

**EMPLOYMENT AGREEMENT BETWEEN  
THE SONOMA COUNTY FIRE DISTRICT**

**AND**

**HUMAN RESOURCES MANAGER, KRISTINA HOLLOWAY**

**ARTICLE 1 PREAMBLE**

This agreement is between the Sonoma County Fire District ("District") and District Human Resources Manager Kristina Holloway ("HR Manager").

The term of this agreement shall be for a three-year term commencing on July 1, 2026, and expiring on June 30, 2029. This agreement shall be automatically renewed each year, for successive one-year terms unless one party gives a written notice of non-renewal to the other party at least 60 days before the end of the then current term.

**ARTICLE 2 AT-WILL EMPLOYMENT PROVISION**

- Employment of the HR Manager at the District is offered on an "at will" basis within the meaning of California Labor Code §2922 and within the applicable provisions of California Government Code 3250-2362. This means that either the HR Manager or the District may end the relationship at any time with or without cause or notice.
- HR Manager is an "at will" FLSA exempt employee serving in a confidential executive management position reporting to the Deputy Chief of Administration and Support.
- HR Manager is employed as the HR Manager job description and organizational chart changes to be approved by the Board of Directors ("Board").

**ARTICLE 3 HOURS OF WORK**

- HR Manager shall work 40 hours per week.
- Work schedule may be one of the following, with flexible start and end times:
  - o A five-day, eight-hour (5/8) work schedule
  - o A four-day, ten-hour (4/10) work schedule
  - o A nine-day, eighty-hour (9/80) work schedule
- HR Manager may be subject to mandated emergency recall as directed by the Fire Chief.

**Holidays**

- District recognizes the following paid holidays:

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)	

- If the holiday falls on a weekend day, the following workday may be taken off.
- In addition, one floating holiday each calendar year to be used in that calendar year.

#### ARTICLE 4 SALARY

The HR Manager’s base annual salary at the beginning of the term of this agreement shall be \$144,258.85 to be paid monthly, in accordance with District payroll procedures.

##### Salary Adjustments

- The HR Manager will advance to Step 2 on the first day of the pay period following one year from their date of hire.
- The HR Manager will advance to Step 3 on the first day of the pay period following two years from their date of hire.

Effective July 1, 2026					
Annually			Monthly		
Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
\$144,259	\$151,851	\$159,844	\$12,021.57	\$12,654.29	\$13,320.30

- If there is a compensation review and an increase is made to the above salaries, the HR Manager’s salary will increase to the new associated salary at the HR Manager’s step placement.
- Thereafter, salary enhancements may be made annually.
  - o Requires approval of the Fire Chief and Board.
  - o Based upon an annual job performance report prepared by the Fire Chief and in consideration of:
    - Job performance.
    - Adherence to District's Vision, Mission, and Guiding Principles.
    - Review of current job requirements.
    - Cost of living impacts.
- Salary reductions may be made in the following situations:
  - o As a result of a disciplinary proceeding.
  - o As a result of the Board declaring a fiscal emergency.
  - o Salary reductions require a 60-day notice given to the employee prior to a salary reduction action.

**ARTICLE 5 PAID TIME OFF ("PTO")**

- The District shall provide the HR Manager with vacation leave according to the following schedule:

<b>Years of Service</b>	<b>Hours Accrued Annually</b>
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

- Vacation balance maximum shall be two (2) years of accrual.
- The District agrees to revisit the section on vacation leave upon receipt of the District's 2027 health insurance rates.

**Alternative Leave**

- The HR Manager 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.

**Sick Leave**

- HR Manager shall accumulate sick leave at the rate according to the following schedule:

<b>Years of Service</b>	<b>Hours Accrued Per Month</b>
0 – 15 (0 – 180 months)	10
16 + (181 + months)	16

- If HR Manager is 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.
- The District may require a doctor's note in certain circumstances before paying sick leave when the District has information indicating that the HR Manager is not requesting paid sick leave for a valid sick leave purpose.
- 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**

- Forty (40) hours of time off with pay in the event of a death in the immediate family defined as: 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 HR Manager'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.

### **Jury Duty**

- In the event of a jury summons, no deduction will be made from the HR Manager's salary while serving on jury duty. The HR Manager is to return to work immediately following a release from jury duty if jury duty concludes during a work period.

## **ARTICLE 6 EMERGENCY RECALL PAY**

- HR Manager may be subject to be recalled working at the direction of the Fire Chief for District emergencies.
- HR Manager shall be compensated for emergency recall hours at the regular hourly rate of pay unless the Board of Directors authorizes overtime pay.

## **ARTICLE 7 OTHER EMPLOYMENT BENEFITS**

The District shall provide the following other employment benefits as part of this agreement:

### **Deferred Compensation**

- District will contribute dollar for dollar to match the HR Manager's contribution to a PERS457 plan, provided the HR Manager contributes at least the equal amount per month.
  - o District will contribute a maximum of \$300 per month or \$150 per pay period.

### **Retirement**

- HR Manager shall receive retirement benefits pursuant to the current retirement benefit plan between the District and the California Public Employees' Pension System ("CalPERS").
- HR Manager is considered a PEPRRA employee pursuant to CalPERS.
- HR Manager will receive 2%@62 retirement calculation formula.
- HR Manager will pay up to 50% of the normal cost, as set annually by CalPERS.
- Pursuant to government code section 20965, the HR Manager may elect to convert unused sick leave to CalPERS service credit.

### **Medical Insurance**

- HR Manager and their dependents are eligible to participate in the District-provided group medical plans, in accordance with the terms, conditions and eligibility requirements established by the District and the medical plan providers. The District shall pay the actual premium charged by the approved health care provider for providing coverage to the HR Manager 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
- HR Manager may choose any plan made available to the District. HR Manager 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 HR Manager's pay. The District agrees to revisit this section of the agreement 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**

- HR Manager and their dependents are eligible to participate in a group dental plan selected by the District. The District shall pay \$155 of the actual premium charged by the approved dental insurance provider for providing coverage to HR Manager and their dependents under the terms of the Plan. Once the premium for the basic plan increases to more than \$155 the District cap shall become 100% of the basic dental plan premium.

### **Vision Insurance**

- HR Manager 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 HR Manager and their dependents under the terms of the Plan.

### **Life Insurance**

- HR Manager is eligible to participate in the life insurance program selected by the District. The District shall pay 100% of the premium for the selected plan. HR Manager may choose higher coverage at the expense of the employee for the difference.

### **Long Term Disability Insurance**

- HR Manager is 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, including HR Manager.

**Reimbursable Expenses**

- HR Manager shall be reimbursed for ordinary and necessary expenses in connection with employment including but not limited to travel, meals, lodging, and other expenses directly related to District business, as approved by the Fire Chief based upon submitted receipts in accordance with District policies and procedures.

**Auto Operating Reimbursements**

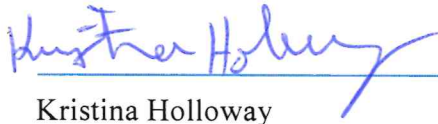
- District shall reimburse the employee for any use of their personal vehicle when used for district business. Reimbursement shall be for mileage at the current IRS mileage rate.

**Continuing Education / Tuitions**

- HR Manager is eligible for continuing education up to a maximum of \$1,000 each Fiscal Year for work related education.

**ARTICLE 8 ANNUAL REVIEW OF COMPENSATION AND AGREEMENT**

In July of each calendar year, the Fire Chief and HR Manager shall review the HR Manager's Agreement for compliance with the Agreement terms.

 7/1/26  
\_\_\_\_\_  
Kristina Holloway                      Date

 7/1/26  
\_\_\_\_\_  
SCFD Board of Directors              Date