

Administrative / Miscellaneous Staff Policy



COMPENSATION & BENEFITS

Effective July 1, 2026 - June 30, 2027

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INTRODUCTION

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

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

EFFECTIVE DATE

July 1, 2026. This version of the Administrative / Miscellaneous Staff Compensation & Benefits policy supersedes all prior versions adopted by the District.

DEFINITIONS

- A. **“Administrative Management”** - shall mean a non-supervisory position that performs advanced administrative, analytical, and professional duties in support of departmental programs and organizational objectives. Employees in this classification exercise a high level of independent judgment, manage complex projects or functional areas, and provide expert recommendations to management.
- B. **“Anniversary Date”** – shall mean the first day of the month an employee starts employment with the District
- C. **“Board”** – shall mean the Board of Directors of the Sonoma County Fire District
- D. **“Chief”** – shall mean the Fire Chief of the Sonoma County Fire District
- E. **“Comp Time Off (CTO)”** – shall mean paid time off given to employees instead of overtime pay for extra hours worked.
- F. **“District”** – shall mean the Sonoma County Fire District
- G. **“Employee(s)”** – shall mean all Miscellaneous and Support employees who are covered by this policy
- H. **“Exempt”** – shall mean an employee who is not entitled to overtime pay, rest break/overtime rules, or minimum wage protections, because their job duties and salary meet specific legal criteria

- I. **“Non-exempt”** – shall mean an employee who is entitled to overtime pay, minimum wage, meal/rest breaks, and other wage-and-hour protections under the Fair Labor Standards Act (FLSA) and California state law
- J. **“Retirement”** – shall mean an action by which an employee has terminated their employment with the District and retiring through the Public Employees Retirement System
- K. **“Salary Exempt”** – shall mean an exempt employee who is paid a fixed salary and is exempt from overtime
- L. **“Salary Non-Exempt”** – shall mean a non-exempt employee that is paid a fixed salary but is entitled to overtime pay for hours worked beyond the 40 hour workweek

EMPLOYMENT STATUS, WORK PERIOD, SALARIES, OTHER COMPENSATIONS

Work Period and Employment Status

| Position | Typical Work Week | Work Status |
|---|--------------------------|---------------------|
| Administrative Management Positions: | | |
| Executive Assistant / Clerk of the Board | 40/Week | Salary / Exempt |
| Financial Analyst - EMS | 40/Week | Salary / Exempt |
| All Additional Positions: | | |
| 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 | Salary / Non-Exempt |
| Fire Mechanic | 40/Week | Salary / Non-Exempt |

At-Will, Non-Permanent/Career Status

The employee classifications covered by this policy are designated as at-will and non-permanent/career positions. Employees in these classifications may be terminated by the District at any time, with or without cause, and with or without prior notice. These employees are

expressly excluded from all constitutional and statutory protections afforded to permanent public-sector employees under California law, including any rights to pre- or post-disciplinary appeal procedures. If any District rule, policy, or procedure conflicts with this provision, the language in the applicable classification's job description shall govern.

This provision does not apply to any District employees who were hired prior to 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

Employees covered by this Policy may request one of the following regular work schedules, subject to business needs and approval by their supervisor:

1. A five-day, eight-hour (5/8) work schedule
2. A four-day, ten-hour (4/10) work schedule
3. A nine-day, eighty-hour (9/80) work schedule

Employees may request flexible start and end times within their selected schedule with supervisor approval. Employees may also elect either a thirty-minute (1/2-hour) or sixty-minute (1-hour) unpaid lunch period. In addition, non-exempt employees are entitled to two paid fifteen-minute rest breaks each workday, which should be scheduled to meet business needs.

All schedule selections, changes to schedules, and flex-time arrangements require prior approval from the employee's supervisor and must support the operational and service needs of the District.

Salaries

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

Overtime Pay / CTO

Miscellaneous non-exempt employees shall receive time and one-half (1.5) for all overtime worked. This includes overtime for District related events as approved by the employee's supervisor. Overtime is based on the employees' base hourly rate per FLSA.

In lieu of receiving overtime pay, a non-exempt employee may request to accrue compensatory time off (comp time) at the applicable overtime rate (for example, one and one-half hours of comp time for each hour of overtime worked).

All comp time must be approved in advance by the employee's supervisor and must comply with FLSA requirements and District policy. Comp time balances may not exceed a maximum of 120

hours. Once an employee reaches the maximum accrual limit, any additional overtime worked shall be paid in cash at the appropriate overtime rate.

Employees may request to use accrued comp time, subject to supervisory approval and operational needs. Supervisors may also direct employees to use comp time to manage accrual levels when necessary.

Upon separation from the District, any unused compensatory time shall be paid out at the higher of:

1. the employee's final regular rate of pay, or
2. the employee's average regular rate of pay over the last three (3) years of employment, consistent with applicable law.

Exempt employees are not eligible for overtime compensation as work performed in excess of forty (40) hours in a workweek does not result in overtime pay. However, when an exempt employee's job duties require them to work more than forty (40) hours in a workweek, the employee may request reasonable flex time. Flex time must be requested in advance and must be approved by the employee's supervisor. Approval of flex time is at the discretion of the supervisor and shall be based on business needs.

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 staffing during periods of elevated community risk. Staff who have been recalled shall be paid overtime for any hours worked beyond normal hours. Recalls of personnel will be determined by the Fire Chief.

Deferred Compensation

The District will contribute a dollar for dollar match of up to **\$200 per month** toward each employee's contribution to the PERS 457 plan. Administrative Management employees shall receive an enhanced District match of up to **\$300 per month**.

RETIREMENT

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

Classic miscellaneous employees (hired before January 1, 2013) with 2.7% @55 plan, formula. Classic employees shall pay the amount set annually by PERS.

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

Pursuant to government code section 20965, the employee may elect to convert unused sick leave to CalPERS service credit.

PAID TIME OFF

Sick Leave

Miscellaneous Employees shall accrue sick leave according to the following schedule:

| Years of Service | Hours Accrued Per Month |
|-------------------------|-------------------------|
| 0 – 15 (0 – 180 months) | 10 |
| 16 + (181 + months) | 16 |

The District will pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of separation based on the employee's hourly rate of pay inclusive of applicable incentives. Not applicable if service credit option for retirement is chosen with CalPERS.

Bereavement Leave

Miscellaneous Employees shall be allowed up to 40 hours of time off with pay in the event of a death in the immediate family, which shall include the employees' existing spouse or registered domestic partner, 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.

In the event of a death of an employee's family who is not specifically listed above, the employee is granted one day off with pay.

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 or vacation leave, as appropriate.

Vacation

| Years of Service | Hours Accrued Annually |
|----------------------------|------------------------|
| 0 – 3 (0 – 36 months) | 80 |
| 4 - 7 (37 - 84 months) | 120 |
| 8 – 11 (85 – 132 months) | 160 |
| 12 – 15 (133 – 180 months) | 200 |
| 16 + (181+ months) | 240 |

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.

Upon termination of employment or retirement, employees will be paid for their accrued but unused vacation leave hours.

The District agrees to revisit this section of the Policy upon receipt of the District's 2027 health insurance rates.

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 |
| Floating Holiday (1) | |

Employees are granted one Floating Holiday each calendar year. A Floating Holiday is equal to the number of hours in the employee's regularly scheduled workday. For example, employees on a 5/8 schedule receive eight (8) hours of Floating Holiday leave; employees on a 4/10 schedule receive ten (10) hours; and employees on a 9/80 schedule receive the number of hours they are normally scheduled to work on a given workday.

Floating Holidays may be taken in increments of one (1) hour or more and must be used within the calendar year. Scheduling and use of the Floating Holidays are subject to supervisory approval and operational needs.

Alternative Leave

Alternative Leave is to recognize the unique responsibilities of the Administrative Management positions. These positions may occasionally require work beyond a standard workweek, and exempt employees are not eligible for overtime compensation under applicable wage-and-hour laws. Alternative Leave provides a mechanism to support work-life balance for exempt administrative staff whose job duties may necessitate extended work periods.

Alternative Leave is available only to employees classified as Administrative Management employees. Because the other positions covered under this policy receive direct monetary compensation for additional hours worked, the Alternative Leave program is not applicable to those positions.

Administrative Management employees 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.

Catastrophic Leave

Employees that suffer a catastrophic illness or injury to themselves or an immediate family member shall be eligible to receive leave from another employee to cover any loss of income for the employee's absence from their regular schedule. The employee must have exhausted both their own vacation and sick leave banks. The qualifying event will be defined by the FMLA Regulatory Guidelines; except the requirement for minimum service time may be waived.

BENEFITS

Health Insurance

All eligible employees and their eligible dependents may participate in the District provided group health insurance plans, in accordance with the terms, conditions, and eligibility requirements established by the District and the plan providers.

For purposes of plan eligibility, "eligible dependents" include an employee's spouse or registered domestic partner, as well as other dependents as defined by the plan. A domestic partner is defined as an individual who meets the criteria set forth under applicable California law, including registration of the domestic partnership with the California Secretary of State or meeting all statutory requirements for a qualifying domestic partnership. Eligibility of domestic partners and their dependents is subject to the rules and documentation requirements of the plan providers and applicable laws. Dependent eligibility requirements apply to all health insurance plans offered by the District.

Medical Insurance

Regardless of the medical 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 District offers an I.R.S. Section 125 Plan for the portion of the premiums for medical benefits that are 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 agrees to revisit this section of the Policy upon receipt of the District's 2027 medical insurance rates. We will meet to discuss any necessary adjustments to the maximum employer contribution levels.

Dental Insurance

The District shall pay up to \$155 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.

The difference will be deducted from the employee's pay each month.

Vision Insurance

The District shall pay up to \$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.

The difference will be deducted from the employee's pay each month.

Life Insurance

The District shall provide all eligible employees with District-paid basic life insurance and accidental death and dismemberment (AD&D) coverage in the amount of twenty-five thousand dollars (\$25,000). In addition to the District-paid benefit, employees may elect to purchase supplemental life insurance and supplemental AD&D coverage for themselves, as well as optional life and AD&D coverage for an eligible spouse or registered domestic partner and eligible dependent children. All supplemental coverage is voluntary, employee-paid, and subject to the terms, conditions, and eligibility requirements of the District's insurance provider.

Long Term Disability Insurance (LTD)

All eligible employees participate in the District-provided group LTD plan, in accordance with the terms, conditions, and eligibility requirements established by the District and the LTD plan provider.

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.

Employee Assistance Program (EAP)

The District shall provide an Employee Assistance Program (EAP) at no cost to employees covered by this Policy. The EAP will offer confidential counseling and support services for

personal, family, and work-related concerns, consistent with the terms and resources of the District's EAP provider.

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.

Uniforms/ Apparel

The District will provide apparel or uniforms to employees based on the needs of their position. Positions that **require a uniform** will receive **additional uniform items** as outlined and approved by a Program Manager per District Uniform Policy. All items are issued initially and replaced as needed.

Office Staff - Business Casual (No Required Uniform)

- One polo shirt
- One pullover sweater or similar item

Positions Requiring Uniforms or Additional Apparel

The following positions will receive one (1) polo shirt and three (3) full sets of uniforms in addition to the items listed below:

- Fire Logistics Specialist: work shirts and black boots.
- Community Engagement Coordinator/PIO: one Class A uniform and boots.
- Fire Mechanic: Coveralls, work shirts and work boots

Employees are responsible for laundering and maintaining their uniforms. District laundry facilities and supplies are available for use. The District will continue to provide laundry service for the Mechanic for shop towels and coveralls.

All issued items remain District property and must be returned when replaced, upon retirement, or upon separation from employment.

Training, Continuing Education and Tuitions

Miscellaneous Employees are eligible for education up to a maximum of \$1,000 each Fiscal Year for work related education for courses or conferences approved for by the employee's direct supervisor and the Division Chief of Training.

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.

Fitness Equipment

Employees may use District fitness equipment and physical fitness areas on their own personal time. Such use is voluntary and must not interfere with the employee's work duties or operational needs. Employees are expected to use all equipment safely and in accordance with posted guidelines and District policies.

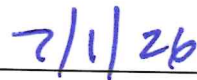
Appendix A
Salary schedule

| July 1, 2026 | Monthly | | | Annually | | |
|--|-------------|-------------|-------------|--------------|--------------|--------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 1 | Step 2 | Step 3 |
| Financial Analyst - EMS | \$11,012.82 | \$11,563.40 | \$12,141.55 | \$132,153.89 | \$138,760.78 | \$145,698.60 |
| Executive Assistant/ Clerk of the Board | \$8,039.36 | \$8,441.28 | \$8,863.33 | \$96,472.34 | \$101,295.37 | \$106,359.98 |
| Accounting Technician | \$7,804.55 | \$8,194.71 | \$8,604.41 | \$93,654.66 | \$98,336.47 | \$103,252.97 |
| Payroll Technician | \$7,804.55 | \$8,194.71 | \$8,604.41 | \$93,654.66 | \$98,336.47 | \$103,252.97 |
| Prevention Coordinator | \$7,804.55 | \$8,194.71 | \$8,604.41 | \$93,654.66 | \$98,336.47 | \$103,252.97 |
| Community Engagement Coordinator/PIO | \$7,804.55 | \$8,194.71 | \$8,604.41 | \$93,654.66 | \$98,336.47 | \$103,252.97 |
| Fire Logistics Specialist | \$5,763.27 | \$6,051.45 | \$6,353.98 | \$69,159.25 | \$72,617.45 | \$76,247.76 |
| Fire Mechanic | \$9,951.03 | \$10,359.21 | \$10,782.71 | \$119,412.30 | \$124,310.55 | \$129,392.55 |

| 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 |



Ron Busch- Fire Chief



Date