

Division Chiefs
Battalion Chiefs



COMPENSATION AND BENEFITS

Effective July 2, 2023

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Introduction

This document reflects the work periods, salary and benefits for the following positions:

- Division Chief
- Battalion Chief

Effective Date

July 2, 2023

EMPLOYMENT STATUS, WORK PERIOD, SALARIES, OTHER COMPENSATIONS

Employment Status

Position	Typical Work Week	Status
Division Chief	40 hrs/wk	Exempt
Division Chief	48/96	Exempt
Battalion Chief	40 hrs/wk	Exempt
Battalion Chief	48/96 A/B/C	Exempt

Work Periods

48/96 shift is 0800 to 0800, 48 hours on, 96 hours off.

40-hour Chief officers typically work a standard work week, either (5) 8-hours shifts or (4) 10-hour shifts) and may vary their arrival and/or departure times (and other times during the workday) upon approval from the Fire Chief.

Salaries

Salaries are set forth in the salary schedule attached to this document as Appendix A.

Employees get paid every other Friday. There are 26 pay periods per year.

Hourly rates for 56-hour employee salary shall be calculated by dividing an employee's annual salary by 2920 hours.

Hourly rates for 40-hour employee salary shall be calculated by dividing an employee's annual salary by 2080 hours.

Overtime Pay

Battalion Chiefs shall receive time and one-half (1.5) pay for extra shifts. The Battalion Chief position is exempt from FLSA, therefore, extra time other than extra shifts is not compensated.

Division Chiefs who are qualified to work Battalion Chief positions shall receive time and one-half in excess of their normally scheduled 40-hour work week or in response to a

reported emergency incident. When assigned to cover the Battalion Chief shift, Division Chiefs will spend the night at one of the district fire stations. Overtime will only be approved for work that is not currently compensated by any other compensatory tool.

Open Shift Overtime Procedures

Shifts should be filled in the following order:

1. Battalion Chiefs
2. Qualified Out of Class Captains
3. Acting Battalion Chiefs
4. Division Chiefs, Assistant Chiefs, Fire Chief

Emergency Call Back / Mandated Staffing Periods / Recall Pay

The District may recall off-duty personnel due to significant emergency incidents (fire, rescues, disasters) and to provide additional on-duty staffing during periods of elevated community risk (storms, Red Flag Warnings). Battalion Chiefs and Division Chiefs shall be paid overtime for any hours worked beyond normal hours.

On-Call / Stand By Stipend (“Duty Chief” Assignment)

40-hour employees who are assigned to be on-call off duty and after normal business hours (“Duty Chief”) shall be compensated \$150 stipend/weekday and \$300 stipend/weekend. 56-hour employees who are assigned to be on-call off duty and after normal business hours (“Duty Chief”) shall be compensated \$300 stipend. When responding to significant incidents or at the request of the Fire Chief or on-duty Battalion Chief the employee shall be compensated with time and one half (1.5) pay. Being available regularly for on-call duty is an essential function of the position of Battalion Chief and/or Division Chief.

Out of District Mutual Aid Assignment

Division and Battalion Chiefs are permitted to respond to an out of district mutual aid assignment with approval from the Fire Chief. Division and Battalion Chiefs shall be paid overtime for any hours worked beyond their normal hours, portal to portal.

Mandated Overtime

Battalion Chiefs fill A, B and C shifts. In the event an open shift is not voluntarily filled using shift backfill procedure, the Fire Chief, or his designee may mandate an employee to fill the shift. Division Chiefs cannot be mandated to Battalion coverage.

Shift Trades / Partial Coverage

Battalion Chiefs may request shift exchanges with other Battalion Chiefs. Shift trades at no disservice to the District.

Non-Emergency Call Back

Battalion Chief/ Division Chiefs who are summoned back to work while off duty for meetings, training, workshops, or at the request of the Fire Chief and/or his/her designee, May receive overtime, on a case by case basis with preauthorization.

PAID TIME OFF

Sick Leave

All personnel assigned to 56-hour schedule shall accrue twelve (12) hours per month of sick leave. All personnel assigned to 40-hour schedule shall accrue twelve (8) hours per month of sick leave. The District may require a doctor's note for sick time exceeding four consecutive days/shifts.

Vacation

Accrues at the following rates:

Years of Service	Hours Accrued per Year 56-hour Employees	40-hour Employees
0-5	192	144
6-10	240	180
11-15	264	204
16 or more	312	240

Maximum Allowable Accumulated Vacation

Vacation accrual will be capped at (2) years at the highest accrual rate: 624 hours for 56-hours employees and 480 hours for 40-hour employees.

Holidays

The employee will be paid 24 hours overtime if their regularly scheduled day worked falls on one of the following holidays:

1. New Year's Day
2. Martin Luther King Junior Day
3. Lincoln's Birthday (February 12th)
4. President's Day
5. Easter Day
6. Memorial Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Christmas Day

For 40-hour employees, if the holiday falls on a weekend day, the previous Friday or following Monday can be taken off.

Bereavement Leave

Battalion and Division Chiefs shall be allowed time off with pay, in the event of a death in the immediate family, according to the schedule listed below. Immediate family shall include the employees' existing spouse, domestic partner, child, step or foster child, child of domestic partner, a legal ward, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the employee's household.

Battalion Chiefs: 48 consecutive work hours
Division Chiefs: 3 consecutive days

The District may, at its discretion, approve a request for additional time off as bereavement leave where out-of-state travel is required or when an employee's emotional condition so warrants. Any such requests, if granted, shall be deducted from the employee's accrued sick leave.

Jury Duty

In the event of a jury summons, no deduction will be made from the salary of any employee while serving on jury duty. Employees are to return to work immediately following a release from jury duty if jury duty concludes during a work period.

BENEFITS

Retirement

The District shall provide Classic employees with 3% @ 55 plan, formula (Classic PERS). Classic employees shall pay 9% employee contribution of applicable compensation.

The District shall provide PEPRA employees, hired after January 1, 2013, with 2.7% @ 57 plan, formula (PEPRA Members). PEPRA employees will pay 50% of the normal cost, as set annually by PERS, contribution of applicable salary.

Medical Insurance

100% Paid by District
Coverage through FDAC/Blue Shield or Kaiser for employees and dependents.

Dental Insurance

100% Paid by District
Coverage through FDAC/Delta Dental for employees and dependents.

Vision Insurance

100% Paid by District

Coverage through FDAC/VSP for employees and dependents.

CSFA Membership

The District will pay 100% of CSFA dues for all employees.

OTHER PROVISIONS

Employee Rights

Division and Battalion Chiefs shall be covered under Government Code § 3250 (Firefighter Bill of Rights).

Management Rights

The District, on its own behalf and on the behalf of the taxpayers of the District, hereby retains and reserves the right, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitution of the State of California and the United States including but without limiting the generality of the foregoing the right.

Uniforms

Uniform: The District will provide the employee with class B uniforms and one class A uniform, then supplied/updated as needed. This includes duty boots.

District Owned Vehicles

The District may provide chief officers with an assigned District owned or leased and maintained vehicle to use while conducting district business. See Use of District Vehicle Policy for restrictions. The District shall reimburse the employee for any use of his/her personal vehicle when used for District business. Reimbursement shall be for mileage only at the current IRS rate.

Appendix A Salary Schedule

Effective July 2, 2023

Classification	Step 1	Step 2	Step 3	Step 4
Battalion Chief	\$127,853	\$134,259	\$140,972	\$148,020
Division Chief	\$155,422	\$163,192		

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have fully read and understand the information presented to me. Also, that if I have any questions or concerns about this document, it is my responsibility to discuss those with my immediate supervisor.

Signature

Print Name

Date