## ROSS VALLEY FIRE DEPARTMENT STAFF REPORT

For the meeting of: December 11, 2013

To:

**Board of Directors** 

From:

Roger-Meagor, Fire Chief

Subject:

Administrative Assistant Compensation Package

#### RECOMMENDATION:

That the Board adopt Resolution 13-11 a resolution of the Ross Valley Fire Department revising Resolution 12-05 establishing the compensation package for the Administrative Assistant.

## **BACKGROUND:**

Resolution 12-05, which was adopted in June 2012, set the current compensation package for the Administrative Assistant. The Resolution provides for an annual review of the Administrative Assistant's salary and benefits.

## DISCUSSION:

The proposed changes to the Resolution which establishes the salary and benefits for the Administrative Assistant are as follows:

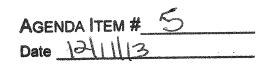
- Salary: 4% salary increase effective January 1, 2014.
- CalPERS: The Employee contribution to the CalPERS pension will increase by 2% of salary effective January 1, 2014, setting the employee contribution at 5% of salary.

## **FISCAL IMPACT:**

In Fiscal Year 13/14 the impact of the changes is estimated at \$920, and in Fiscal Year 14/15 there is an additional \$920 impact.

Attachment: Resolution 13-11

Resolution 12-05



## **ROSS VALLEY FIRE DEPARTMENT**

## **RESOLUTION 13-11**

# A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 12-05 ESTABLISHING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

**WHEREAS,** Ross Valley Fire Department Resolution 12-05 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS,** Resolution 12-05 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

**NOW THEREFORE BE IT RESOLVED**, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective January 1, 2014;

Administrative Assistant	Step A	Step B	Step C	Step D	Step E
	4,933	5,180	5,439	5,711	5,997

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.

**Retirement:** PERS Section 21354.5, 2.7 @55 for Miscellaneous Members

Authority pays 3% of the 8% employee contribution Employee pays 5% of the 8% employee contribution

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15years	20 days
	16>vears	25 days

Employee has the option to receive cash for vacation days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year.

**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.

**Live-in-District:** Live-in-district pay of \$100 per pay period.

**Education Incentive:** 2.5% of base salary for California Fire Chiefs Association, Administrative Services Section - Professional Recognition Level 2 Certification

**Cafeteria Plan:** The amount of 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 \$1738.44. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee. The cash back, however, can not exceed \$320 per month.

I do hereby certify that the above Resolution 13-11 is a true and correct copy as passed by the Ross Valley Fire Board on December 11, 2013, by the following vote:

	Carla Small, Vice President
ABSTAIN:	
ABSENT:	
NOES:	
AYES:	

JoAnne Lewis, Administrative Assistant

## **ROSS VALLEY FIRE DEPARTMENT**

## **RESOLUTION 12-05**

## A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 11-06 ESTABLISHING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

**WHEREAS,** Ross Valley Fire Department Resolution 09-08 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS,** Resolution 11-06 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

**NOW THEREFORE BE IT RESOLVED**, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective July 1, 2012;

<b>Administrative Assistant</b>	Step A	Step B	Step C	Step D	Step E
	4,743	4,981	5,230	5,491	5,766

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.

**Retirement:** PERS Section 21354.5, 2.7 @55 for Miscellaneous Members

Authority pays 5% of the 8% employee contribution Employee pays 3% of the 8% employee contribution

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15years	20 days
	16>years	25 days

Employee has the option to receive cash for vacation days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year.

**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.

**Live-in-District:** Live-in-district pay of \$100 per pay period.

**Education Incentive:** 2.5% of base salary for California Fire Chiefs Association, Administrative Services Section - Professional Recognition Level 2 Certification

**Cafeteria Plan:** The amount of 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 \$1587.14. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee. The cash back, however, can not exceed \$320 per month.

I do hereby certify that the above Resolution 12-05 is a true and correct copy as passed by the Ross Valley Fire Board on June 13, 2012, by the following vote:

AYES: S

NOES: Ø

ABSENT: Ø

ABSTAIN:

Frank Berto, President

Joanne Lewis, Administrative Assistant