

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 23-05

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT UPDATING AND AMENDING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 22-16 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 22-16 calls for the Fire Board to review the Administrative Assistant’s salary and benefits annually; and

WHEREAS, Resolution 23-05 updates and amends the Administrative Assistant compensation package and job class specifications; and

WHEREAS, in alignment with other bargaining units and positions this classification is scheduled to receive a 4% increase.

WHEREAS, Resolution 23-05 amends and removes step D and E; and

NOW THEREFORE BE IT RESOLVED, that the following are the salary and benefits for this position; and

BE IT FURTHER RESOLVED that Ross Valley Department adopts Exhibit A for the Administrative Assistant job classification, and the following terms and conditions for this position effective February 8, 2023;

Current:

Administrative Assistant	Step A	Step B	Step C	Step D	Step E
	\$5,490	\$5,796	\$6,104	\$6,411	\$6,716

Updated and Amended:

Administrative Assistant I	Step A	Step B	Step C
	\$6,396	\$6,716	\$7,051
Administrative Assistant II	Step A	Step B	Step C
	\$6,716	\$7,051	\$7,404
Administrative Assistant III	Step A	Step B	Step C
	\$7,051	\$7,404	\$7,774

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Salary Adjustments: The Fire Board will review the Administrative Assistant's compensation annually.

Health Insurance after Retirement: The Authority agrees to maintain health insurance coverage and to pay the amount required by P.E.R.S. toward the premium cost thereof, provided the retiree remits to the Authority any further payment due, secures Medicare coverage when eligible, and subject to the following:

For retirees who meet the eligibility requirements for retiree healthcare insurance, the Authority's monthly contribution for the retiree and the retiree's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

Medicare eligible retirees must apply for and receive Medicare benefits to be eligible for full reimbursement.

Retirement: PERS Miscellaneous retirement; contribution and entry levels are set by RVFD agreement with CALPERS.

Effective July 1, 2019 there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2023, whichever occurs first.

Vacation Leave Schedule:

Hired after July 1, 2019	1 to 36 Months	10 days
	36 to 144 Months	15 days
	145 to 240 Months	20 days
	Over 240 Months	24 days

Holidays: 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

Sick Leave: 12 days per year

Uniform: Uniform allowance of \$60 per month.

Plan Health Insurance: The Authority's monthly contribution for employee and the employee's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance

with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

Cafeteria Plan: The Authority's monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$2,375.72, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$270 per month.

I do hereby certify that the above Resolution 23-05 is a true and correct copy as passed by the Ross Valley Fire Board on February 8, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephanie Hellman, President

Attest:

Mariana Gonzalez, Temporary Administrative Assistant