



Stanislaus Consolidated Fire Protection District  
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[www.scfpd.us](http://www.scfpd.us)

## AGENDA

### STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT PERSONNEL COMMITTEE MEETING

Date: Wednesday February 15, 2023  
Time: 9:00 AM  
Place: Station 26 Meeting Room, 3318 Topeka Street, Riverbank, CA

#### MEETING TELECONFERENCE INFORMATION

Topic: SCFPD- Personnel Committee Meeting  
Time: Feb 15, 2023 09:00 AM Pacific Time (US and Canada)

#### Join Zoom Meeting

<https://us06web.zoom.us/j/82398213731?pwd=eGpEMU5CeUhET115Rlpidm41UGF6dz09>

Meeting ID: 823 9821 3731  
Passcode: 212088

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#### COMMITTEE MEMBERS

Brandon Rivers, Board Vice President  
Steven Stanfield, Director  
Tim Tietjen, Fire Chief

Clint Bray, Battalion Chief  
Shawn Ehrenberg, L3399 President  
Amanda McCormick, Board Clerk/Admin. Asst. III

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#### 1. CALL TO ORDER

- 1.1 Pledge of Allegiance
- 1.2 Roll Call

#### 2. APPROVAL OF AGENDA – *Discussion Items may be pulled from the agenda at this time by Chair.*

3. **PUBLIC COMMENT** – *While the Stanislaus Consolidated Fire Protection District welcomes and encourages participation at committee meetings, it would be appreciated if comments are limited to three (3) minutes per individual so everyone may be heard. The public, under Item 3 – Public Comment Period, may address matters not on the posted agenda. The Committee may consider adding the item to a future agenda for consideration.*

#### 4. APPROVAL OF MINUTES – None

#### 5. DISCUSSION ITEMS – Review, Discussion and Potential Direction to staff

- 5.1 Review and Discuss the revised Non-Safety Unrepresented Administrative Handbook

#### 6. ADJOURNMENT

#### AFFIDAVIT OF POSTING

I, Amanda McCormick, Board Clerk of the Stanislaus Consolidated Fire Protection District Board of Directors, do hereby declare that the foregoing agenda for the February 15, 2023 Personnel Committee will be posted at the administrative offices, District website of the Stanislaus Consolidated Fire Protection District at least 72 hours prior to the meeting date and will also be posted at each of the District stations.

Dated: February 10, 2023

  
Amanda McCormick, Clerk of the Board

ADA Compliance Statement: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk at [boardclerk@scfpd.us](mailto:boardclerk@scfpd.us). Notification 48 hours prior to meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

# Stanislaus Consolidated Fire Protection District



## SUMMARY OF WAGES AND BENEFITS

Non-Safety Unrepresented Personnel

Effective Date  
January 1, 2023

*Revised: 1/2023*

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## INTRODUCTION

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This **SUMMARY OF WAGES & BENEFITS** is for unrepresented, non-safety personnel of the Stanislaus Consolidated Fire Protection District. No element of this document applies to employees who are working under a collective bargaining agreement and/ or a personal employment agreement.

This document only is a **SUMMARY OF WAGES & BENEFITS** for unrepresented, non-safety personnel of the Stanislaus Consolidated Fire Protection District. This document does not include a complete list of personnel policies and procedures. Personnel policies and procedures are part of the District's comprehensive Policy and Procedure Manual which is available on the District's website at <http://www.scfpd.us>.

This summary of benefits addresses the following classifications:

Job Classification
Fire Inspector
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Operations Assistant
Financial Specialist

## PROBATIONARY PERIOD

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New District employees will be placed on probation for a minimum of one year. During the probationary period, the employee will be evaluated to determine if the employee's skill set and work performance will enable them to be a successful long term District employee. An employee may be released from probation for failure to meet the minimum performance work requirements or for work misconduct. Probationary periods may be extended for an additional six months if additional time is required to evaluate the employee.

## **HOURS OF WORK**

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The workweek for full-time, non-shift employees is 40 hours. The normal workday is 8 hours, 8:00 am until 5:00 pm with a one-hour unpaid lunch break, a 15-minute morning break and a 15 minute afternoon break. Start and end times may be adjusted to meet business needs of the District.

With approval from the Fire Chief, employees may request or be required to work an Alternative Work Schedule. Alternative Work Schedules are eight nine-hour days and one eight hour day per two weeks (9/80 schedule). Requests to work Alternative Work Schedules will only be approved if there is no negative impact on the District's business operations. Alternative Work Schedules can be required, eliminated or denied at the Fire Chief's discretion.

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime. All overtime work must be approved in advance by the Fire Chief..

## **LEAVES OF ABSENCE**

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### **Bereavement Leave**

Up to five days or 40 hours of paid leave per calendar year, may be granted by the District due to a death in the immediate family of the employee. This form of leave is in addition to any other entitlement for sick leave, or any other leave. Bereavement leave must be taken within 30 days of the death of the immediate family member unless otherwise approved by the Fire Chief.

Immediate family means: mother, stepmother, father, stepfather, husband, wife, domestic partner, son, stepson, daughter, stepdaughter, brother, stepbrother, sister, stepsister, foster parent, foster child, or any other person sharing the relationship of in loco parentis, and also includes brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents and grandparents-in-law. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### **Jury Duty**

Please refer to District Policy B-15

Paid leave shall be granted to employees while serving on jury duty and while going to and from jury duty on the employee's normal day of work. Jury fees provided to the employee on normal workdays shall be submitted to the District. Employees released from jury duty are expected to promptly return to work or, upon verbal approval from the applicable supervisor, may utilize accrued discretionary paid leave for the balance of that work day before returning on the next work day.

**Annual Leave** Accrued vacation hours and accrued holiday hours shall be considered Annual Leave.

Accrued Vacation leave will carry over from year to year but may not exceed 600 hours. Vacation leave hours shall not accumulate beyond 600 hours without prior approval from the Fire Chief, which will only be granted when circumstances out of the employees control required them to exceed the maximum annual leave accumulation. An employee's failure to plan leave usage or to regularly use leave do not constitute circumstances out of their control. Calculations of an employee's Annual Leave accrual balances are provided on payroll check stubs to the employee on a bi-weekly basis as part of the payroll process.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work, at their regular hourly base rate of pay.

#### **Vacation Leave "Sell Back"**

Employees have option to "sell back" up to 80 hours of vacation time per fiscal year, paid at straight time, at the employee's current hourly rate. A minimum of 40 hours must be cashed out for each occurrence. Employees must have the amount of time requested in accrued Vacation Leave to offset the hours requested. Negative "bank" balances will not be allowed.

#### **District Recognized Holidays**

Please refer to District Policy B-2

January 1st - New Year's Day  
Third Monday in January - Martin Luther King, Jr. Birthday  
Third Monday in February – Presidents' Day  
Last Monday in May - Memorial Day  
July 4th - Independence Day  
First Monday in September - Labor Day  
November 11th - Veterans' Day  
Fourth Thursday in November - Thanksgiving  
Day after Thanksgiving  
December 24<sup>th</sup> – Christmas Eve  
December 25<sup>th</sup> – Christmas Day  
December 31 – New Years Eve

Holidays falling on a Saturday shall be observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday.

Employees are required to use the Holiday Time to take off scheduled District holidays unless approved by the Fire Chief. Holiday time will be fronted for the year the first pay period in January. If the employee is hired in the middle of the year the holiday hours for the remaining holidays will be placed in their leave bank. Holiday time can not be cashed out or carried over.

#### **Vacation Leave**

Vacation time off with pay is available to eligible employees. Employees accrue vacation leave on a bi-weekly basis while on paid status in accordance with the following schedule:

<u>Years of Service</u>	<u>Days Per Year</u>	<u>Hours Per Year</u>	<u>Hours Bi-weekly</u>
0 to 5 years	10.3	103	3.96
6 to 10 years	13.7	137	5.27
11 to 15 years	17.2	172	6.62
16 to 20 years	22.3	223	8.58
21 and above	24.0	240	9.23

### **Sick Leave**

The District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illnesses or injuries.

Employees will accrue sick leave benefits at the rate of 4 hours per bi-weekly pay period. All use of sick leave will be charged at the rate of 100 percent of actual time taken. Unused sick leave benefits will be allowed to accumulate without a cap

Paid sick leave can be used in minimum increments of an hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member as defined in Labor Code section 245.5 , providing the sickness or injury falls within the eligibility guidelines for immediate family

### **Sick Leave Reporting**

Employees who are unable to report to work due to illness or injury must notify their Supervisor as soon as the issue becomes known, and at least one hour prior to the start of the employee's scheduled workday. It is the responsibility of the employee to keep their Supervisor informed as to a continued absence beyond the first day during a prolonged illness. The employee must notify their Supervisor if it is the employee or an eligible family member that is ill or injured. The employee does not have to disclose the nature of the illness or injury.

If an employee is ordered by a doctor to be off work, the employee shall obtain a written order from the doctor stating:

1. The date the medical leave is to start
2. The date the employee can return to work, or date of next scheduled visit

The District reserves the right to request a medical verification of the eligibility for sick leave in situations where the employee is absent more than three (3) days or there are indications of potential sick leave abuse or fraud. The District further reserves the right to require a "return to work" clearance from the employee's medical provider following a period of extended absence.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Any employee who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining sick leave will be denied benefits received as a result of the false information, and will be subject to disciplinary action up to and including termination. Sick leave is not job protected leave, except as required by law.

### **Sick Leave Cash-Out or Conversion**

Upon retirement from District service or death, the employee or beneficiary may cash out 25%, up to a maximum of \$ \_\_\_\_\_, or convert 50% of unused sick leave, up to a maximum of \$ \_\_\_\_\_, to prepay retirees medical, dental and vision benefit premiums and allowable expenses pursuant to applicable laws and regulations. Employees also have the option to use their sick leave bank for the purpose of converting it to additional service credit toward the Public Employees Retirement System (PERS) as permitted in the District's PERS contract and as provided by law. However, any sick time cashed out or converted to prepay retiree benefit premiums must be excluded from the balance available for service credit conversion.

### **Catastrophic Leave Donations**

Please refer to District Policy B-16, B-16a

Employees who have suffered a catastrophic illness or injury that prevents them from being able to perform their job and who have exhausted all forms of accrued paid leave, may receive donations of paid leave from other Fire District employees. Employees may also donate vacation or compensatory time off to a co-worker suffering from a catastrophic illness or injury. Leave donations must be made to the catastrophic leave bank and are irrevocable. Recipients will receive such leave as sick leave, and any such donated leave may not be cashed out, used to prepay retiree benefit costs, or converted to service credit.

A catastrophic illness or injury is a District employee's critical medical condition considered to be terminal, or a long-term major physical impairment or disability. Employees who are seeking donated leave, and employees who wish to donate leave, should consult the Catastrophic Leave Policy. The following are the basic requirements;

1. The determination of the employee's eligibility for Catastrophic Sick Leave donation shall be at the Fire Chief's (sole discretion and shall be final.
2. The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the Fire Chief.
3. The recipient employee is not eligible so long as they have paid leaves available; however, the request may be initiated prior to the anticipated date leave balances will be exhausted.
4. A recipient employee is eligible to receive 180 eight-hour working days (1,440 hours) of donated time per employee. However, availability of donated leave does not ensure a protected leave right or guarantee job protection. Other applicable leave



statutes and programs (e.g. FMLA, CFRA, the ADA and California FEHA) determine an employee's actual right to leave. Catastrophic leave is simply a wage replacement source that may be available when an employee is on either a job-protected or discretionary District-approved leave.

5. Donations shall be to the Catastrophic Leave Bank, may not be made to a specific employee, and must be made in full-day increments of 8 hours and are irrevocable. Employees may donate unlimited amounts of accrued vacation (annual leave) or compensatory time, but not sick leave.
6. The donor employee may donate vacation or compensatory time to the Catastrophic Leave Bank, which shall be converted to a dollar value at the donor employee's then-current pay rate. Withdrawals from the Catastrophic Leave Bank will be paid at the recipient's then-current pay rate.
7. Approved catastrophic leave may only be received/used after being requested and formally approved. No retroactive donations will be permitted.
8. Both the donor and the recipient must be employed by the Stanislaus Consolidated Fire Protection District.
9. There is no guarantee that there will be leave available in the Catastrophic Leave Bank if no donations have been made or previous donations have been exhausted.
10. Recipient employees who are able to work but are working less than their regular schedule will integrate Catastrophic Leave donations with time worked and their own paid leaves, which must be used first, not to exceed 100% of the employee's gross salary.

### **Family Medical Leave (FMLA and CFRA)**

Most family and medical leave will be provided to eligible District employees pursuant to California Family Rights Act (CFRA), but the District will also comply with the federal Family Medical Leave Act as well where applicable. Where permitted by law, leave under these programs (as well as California's Pregnancy Disability Leave law, see below) will run concurrently. CFRA and FMLA provide for up to twelve (12) weeks of unpaid, job-protected leave for eligible employees to use for purposes provided by statute. The District utilizes a rolling 12-month CFRA/FMLA period, meaning when the leave is requested, the District will "look back" 12 months to determine how much CFRA/FMLA leave time the employee has utilized in the previous 12 months, and how much (if any) remains for use at the time of this request.

Eligible employees are those who have completed completion of twelve (12) months of District employment and who have worked at least 1250 hours during the twelve (12) months preceding the leave. ), an employee may take an unpaid CFRA leave of up to twelve (12) weeks in a twelve (12) month period for the following covered events:

1. The birth, adoption or foster placement of a child (including the child of the employee's domestic partner);

2. The employee's own serious health condition (excluding pregnancy); or
3. The serious health condition of the employee's child (regardless of age), parent, parent-in-law, spouse, registered domestic partners, sibling, grandparent or grandchild, or "designated person" as defined by CFRA; and
4. A qualifying military exigency related to the call to active duty of an employee's spouse, domestic partner, child or parent, in the U.S. Armed Forces.

While on family leave, an employee may elect to utilize any accrued vacation, holiday or compensating time off as a wage replacement source. While on family leave, the District shall continue to pay contributions towards the employee's health, dental and vision plan at the same rate it did while the employee was on active status. . State law provides that family leave is separate and distinct from pregnancy disability leave. All Federal laws and guidelines must be followed regarding FMLA Leave. District Policy/Procedure will detail the regulations set forth regarding appropriate utilization and documentation of FMLA Leave.

### **Pregnancy Disability Leave**

California's Pregnancy Disability Leave law ("PDL") provides that employees who are disabled by pregnancy, childbirth or a related medical condition may take up to four months of job-protected, unpaid leave. There is no eligibility criteria for District employees to utilize PDL; employees are eligible upon hire. PDL leave does not run concurrently with CFRA leave, but does run concurrently with FMLA where FMLA applies.

A pregnant employee seeking PDL leave her supervisor with a statement from her provider which indicates the estimated time of delivery and anticipated leave dates. A pregnant employee is entitled to take a pregnancy disability leave for the portion of the pregnancy and the time following delivery during which the doctor determines she is disabled (not to exceed four months). Prior to that time, the employee shall complete the necessary documents.

Such an employee may elect to use accrued vacation, compensation time, or sick leave as a wage replacement source during PDL leave. Reinstatement subsequent to pregnancy disability leave of absence shall be to the same classification from which leave was taken.

### **Personal Leave**

Employees may request unpaid personal leave only after having completed the new hire probationary period. As soon as eligible employees become aware of the need for personal leave of absence, they must request a leave from the Fire Chief or designee. Personal leave is unpaid leave. All accrued employee leave banks (vacation, holiday, sick & comp time earned must be exhausted prior to unpaid leave request. In the event, a probationary employee is granted unpaid personal leave, their probation period will be extended to correspond with the unpaid time taken off. This is solely at the discretion of the Fire Chief.

Personal leave may be granted for a period of up to 14 calendar days annually. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than seven calendar days. Requests for personal leave will be subject to the Chief's discretion and will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

The District will continue to provide health insurance benefits for the full period of the approved personal leave. No paid leave, (e.g. vacation, sick leave, and holiday benefits) will not continue to accrue during the approved personal leave period.

If an employee fails to report to work promptly at the expiration of the approved leave period, the employee will be deemed to have abandoned his or her position and has resigned.

### **Military Leave**

Any employee who is granted a military leave of absence to serve in the Armed Forces of the United States shall have his/her seniority continued as if the person has remained on the District payroll. The employee shall be reinstated from the military leave of absence at the same salary range that he/she would have been eligible to receive had he/she been on the job. Military leaves of absence will be governed by state and federal law.

## **WAGES**

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New employees will be placed in the salary step within their classification based on their experience, education, and overall qualifications. Employees who have not reached Step E within their classification will be considered for the next step within their classification as part of their annual performance review process. The Fire Chief will consider and implement Cost of Living Adjustments annually based on the financial condition of SCFPD and the approval of the Board of Directors.

### **Step Increase Upon Promotion**

Any employee who is promoted to a position in a class allocated to a higher salary range than the class of position which they currently occupy, shall receive the nearest highest salary in the new salary range that is no less than five (5) percent more than their former salary. Provided, however, that in no case shall the increased salary be more than the top step in the new range. For purposes of further annual increases within the salary range, the probationary period and performance evaluations will be changed to the date when the promotion was effective. Employee must have successfully completed their new hire probation prior to any promotion.

### **Overtime (Non-Exempt, i.e. “hourly” employees)**

Overtime work for employees other than sworn fire safety employees is all work performed beyond eight hours in one day or 40 hours in one work week. Employees will be compensated for overtime work at the rate of one and one-half times the employee's normal hourly rate of pay. All overtime must be approved by the Fire Chief in advance. Overtime for administrative employees who are working alternative work schedules (4/10s or 9/80s) will only receive overtime compensation when they work beyond their schedule alternative workday or in excess of 40 hours per work week.

### **Mileage Reimbursement**

Employees will be reimbursed for authorized use of personal vehicles on Fire District business at the per mile standard business rate as prescribed by the Internal Revenue Service current rate. In the event that an employee incurs property damage to his/her vehicle while on Department business, and is unable to recover the cost of such property damage, the costs shall be paid to the employee by the Department in an amount not to exceed \$500. Proof of insurance coverage and/or fault must be provided to obtain the \$500 reimbursement.

## **INSURANCE**

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### **Medical, Dental and Vision**

The District provides medical, dental and vision care coverage at no cost for eligible fulltime employees and their eligible dependents who qualify for health care insurance under the Affordable Care Act and their eligible dependents. The District also offers additional enhanced medical/dental/vision options that require employee contributions.

### **Waiver of Medical Benefits**

Employees who have on-going medical insurance through a spouse or domestic partner that is at a minimum equal to that provided by the District, may elect to withdraw from the Fire District's medical plan. Employees withdrawing from the plan may elect to have 50% of the cost of the District chosen medical plan that the District provides at no cost to the employee paid as follows:

- A. Deferred compensation; or
- B. Cash Benefit- paid bi-weekly as a cash benefit (cash benefits shall be subject to taxation)

To remain eligible for this benefit, employees must annually provide to the District proof of medical coverage. Should the employee at any time elect to exit or re-enter the District's health plan, they can only do so during an open enrollment period or qualifying event.

### **Life Insurance**

The District agrees to provide term life insurance for all non-represented personnel in the amount of \$50,000 at no cost to the employee.

### **Long-Term Disability Insurance**

The district agrees to pay the member's contribution to a Long-Term Disability Plan.

## **RETIREMENT BENEFITS**

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### **California Public Employees Retirement system (CalPERS)**

Employees are members of the California Public Employee Retirement System (CalPERS). The formula used is **2.7% at age 55**, and the one year final compensation, section 20042. Members are entitled to the 1959 Survivors Act, section 21574.

Employees covered by this agreement hired after January 1, 2013, they will be subject the current interpretation of the Public Employees' Pension Reform Act of 2013 (PEPRA). The new miscellaneous formula is **2% at age 62**. PEPRA requires that a three-year final compensation period be used to calculate the average final compensation for a retirement calculation for all new members. A new member is defined in PEPRA as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system.
- A new hire who brought into the CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

CalPERS refers to all members who do not fit within the definition of a new member as "classic members".

The District has amended the CalPERS contract to add section 20965, the sick leave buy-out, at no additional cost to the employees. Under the contract, 8 hours of unused sick leave equals one workday and 2000 hours equals one year of service credit.

An employee may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment with the District as outlines in Section 21024 of the CalPERS optional benefits provisions. Employees may also participate in the Additional Service Credit Purchase Program offered by CalPERS. The employee will bear the cost of exercising any service credit purchase option.

### **Optional Benefit-Deferred Compensation**

Eligible Employees working at least 50% of the normal full-time work week are eligible to participate in the 457 Deferred Compensation Plan. This plan allows for a method of tax deferment of income and at the same time allows for additional retirement income. Employees contribute a pre-tax amount of salary into the plan. Participation is optional. Employee is responsible for 100% of all contributions. This optional benefit is offered during annual open enrollment period. Please contact the Human Resource Coordinator for more information.

### **Medicare**

The Fire District does not participate in the Social Security System for retirement purposes. Employees hired after 1985 are covered by the Medicare portion of Social Security for Hospital Insurance for senior citizens. The employee and the Fire District each contribute 1.45% of salary for Medicare.

### **State Disability Insurance**

The Fire District does not participate in State Disability program. The District provides a Long-Term Disability plan to eligible employees.

## **ADDITIONAL BENEFITS**

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### **Educational Reimbursement**

Upon the approval of an educational plan by the employee's supervisor, an employee may engage in job-related educational courses which maintain or upgrade the employee's job skills, and/or prepares the employee for promotional opportunities. The District shall pay up to \$1,000 per employee per fiscal year. Prior to reimbursement, documentation of successful completion of the course(s) is required with a grade of C or better.

### **Uniform Allowance**

The District shall provide annually a \$500.00 clothing allowance to eligible prevention employees that are required to wear Department specified uniforms as determined by the Fire Chief. The allowance will be disbursed as a bi-weekly allowance of \$49.23 paid per pay period and received each pay day.

All new hires from outside the District will be allocated \$500.00 for the purpose of purchasing required uniforms and appropriate accessories on their first pay check.

### **Administrative Dress Code**

The administrative staff dress code is business casual; (e.g. polo shirt/blouse with collars, casual dress slacks/khaki pants, dresses/skirts no shorter than 2 inches from knee). Employees may wear denim on working Fridays. No heavy perfume/lotion as to not offend or cause any allergy reactions.

No tank tops, crop tops, shorts, hoodie sweatshirts, tennis shoes, or flip flops.

**Employee Assistance Program**

The District provides contracted services for eligible employees for Counseling and Stress Debriefing. These services include employee counseling and Critical Incident Stress Debriefing (CISD) at the District's expense. Generally, the employee may have three visits prior to referral to another program. Details for this program are available from management.

DRAFT

# SIGNATURE PAGE

I, \_\_\_\_\_, \_\_\_\_\_  
PRINT EMPLOYEE NAME EMP ID#

UNDERSTAND AND AGREE THAT I HAVE RECEIVED A COPY OF THE NON-SAFETY UNREPRESENTED PERSONNEL SUMMARY OF WAGES & BENEFITS HANDBOOK AND HAVE ACCESS TO ALL POLICIES AND PROCEDURES POSTED ON DISTRICT WEBSITE AT [WWW.SCFPD.US](http://WWW.SCFPD.US). I ALSO UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ, UNDERSTAND AND ABIDE BY THIS HANDBOOK AND ALL POLICIES AND PROCEDURES OF SCFPD.

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

THIS FORM TO BE PLACED IN PERSONNEL FILE



DRAFT