the District. At the time of retirement, an employee may apply any unused sick leave credits toward retirement service credit as permitted by CCCERA.

State Disability Insurance (SDI)

Non-safety employees who have earned at least $300 in wages from which SDI deductions were withheld are eligible to apply for State Disability Insurance (SDI) if they are ill due to a non-work related illness or injury and are experiencing a loss of wages. Eligibility and Benefit levels are determined by the State of California Employment Development Department. SDI benefits are typically equal to 60 to 70 percent of an employee's weekly wages, up to a cap. Employees have the option of using sick leave or other accrued leave banks to supplement SDI payments to bring their total compensation up to their normal weekly wages. Under no circumstance will an employee be allowed to combine SDI and paid leave benefits in a manner which causes the employee to receive an amount greater than the employee's normal wages. Non-safety employees are also covered through SDI for Paid Family Leave (PFL) when suffering a loss of wages due to taking time off to care for a seriously ill child, parent, parent-in-law, grandparent, spouse, registered domestic partner, or to bond with a new child.

Uniforms

The Deputy Fire Chief and Fire Marshal shall receive a monthly uniform allowance of $86. The District will provide a uniform for all other employees required to wear a uniform.

Vacation

Full-time employees shall accrue paid vacation credit as follows:

Length of Service	Monthly Accrual Hours	Maximum Cumulative Hours
Under 5 years	10	240
5 years through 14 years	13 2/3	328
15 years through 24 years	16 2/3	400
25 years through 29 years	20	480
30 years and up	23 1/3	560

For management employees, the Fire Chief has discretion to grant length of service credit for prior public service.

Part-time employees shall accrue vacation benefits on a prorated basis based on length of service.

On separation, employees shall be paid for any accrued and unused vacation hours at the employee's then-current rate of pay.

Employees shall be permitted to exceed the maximum cumulative vacation hours by up to 40 hours in a fiscal year (pro-rated for part-time employees). At the end of the fiscal year, the difference between the maximum cumulate vacation hours cap and the vacation balance, not to exceed 40 hours (pro-rated for part-time employees), shall be converted to a Retiree Health Savings Account contribution using the employee's Hourly Base Rate on the District's current publicly available pay schedule.

Vehicle

The District shall provide the Deputy Fire Chief with the use of an emergency vehicle twenty-four (24) hours per day for official business only. The use of such vehicle shall be subject to any existing or future Board policy established with respect to such vehicle.

Vision Insurance

The District provides Vision Insurance for employees and eligible dependents. Employees are eligible to enroll in the plan on the first of the month following date of hire.

Voluntary/Supplemental Insurance Plans

The District allows employees the opportunity to supplement their benefits with additional voluntary insurance benefits offered through American Fidelity Assurance Company. These voluntary insurance benefits include life insurance, disability income insurance, cancer insurance, etc. These are voluntary benefits and entirely paid for by the employee via payroll deduction. The District does not contribute to the cost of the voluntary insurance benefits.

Workers' Compensation Insurance

The District provides Workers' Compensation Insurance as required by law from the first day of employment for medical treatment for on-the-job injuries or illness.

Attachment A
Salary Schedule