

SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Firefighter Trainee

Compensation and Benefits Plan

Effective July 1, 2025 to June 30, 2028

FIREFIGHTER TRAINEE Compensation and Benefits Plan

The San Mateo Consolidated Fire Department (hereinafter called “Department”) provides the following wages, hours, and other terms and conditions of employment to Firefighter Trainees as described in this San Mateo Consolidated Fire Department Firefighter Trainee Compensation and Benefits Plan (hereinafter called the “Plan”).

1. Definitions

As used in this Plan, an employee is an employee working “at will” on a full-time basis. An “at will” employee is defined as an employee who is not in the competitive service, serves at the pleasure of the Fire Chief and may be removed from service at any time, with or without cause. “At will” employees are not entitled to a hearing upon termination.

2. Salary and Classification

Salary Rates

A Step 3 is being added to the previous two-step salary range. The salary rates for all classifications are listed in Appendix A. As of July 10, 2022, Step 1 for a Firefighter Trainee will be set at 85% annual salary for Step 1 Firefighter. During the duration of this Plan, when the Firefighter classification (as covered by the MOU between the Department and San Mateo County Firefighters, IAFF Local 2400) gets a negotiated salary increase, the Firefighter Trainee classification will get the same increase to maintain the 85% alignment between Firefighter Trainee Step 1 and Firefighter Step 1.

Starting Salary

Employees are normally hired at the bottom of the three-step salary range unless they are exceptionally qualified, and a higher starting salary is approved by the Fire Chief.

Step or Salary Increases

A salary increase is based upon a review and evaluation of the Employee’s job performance as specified in Section 6.

All changes in compensation will become effective on the first payroll following the effective date of the compensation change.

3. Work Week

The regular workweek for employees occupying full-time positions in classifications other than for personnel assigned to fifty-six (56) hours per week

shall consist of eighty (80) hours in each two-week pay period. The typical work week for a “forty-hour employee” is five (5) consecutive days of eight (8) hours per day. Alternate work schedules may be provided with the approval of the Fire Chief or his/her designee.

4. Overtime Pay

40 Hour and 56 Hour Work Week - Employees are eligible for overtime pay at time and one-half their regular rate of pay when required to work more than a 40-hour week. An employee’s workweek shall begin at 12:01 a.m. Sunday and ends at 11:59 p.m. the following Saturday, unless otherwise designated by the Fire Chief.

5. Benefits

A. CalPERS Retirement Benefits - Retirement benefits shall be provided under applicable legislation pertaining to the Public Employees' Retirement System. The Department currently provides the following retirement benefits:

a. 2.7% @ 57 with highest average annual pensionable compensation earned during 36 consecutive months of service.

B. Employee Contributions - Employees shall pay 50% of the total normal cost rate in accordance with Government Code 7522.30. The contributions toward employer rate will be pre-tax under 414(h)2.

The contributions toward employer rate shall not be credited to the employee account at PERS and shall not be reimbursed to the contributor by the Department at any time for any reason. The contributions toward employer rate will be pre-tax under 414(h)2. In the event the Internal Revenue Service determines these contributions cannot be done pre-tax, the Department will move forward with a PERS contract amendment under Government Code Section 20516(a) as soon as administratively feasible. If the agreement to cost share under Government Code 20516(f) reduces or limits an employee’s benefit base or reportable compensation to PERS during the term of this MOU, the Department agrees to reopen on this item upon the Unit’s request.

C. PERS Health Benefits

CalPERS Eligible Employees may participate in the CalPERS health programs and will receive the minimum contribution required under the Public Employees’ Medical Care and Hospital Act (PEMCHA) and Affordable Care Act (ACA). In addition, if a CalPERS Eligible Employee elects to enroll in a CalPERS health plan, the employee will receive a monthly group benefit allowance equal to one hundred percent (100%) of the current monthly group benefit allowance established for full-time Department employees set forth in the MOU between the Department and the San Mateo County Firefighters, Local 2400 IAFF.

However, if a CalPERS Eligible Employee does not enroll in a CalPERS health plan, the employee is not eligible for and will not receive any of the “No Plan” group benefit allowance.

D. Sick Leave

Eligibility:

Employees who work for 30 or more days within a year from the beginning of employment are entitled to paid sick leave. Paid sick leave accrues at the rate of one (1) hour for every thirty (30) hours worked (including overtime), paid at the Employee’s regular wage rate. Accrual begins on the first day of employment up to a maximum accrual of forty (40) hours per twelve (12) month fiscal year (July 1 to June 30).

Accrued sick leave may be carried over to the following fiscal year.

Usage:

An Employee may use accrued paid sick leave in one-half hour increments for himself/herself or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an Employee who is a victim of domestic violence, sexual assault, or stalking. Family member includes , parent, spouse, registered domestic partner, child, registered domestic partner’s child, parent-in-law, sibling, grandparent, or grandchild. An Employee may use a maximum of twenty-four (24) hours or three (3) days of accrued paid sick leave per fiscal year.

If the need for paid sick leave is foreseeable, the Employee shall provide reasonable advance notice to his/her supervisor. If the need for paid sick leave is unforeseeable, the Employee shall provide notice of the need for the leave as soon as practicable. Fire Chief or designee may require employees to support the use of paid sick leave with a physician’s note for each absence regardless of the leave duration. Fire Chief or designee shall certify all approved or unapproved paid sick leave and maintain accurate records of paid sick leave use to determine the possible abuse of leave.

An employee will not be paid or otherwise compensated for any unused, accrued sick leave at the end of his/her employment relationship with the Department. If an employee is rehired within one (1) year of his/her termination date, his/her previously unused, accrued sick leave bank will be reinstated.

Protected Sick Leave and Bereavement Leave

Protected sick leave shall be granted in accordance with federal and state laws,

including but not limited to the Family and Medical Leave Act, California Family Rights Act, and Pregnancy Disability Leave.

Sick leave may be used to attend to immediate family members who are ill or injured, including emergency or routine medical/dental appointments and/or to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of themselves or their child(ren) when the employee is a victim of domestic violence, sexual assault or stalking.

For the purpose of this subsection "immediate family" means:

Parent (biological, adoptive, foster-parent, stepparent, grandparent or legal guardian of an employee or the employee's spouse or domestic partner (upon submission of a written affidavit for domestic partnership or a notarized Declaration of Domestic Partnership filed with the California Secretary of State) or a person who stood in loco parentis when the employee was a minor child);

Spouse or domestic partner (upon submission of a written affidavit for domestic partnership or a notarized Declaration of Domestic Partnership filed with the California Secretary of State);

Child (biological, adopted, foster-child, stepchild, grandchild, legal ward or child to whom the employee stands in loco parentis);

Sibling; and

An "immediate family" member also includes a "designated person". The employee shall identify their "designated person" at the time the employee requests the leave. Employees are limited to one (1) "designated person" per 12-month period.

Employees may use their eligible leave balances (e.g., sick leave and vacation) to remain on paid status. Bereavement Leave may be taken intermittently and shall be completed within three (3) months of the date of death of the immediate family member.

Bereavement Leave shall be tracked separately from other types of leave. For purposes of bereavement leave only, immediate family member shall be defined as: mother, stepmother, father, stepfather, husband, wife, domestic partner, child of domestic partner, son, stepson, daughter, stepdaughter, grandparent, grandchild, brother, stepbrother, sister, stepsister, foster parent, foster child,

mother-in-law and father-in-law, son-in-law, daughter-in-law, brother-in-law or sisters-in-law, spouse's grandparents, or any other person sharing the relationship of in loco parentis.

Family-School Partnership Act Leave

California Government Code Section 230.8 entitles employees who are a parent, legal guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child in a licensed daycare facility or school (from birth through grade 12) up to forty (40) hours off per year (pro-rata based on hours worked), with a maximum of eight (8) hours per calendar month, to participate in school activities. Employees shall utilize vacation or compensatory time, for the purposes of the planned absence. The type of leave used by the employee shall be at the sole discretion of the employee. Employees shall not use sick leave for the purposes of the planned absence. Employees who do not have any accrued vacation, compensatory time, or Executive/FLSA Exempt Management leave are permitted to utilize leave without pay for this purpose. Employees shall give reasonable notice to their supervisor of the school activity planned absence and upon return to work, provide to their supervisor documentation from the school or licensed childcare provider as proof that the employee engaged in child-related activities. A Department Head shall not deny a request for this leave except for reasons critical to the department operations.

E. Dental Insurance

The Department shall provide for one hundred percent (100%) coverage on routine maintenance and eighty percent (80%) on minor and major dental work with a maximum payment of three thousand dollars (\$3,000) per eligible employee and covered dependent per year. A lifetime orthodontic benefit of three thousand five hundred dollars (\$3,500) shall be provided to eligible employee and dependents. The Department may self-insure to provide equal or better benefits. If the dental insurance benefit for the classifications covered by the MOU between the Department and the San Mateo County Firefighters Local 2400 IAFF changes, benefits for employees covered by this Plan will be changed to match.

F. Vision Insurance

The Department shall provide vision insurance for the eligible employee and covered dependents. Vision coverage shall provide annual exams, lenses, and frames with a twenty-five dollars (\$25.00) annual deductible. If the vision insurance benefit for the classifications covered by the MOU between the Department and the San Mateo County Firefighters Local 2400 IAFF changes,

benefits for employees covered by this Plan will be changed to match.

G. Life Insurance/Accidental Death and Dismemberment

The Department shall provide the following benefits or their equivalent:

- a. Two hundred thousand dollars (\$200,000) life insurance.
- b. AD&D two hundred thousand dollars (\$200,000) accidental death and dismemberment.

6. Performance Evaluations

Employees are to be given performance evaluations regularly. Continued improvement and efficient and effective service may warrant a salary step increase.

Upon written justification and Fire Chief or designee approval, an Employee who demonstrates exceptional leadership ability and job performance may be given a salary step increase..

7. Duration:

This Plan shall take effect on July 1, 2025 and remain in effect until June 30, 2028.

Appendix A

Salary Schedule Effective July 6, 2025

Classifications Covered:
 Firefighter Trainee - 40
 Firefighter Trainee - 56

JOB CODE	TITLE	EXEMPT STATUS	STEPS	HOURLY	BIWEEKLY	MONTHLY	ANNUAL
3143	FIREFIGHTER TRAINEE-56	NE	STEP 1	38.6832	4332.5158	9387.1175	112645.4100
			STEP 2	40.4216	4527.2162	9808.9683	117707.6200
			STEP 3	42.2374	4730.5862	10249.6033	122995.2400
3142	FIREFIGHTER TRAINEE-40	NE	STEP 1	54.1564	4332.5158	9387.1175	112645.4100
			STEP 2	56.5902	4527.2162	9808.9683	117707.6200
			STEP 3	59.1323	4730.5862	10249.6033	122995.2400