

EMPLOYMENT CONTRACT
 Between
Jeremy Manchester
 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 Jeremy Manchester, hereafter referred to as “EMPLOYEE.”

1. Schedule: 40-hour work week
2. Term of Agreement: February, 2023 – December 31, 2025
3. Salary:

Classification	Steps				
	1	2	3	4	5
Journey Person Mechanic					
Current (Monthly)	6390	6709	7045	7397	7767
January 2023 - 10% COLA	7029	7380	7750	8137	8544
January 2024 - 4% COLA	7310	7675	8059	8462	8885
January 2025 - 4% COLA	7603	7982	8382	8801	9241

** In the event that the above (Cola) compensation is modified for other bargaining units of the District greater than 7% during the term of this agreement, any increases will be realized by the Journey Person Mechanic.

4. Longevity Pay:
 - 4.1. Effective July 4, 2014

Completed Years of Service	Annual Amount
5	1% of salary
10	2% of salary
15	3% of salary
20	4% of salary
25	5 % of salary
30	6% of salary
35	7% of salary

4.2 Effective the first full pay period after July 1, 2014, the employee shall be entitled to receive longevity pay in the amount of 1% of the EMPLOYEE’S base salary for every 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 Amounts: EMPLOYEE shall receive an educational incentive for possession of the following: 1.0% for one of the following: a College Business

Certificate or an Accounting Certificate (or equal to the core classes required for an AS or AA degree), 4.0% for an AA/AS degree, 6.0% for a BA/BS degree, 1.0% for Emergency Vehicle Technician (EVT) 1, 2.0% for EVT 2, and 3% for EVT 3.

5.1. Cumulative, Incentives may be accumulated to a total of 12%, Applied to Base Salary. Incentives shall be applied to the EMPLOYEE's step placement on the salary schedule.

5.2. Application Process and General Provisions: The EMPLOYEE shall initiate the process by filing a request with the Personnel Officer. Unless approved in advance by the Fire Chief (in writing), credit shall only be given for course work that was completed by the EMPLOYEE on his/her own time and at his/her own expense. An educational incentive shall commence at the beginning of the month following approval by Personnel Officer. It is the responsibility of the EMPLOYEE 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 or degrees for which benefits are requested.

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. Beginning January 1, 2024, payments shall be made with the EMPLOYEE's regular paycheck in equal payments each pay period.

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 may elect to take all or part of earned vacation or may carry over to the next service year. Maximum accrual of vacation hours may not exceed twice the EMPLOYEE's annual accrual rate as specified above.
- 7.2 Employee may sell up to 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.
- 7.3 Employees may accrue a maximum of 150 hours over the amount set forth in 7.1 and sell any such excess hours back 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 in which the excess accrual occurs. No excess accrual shall carry over into the next year, unless the criteria under 7.1 are met
8. Sick Leave: Sick leave is front-loaded in January of every year. EMPLOYEE shall receive ten (10) hours per month. Beginning January 1, 2024, all sick leave hours will be earned as accrued at a rate of 4.615 hours per pay period
9. Holidays: EMPLOYEE on a 40-hour work week shall receive 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 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 \$1600 per month.
- 10.2. \$858 is allocated to the medical plan; an Additional \$142.00 to be allocated to dental and vision plans
- 10.3. As soon as possible, preferably January 14th, the DISTRICT will provide an additional \$100 per month to \$1700/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 \$200 per month for a total DISTRICT contribution of \$1800 per month.
- 10.3.2. Effective January 2025, the flex plan contribution by the DISTRICT will increase to \$300 per month for a total DISTRICT contribution of \$1900 per month.
11. Payroll Deduction: Any 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 is required to sign a payroll deduction form and pay the monthly difference by payroll deduction. Failure to execute a payroll deduction form will result in immediate cancellation of insurance for non-payment of premiums.
12. EMPLOYEE Assistance Program: The Fire DISTRICT will maintain an EMPLOYEE Assistance Program.
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.
- a. 2% @ 62 miscellaneous formula based on last three highest years.
 - b. One hundred percent (100%) of an EMPLOYEE's accumulated sick leave to be credited to years of service. No cost to EMPLOYEE.
 - c. The Fire DISTRICT agrees to maintain 1959 Survivor Benefit, level (4) EMPLOYEE to contribute Two Dollars (\$2.00) per month.
 - d. The EMPLOYEE shall pay the unit member's six and a quarter percent (6.25%) contribution to the Public Employees Retirement System. (P.E.R.S.)
14. EMPLOYEE is required to provide personal hand tools and toolbox. DISTRICT will provide a tool allowance up to \$500 per calendar year. DISTRICT will reimburse EMPLOYEE after providing receipts to the DISTRICT.
15. \$50 Monthly deferred compensation employer match to employee paid \$50 contribution either new or existing.
16. Other Post-Employment Benefits (OPEB) –
- a. Current unit members are required to contribute a maximum of 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.

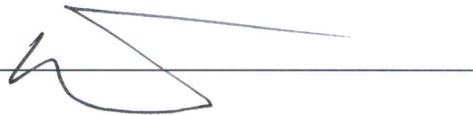
- b. Employees have no claim or right to any assets held in the trust; thus, no cash out of mandatory contributions is permitted at any time.
- c. These contributions will be used to fund post-retirement medical expenses of the employees as defined by federal, state, and local law as well as the California Public Employees Retirement System (CalPERS) as otherwise permitted by applicable tax provisions and Section 115 trust.
- d. 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

By: 
FIRE CHIEF

DATE: 5/15/23

I accept this offer of employment and agree to comply with the conditions thereof and to fulfill all the duties of employment as **Fire Mechanic** of the South Placer Fire Protection District.

By: 

DATE: 5-15-23