

**SAN MATEO CONSOLIDATED FIRE DEPARTMENT  
PART-TIME EMPLOYEE**

**Compensation and Benefits Plan**

Effective July 1, 2025 – June 30, 2028

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**PART-TIME EMPLOYEE**  
**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 two categories of Part-Time Employees – Casual Employees and Part-Time CalPERS Eligible Employees (hereinafter called “Part-Time Employees” or “Employees”) – as described in this San Mateo Consolidated Fire Department Part-Time Employee Compensation and Benefits Plan (hereinafter called the “Plan”).

**1. Definitions**

As used in this Plan, a Part-Time Employee is an employee working “at will” and not 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.

Casual Employees

Casual Employees are defined as those employees who work on a per diem, seasonal or temporary basis, and do not work sufficient hours to meet the mandated CalPERS benefits criteria. Casual Employees are not eligible for benefits under any portion of Sections 4.A and/or 4.C of this Plan.

Part-Time CalPERS Eligible Employees

Part-Time CalPERS Eligible Employees are those employees who qualify for participation as an “employee” as defined by the Public Employees’ Retirement Law in the Department’s CalPERS defined benefit plan. Part-Time CalPERS Eligible Employees are eligible to participate in CalPERS pension and health insurance programs and other benefit programs as provided in Sections 4.A and 4.C.

**2. Salary and Classification**

Salary Rates

The salary range and rates for all classifications are equivalent to the corresponding merit classifications, as reflected in the merit salary schedule adopted by the Board of Directors.

Starting Salary

Part-Time Employees are normally hired at the bottom of the 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 5. Employees must receive at least a satisfactory rating, as indicated on the evaluation form, in order to be considered for a salary increase.

Casual Employees who work on a seasonal basis must receive an evaluation rating of "above average" or higher during the last seasonal appointment to receive a step increase upon reemployment to the same seasonal classification. When Casual Employees who work on a seasonal basis are re-hired to fill a seasonal position in a classification previously held, step increases are not automatic, even with an "above average" or higher evaluation rating. Step increases will be at the Fire Chief's discretion based on the above criteria.

Step increases may be granted when incumbent Employees are assigned additional responsibilities and/or when they have obtained additional knowledge/coursework pertaining to the job responsibilities.

All changes in compensation will become effective on the first day of the pay period that includes the effective date of the compensation change.

### **3. Overtime Pay**

Part-Time Employees are eligible for overtime pay at time and one-half their regular rate of pay when required to work more than a standard 40-hour week. A Part-Time 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.

### **4. Benefits**

#### Deferred Compensation

The Department shall contribute 3.75% of base wages to all employees' 457 Part Time/Season (PTS) deferred compensation account. Employees shall contribute 3.75% of base wages to employee's 457 PTS deferred compensation account. Employees may be eligible to make voluntary contributions, above the mandatory employee contribution of 3.75%.

#### A. Part-Time CalPERS Eligible Employees

##### Retirement – PERS Membership

Eligibility:

1. Persons who are already members of CalPERS.
2. Persons whose appointment fixes a term of full-time, continuous service in excess of six months or the position requires regular, full-time service for at least an average of 20 hours per week for one year or longer.
3. "Monitored" qualification
  - No length of appointment is specified, but full-time employment continues longer than six months.
  - Person works more than 125 days in a fiscal year if paid on a "per diem" (i.e., "per day" and for this purpose "day" means eight hours of employment) basis.
  - Person works 1,000 hours in a fiscal year if paid on other than a per diem basis. Any overtime hours worked is counted as qualifying time.
  - Miscellaneous employees will be provided with the 2% @ 62 retirement benefit formula with final pension calculated on the average highest annual compensation over a consecutive 36-month period.

PERS Health Benefits

Part-Time 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 Part-Time CalPERS Eligible Employee elects to enroll in a CalPERS health plan, the employee will receive a monthly group benefit allowance equal to seventy five percent (75%) of the current monthly group benefit allowance established for full-time Department employees set forth in Compensation and Benefit Plan/MOU which includes the employee's job classification. However, if a Part-Time CalPERS Eligible Employee does not enroll in a CalPERS health plan, the employee is not eligible for and will not receive seventy five percent (75%) of the "No Plan" group benefit allowance

B. Casual Part-Time Employees

Sick Leave

Eligibility:

Part-Time 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. The maximum accrual is forty-eight (48) hours.

Usage:

A Part-Time Employee may use accrued paid sick leave in one-half hour increments beginning on the 90<sup>th</sup> day of employment 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 a child, parent, spouse, registered domestic partner, parent-in-law, sibling, grandparent, or grandchild. A Part-Time 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 Part-Time 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.

A Part-Time 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 a Part-Time 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.

#### No Other Benefits for Casual Part-Time Employees

Casual Part-Time Employees are not eligible for any benefits other than the deferred compensation benefits and the sick leave benefits specified in Section 4.B. Casual Part-Time Employees are not Regular Part-Time Employees as defined in the Department Personnel Rules and Regulations and are not eligible for any benefits provided to Regular Part-Time Employees under the Department Personnel Rules and Regulations.

#### C. Part-Time CalPERS Eligible Employees

This Plan creates a separate class of Regular Part-Time Employees. Persons whose appointment fixes regular part-time service for at least an average of 30 hours per week for one year or longer shall accrue sick leave, vacation leave and holiday pay at seventy five percent (75%) of the accrual rate established for full time employees in the same job classification set forth in the Compensation and Benefit Plan which covers the job classification. Part-Time CalPERS Eligible Employees may also participate in flexible spending accounts and the 457(b) deferred compensation plan. Part-Time CalPERS Eligible Employees shall accrue sick leave as set forth in this Section 4.C. and not as stated in Section 4.B. above.

### 5. **Performance Evaluations**

Part-Time Employees will be given a performance evaluation six months after the date of hire and annually thereafter. Continued improvement and efficient and effective service will warrant a salary step increase.

Part-Time Employees who work on a seasonal basis are evaluated at the end of each seasonal appointment prior to the last day of the assignment. Additional evaluations may be conducted at the supervisor's discretion.

Supervisors who work with all other Casual Employees are encouraged to evaluate performance informally on an as-needed basis.

Upon written justification and Fire Chief or designee approval, an Employee who demonstrates EXCEPTIONAL leadership ability and job performance may be given a merit raise before meeting the time requirements set forth above, if he/she displays outstanding job performance.

**6. Duration**

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

**Appendix A**  
**Part-Time Employees**  
**Classifications**

For classifications covered, please see the current salary schedule. Additional classifications may be added based on Department needs.