

Administrative Miscellaneous Staff Policy



COMPENSATION & BENEFITS

Effective November 1, 2025 - June 30, 2026

TABLE OF CONTENTS

Topic	Page
Introduction	3
Effective Date	3
Employment Status, Work Periods, Salaries, Other Compensation	3
Employment Status	3
Work Period	4
Salaries	4
Overtime Pay	4
Mandated Staffing Period Pay	4
Deferred Compensation	4
Jury Duty	6
Retirement	4
Paid Time Off	5
Sick Leave	5
Bereavement Leave	5
Vacation	5
Holidays	5
Alternative Leave	6
Benefits / Insurance	6
Medical	6
Dental	7
Vision	7
Life	7
Long Term Disability	7
CSFA Membership	7
Management Rights	7
Confidential Employees	7
Other Provisions	7
Uniforms / Apparel	8
Continuing Education / Tuitions	8
District Owned Vehicles	8
Appendix A	9

INTRODUCTION

This document reflects the salary, benefits, and working conditions for the full-time non-safety, miscellaneous employees unless otherwise covered under individual employment agreements.

Miscellaneous employees include:

- Human Resources Manager (1)
- Executive Assistant / Clerk of the Board (1)
- Financial Analyst - EMS (1)
- Accounting Technician (1)
- Payroll Technician (1)
- Prevention Coordinator
- Community Engagement Coordinator / Public Information Officer (PIO) (1)
- Fire Logistics Specialist (1)

EFFECTIVE DATE

November 1, 2025. This version of the Administrative Miscellaneous Staff – Compensation & Benefits record supersedes all prior versions adopted by the District.

EMPLOYMENT STATUS, WORK PERIOD, SALARIES, OTHER COMPENSATIONS

Work Period and Employment Status

Position	Typical Work Week	Work Status
Human Resources Manager	40 / Week	Salary / Exempt
Executive Assistant / Clerk of the Board	40 / Week	Salary / Exempt
Financial Analyst - EMS	40 / Week	Salary / Exempt
Accounting Technician	40 / Week	Salary / Non-Exempt
Payroll Technician	40 / Week	Salary / Non-Exempt
Prevention Coordinator	40 / Week	Salary / Non-Exempt
Community Engagement Coordinator / PIO	40 / Week	Salary / Non-Exempt
Fire Logistics Specialist	40 / Week	Hourly / Non-Exempt

At-Will, Non-Permanent/Career Status

The miscellaneous employee classifications covered by this agreement are designated as at-will, non-permanent/career classifications. The District may terminate employees in these positions at any time, with or without cause and with or without prior notice. Individuals employed in these classifications are expressly exempt from any and all constitutional protections afforded to permanent public sector employees under California law, including pre- and post-deprivation appeal proceedings. To the extent that any other District rule, policy, or procedure conflicts with this provision, the terms

pertaining to this provision within each classification's job description controls.

This provision does not apply to any District employees who occupied any of the above-mentioned classifications on or before November 1, 2025, provided that such employees were permanent/career employees of the District by or before this date, based upon the terms of the job description for their classification at their time of hire or their employment offer letter.

Work Periods

Miscellaneous employees are assigned a routine work schedule from 8:00 AM to 5:00 PM with a 1-hour lunch break, a 15-minute break in the morning, and a 15-minute break in the afternoon. We do support a 9/80 work schedule when available.

Human Resource Manager, Executive Assistant and Financial Analyst – EMS work a 5-day/8-hour work schedule, typically 8:00 AM to 5:00 PM or a 4/10 work schedule, typically 7:00 AM-6:00 PM. The Human Resource Manager, Executive Assistant and Financial Analyst-EMS may vary their arrival and/or departure times (and other times during the workday) upon the approval from the Fire Chief and/or his/her designee. (Flex schedule).

Fire Logistics Specialists are assigned a routine work schedule from 8:00 AM to 5:00 PM with a 1-hour lunch break, a 15-minute break in the morning, and a 15-minute break in the afternoon.

Salaries

Salaries are set forth in the salary schedule attached to this document as Appendix A.

Overtime Pay

Miscellaneous employees shall receive time and one-half (1.5) for all overtime worked. This includes overtime for meetings and classes required by the District. Overtime is based on the employees' base hourly rate per FLSA. The Executive Assistant and Financial Analyst may take flex time.

Overtime will only be approved for work that is not currently compensated by any other compensatory tool.

Emergency Call Back / Mandated Staffing Periods / Recall Pay

The District may recall personnel after-normal business hours due to significant emergency incidents (fire, rescues, disasters) and to provide additional on-duty staffing during periods of elevated community risk (storms, Red Flag Warnings). Staff who have been recalled shall be paid overtime for any hours worked beyond normal hours.

Deferred Compensation

The District will contribute up to \$300 dollar for dollar match per month period towards the Human Resource Manager, Executive Assistant and Financial Analyst-EMS (and \$200 all others) contribution to PERS 457 plan.

RETIREMENT

Retirement benefits for all employees covered in this agreement shall be provided in accordance with the current California Public Employees' Retirement System (CalPERS) contract.

Classic miscellaneous employees with 2.7% @ 55 plan, formula. Classic employees shall pay 8%

employee contribution of applicable compensation.

Miscellaneous employees hired after January 1, 2013, with 2% @ 62 plan, formula (PEPRA Members). PEPRA safety employees will pay up to 50% of the normal cost, as set annually by PERS, contribution of applicable salary.

In lieu of the CalPERS Sick Leave Credit, the employee may choose to have the District pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of retirement based on the employee's hourly rate of pay inclusive of applicable incentives.

PAID TIME OFF

Sick Leave

Miscellaneous employees shall accrue ten (10) hours per month of sick leave up to and including the fifteenth (15th) year of service (0-191 months). The accrual rate shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year (192nd month and beyond).

The District may require a doctor's note for sick leave exceeding four consecutive days.

Bereavement Leave

Miscellaneous employees shall be allowed up to three (3) consecutive days in the event of a death in the immediate family, which shall include the employees' existing spouse, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the employee's household.

The District may, at its discretion, approve a request for additional time off as bereavement leave where out-of-state travel is required or when an employee's emotional condition so warrants. Any such requests, if granted, shall be deducted from the employee's accrued sick leave.

Vacation

Miscellaneous employees (2080 employees) receive vacation hours earned as follows:

Vacation

<u>Years of Service</u>	<u>Hours Accrued Annually</u>
1-3 years (0-47 months)	80 hours
4-7 years (48-95 months)	120 hours
8-11 years (96-143 months)	160 hours
12-15 years (144-191 months)	200 hours
16 or greater (192 + months)	240 hours

Maximum Allowable Accumulated Vacation

Vacation balance maximum shall be two (2) years of accrual.

Should an employee reach the maximum vacation accrual the District shall pay hours in excess to the employee at their regular rate of pay.

Employees on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

Holidays

The District recognizes the following holidays. If the holiday falls on a weekend day, the following Monday may be taken off. Holidays do not transfer year to year and have no cash value.

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve	Christmas Day
Birthday	

Alternative Leave

The Human Resource Manager, Executive Assistant and Financial Analyst-EMS shall receive sixty (60) hours of Alternative leave per calendar year. Alternative leave hours do not transfer year to year and do not hold cash value.

Jury Duty

In the event of a jury summons, no deduction will be made from the salary of any employee while serving on jury duty. Employees are to return to work immediately following a release from jury duty if jury duty concludes during a work period.

BENEFITS

Medical Insurance

All qualified employees and their legal dependents and domestic partners¹, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.

Regardless of the plan chosen by the individual employee, the District shall pay the actual premium charged by the approved health care provider for providing coverage to the employees and their dependents under the terms of the plan up to the following monthly maximum amounts:

- Employee with no dependents \$1,188/month
- Employee with 1 dependent \$1,976/month
- Employee with 2 or more dependents \$2,445/month

The employee may choose any plan made available to the District. The employee shall be responsible for paying the difference between the amounts listed in the item above and the actual cost of the plan selected. Any difference shall be deducted monthly from the employee's pay. The Kaiser cap serves as the maximum contribution level.

The District offers an I.R.S. Section 125 Plan for the portion of the premiums for medical benefits that are

¹ Registered Domestic Partners are the same as spouses under California law. Existing law defines domestic partners as two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring. A domestic partnership is formed when persons file a Declaration of Domestic Partnership with Secretary of State and meet required criteria.

the responsibility of the employee to pay.

For individual employees who waive medical coverage provided by the District, the District shall pay a medical stipend of \$500 per month in-lieu of coverage. That employee will then be entirely responsible for their own medical insurance. Employees who elect this option must provide annual proof of alternative medical insurance coverage to the District.

The District acknowledges that FRMS will no longer be providing access to medical insurance plans for the District effective 2026. As such, the District is actively engaged in identifying a new medical insurance provider. The District will continue to meet with administrative staff to discuss medical insurance benefits after the ratification of this agreement, with the intent of modifying this section of the agreement once those terms are finalized.

Dental Insurance

All qualified employees and their dependents are eligible to participate in a group dental plan selected by the District. The District shall pay \$153 of the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependents under the terms of the plan. Once the premium for the basic plan increases to more than \$153 the District cap shall become 100% of the basic dental plan premium.

Vision Insurance

All qualified employees and their dependents are eligible to participate in a group vision care plan selected by the District. The District shall pay \$9.00 of the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

Life Insurance

All qualified employees are eligible to participate in the life insurance program selected by the District. The District shall pay 100% of the premium for the selected plan. Employees may choose higher coverage at the expense of the employee for the difference.

Long Term Disability Insurance

All qualified employees are eligible to participate in the District's disability insurance program through CSFA. The District shall pay 100% of the actual premium charged under the terms of the program.

CSFA Membership

The District will pay 100% of CSFA dues for all employees.

OTHER PROVISIONS

Management Rights

The District, on its own behalf and on the behalf of the taxpayers of the District, hereby retains and reserves the right, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitution of the State of California and the United States including but without limiting the generality of the foregoing the right.

Confidential Employees

The positions of Human Resource Manager, Executive Assistant / Clerk of the Board, Financial Analyst –

EMS, and Payroll Technician are designated as Confidential Employees of the Sonoma County Fire District.

Confidential Employees are those who, in the course of their duties, have access to information relating to the District's administration of personnel matters, labor relations, collective bargaining, or confidential financial information not available to the general public or other employees.

Due to the nature of their access to confidential materials and participation in sensitive discussions regarding management and labor matters, Confidential Employees are excluded from any represented bargaining unit and are not eligible for representation under the Meyers-Milias-Brown Act (MMBA).

Confidential Employees are expected to maintain the highest level of discretion and professionalism in handling confidential records, communications, and data on behalf of the District.

Uniforms / Apparel

Apparel: The District will provide the employee with one uniform polo shirt and one pullover sweater, and three tee shirts initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

Apparel: The District will provide the Fire Logistics Specialist with three uniform polo shirts and one pullover sweater, and three tee shirts initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

Uniform: The District will provide the Community Engagement Coordinator/PIO position with three full sets of class B uniforms and one class A uniform initially, then supplied/updated as needed as approved by a program manager per District Uniform Policy.

The District will provide the Community Engagement Coordinator/PIO position and Fire Logistics Specialist with a pair of station and/or safety boots initially, then as needed.

Laundering and basic maintenance of uniforms shall be the responsibility of the employee. District laundering facilities and laundry supplies shall be made available to employees for laundering uniforms.

Training, Continuing Education and Tuitions

Miscellaneous employees are eligible for education reimbursements up to a maximum of \$600 each Fiscal Year for work related education.

District Owned Vehicles

The District may provide staff with an assigned District owned or leased and maintained vehicle to use while conducting District business. See Use of District Vehicle Policy for restrictions. The District shall reimburse the employee for any use of his/her personal vehicle when used for District business. Reimbursement shall be for mileage only at the current IRS mileage rate.

**Appendix A
Salary schedule**

November 1, 2025 – Retitle and Reclassification Adjusted Pay Schedule			
Classification	Step 1	Step 2	Step 3
Human Resource Manager	\$137,389.38	\$144,620.40	\$152,232.00
Financial Analyst - EMS	\$125,860.85	\$132,153.12	\$138,760.57
Executive Assistant / Clerk of the Board	\$91,878.42	\$96,471.78	\$101,295.22
Accounting Technician	\$89,194.91	\$93,653.78	\$98,336.16
Payroll Technician	\$89,194.91	\$93,653.78	\$98,336.16
Prevention Coordinator	\$89,194.91	\$93,653.78	\$98,336.16
Community Engagement Coordinator/PIO	\$89,194.91	\$93,653.78	\$98,336.16
Fire Logistics Specialist	\$65,865.95	\$69,159.48	\$72,616.91

July 1, 2025 - 3% Increase			
Prior to November 1, 2025 Job Classifications and Pay Schedules			
Classification	Step 1	Step 2	Step 3
Executive Assistant	\$125,860.85	\$132,153.12	\$138,760.57
Financial Analyst	\$125,860.85	\$132,153.12	\$138,760.57
Accounting Assistant	\$89,194.91	\$93,653.78	\$98,336.16
Administrative Assistant	\$89,194.91	\$93,653.78	\$98,336.16
Logistics Specialist	\$56,295.68	\$59,110.67	\$62,065.74
Community Outreach Specialist	\$71,305.87	\$74,865.55	\$79,384.16

Fire Chief's Signature 

Date: 10-21-25