



Central County Fire Department

Summary of Benefits

Management

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

Table of Contents	Page
1. Eligible Employees	3
2. Salary and Internal Alignment	3
3. Pay for Temporary Assignment	3
4. Special Command Pay	4
5. Health Benefits	4
6. Life Insurance	6
7. Long Term Disability	6
8. Retirement	6
9. Vacation	7
10. Sick Leave	7
11. Administrative Leave	8
12. Holidays	9
13. Uniform Allowance	9
14. Bereavement Leave	10
15. Family Medical Leave	10
16. Pregnancy Disability Leave	10
17. Jury Duty	10
18. Bilingual Pay	10
19. Deferred Compensation Plans	11
20. Flexible Spending Plan	11
21. Employee Assistance Program	11
22. Term	11

1. Eligible Employees

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

- Fire Chief
- Deputy Fire Chief
- Administrative Services Manager
- Emergency Medical Services Manager
- Human Resources Director

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

- Fire Chief
- Deputy Fire Chief
- Administrative Services Director
- Emergency Medical Services Manager
- Human Resources Director

These positions are unrepresented and classified as at-will employees.

2. Salary and Internal Alignment*

Salaries for all positions in this group shall be adjusted in the following manner:

- 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 26-08 on April 8, 2026 applied prior to the 4% increase and incorporated into the salary schedule effective July 13, 2026.

Additionally, in order to maintain internal alignment, the following classifications shall maintain a minimum top step differential as stated below:

Deputy Fire Chief: The top step base salary for Deputy Fire Chief shall be set at 10% above the top step base salary of the 40-hour Battalion Chief, plus 2.5% Training Premium.

Fire Chief: The top step base salary for Fire Chief shall be set at 10% above the top step base salary of the Deputy Fire Chief.

*The salary increases of classifications in this group will equal or exceed the increases given to the Firefighters Union and Chief Officers to maintain current salary relationships.

3. Pay for Temporary Assignment

In the event the Fire Chief determines that it is necessary to temporarily assign the Deputy Fire Chief to perform all duties of Fire Chief for ten or more consecutive calendar days, the Deputy Fire Chief shall receive 8% additional pay for the duration of the assignment. This pay is not considered "special compensation" and will not be reported to PERS.

4. Special Command Pay

When the Deputy Fire Chief is called to duty to cover an Operations Battalion Chief shift absence, and the Fire Chief deems it necessary to have the Deputy Fire Chief provide this coverage, the Deputy Fire Chief will be compensated at their hourly rate for all non-regularly scheduled hours worked. This pay is not considered “special compensation” and will not be reported to PERS.

5. Health Benefits

5a. 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. If an employee has other medical coverage, the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if they opt out of medical coverage offered through the Department.

Employees hired prior to December 31, 2015 who retire with a minimum of five (5) years of service with the Department (years of service with the Fire Departments in the Town of Hillsborough and the City of Burlingame are also counted), will receive a retiree medical benefit equivalent to the amount necessary for actual enrollment in single, two-party or family coverage, up to the same maximum Department contribution for medical premiums as active employees.

5b. Dental

Employees and their eligible dependents shall be covered by the Department’s dental reimbursement plan.

The maximum reimbursement is \$2,000 per year per person covered.

There is no dental benefit offered for retirees.

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

5c. Vision

Employees and their eligible dependents shall be covered by the Department’s vision reimbursement plan.

Maximum reimbursement limits are as follows:

- \$600/year for employee glasses or contacts, one item only
 Disposable contacts are limited to a 12-month supply.
- \$100/year for employee eye exam
- \$350/year for dependents

There is no vision benefit offered for retirees.

The 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.

5d. Retiree Medical Contribution

Employees hired by the Department before May 1, 2012, who subsequently retire with a minimum of five (5) years of service with the Department will receive the PEMHCA employer monthly annuitant health contribution as provided by the Department’s contract with CalPERS (PEMHCA Section 22892(c)), plus a retiree medical benefit contribution equivalent to the amount necessary for actual enrollment in a CalPERS single, two-party or three-party Blue Shield HMO Bay Area coverage. Any tax consequences associated with medical premium reimbursement are the responsibility of the retiree.

5e. Retirement Health Savings

Employees in this unit hired on or after May 1, 2012 shall receive the following contributions to a Retirement Health Savings Account, based on years of service with the department.

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

Effective first full pay period of July 2025:

Years of Service	Dept Contribution
0 years of service to the end of the 4th year of service	2.0% of Base Salary
Beginning of the 5 th year of service to the end of the 19 th year of service	3.0% of Base Salary
Beginning of the 20 th year or more of service	5.0% of Base Salary

Effective first full pay period of July 2026 the above referenced 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 4th 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 or more of service	5.0% of Base Salary

6. Life Insurance

The Department provides a term life insurance policy in the amount equal to 100% of salary for the Fire Chief and Deputy Fire Chief, and \$100,000 for the Administrative Services Manager, Human Resources Director, and Emergency Medical Services Manager. Coverage starts on the first day of the month following ate of hire.

7. Long Term Disability

The Department will pay the premium for long-term disability coverage to Association member’s appropriate LTD carriers for the Fire Chief and Deputy Fire Chief. The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$8,000 per month for the Administrative Services Manager, Human Resources Director, and Emergency Medical Services Manager.

8. Retirement

Employees are enrolled in retirement benefits through PERS.

Employees who are considered “Classic” Safety members by PERS are enrolled in the 3% @ 55 Local Safety Plan, with the single highest year for compensation. Employees who are considered “New” Safety members are enrolled in the 2.7% @ 57 Local Safety Plan, with a 3-year final average for compensation.

Employees who are considered “Classic” Miscellaneous members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered “New” Miscellaneous members are enrolled in the 2% @ 62 Miscellaneous plan, with a 3-year final average 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 Safety members, the employee’s rate is fixed at 9%. For New

Safety and Miscellaneous members, the rate is 50% of the total normal cost. For Classic Miscellaneous members, the employee’s rate is fixed at 8%.

9. Vacation

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

Years of Service	Bi-Weekly Accrual	Annual Hours of Vacation
>5 years	3.69	96
5 th anniversary	4.93	128
10 th anniversary	6.16	160
15 th anniversary	7.39	192
20 th anniversary	8.0	208

The maximum accrual is 456 hours. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee’s total below the accrual cap.

Vacation Accrual for new hires:

At the discretion of the Fire Chief or Chief Administrative Officer, new hires may receive credit for their total years of related professional experience in determining their vacation accrual rate.

9a. Vacation Cash out

Employees in this group are eligible to submit a request to cash out up to 80 hours accrued vacation pay two times per year. The employee must have a minimum balance of 200 hours as of December 31 of the election year to be eligible. All employees in the group will complete a form between December 1 and December 31 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.

10. Sick Leave

Employees will accrue 4.62 hours of sick leave per pay period. There is no maximum accrual limit for sick leave.

10a. Sick Leave upon Retirement

Employees can choose:

- To convert up to one-half of 860 hours of their accrued sick leave, not to exceed a maximum of 430 hours, to cash compensation at their regular hourly rate of pay. All remaining time would be converted to PERS service credit.
- To convert to cash, up to one-half of 860 hours of their accrued sick leave, not to exceed a maximum of 430 hours, which shall be deposited in the employee’s 457 Deferred Compensation Account, subject to the 457 maximum annual allowable deposit amounts. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

10b. Conversion of leave to Deferred Comp 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 300 hours.

Maximum lifetime amount = maximum 430 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 he/she converts 430 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 300-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.

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 plans.

11. Administrative Leave

All employees are granted 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.

Effective the first pay period following Fire Board adoption of this summary of benefits, the Department will grant the Emergency Medical Services Manager an additional 40 hours of Administrative Leave as a one-time 'administrative correction' so that the annual Administrative Leave hours granted in 2025 for the Emergency Medical Services Manager matches all other classifications in the group (80 hours).

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

12. 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 Peoples' 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.

Effective January 1, 2026, the language above is modified as follows: Employees shall also receive twenty-four (24) floating holiday hours per year, with a maximum of 24 hours, given every January 1.

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. If a holiday falls on a Sunday, the following Monday shall be observed. If a holiday falls on a Saturday, the preceding Friday shall be observed.

13. Uniform Allowance

Fire Chief and Deputy Fire Chief will receive \$995 per fiscal year, paid in accordance with PERS guidelines.

14. Bereavement Leave

The Department provides up to 5 days of paid leave for a death in the employee's immediate family. For purposes of this section "immediate family" means employee's parent, sibling, spouse, registered domestic partner, child, grandparent, grandchild, or the same relatives of a spouse or registered domestic partner; employee's, spouse's, or registered domestic partner's stepfamily (parent, sibling, child, grandparent, grandchild); former legal guardian, or immediate household member. Leave must be taken within three (3) months of the death. This leave is not charged to the employee's sick, vacation or holiday accruals.

15. 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 health 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 "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.

See full Family and Medical Leave policy for details.

16. Pregnancy Leave

Employees are eligible for pregnancy disability leave under California law, which allows up to a maximum of four (4) months of leave. This leave will run concurrently when applicable with any other eligible leaves.

17. Jury Duty

Employees called to serve on a jury receive their regular salary while serving. Before reporting for jury duty, employees should advise their supervisor.

18. 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 or Chief Administrative Officer 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.

19. 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), Corebridge Financial (formerly Valic). Contact information for all plans can be found through Human Resources.

The Department will make an annual contribution of \$3000 to the employees' 457 Deferred Compensation account.

For 2025, the deposits were made half in January and half in July.

Effective the first full pay period of January 2026, the deposits will be made on a biweekly basis.

Effective the first pay period following Fire Board adoption of this summary of benefits, the Department will make a one-time 'administrative correction' contribution of \$1500 to the 457 account of the Emergency Medical Services Manager so that the annual contribution for that classification in 2025 matches all other classifications in the group (\$3000).

20. Flexible Benefit Plan (Section 125 – Cafeteria Plan)

This optional program allows employees to use **pre-tax** income for the following:

- Dependent Care expenses
- Unreimbursed Medical Expenses
- Medical Premiums

The Department's Section 125 Plan Administrator is Navia. To enroll, please contact Human Resources.

21. Employee Assistance Plan (EAP)

Confidential EAP services are provided by the Department to employees and their dependents at no cost.

22. Term

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