

# JACKSON COUNTY FIRE DISTRICT 3



## RESOLUTION NO. 23-02

### IN THE MATTER OF AUTHORIZING THE SALARY AND BENEFITS SCHEDULE FOR NON-BARGAINING PERSONNEL FISCAL YEAR 2022-2023

**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 2022-2023 fiscal year represent a 3% cost of living adjustment, and

**WHEREAS**, a position has been added during the 22/23 fiscal year in which an updated resolution is needed to reflect that.

**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, 2022, through June 30, 2023, as follows for full-time equivalent employees:

| POSITION                         | FTE | A     | B      | C      | D      | E      |
|----------------------------------|-----|-------|--------|--------|--------|--------|
| Deputy Chief                     | 1   | 9,823 | 10,314 | 10,830 | 11,371 | 11,940 |
| Division Chief                   | 1   | 9,412 | 9,883  | 10,377 | 10,896 | 11,441 |
| Chief Administrative Officer     | 1   | 9,412 | 9,883  | 10,377 | 10,896 | 11,441 |
| People Services Administrator    | 1   | 7,196 | 7,555  | 7,933  | 8,330  | 8,746  |
| Technology Systems Administrator | 1   | 7,196 | 7,555  | 7,933  | 8,330  | 8,746  |
| Data Systems Specialist          | 1   | 5,404 | 5,674  | 5,958  | 6,256  | 6,569  |
| Community Engagement Coordinator | 1   | 4,913 | 5,159  | 5,417  | 5,688  | 5,972  |
| Executive Assistant              | 1   | 4,609 | 4,840  | 5,082  | 5,336  | 5,603  |
| Finance Assistant                | 1   | 4,471 | 4,695  | 4,930  | 5,176  | 5,435  |
| Facilities/Logistics Technician  | 1   | 4,471 | 4,695  | 4,930  | 5,176  | 5,435  |
| Administrative Assistant         | 2   | 4,064 | 4,268  | 4,481  | 4,705  | 4,940  |

**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.

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

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**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.

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

**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 | Labor Day        | Christmas Day |
| Memorial Day   | Veterans Day     |               |
| Fourth of July | Thanksgiving 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 30<sup>th</sup> or they will be forfeited. Hours will be pro-rated for employees starting mid-year. Hours not used, will not be paid out if the employee separates mid-year.

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

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

For those employees hired prior to July 1, 2008, the maximum vacation accrual is three (3) years (3 x the annual accrual). Accruals exceeding the maximum will be forfeited.

For those employees hired after July 1, 2008, the maximum vacation accrual is two (2) years (2 x the annual accrual). Accruals exceeding the maximum will be forfeited.

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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**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                     |

**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 will offer two insurance plans for employees to elect from. The primary plan will be a \$500/\$1,000 deductible plan with a \$20 co-pay for primary care/specialist visits. The secondary plan will be a \$3,000/\$6,000 deductible plan with a \$40 co-pay for primary care/specialist visits. Under both plans, the District will 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.

If the employee elects the secondary insurance plan, then the District will contribute an additional amount into their HRA-VEBA as follows: Single tier an additional monthly contribution of \$82; Single tier with child dependents an additional monthly contribution of \$135; Married tier with no child dependents an additional monthly contribution of \$173; and Married tier with child dependents an additional monthly contribution of \$247.

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 (\$7,226). The monthly amount equates to \$361 and will be paid semi-monthly.

**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 (\$361/month).

**TECHNOLOGY STIPEND:** The District will provide an \$85 per month technology stipend for use of a personal cellular device to conduct required District business for the positions of Deputy Chief, Division Chief, Chief Administrative Officer, People Services Administrator, Technology Systems Administrator, Data Systems Specialist, and Facilities/Logistics Technician.

**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.

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**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 1.5 hours of accrued time for each day they serve as the Duty Officer and ten hours of accrued time for each week they serve as the 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.

**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<br>Division Chief<br>Chief Administrative Officer                                                                                                        | 4%                        |
| People Services Administrator<br>Technology Systems Administrator<br>Data Systems Specialist<br>Community Engagement Coordinator<br>Recruitment Retention Coordinator | 2.5%                      |
| Executive Assistant<br>Finance Assistant<br>Facilities/Logistics Technician<br>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%                        |

**CONVERSION OF SICK LEAVE TO DEFERRED COMPENSATION:** Employees who are members in PERS OPSRP may elect to convert a portion of their sick leave accrual to a District contribution into their 401a deferred compensation account. Sick leave hours above 400 are eligible for conversion up to a maximum of 50 hours total. Finance will distribute a sick leave election form to those employees who have more than 400 hours as of the first payroll of March. The District will deduct the elected hours from the employee's sick leave accrual balance when the contribution is made on the second payroll in July. The value of the contribution is calculated on the number of hours elected times the employee's base hourly rate at the time of payment.

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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 30 hours or less per week.

| POSITION                          | A      | B     | C     | D     | E     |
|-----------------------------------|--------|-------|-------|-------|-------|
|                                   | Hourly |       |       |       |       |
| Recruitment Retention Coordinator | 28.35  | 29.77 | 31.26 | 32.82 | 34.46 |
| Logistics Support Technician      | 15.45  | 16.23 | 17.04 | 17.89 | 18.78 |

**SICK LEAVE:** Part-time employees shall accrue 2.69 hours of sick leave for each pay period worked or 70 hours per year and it shall be accumulative.

**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 | Labor Day        | Christmas Day |
| Memorial Day   | Veterans Day     |               |
| Fourth of July | Thanksgiving 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 30<sup>th</sup> or they will be forfeited. Hours will be pro-rated for employees starting mid-year. Hours not used, will not be paid out if the employee separates mid-year.

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

| Years Employed    | 0-2<br>years | 3-4<br>years | 5-9<br>years | 10-15<br>years | 16-20<br>years | 21+<br>Years |
|-------------------|--------------|--------------|--------------|----------------|----------------|--------------|
| Annual Accrual    | 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 are paid for all hours worked.

**INSURANCE:** Part-time employees are eligible to receive health insurance benefits. The District will offer two insurance plans for employees to elect from. The primary plan will be a \$500/\$1,000 deductible plan with a \$20 co-pay for primary care/specialist visits. The secondary plan will be a \$3,000/\$6,000 deductible plan with a \$40 co-pay for primary care/specialist visits. Under both plans, the District will pay 50% of the monthly premium for medical, dental, vision, and prescription coverage with the employee contributing 50%.

If the employee elects the secondary insurance plan, then the District will contribute an additional amount into their HRA-VEBA as follows: Single tier an additional monthly contribution of \$82; Single tier with child dependents an additional monthly contribution of \$135; Married tier with no child dependents an additional monthly contribution of \$173; and Married tier with child dependents an additional monthly contribution of \$247.

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.

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**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 (\$7,226). The monthly amount equates to \$181 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.

**EDUCATION INCENTIVE:** Part-time employees are eligible to receive an educational incentive of 3.5% of base salary 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 nor down should hours vary.

**Date Adopted:** January 19, 2023

  
BOARD OF DIRECTORS

  
BOARD OF DIRECTORS