



Central County Fire Department

Summary of Benefits

Fire Operational Support Services

July 1, 2025 – June 30, 2028
Updated by Fire Board April 8, 2026 and updates are effective July 13, 2026

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1. Eligible Employees

The classifications of employees eligible to receive benefits contained in this summary are*:

Accounting Technician	Non-exempt
Administrative Assistant	Non-exempt
Community Risk and Resiliency Specialist	Non-exempt
Emergency Vehicle Technician I/II/III	Non-exempt
Fire Prevention Specialist	Non-exempt
Management Assistant	Non-exempt
Office Assistant I/II	Non-exempt
Senior Accounting Technician	Non-exempt

*The Clerical (which included the Accounting Technician, Administrative Assistant, Fire Prevention Specialist, Management Assistant, Office Assistant I/II and Senior Accounting Technician classifications), Community Risk and Resiliency Specialist and Emergency Vehicle Technicians Summaries of Benefits were combined into the Fire Operational Support Services (FOSS) group as of the Summary of Benefits effective July 1, 2025.

As of July 13, 2026, the classification list is updated as follows:

Accounting Technician I/II	Non-exempt
Administrative Assistant	Non-exempt
Emergency Management Program Manager	Exempt
Emergency Vehicle Technician I/II/III	Non-exempt
Fire Prevention Specialist	Non-exempt
Management Assistant	Non-exempt
Office Assistant	Non-exempt
Senior Accounting Technician	Non-exempt

2. Term

This salary and benefits plan shall cover the time period from July 1, 2025 to June 30, 2028.

3. Salary

The salary range for all positions within this group should be increased as follows:

First full pay period of July 2025: 4.0%

First full pay period of July 2026: 4.0%*

First full pay period of July 2027: 4.0%

*Equity and alignment adjustments as approved by the Fire Board in Resolution 26-07 on April 8 2026 applied prior to the 4.0% increase and incorporated into the salary schedule effective July 13, 2026.

4. Health Benefits

4a. Medical

The Department contracts with PERS (Public Employees Retirement System) to provide medical insurance coverage. The Department shall pay the premium cost for employees and their eligible dependents. The maximum contribution shall not exceed the Region One (available in the 94010 zip code area) (three-party Blue Shield HMO premium (currently Blue Shield Access +) as offered by PERS. The Department's contribution towards the employee's medical coverage will match the employee's enrollment in single, two-party or family coverage.

If an employee has alternate coverage such as through a spouse's employer's plan (not individual coverage), the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if s/he opts out of medical coverage offered through the Department.

4b. Retirement Health Savings

All employees are eligible to receive a contribution to a Retirement Health Savings (RHS) account in lieu of a retiree medical benefit. The Department will make a contribution on the employee's behalf.

Effective July 1, 2020, the Department contributions amounts will be:

0 – 4 years of service	2% of salary
5 – 19 years of service	3% of salary
20+ years of service	5% of salary

Vesting for this program is 0% until the end of the 5th year of service, then employees will be 100% vested as of the beginning of their 6th year of service with the Department.

Effective the first full pay period of July 2026, the contributions to Retirement Health Savings Account, based on years of service with the Department, will be adjusted as follows:

Years of Service	Dept Contribution
0 years of service to the end of the 4 th year of service	3.0% of Base Salary
Beginning of the 5 th year of service to the end of the 10 th year of service	4.0% of Base Salary
Beginning of the 11 th year of service or more	5.0% of Base Salary

4c. Dental

Employees and their eligible dependents shall be covered by a dental reimbursement plan. Coverage limits are as follows:

Employees: Maximum of \$2000 annually

Dependents: Maximum of \$1500 annually

Coverage for orthodontia is included in the annual maximums.

Department and employee group will form a Dental and Vision Subcommittee to explore alternative dental and vision coverage and benefit options for represented employees. Any changes to the existing dental and vision benefits will be by mutual agreement.

There is no dental benefit offered for retirees.
For full plan details, contact Human Resources.

4d. Vision

Employees and their eligible dependents shall be covered by a vision reimbursement plan.

Maximum reimbursement limits are as follows:

- \$600/year for equipment: glasses and/or contacts
- \$100/year for employee eye exam
- \$350/year for dependents

Department and employee group will form a Dental and Vision Subcommittee to explore alternative dental and vision coverage and benefit options for represented employees. Any changes to the existing dental and vision benefits will be by mutual agreement.

There is no vision benefit offered for retirees.
For full plan details, contact Human Resources.

5. Life Insurance

The Department provides a term life insurance policy in the amount equal to \$100,000 for eligible employees. Coverage starts on the first day of the month following employee's date of hire.

6. Long Term Disability

The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$8,000.

7. Retirement

Employees who are considered "Classic" members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered "New" members are enrolled in the 2% @ 62 Miscellaneous Plan, with a 3-year final average for compensation.

Retirement benefits are paid for by both the employee and the Department. The Department contributes an amount on behalf of the employee, computed as a percentage of the employee's annual salary and is actuarially determined by PERS. The Department's contribution rates vary from year to year. For classic members, the employee's rate is fixed at 8%. For new members, the rate is 50% of the total normal cost.

8. Vacation

Vacation accrual rates will change on an employee's anniversary date as follows:

Years of Service	Bi-Weekly Accrual	Days per Year
> 4	3.08	10
4-9	4.62	15
10	4.92	16
11	5.23	17
12	5.54	18
13	5.85	19
14+	6.15	20

The maximum accrual of vacation leave may not exceed two times the employee's annual accrual rate. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.

This schedule shall be prorated for part-time employees in allocated positions.

8a. Vacation Cash out

Employees in this group are eligible to request to cash out up to 40 hours accrued vacation pay two times per year. The employee must have a minimum balance of 100 hours as of December 31 of the election year to be eligible. Employees must have used a minimum of 40 hours of vacation leave in the prior year. All employees in the group will complete a form between December 1 and December 31 of each year.

Vacation hours cashed out applies only to hours earned in the following calendar year. Payment of vacation hours elected for cash out will be on the first paycheck in June and December of the year following the election. Vacation that is used is understood to be on a first-earned basis. Elections are irrevocable.

9. Sick Leave

Sick leave with pay is granted to all probationary and regular employees who are assigned to allocated positions. Sick leave shall not be considered a right which an employee may use at his or her discretion but shall be allowed because of an employee's illness or injury, necessary medical, dental or optical examinations or attendance upon a member of his/her immediate family for the same.

An employee may use up to the two hundred (200) hours of sick leave for attendance upon a member of his/her immediate family for illness, injury or necessary medical, dental or optical examinations.

Employees will accrue 4.62 hours of sick leave per pay period.

Sick leave accrual shall be prorated for part-time employees in allocated positions.

9a. Sick Leave upon Retirement

Upon retirement, after ten years of service with the Department employees can choose:

- To be paid in cash for accumulated sick leave, not to exceed the equivalent of one month's pay, upon separation from service with the Department. All remaining time is converted to PERS service credit.
- To convert to cash, not to exceed the equivalent of one month's pay, which shall be deposited in the employee's 457 Deferred Compensation Account. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

9b. Conversion of Leave to Deferred Compensation Plan

Employees have the opportunity to roll over accrued sick leave and vacation into their existing 457 account each year. These rollovers are counted toward the annual 457 limit, as set by the IRS annually. (Special catch-up and Super catch-up, including age 50 or older and age 60 to 63 and other additional contribution amounts are not eligible for this program.) Any conversion of accrued sick or vacation leave is counted toward that maximum; if an employee requests to roll over more than the annual 457 cap, only the amount up to the cap will be converted.

Sick leave

Annual conversion amount = maximum 40 hours.

Maximum lifetime amount = maximum 173 hours.

Each hour the employee converts is deducted from the total amount of sick leave payout upon retirement. Therefore, if over the course of an employee's employment they convert 173 hours of sick leave into the 457 plan, that employee is not eligible to be paid out for any sick leave upon retirement. Only accrued leave is eligible for conversion. The employee must have a remaining bank of 240 hours after the conversion, in order to be eligible to participate.

If the employee is retiring within the upcoming fiscal year, the 173-hour annual cap does not apply. Request for this conversion must still be submitted by March 1. If the request is not submitted by this date and the employee retires within the upcoming fiscal year, the option to convert to the 457 plan is not available.

If an employee separates employment from CCFD prior to retirement and has participated in the Leave Conversion program, a number of hours equal to the dollar amount that was originally converted to the 457 will be deducted from the employee's accrued vacation leave bank. If the employee does not have enough hours in the accrued bank to cover the deduction, the employee agrees to reimburse the department the remaining balance.

Vacation leave

Only accrued leave is eligible for conversion.

Annual conversion amount = 40 hours

Procedure

1. Request must be submitted to HR by March 1 of each year.
2. Approved conversions will take place in July of that same year.
3. Employee's leave banks will be reduced by the amount converted to the 457 plan.

10. Administrative Leave

The Emergency Management Program Manager shall be granted eighty (80) hours of Administrative Leave per calendar year. Administrative Leave balances cannot be carried forward into the next calendar year. Any unused Administrative Leave will be cashed out at the employee's regular rate of pay during the first pay period in December.

Administrative Leave will be paid out upon separation of service with the Department, prorated based upon the effective date of separation.

11. Holidays

The following Holidays will be observed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Indigenous People's Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Through December 31, 2025, employees shall also receive 2 floating holidays per year, with a maximum accrual of 16 hours, given every January 1. Once this maximum is reached, no further holidays can be added until the employee uses some of the hours. If the balance is less than 16 hours, the employee will receive additional floating holiday hours the following January 1, to a maximum of 16 hours.

Effective January 1, 2026, the amount of floating holiday hours an employee shall receive in January will be increased to a total of twenty-four (24) hours. Once this maximum is reached, no further holidays can be added until the employee uses some of the hours. If the balance is less than 24 hours, the employee will receive additional floating holiday hours the following January 1, to a maximum of 24 hours.

Holiday hours are prorated for part-time employees. If a scheduled holiday falls on an employee's alternate work schedule day off, the holiday will be observed on the day before. If a scheduled holiday falls on a Saturday, the preceding Friday shall be observed. If a scheduled holiday falls on a Sunday, the following Monday shall be observed.

Holidays shall also include every day proclaimed by the President of the United States, Governor of California or governing body of the Department as a public holiday and every day declared as a National Day of Mourning or special day, when approved by the governing body.

12. Hours of Work and Overtime

The work week begins on Friday at 12:01 p.m. and ends on Friday at 12:00 p.m.

Employees shall be assigned a regular work schedule. The following work schedules are currently in effect:

Monday – Thursday	10 hours per day with a minimum ½ hour lunch break
Monday – Thursday Friday	9 hours per day with a minimum ½ hour lunch break, and 4 hours

Alternate work schedules are subject to the Fire Chief's approval. Requests must be submitted in writing to the Human Resources Director.

A minimum one-half hour unpaid lunch break shall be observed each day where the work schedule is longer than six hours. One fifteen-minute paid rest break shall be observed during each half of a workday.

Hours worked over forty hours in the workweek shall be compensated at an overtime rate of 1.5 hours pay for each hour worked. The employee can choose to receive overtime as compensation or as compensatory time off (CTO).

13. Call Back

Employees who are called back to work outside of their normal shift shall be compensated at a minimum of three (3) hours at 1.5 times the regular hourly rate. Compensation can be taken in cash or compensatory time off.

14. Compensatory Time Off (CTO)

The maximum amount of CTO that may be accrued is eighty (80) hours. An employee who has reached the limit shall be paid overtime compensation in cash for any additional overtime worked.

15. Acting Pay

Any employee who is assigned to work in a higher classification covered by this Summary of Benefits shall receive Acting Pay, calculated as regular hourly rate plus 5.0%.

Any employee who is assigned to work in a higher classification that is covered by another Summary of Benefits shall receive Acting Pay, calculated as regular hourly rate plus 8.0%. The acting assignment will be for no more than 960 hours per fiscal year.

16. Bereavement Leave

The Department provides up to five (5) days of paid leave for the death or critical illness in the employee's immediate family. For this purpose, immediate family means employee's parent, sibling, spouse or registered domestic partner, child, grandparent, grandchild, or the same relatives of spouse or registered domestic partner; employee's, spouse's, or registered domestic partner's step-family (parent, sibling, child, grandparent, grandchild); former legal guardian, or immediate household member. . This leave is not charged to the employee's sickness, vacation or holiday accruals. The leave must be used within three (3) months of the date of the death.

17. Family Medical Leaves

Employees are eligible for family and medical leaves as provided in Federal and State laws. Employees are entitled to twelve (12) weeks of Family Medical Leave (FMLA) and/or California Family Rights (CFRA) leave in a twelve (12) month period providing the employee meets the eligibility requirement of the leave(s).

During the leave, the Department shall continue to provide medical benefits. The employees may use sick, vacation and/or holiday accruals while on family leaves to receive pay.

Medical reasons could include:

- Birth or placement of a child,
- To care for a spouse, child, parent, or employee's "designated person" with a serious medical condition or
- To take medical leave while unable to work due to the employee's own serious health condition.

18. Pregnancy Leave

California law allows up to a maximum of four (4) months of leave if you become disabled during your pregnancy. This leave will run concurrently when applicable with any other eligible leaves.

19. Jury Duty

Employees called and required to report to jury duty shall be excused from all assigned duties until released by the court. Employees may be required to provide a notice of jury duty service (jury summons) or notice provided by the court and shall be compensated for their full salary. Before reporting for jury duty, employees should advise their supervisor.

20. Deferred Compensation Plans

The Department offers a voluntary employee-paid tax-qualified retirement investment plan under IRS Section 457 (deferred compensation plan). This plan allows employees to save toward retirement on a pre-tax basis, effectively lowering their current taxable income.

The Department has three 457 plans and employees can make contributions to only one 457 plan at a time. Plans are offered through CalPERS (administered by Voya), Mission Square (formerly ICMA), and Corebridge Financial (formerly Valic). Contact information for all plans can be found through Human Resources.

Participation is optional. Employees can enroll and adjust contribution amounts at any time. Employees can make contributions to only one 457 plan at a time. Employees can choose the manner in which contributions are invested. Investment vehicles can be changed at any time. Participants may contribute up to the statutory limits each year.

21. Flexible Spending Account (Section 125 – Cafeteria Plan)

Department will provide a Flexible Spending Account option that employees may use to pay qualified medical and dependent care expenses in accordance with State and Federal law. Employees will have the right to sign up at time of hire and during annual open enrollment for the following calendar year.

22. Employee Assistance Plan (EAP)

The EAP services are provided by the Department at no cost to employees and their dependents. Information can be found through Human Resources.

23. Uniform Allowance

The Fire Prevention Specialist is provided with Uniform Allowance in the amount of \$850 per year. The allowance will be paid out on the same schedule as the Firefighters Uniform Allowance.

24. Bilingual Pay

Due to the nature of their profession, the Department recognizes that employees in classifications in this group may be routinely and consistently assigned to tasks requiring communication skills in languages other than English. Accordingly, any member of the group who demonstrates proficiency in Spanish, Cantonese, Mandarin, American Sign Language or any other language approved by the Fire Chief is eligible for an additional 5% of base pay, effective the first full pay period following successful completion of testing process.

Proficiency shall be measured by the successful completion of a test administered by an agency. Employees are responsible for contacting Human Resources, to indicate interest in testing. Employees will not be compensated for the time spent scheduling, preparing for or taking a proficiency test if it is outside regular work hours. The Department shall provide use of its facilities for the test and pay for the cost of examinations, if any.

25. Tuition Reimbursement

The Department will reimburse employees up to \$2000 per year for participating in educational programs leading to a college degree, certification program and professional development. The Fire Chief must pre-approve any program/request.

- \$2000/per year maximum reimbursement per employee
- Allowable expenses are registration, books, and course materials toward obtaining an AA/BA/BS degree, certificate program, or professional development