

EMPLOYMENT CONTRACT
Between
KATRINA HOOP
(Administrative Assistant/Fire Inspector 1)
And the
SOUTH PLACER FIRE PROTECTION DISTRICT

This employment contract (“Contract”) is by and between the South Placer Fire Protection District, hereafter referred to as “DISTRICT,” and Katrina Hoop hereafter referred to as “EMPLOYEE.”

1. Schedule: 40-hour work week to be configured as four (4) ten (10) hour workdays Monday-Thursday from 07:00 to 17:30 or a 9/80 schedule which constitutes eight (8), nine (9) hour workdays and the ninth workday of eight (8) hours. The typical schedule would be a two-week cycle with hours Monday-Thursday from 07:30 to 17:00, one Friday from 07:30 to 16:00, and the second Friday would be a day off.
2. Term of the Agreement: January 1, 2023 to December 31, 2025.
3. Base Salary:
 - 3.1 The DISTRICT shall pay the EMPLOYEE the annual base salary in accordance with the salary schedule (Appendix A). A pro-rata share of the salary shall be payable at each regularly scheduled DISTRICT pay period.
 - 3.2 In the event another bargaining unit of the DISTRICTs COLA is modified during the term of this agreement, any increases will be realized by the Administrative Assistant/Fire Inspector I.
4. Longevity Pay:

Completed Years of Service	Annual Amount
5	One percent (1%) of Base Salary
10	Two percent (2%) of Base Salary
15	Three percent (3%) of Base Salary
20	Four percent (4%) of Base Salary
25	Five percent (5%) of Base Salary
30	Six percent (6%) of Base Salary
35	Seven percent (7%) of Base Salary

- 4.1. The employee shall be entitled to receive longevity pay in the amount of one percent (1%) of the EMPLOYEE's base salary for every five (5) years of service with South Placer Fire District. Longevity pay is based on years of service with South Placer Fire District – volunteer, part-time, or full-time.
5. Education Incentive: EMPLOYEE shall receive an educational incentive for possession of the following: one percent (1.0%) for one (1) of the following: A College Business Certificate or an Accounting Certificate (or equal to the core classes required for an AA or AS degree), three percent (3.0%) for CSFM Fire Inspector I certification, two percent (2.0%) for ICC fire Inspector 1, four percent (4.0%) for an AA/AS degree, and six percent (6.0%) for a BA/BS degree.
 - 5.1. Cumulative: Incentives may be accumulated to a total of 12.0%, applied to base salary. Incentives shall be applied to the EMPLOYEE step placement on the salary schedule.
 - 5.2. Application Process and General Provisions: The EMPLOYEE shall initiate the process by completing a request with the Personnel Officer. Unless approved in advance by the Fire Chief (in writing), credit shall only be given for coursework that the EMPLOYEE completed on his/her own time and at the EMPLOYEE's own expense. An educational incentive shall commence at the beginning of the month following approval by the personnel officer. The EMPLOYEE's responsibility is to provide the personnel Officer with all necessary proof of meeting the requirements. This shall include but is not limited to, copies of all certificates, degrees, or transcripts for which the benefits are requested
 - 5.3. If the employee attains the certification of Fire Inspector 2, the District will review and evaluate the employee's current position and consider reclassification to align with education and job scope.
6. Uniform Allowance: EMPLOYEE shall receive an annual uniform allowance of one thousand dollars (\$1000). Payment shall be made with the EMPLOYEE's regular paycheck for the first full pay period in January of 2023.

7. Vacation: EMPLOYEE on a 40-hour work week shall accrue vacation leave with pay as follows:

Service Category	Pay Period Accrual	Monthly Accrual	Max Accrual Hours
New Employee to completion of fifth (5) year	4.37 hrs.	9.47 hrs.	227.28 hrs.
Start of sixth (6) year to completion of tenth (10) year	5.91 hrs.	12.81 hrs.	307.44 hrs.
Start of 11 th year	7.45 hrs.	16.14 hrs.	387.36 hrs.

- 7.1. EMPLOYEE will be “front-loaded” vacation hours in January of 2023. Beginning January 1, 2024, EMPLOYEE will earn hours as accrued per the Chart above. Once the EMPLOYEE reaches the maximum accrual hours, the EMPLOYEE will stop earning and accruing vacation hours while the EMPLOYEE’s accrual remains at the maximum allowed per section 7.2.
- 7.2. EMPLOYEE may elect to take all or part of an earned vacation or may carry over to the next service year. As specified above, the maximum accrual of vacation hours may not exceed twice the EMPLOYEE’s annual accrual rate
- 7.3. EMPLOYEE may sell up to one hundred fifty (150) hours of accrued vacation to the DISTRICT at straight time on the last full pay period in May or the last full pay period in December of the year.
8. Sick Leave: Sick leave is front-loaded in January of every year. EMPLOYEE shall receive ten (10) hours per month. Beginning January 1, 2023, all sick leave hours will be earned as accrued at a rate of 4.615 hours per pay period
9. Holidays: Employees on a 40-hour work week shall receive one hundred five (105) hours of holiday pay per calendar year, which will be front-loaded each January. An employee may schedule holiday time in the same manner as a vacation. If not used, up to one hundred five (105) hours of holiday time for the prior calendar year can be sold back to the DISTRICT in the first full pay period in January of the following year. Hours shall be sold at a straight time. Holiday time cannot be accumulated from year to year. The EMPLOYEE is required to work all Holidays unless taken off using an approved method.
10. IRC Section 125 Plan: The DISTRICT shall maintain an IRC Section 125 Plan to benefit the EMPLOYEE. Monthly IRC 125 Section plan costs, if any, shall be borne by the EMPLOYEE. The DISTRICT shall “fund” an EMPLOYEE’s 125 Plan account with a monthly amount as follows:

- 10.1. The current funding for the EMPLOYEE IRC 125 Plan is one thousand six hundred dollars (\$1600.00) per month.
- 10.2. Eight hundred fifty-eight dollars (\$858.00) is allocated to the medical plan; an additional one hundred forty-two dollars (\$142.00) to be allocated to dental and vision plans per month.
- 10.3. Effective January 2023, the DISTRICT will provide an additional one hundred dollar (\$100) per month to one thousand seven hundred (\$1700.00) per month flex plan credit to be used by active EMPLOYEES for any benefit covered under the 125 Plan.
 - 10.3.1. Effective January 2024, the flex plan contribution by the District will increase to two hundred dollars (\$200.00) per month for a total DISTRICT contribution of one thousand eight hundred (\$1800.00) per month.
 - 10.3.2. Effective January 2025, the flex plan contribution by the DISTRICT will increase to three hundred (\$300.00) per month for a total DISTRICT contribution of one thousand nine hundred (\$1900.00) per month.
11. Payroll Deduction: EMPLOYEE who is enrolled in one or more of the plans set forth above, which costs more than the DISTRICT's required specific monthly contribution, must sign a payroll deduction form and pay the monthly difference by payroll deduction. Failure to execute a payroll deduction form will immediately cancel insurance for non-payment of premiums.
12. Employee Assistance Program (EAP): The DISTRICT will maintain an Employee Assistance Program at the DISTRICT's expense.
13. Retirement: The DISTRICT agrees to provide and maintain membership in the Public Employees Retirement System (P.E.R.S.) for the benefit of eligible employees.
 - 13.1. 3% at 60 miscellaneous formula based on the last highest year.
 - 13.2. One hundred percent (100%) of an EMPLOYEE's accumulated sick leave is to be credited to years of service at no cost to the EMPLOYEE
 - 13.3. The DISTRICT agrees to maintain the 1959 Survivor Benefit, level four (4). EMPLOYEE to contribute two dollars (\$2.00) per month.
 - 13.4. EMPLOYEE Contribution:
 - 13.4.1. For all "classic" unit members hired before January 1, 2013: Each "classic" unit member shall pay one hundred percent (100%) of his/her required

contribution (currently eight percent (8%)) to the Public Employees Retirement System (CalPERS), and an additional three percent (3%) cost-sharing for a total of eleven percent (11%) to CalPERS.

14. Deferred Compensation: The DISTRICT will match \$50 per month in the deferred compensation plan when an EMPLOYEE contributes at least \$50 per month.
15. Other Post-Employment Benefits (OPEB):
 - 15.1. Current unit members are required to contribute a maximum of five percent (5%) of their base salary per year to fund the employer's portion of the OPEB fund. These contributions are mandatory. Employees are not permitted to elect in or out of participation. Employees cannot elect to vary their individual contributions nor add voluntary or elective contributions, including one-time irrevocable elections. These exclusions cover all such contributions, including and not limited to: pre-tax salary reduction contributions, elections between cash or non-tax future benefits, and voluntary or elective contributions of the cash value of unused paid time off.
 - 15.2. Employees have no claim or right to any assets held in the trust; thus, no cash out of mandatory contributions is permitted at any time.
 - 15.3. These contributions will be used to fund post-retirement medical expenses of the employees as defined by federal, state, and local law as well as the California Public Employees Retirement System (CalPERS) as otherwise permitted by applicable tax provisions and Section 115 trust.
 - 15.4. Current members will contribute on the following basis to a maximum and ongoing of five percent (5%) of base salary per year:
 - Year one – three percent (3%)
 - Year two – an additional one percent (1%) for a total of four percent (4%)
 - Year three – an additional one percent (1%) for a total of five percent (5%)

Fire Chief of the South Placer Fire Protection District

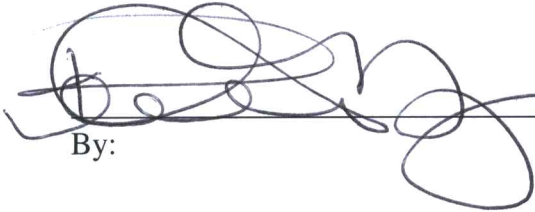


Fire Chief

3/10/23

Date

I accept this offer of employment and agree to comply with the conditions and fulfill all employment duties as Administrative Assistant/Fire Inspector for the South Placer Fire Protection District.



By:

3/10/2023

Date:

APPENDIX A

**SOUTH PLACER FIRE PROTECTION DISTRICT
Salary Schedule**

**SOUTH PLACER FIRE DISTRICT
SALARY SCHEDULE
Effective 1/1/2023**

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Admin. Asst./	Monthly	6,240	6,552	6,880	7,224	7,585
Fire Inspector 1	Annual	74,881	78,625	82,557	86,684	91,019
	Hourly	36.0006	37.8006	39.6907	41.6752	43.7590
Battalion Chief	Monthly	9,169	9,628	10,109	10,615	11,145
Shift	Annual	110,031	115,533	121,309	127,375	133,744
	Hourly	37.7854	39.6747	41.6584	43.7413	45.9284
Captain	Monthly	7,915	8,311	8,727	9,163	9,621
	Annual	94,983	99,732	104,718	109,954	115,452
	Hourly	32.6177	34.2485	35.9610	37.7590	39.6470
Deputy Chief	Monthly	12,279	12,893	13,538	14,215	14,926
	Annual	147,352	154,720	162,456	170,578	179,107
	Hourly	70.8424	74.3845	78.1037	82.0089	86.1093
Division Chief	Monthly	10,613	11,143	11,700	12,286	12,900
Training	Annual	127,352	133,720	140,406	147,426	154,798
EMS	Hourly	61.2271	64.2884	67.5029	70.8780	74.4219
CRR						
Engineer	Monthly	6,837	7,179	7,538	7,915	8,310
	Annual	82,044	86,147	90,454	94,977	99,726
	Hourly	28.1746	29.5833	31.0625	32.6156	34.2464
Firefighter	Monthly	5,905	6,200	6,510	6,836	7,178
	Annual	70,860	74,403	78,123	82,029	86,130
	Hourly	24.3336	25.5503	26.8278	28.1692	29.5777
Fire Chief	Monthly	14,215	14,926	15,672	16,456	17,279
	Annual	170,582	179,111	188,067	197,470	207,344
	Hourly	82.0107	86.1113	90.4168	94.9377	99.6846
Business Manager	Monthly	9,456	9,929	10,426	10,947	11,494
	Annual	113,477	119,151	125,109	131,364	137,932
	Hourly	54.5564	57.2843	60.1485	63.1559	66.3137
Apprentice	Monthly	4,420				
Mechanic	Annual	53,040				
	Hourly	25.5000				
Journeyman	Monthly	7,029	7,380	7,749	8,137	8,544
Mechanic	Annual	84,346	88,563	92,991	97,641	102,523
	Hourly	40.5509	42.5785	44.7074	46.9428	49.2899
Apprentice Firefighter	Monthly	3,761				
	Annual	45,136				
	Hourly	15.5000				
District Secretary	Monthly	7,264	7,628	8,009	8,409	8,830
	Annual	87,173	91,531	96,108	100,913	105,959
	Hourly	41.9100	44.0055	46.2058	48.5161	50.9419

**SOUTH PLACER FIRE DISTRICT
SALARY SCHEDULE**

4% COLA Effective 1/1/2024

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Admin. Asst./	Monthly	6,490	6,814	7,155	7,513	7,888
Fire Inspector 1	Annual	77,877	81,770	85,859	90,152	94,659
	Hourly	37.4406	39.3127	41.2783	43.3422	45.5093
Battalion Chief	Monthly	9,536	10,013	10,513	11,039	11,591
Shift	Annual	114,432	120,154	126,162	132,470	139,093
	Hourly	39.2968	41.2617	43.3248	45.4910	47.7655
Captain	Monthly	8,232	8,643	9,076	9,529	10,006
	Annual	98,782	103,721	108,907	114,352	120,070
	Hourly	33.9224	35.6185	37.3994	39.2694	41.2328
Deputy Chief	Monthly	12,771	13,409	14,079	14,783	15,523
	Annual	153,246	160,909	168,954	177,402	186,272
	Hourly	73.6761	77.3599	81.2279	85.2892	89.5537
Division Chief	Monthly	11,037	11,589	12,169	12,777	13,416
Training	Annual	132,446	139,069	146,022	153,323	160,989
EMS	Hourly	63.6762	66.8600	70.2030	73.7131	77.3988
CRR						
Engineer	Monthly	7,111	7,466	7,839	8,231	8,643
	Annual	85,326	89,593	94,072	98,776	103,715
	Hourly	29.3016	30.7667	32.3050	33.9203	35.6163
Firefighter	Monthly	6,141	6,448	6,771	7,109	7,465
	Annual	73,694	77,379	81,248	85,310	89,575
	Hourly	25.3070	26.5723	27.9009	29.2960	30.7608
Fire Chief	Monthly	14,784	15,523	16,299	17,114	17,970
	Annual	177,406	186,276	195,590	205,369	215,638
	Hourly	85.2912	89.5557	94.0335	98.7352	103.6720
Business Manager	Monthly	9,835	10,326	10,843	11,385	11,954
	Annual	118,016	123,917	130,113	136,619	143,450
	Hourly	56.7387	59.5756	62.5544	65.6821	68.9662
Apprentice	Monthly	4,597				
Mechanic	Annual	55,162				
	Hourly	26.5200				
Journeyman	Monthly	7,310	7,675	8,059	8,462	8,885
Mechanic	Annual	87,720	92,106	96,711	101,547	106,624
	Hourly	42.1730	44.2816	46.4957	48.8205	51.2615
Apprentice Firefighter	Monthly	3,761				
	Annual	45,136				
	Hourly	15.5000				
District Secretary	Monthly	7,555	7,933	8,329	8,746	9,183
	Annual	90,660	95,193	99,952	104,950	110,198
	Hourly	43.5864	45.7657	48.0540	50.4567	52.9796

**SOUTH PLACER FIRE DISTRICT
SALARY SCHEDULE
4% COLA Effective 1/1/2025**

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Admin. Asst./	Monthly	6,749	7,087	7,441	7,813	8,204
Fire Inspector 1	Annual	80,992	85,041	89,293	93,758	98,446
	Hourly	38.9383	40.8852	42.9294	45.0759	47.3297
Battalion Chief	Monthly	9,917	10,413	10,934	11,481	12,055
Shift	Annual	119,010	124,960	131,208	137,769	144,657
	Hourly	40.8687	42.9121	45.0578	47.3106	49.6762
Captain	Monthly	8,561	8,989	9,439	9,911	10,406
	Annual	102,733	107,870	113,263	118,927	124,873
	Hourly	35.2793	37.0432	38.8954	40.8402	42.8822
Deputy Chief	Monthly	13,281	13,945	14,643	15,375	16,144
	Annual	159,376	167,345	175,712	184,498	193,723
	Hourly	76.6231	80.4543	84.4770	88.7008	93.1359
Division Chief	Monthly	11,479	12,053	12,655	13,288	13,952
Training	Annual	137,744	144,632	151,863	159,456	167,429
EMS	Hourly	66.2232	69.5344	73.0111	76.6617	80.4947
CRR						
Engineer	Monthly	7,395	7,765	8,153	8,561	8,989
	Annual	88,739	93,176	97,835	102,727	107,863
	Hourly	30.4737	31.9973	33.5972	35.2771	37.0409
Firefighter	Monthly	6,387	6,706	7,041	7,394	7,763
	Annual	76,642	80,474	84,497	88,722	93,158
	Hourly	26.3193	27.6352	29.0170	30.4678	31.9912
Fire Chief	Monthly	15,375	16,144	16,951	17,799	18,689
	Annual	184,502	193,727	203,413	213,584	224,263
	Hourly	88.7028	93.1380	97.7949	102.6846	107.8188
Business Manager	Monthly	10,228	10,739	11,276	11,840	12,432
	Annual	122,737	128,874	135,318	142,084	149,188
	Hourly	59.0082	61.9587	65.0566	68.3094	71.7249
Apprentice	Monthly	4,781				
Mechanic	Annual	57,368				
	Hourly	27.5808				
Journeyman	Monthly	7,602	7,982	8,382	8,801	9,241
Mechanic	Annual	91,229	95,790	100,579	105,608	110,889
	Hourly	43.8599	46.0529	48.3555	50.7733	53.3120
Apprentice Firefighter	Monthly	3,761				
	Annual	45,136				
	Hourly	15.5000				
District Secretary	Monthly	7,857	8,250	8,663	9,096	9,550
	Annual	94,286	99,000	103,950	109,148	114,605
	Hourly	45.3299	47.5964	49.9762	52.4750	55.0988