

# JACKSON COUNTY FIRE DISTRICT 3



## RESOLUTION NO. 20-05

### IN THE MATTER OF AUTHORIZING THE SALARY AND BENEFITS SCHEDULE FOR NON-BARGAINING PERSONNEL FISCAL YEAR 2020-2021

**WHEREAS**, it is the duty and responsibility of the Board of Directors of Jackson County Fire District 3 to annually establish the number of positions, salaries, and benefits for administrative and clerical personnel in the non-bargaining group; and

**WHEREAS**, employees generally receive time-in-grade pay increases following 12 months of service across each step; and

**WHEREAS**, the District recognizes administrative working hours to be a four (4) day, ten (10) hour day work week that includes a one (1) hour compensable lunch; and

**WHEREAS**, salaries for the 2020/21 fiscal year represent a 1.5% cost of living adjustment.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Jackson County Fire District 3 does hereby adopt this resolution establishing the salary schedules and benefits as identified to become effective July 1, 2020, through June 30, 2021, as follows for full-time equivalent employees:

POSITION	FTE	A	B	C	D	E
Deputy Chief of Operations	1	9,346	9,813	10,304	10,819	11,360
Deputy Chief of Strategic Services	1	9,346	9,813	10,304	10,819	11,360
Chief Administrative Officer	1	8,955	9,403	9,873	10,366	10,885
Fire Marshal	1	8,529	8,956	9,404	9,874	10,368
Division Chief of Training and Safety	1	8,529	8,956	9,404	9,874	10,368
Information Tech Administrator	1	6,846	7,188	7,548	7,925	8,322
Executive Assistant	1	4,386	4,605	4,835	5,077	5,331
Finance Assistant	1	4,254	4,467	4,690	4,924	5,171
Facilities/Logistics Technician	1	4,254	4,467	4,690	4,924	5,171
Administrative Assistant	3	3,867	4,061	4,264	4,477	4,701

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**SICK LEAVE:** Full-time employees shall accrue 138 hours of sick leave annually and it shall be accumulative.

**DEATH OF A FAMILY MEMBER:** Full-time employees shall be granted leave with pay in accordance with the District personnel policy on bereavement leave.

**DEATH IN THE LINE OF DUTY:** In the event an employee is killed in the line of duty, or dies as a result of injury or illness acquired in the line of duty, the District shall pay the full cost of health, dental, and vision insurance for a surviving spouse and children for three (3) years after the employee's death, or until remarriage or until the child reaches age 21, whichever occurs first.

**LONGEVITY:** Full-time employees hired before July 1, 2010 are entitled to longevity pay in accordance with the following schedule, paid annually in June:

Years of Employment	Percentage of Base Salary
9 -13 Years	1.25%
14 -18 Years	2.50%
19 + Years	3.75%

**HOLIDAYS:** Full-time employees are provided seven (7) paid holidays or 70 hours per year. Authorized holidays are as follows:

New Year's Day	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day
Labor Day	

**PERSONAL LEAVE DAYS:** The District provides 30 hours of personal leave to full-time employees to provide flexibility for personal business and Federal holidays not recognized by the District. These hours will be posted annually on July 1<sup>st</sup> to the employee's personal leave accrual. Hours must be utilized by June 30th or they will be forfeited.

**VACATION:** Full-time employees shall accrue vacation as follows:

Years Employed	0-2 years	3-4 years	5-9 years	10-15 years	16-20 years	21+ Years
Annual Accrual (40 Hour)	72	120	152	188	224	256
Annual Accrual (56 Hour)	96	168	216	264	312	360

The maximum accrual for each employee is three (3) years (3 x the annual accrual). Accruals exceeding the maximum will be forfeited. Those employees hired after July 1, 2008 will only be able to accrue up to two (2) years of vacation. Probationary employees can utilize accrued vacation no earlier than six (6) months of employment, unless earlier use is approved by the Fire Chief at time of hiring.

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**COMPENSATORY TIME:** Compensatory time will be allowed in lieu of overtime for hours worked in excess of 40 during the regular work week for the positions of Executive Assistant, Finance Assistant, Administrative Assistant, and Facilities/Logistics Technician. For purposes of determining hours worked in excess of 40, accrued leave hours will be considered as hours worked. Compensatory time will be calculated at 1.5 hours for each hour worked, with 60 hours being the maximum allowable to accrue (equal to 40 overtime hours worked). All compensatory time must be pre-approved and may not be converted to a cash payment, unless the employment terminates with the District.

**INSURANCE:** The District shall pay 95% of the monthly premium for medical, dental, vision, and prescription coverage for full-time employees and their eligible dependents. The employee shall pay 5% of the monthly premium. The District shall provide long-term disability (LTD) insurance and life insurance for full-time positions in the amount of \$50,000.

**HRA-VEBA:** The District will make a monthly contribution into a District sanctioned HRA-VEBA account for each employee of 5% per month, based on the "E" step firefighter wage (\$6,876). The monthly amount equates to \$344 and will be paid semi-monthly.

**RETIREMENT:** The District shall pay the employer's contribution for employees who are eligible to participate in the Oregon Public Employees Retirement System (PERS). Employees pay their 6% contribution pre-tax.

**EDUCATION INCENTIVE:** The District shall establish an educational incentive of 3.5% for an Associate's Degree and 5% for a Bachelor's Degree of base salary for all positions.

**EMS INCENTIVE:** The District will pay Chief Officers an EMS Incentive of 5% for an intermediate or paramedic certification based on the "E" Step Firefighter range (\$344/month).

**TECHNOLOGY STIPEND:** The District will provide a \$65 per month technology stipend for use of a personal cellular device to conduct required District business for the positions of Deputy Chief, Chief Administrative Officer, Fire Marshal, Division Chief, Information Technology Administrator, and Facilities/Logistics Technician.

**STAFF CHIEF'S OVERTIME:** Staff Chiefs qualified to work as a shift battalion chief will be eligible to work the duty shift battalion position outside of their normal work hours and shall be compensated at the "E" step shift BC hourly rate times 1.5.

Staff Chiefs working on an Incident Management Team shall receive overtime at their base rate times 1.5 for hours that are reimbursable by the Team's administrator. Approval to participate must be obtained from the Fire Chief.

**DUTY OFFICER/FIRE INVESTIGATOR/FIRE DEFENSE BOARD ACCRUAL:** Staff Chiefs will receive ten hours of accrued time for each week they serve as the District Duty Officer, Fire Investigator, or Fire Defense Board Chief. Such leave will be posted to the employee's DO accrual bank. Hours not utilized in time off during the fiscal year will be paid out to the employee on the last payroll in June at the employee's regular hourly rate. Hours are not permitted to carry forward into the ensuing fiscal year.

**UNIFORMS:** The District will provide uniforms for the positions of Deputy Chief, Fire Marshal, and Division Chief.

**LIABILITY UMBRELLA:** The District shall reimburse a maximum of \$150 annually for a personal liability umbrella for the positions of Deputy Chief, Fire Marshal, and Division Chief.

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**DEFERRED COMPENSATION:** The District will make a contribution into a sanctioned 401(a) Deferred Compensation Plan based on position and years of service, so long as the employee is also contributing at least the same amount under both benefits, commencing after the employee's probationary period (one year of service):

Position Based Contribution	Percentage of Base Salary
Deputy Chief Chief Administrative Officer Fire Marshal Division Chief	4%
Information Technology Administrator Community Engagement Coordinator	2.5%
Executive Assistant Finance Assistant Facilities/Logistics Technician Administrative Assistant	1%

Years of Employment Based Contribution	Percentage of Base Salary
1-4 Years	1%
5-9 Years	2%
10-15 Years	3%
16-20 Years	4%
21+ Years	5%

**PHYSICAL FITNESS:** The District will offer 40-hour employees paid time, 30 minutes per day; 3 days per week for the purpose of maintaining fitness conducted on District premises.

**VACATION SELL BACK:** The District will allow full-time employees to sell back accrued vacation leave in accordance with the following parameters, so long as the employee has at least 50% of their maximum accrual on the books at the time of the sell back request. Requests for sell back can be made only during the month of November and will be paid out on the first regular (non-overtime) payroll in December of that year.

Years of Service	Minimum Sell Back Hours	Maximum Sell Back Hours
5-9 years	20	48
10-15 years	20	96
16 years and greater	20	120

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**PART-TIME POSITIONS:** The District recognizes the following positions as part-time with benefits as identified herein. Part-time is defined as 20 hours or more per week.

POSITION	A	B	C	D	E
	Hourly				
Community Engagement Coordinator	26.98	38.33	29.74	31.23	32.79

**SICK LEAVE:** Part-time employees shall accrue sick leave for each pay period worked and it shall be accumulative. 20-Hour employees will accrue 69 hours per year.

**HOLIDAYS:** Part-time employees are provided five (5) hours of paid time off for each of the seven (7) recognized District holidays:

New Year's Day  
Memorial Day

Fourth of July  
Labor Day

Veterans Day  
Thanksgiving Day  
Christmas Day

**PERSONAL LEAVE DAYS:** Part-time employees shall receive 15 hours of personal leave to provide flexibility for personal business and Federal holidays not recognized by the District. These hours will be posted annually on July 1<sup>st</sup> to the employee's personal leave accrual. Hours must be utilized by June 30th or they will be forfeited.

**VACATION:** Part-time employees shall accrue vacation as follows:

Years Employed	0-2 years	3-4 years	5-9 years	10-15 years	16-20 years	21+ Years
Annual Accrual (20-hours)	36	60	76	94	112	128
Bi-Weekly Accrual	1.38	2.30	2.92	3.61	4.30	4.92

The maximum accrual is (2) years (2 x the annual accrual). Accruals exceeding the maximum will be forfeited.

**COMPENSATORY TIME:** Part-time employees are not eligible to receive compensatory time in lieu of overtime as their schedule will not provide for hours worked over 40. Hours worked over 20 will be paid at the hourly rate.

**INSURANCE:** Part-time employees are eligible to receive health insurance benefits. The District shall pay 50% of the monthly premium for medical, dental, vision, and prescription coverage with the employee contributing 50%. The District shall provide long-term disability (LTD) insurance and life insurance in the amount of \$50,000. If the employee opts out of health coverage benefits then LTD and life insurance is not provided.

**HRA-VEBA:** The District will make a monthly contribution into a District sanctioned HRA-VEBA account of 2.5% per month, based on the "E" step firefighter wage (\$6,876). The monthly amount equates to \$172 and will be paid semi-monthly.

**RETIREMENT:** Part-time employees working greater than 600 hours per year are required to be a participating member of PERS. The District shall pay the employer's contribution and employees shall pay their 6% contribution pre-tax.

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**EDUCATION INCENTIVE:** Part-time employees are eligible to receive an educational incentive of 3.5% of base salary (based on 20-hours per week) for an Associate's Degree and 5% for a Bachelor's Degree.

**DEFERRED COMPENSATION:** Part-time employees are eligible to receive a District contribution into a sanctioned 401(a) Deferred Compensation Plan based on position and years of service, so long as the employee is also contributing at least the same amount under both benefits, commencing after the employee's probationary period (one year of service). Contribution amounts are identified within the chart on Page 4 of this Resolution. Contribution amount is based on 20 hours per week and is not adjusted up should additional hours be worked in the week.

**Date Adopted:** June 18, 2020

  
BOARD OF DIRECTORS

  
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