

**NORTH METRO FIRE RESCUE DISTRICT**  
**2021 – 2022 BENEFIT SUMMARY AND PAY PLAN**  
**FOR ADMINISTRATIVE EMPLOYEES**

The benefits described below are applicable to non-union full-time regular Administrative employees only. This summary is provided for information purposes only. Specific benefits are detailed in and subject to the limitations and provisions of the Rules and Regulations of the District, in addition to any limitations of the contracts with the District's insurance providers. This summary is neither an express nor an implied contract, and the District retains the right to change, delete, or modify any benefit as authorized by applicable law.

**SALARY CONTINUATION PROGRAMS**

A. Health Insurance:

The District will provide health care insurance to employees. The District will pay 85% of family, employee plus spouse and employee plus children premiums and 90% of single premiums for all plans offered. The District reserves the right to provide additional choices to employees that may be more favorable in terms of price and/or cost sharing. The District also reserves the right to provide well-being incentives to encourage health improvements and overall cost reductions. If the District offers a high deductible plan, the high deductible plan will include an annual employer contribution to a Health Savings Account for each employee enrolled in the high deductible plan. The District's annual contribution will be \$4,500 for family coverage, \$4,000 for Employee plus spouse coverage, \$3,500 for Employee plus child coverage and \$2,250 for single coverage. The contributions to the Health Savings Accounts will be deposited monthly.

B. Dental Insurance:

The District will provide dental insurance to employees. The District will pay 85% of family, employee plus spouse and employee plus children premiums and 90% of single premiums. The District reserves the right to provide additional choices to employees that may be more favorable in terms of price and/or cost sharing.

C. Vision Insurance:

The District will provide vision insurance to employees. The District will pay 85% of family, employee plus spouse and employee plus children premiums and 90% of single premiums. The District reserves the right to provide additional choices to employees that may be more favorable in terms of price and/or cost sharing

D. Post Retirement Health Insurance Availability: To the extent the District's Health Insurance carrier(s) will provide the coverage, employees may continue health coverage if the employee retires and meets one or more of the following conditions:

1. Complete twenty (20) years of service with the District.
2. Complete at least ten (10) years of service with the District and attain age fifty- five (55).
3. Qualify for normal or disability retirement in accordance with the provisions of the applicable general employee or fire pension plan. In order for the retired employee to continue this coverage, the employee must reimburse the District for the full cost of such coverage in accordance with established District policy.

E. Sick Leave:

An employee may use accrued sick leave when they are physically injured, ill, where the employee requires medical treatment not available during his/her non-duty hours, or for mental health reasons. Sick leave may also be used when it is necessary for the employee to attend to an injured or ill member of his/her immediate family (as is defined in ADM142 Sick Leave Procedures).

Non-exempt employees may use up to 24 hours of sick leave in a calendar year for personal leave, using a minimum of 2 hours in each instance.

Immediate family shall mean: An employee’s husband, wife, daughter, son, father, mother, or other person with whom the employee is in the substantial equivalent of an immediate family relationship, as determined by and with the approval of the Fire Chief.

To ensure that all employees have economic protection against illness or injury, each employee shall accumulate sick leave at the following rates per month of employment with the District:

- 40 hour employees will accrue 9 hours per month
- 56 hour employees will accrue 12 hours per month

If upon hire or termination a full month has not been completed, sick leave will be prorated by the percentage of month completed.

F. Payment for Accumulated Sick Leave Upon Termination:

1. An employee shall be reimbursed per the table below for all hours accrued at the current rate of pay upon termination of employment from the District for any reason.

Years of Service Completed:	Percent Reimbursement:
0 to 4 years	25%
5 to 9 years	50%
10 to 24 years	75%

25 years and over	80%
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G. Maternity/Paternity/Adoption Leave: Leaves for the birth or placement of a child may be taken in accordance with the Family and Medical Leave Act. However, an employee may, at his/her discretion, utilize any leaves which are available to him/her or may take leave without pay under the Family and Medical Leave Act for such event.

The District shall grant 16 hours of paid leave (48 hours for line personnel) to personnel for the birth or placement of a child, plus an additional 16 hours (48 hours for line personnel) of paid leave for an employee to physically recover from giving birth to a child.

**Breaks for Nursing Mothers:** In accordance with Section 7 of the Fair Labor Standards Act (FLSA) and applicable State and Federal law, the District will provide employees a reasonable amount of time to express milk for up to 2 years after a child’s birth each time that she needs to express milk.

The District shall provide a location to express breast milk, that is not a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

H. Injury Leave (Work Related): In the event an employee is injured while working within the scope and course of his/her employment and the District designated physician determines that the employee is unable to work, the employee shall be placed on Injury Leave, and the District will continue to pay 100% of the employee’s base salary for the first 180 consecutive calendar days from the date of disability.

In the event that an employee’s disability absence extends beyond 180 consecutive calendar days, the District’s third-party workers’ compensation adjusters will pay the employee in the amount of two-thirds (2/3) of the base wage, not to exceed the limit established by Colorado State Statutes, plus related expenses, as provided by the Colorado Workers’ Compensation Act. Employees may utilize accumulated leave balances to supplement the workers’ compensation wage up to a total not exceeding their original base wage. All reasonable medical expenses, authorized by the District’s designated physician and the District’s third-party workers’ compensation adjusters, will be paid in full by the District. If the on-the-job injury claim is subsequently denied by the District’s third party workers’ compensation adjuster, the days of absence already paid by the District shall be charged to the employee’s present and/or future accumulated leave balance in an amount proportional to the total or partial overpayment.

I. Disability Leave (Non-Work Related): The District will provide income continuance protection through a self-funded disability insurance program for absence due to off-the-job injury or illness. This protection will begin after the employee has used all accumulated sick leave, but in no event sooner than 15 calendar days of absence, and will continue up to 180 calendar days of absence or when the employee is released to return to work, whichever comes first. This benefit will afford the employee 60% of his/her base salary.

The District will provide income protection in the event of continuous long-term absence, specifically, absences extending beyond six months, in the amount of 60% of the employee's base salary in effect at the time the disability began. These disability payments will be paid in accordance with the provisions of the long-term disability insurance policy.

J. Family Medical Leave (FMLA): Up to 520 hours will be granted in unpaid, paid from sick/vacation leave available or combination thereof for any of the following:

1. to care for the employee's child after birth, or placement for adoption or foster care; or
2. to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
3. for a serious health condition that makes the employee unable to perform the employee's job.

Employees are eligible if they have worked for the District for a least one year for full-time employees and at least 1,250 hours over the previous 12 months if employed part-time. FMLA leave is further governed by the District's Rules, Administrative Policies, Employee Handbook, State and Federal Law.

K. State-Wide Death and Disability: For (uniformed) personnel hired after January 1, 1997 who are eligible for the death and disability coverage provided under section 31-30-104, et. seq. C.R.S., the District shall make the entire contribution required by state statute to the death and disability fund.

L. Pension:

1. FPPA is the retirement plan for all full-time employees. The District shall contribute the minimum FPPA defined employer contribution to those employees in the Statewide Defined Benefit plan, the Statewide Benefit Re-entry Group plan and the Statewide Hybrid Plan.

M. Deferred Compensation Plan: A 457 Deferred Compensation Plan is available to all employees. Employee contributions are voluntary and contributions can be made up to the current IRS maximum contribution amount.

The District provides up to a 2% match on voluntary elected contributions for all full-time employees who are in the Statewide Defined Benefit plan and Statewide Hybrid plan.

For Employees of the FPPA Defined Benefit Reentry Group, the District will match an employee's contribution, above the FPPA defined plan minimum contribution, up to a maximum of two percent (2.0%). The employee and matching employer contribution will be contributed the employees FPPA Money Purchase Plan as defined by FPPA.

- N. Employer Contributions to Pension after DROP: After an employee has elected to enter the Deferred Retirement Option Plan (DROP) with the Fire and Police Pension Association of Colorado and up to the employee's time of termination of employment (which shall be no later than the fifth anniversary of the DROP entry date), the District will contribute into the Employee's deferred compensation plan at the current contribution rate required by the employee's pension plan if the employee had not entered the DROP plan.
- O. Life Insurance: The District will pay the full cost of the premium for group term life insurance on the life of the employee. In the event of the employee's death, this insurance will pay the designated beneficiaries an amount equal to two times (four times if accidental death) the employee's annual base salary. An additional benefit will be paid to the designated beneficiaries of Administrative Pay Plan Employees who are considered Public Safety Officers (Fire Chief, Deputy Fire Chief, Division Chiefs, Battalion Chiefs and Administrative Captains). For these employees, an additional benefit will be paid to the designated beneficiaries for a Line of Duty Death for an amount equal to the lesser of \$50,000 or two times the employee's annual base salary.

**PAID LEAVE BENEFITS:**

A. Vacation:

1. Administrative employees will accrue vacation leave at the following rates:

<u>Years of Employment</u>	<u>8 Hour Shift</u>		<u>24 Hour Shift</u>	
	Hours		Hours	
	Accrued		Accrued	
	<u>/Month</u>	<u>/Year</u>	<u>/Month</u>	<u>/Year</u>
0 through 2	10	120	15	180
3 through 7	12	144	18	216
8 through 12	14	168	21	252
13 through 17	16	192	24	288
18 through 22	18	216	27	324
23 through 25	20	240	30	360
26 through 29	22	264	32	384
Over 29	24	288	34	408

If upon hire or termination a full month has not been completed, vacation leave will be prorated by the percentage of month completed.

2. Administrative employees must use at least one-half of the vacation hours earned during the year they are earned. Administrative employees are allowed to carry over annual accrued vacation leave based on years of service per the following table:

<b>Years of Service Completed</b>	<b>40 Hour Employees</b>	<b>24 Hour Shift Employees</b>
1 to 24 years	350 hours annually	408 hours annually
25 to 29 years	390 hours annually	456 hours annually
30 years and greater	430 hours annually	504 hours annually

3. A non-probationary employee will be reimbursed 100% of all hours accrued at current rate of pay upon termination from the District for any reason.

**B. Holidays:**

1. Every regular employee who is assigned to an 8-hour shift shall receive fourteen paid holidays per year, as follows:

New Year's Day	January 1
Martin Luther King Jr.	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Friday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Three Floating Holidays	May be taken at any time, subject to approval of supervisor

- a. Newly hired employees will be eligible for up to three floating holidays to be prorated upon percent of year remaining from date of hire and subject to approval by supervisor. Employees terminating during year will also be subject to proration of the three floating holidays and supervisor approval. Floating Holidays not taken will not be reimbursed or carried over to the new year.

2. Every Battalion Chief who is assigned to a 24 hour shift shall receive 96 hours of holiday pay.

- C. Bereavement Leave: The Fire Chief or his/her designee may grant up to five working days for 8 hour/day employees (3 shifts for shift employees) of paid bereavement leave to any employee when a death has occurred in such employee's or employee's spouse's immediate family. Immediate family shall mean: An employee's spouse, children, parents, parents-in-law, sibling, sibling-in-law, grandparents, step-parents, step-children and grandchildren. Requests for extended bereavement leave shall be given due consideration.

Approved bereavement leave in excess of the periods provided above may be deducted from unused vacation time or accrued sick leave, or may otherwise be without pay.

Requests for bereavement leave should be made to the Fire Chief or his/her designee.

- D. Military Leave:

1. **ANNUAL MILITARY LEAVE:** Pursuant to the provisions of State law, any District employee who is a member of the National Guard or any other component of the military forces of the state organized or constituted under State or Federal law, or who is a member of the Colorado division of the Civil Air Patrol, or who is a member of the Reserve Forces of the United States, organized or constituted under Federal law, shall be entitled to annual military leave with pay in an amount not exceeding fifteen (15) days (120 hours) in any calendar year. For the purposes of this Section, such annual military leave shall be considered to be with pay if the District pays the employee the difference between the employee's regular salary and any compensation paid to the employee by the appropriate military unit. Annual military leave shall not be paid unless the employee returns to employment with the District upon being released from such service within the timelines, and subject to the conditions outlined, in Federal and State law.
2. **EXTENDED/EMERGENCY MILITARY LEAVE:** If any employee who is a member of any unit referred to in the above section is required by proper authority to continue such military service beyond the time for which leave with pay is allowed, such employee shall be entitled to leave of absence without pay in accordance with the provisions of Federal or State law, as it may from time to time be amended. The District shall continue to pay the employee the difference between the employee's regular salary and any compensation and allowances paid to the employee by the appropriate military unit up to a maximum of sixty (60) calendar days of military leave per year or deployment. In no case will an employee receive more than 60 days of additional compensation in one calendar year or for the same deployment if it extends beyond 60 days or over two calendar years. Employees granted extended/emergency military leave shall be entitled to credit for the time spent on such leave as provided for by Federal or State law.

3. In order for an employee to receive the difference between the employee's regular salary and any compensation paid to the employee by the appropriate military unit for the time specified above, the employee must provide copies of all checks or documents specifying allowances that were paid to employee for such military time.
  
- E. Court Leave: An employee who is required to serve as a juror during normal work hours in a Federal, State, County or Municipal Court shall be granted court leave with pay, if the District pays the employee the difference between the employee's regular salary and any jury fees paid to the employee, exclusive of meals and travel expenses to serve in such a capacity. An employee who is subpoenaed to appear as a witness in a Federal, State, County or Municipal Court shall be granted court leave with pay to appear in such capacity, if and only if such subpoena stems from an incident which is the direct result of the employee's employment with the District. Otherwise, the employee shall be released from work and may use vacation or compensatory leave as permitted by the Fire Chief.
  
- F. Election Leave: All employees may be eligible to receive a maximum of two hours for election leave with pay to vote in each Municipal, County, State or Federal election; provided, however, in order to receive such paid election leave, an employee shall notify his/her supervisor at least five days in advance of the date and time that the employee intends to take election leave and the employee demonstrates that he/she is unable to vote before or after the work shift for that day.

## **OTHER BENEFITS**

- A. Tuition Reimbursement: An employee will be eligible for education assistance for job-related credit courses, subject to funding as approved by the District Board, for which the employee obtained prior approval of the Fire Chief. Where such prior approval has been given, the District shall reimburse employees attending job-related courses by paying the cost of the tuition, books and fees upon the employee's achievement of a grade of C or better in each course and upon the employee's submission of valid receipts for expenses incurred. Should an employee, through voluntary resignation, leave the District's employment within twelve months of having completed a course(s) for which the employee was reimbursed, such reimbursement shall be refunded to the District by the employee.
  
- B. Uniform/Clothing Allowance:
  1. Battalion Chiefs, Administrative Captains, PIO, Fire Prevention and Life Safety Education staff: The District shall replace, as needed, uniforms issued by the District.
  
  2. Deputy and Division Chiefs: The District shall pay \$600.00 annually for uniform/clothing allowance.



C. Flex Time/Administrative Leave:

The positions of Deputy Chief, Division Chief, Chief Financial Officer, Battalion Chief, Fire Safety Engineer, Administrative Captain, Public Information Officer, Fleet Maintenance Manager, Human Resources Manager, Deputy Fire Marshal, DBA/Senior Analyst, Facilities Maintenance Manager, Executive Administrative Assistant, and Information Technology Director are administrative positions and are exempt from the Fair Labor Standards Act. Such employees are expected to work in excess of the established workday or workweek to complete job duties, if necessary. Such employees shall not be eligible to receive compensation for overtime worked; moreover, any such time shall not be compensated in wages or salaries nor shall it be accumulated. Employees may, however, request flex time/administrative leave from the Fire Chief or his/her designee. Such paid absences, including the amount of advance notice required of the employee to schedule these absences, shall be strictly discretionary with the Fire Chief and his/her designee.

D. Overtime/Compensatory Time:

The positions of Administrative Assistant, Senior Accountant, Accounting Clerk, Receptionist, Network IT Technician, EVT Mechanic, Training Center Coordinator, Fire Inspector, Fire Prevention Specialist, Life Safety Education Officer and Life Safety Education Specialist are non-exempt positions subject to the requirements of the Fair Labor Standards Act. Such employees who are required to work hours in excess of the established workweek shall receive overtime pay or compensatory time for any such hours worked.

E. Probationary Period:

An employee, who for the one-year period immediately following date of hire with the District, is expected to perform in a satisfactory manner for the position as defined in the performance management standards; and, during which time may be discharged with or without cause.

F. Team Merit Pay:

Subject to funding as approved by the District Board, team merit pay may be awarded to employees on an annual basis. Team merit pay will be awarded based on a division or workgroup's annual performance towards achieving District goals and meeting or exceeding team performance benchmarks.

1. Team merit will be paid as a lump sum and will not increase the employee's base pay.

2. An employee whose latest performance appraisal indicates that the employee has not met the established performance requirements for his/her position or is on a corrective action plan shall not receive any team merit pay.
  3. Only those currently employed at the time team merit pay is awarded are eligible to receive team merit pay.
  4. Employees who have less than one full year employment will be eligible for team merit pay on a pro rata basis.
- G. Vehicles: Vehicles may be assigned to staff personnel as determined by the Fire Chief.
- H. Compensation for 2021 – 2022 is shown as Appendix A and B of this Plan.

**APPENDIX A  
NORTH METRO FIRE RESCUE DISTRICT  
NON-UNION PAY RANGES  
2021**

<b>POSITION</b>	<b>Minimum</b>	<b>Maximum</b>
Chief	n/a	Contract
Deputy Chief	158,219	164,811
Chief Financial Officer	112,071	164,811
Human Resources Manager	102,521	138,448
Battalion Chief – Staff	152,031	152,031
Battalion Chief – Shift	144,791	144,791
Administrative Captain	134,327	134,327
Division Chief	112,579	152,031
Deputy Fire Marshal	89,733	121,179
Fire Safety Engineer	83,916	113,324
Fire Prevention Specialist	70,841	95,667
Fire Inspector	67,983	91,807
Life Safety Education Officer	63,012	85,094
Life Safety Education Specialist	48,655	68,144
Public Information Officer	81,864	110,522
Training Center Coordinator	64,726	87,408
IT Director	87,555	118,238
DBA/Senior Analyst	86,193	116,398
Network IT Technician	68,331	92,277
Facilities Maintenance Manager	70,868	95,703
Fleet Maintenance Manager	82,341	111,197
EVT Mechanic	61,562	83,136
Senior Accountant	70,445	95,132
Accounting Clerk	44,886	60,616
Executive Administrative Asst.	61,612	83,203
Administrative Assistant III	46,985	63,451
Administrative Assistant II	41,801	56,450
Receptionist/Admin Asst. I	35,636	48,124

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**APPENDIX B**  
**NORTH METRO FIRE RESCUE DISTRICT**  
**NON-UNION PAY RANGES**  
**2022**

<b>POSITION</b>	<b>Minimum</b>	<b>Maximum</b>
Chief	n/a	Contract
Deputy Chief	163,756	170,579
Chief Financial Officer	115,994	170,579
Human Resources Manager	106,109	143,294
Battalion Chief – Staff	157,352	157,352
Battalion Chief – Shift	149,859	149,859
Administrative Captain	139,028	139,028
Division Chief	116,030	156,692
Deputy Fire Marshal	92,874	125,420
Fire Safety Engineer	86,853	117,290
Fire Prevention Specialist	73,321	99,015
Fire Inspector	70,362	95,020
Life Safety Education Officer	65,217	88,072
Life Safety Education Specialist	52,227	70,529
Public Information Officer	84,706	114,390
Training Center Coordinator	66,991	90,467
IT Director	90,619	122,376
DBA/Senior Analyst	89,210	120,472
Network IT Technician	70,723	95,507
Facilities Maintenance Manager	73,349	99,053
Fleet Maintenance Manager	85,223	115,089
EVT Mechanic	63,717	86,046
Senior Accountant	72,911	98,462
Accounting Clerk	46,457	62,738
Executive Administrative Asst.	63,768	86,115
Administrative Assistant III	48,630	65,672
Administrative Assistant II	43,264	58,426
Receptionist/Admin Asst. I	36,883	49,808

