

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY
COMPENSATION PLAN AND BENEFITS

Administrative Assistant

September 4, 2023 through June 30, 2025



1. SCOPE

The Compensation Plan and Benefits contained herein apply to the at-will hourly support staff positions of: Administrative Assistant

2. COMPENSATION

Salary Band \$53,040 - \$63,648

- Salary effective September 4, 2023 will \$53,040 (\$25.50) and will be eligible for merit increase within the salary range.
 - Salary effective July 1, 2024 will increase by 2% and will be eligible for merit increase within the salary range.
- With Approval by the Executive Director, merit increases will be assessed annually (years one and two) on the anniversary of the hire date of the Administrative Assistant

3. EARNED VACATION

Hourly employees shall be credited with an annual vacation with pay according to their number of months of continuous, uninterrupted, full-time service as follows:

- a. 4.60 hours of vacation accrued bi-weekly, for the first through seventh years of service.
- b. 6.15 hours of vacation accrued and credited bi-weekly following completion of the seventh and succeeding years of service.

4. MAXIMUM VACATION ACCUMULATION

400 HRS

5. VACATION REQUESTS

The Director must approve vacation requests for the listed position. The Administrative Assistant shall use a minimum 40-hour block of vacation at least once each year. The balance may be used in increments of one (1) hour.

6. HOLIDAYS

The following holidays shall be observed by the Authority and shall be taken on the designated holiday. If a holiday occurs on a Saturday or Sunday, the Friday immediately before the holiday shall be taken in lieu.

New Years Day	January 1
Martin Luther King Day	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admission Day*	September 9 (Float)
Columbus Day*	Second Monday in October (Float)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Years Eve	December 31

0.62 hours of vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays.

7. OVERTIME

Overtime shall be defined as all hours actually worked in excess of ten (10) hours in a workday or excess of forty (40) hours in a workweek. The overtime service must be for work ordered or authorized by the HCFA Executive Director prior to working it.

8. UNIFORM ALLOWANCE

Administrative Assistant will receive \$320 for uniform allowance each fiscal year to cover the cost of uniform shirts and outer wear through the Authority. These funds are not provided through payroll, but through the HCFA accounts payable process.

9. SICK LEAVE

Sick leave shall be granted at a rate of 5.52 hours bi-weekly with unlimited accumulation. Sick leave is not a right, but a privilege. Abuse of sick leave is considered grounds for dismissal.

10. SICK LEAVE CONVERSION

If any of the listed positions take less than 40 hours of sick leave during the fiscal year, he/she shall be entitled to convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based on their compensation rate for that fiscal year. Choosing of either option may not reduce his/her sick leave balance below 192 hours.

11. REIMBURSEMENT OF SICK LEAVE UPON SEPARATION

Credit for unused sick leave according to PERS section 20965 shall be granted only upon retirement. After ten years of continuous (uninterrupted) service and upon voluntary separation under satisfactory conditions (as determined by the appointing AUTHORITY), an EMPLOYEE shall be eligible to receive a cash payment equivalent to 25% of all unused sick leave, less the total number of hours converted to either cash or vacation as set forth in Section 8. Such reimbursement is to be computed upon the EMPLOYEE'S final compensation rate (e.g. 600 {balance of sick leave on books after conversions and use} x .25=150; 150-400 {hours converted previously} -0).

12. BEREAVEMENT LEAVE

Up to three days leave with pay shall be granted to EMPLOYEES in order to discharge the customary obligations arising from the death of a relative who is a member of the EMPLOYEE'S immediate family (including spouse or domestic partner, children & spouse/partner, father & spouse/partner, mother & spouse/partner, brother & spouse/partner, sister & spouse/partner, mother in law & spouse/partner, father-in-law & spouse/partner, grandparents & spouse/partner, stepbrothers & spouse/partner, stepsisters & spouse/partner). Requests for such leave must be approved by Management.

13. CAFETERIA/INSURANCE

The AUTHORITY agrees to continue its cafeteria-style benefit plan for all full time EMPLOYEES. Only benefits which are EMPLOYEE paid shall be available through this plan. The benefits include dental insurance, vision insurance and health insurance.

A total of \$1,275 per month shall be allocated to the Administrative Assistant for this benefit effective for the duration of this contract.

In the event that the total cost of benefits selected exceeds the allowance, the difference shall be deducted from the EMPLOYEE'S salary as a payroll deduction. If the allowance exceeds the total cost of benefits selected, the remaining balance will be placed in the EMPLOYEE'S Flex account up to the allowable IRS limit. The EMPLOYEE will not be eligible to receive the remaining balance of the cafeteria benefit allowance in cash.

14. TUITION REIMBURSEMENT

Tuition and Book reimbursement, for the actual cost will be paid by the Authority for attendance at professional and technical courses or work-related seminars.

To encourage continuous education, supervisory and management training, the Authority will include within the Tuition Reimbursement Policy, the opportunity for the listed positions to use the allowance to help defer costs of attending relevant seminars, workshops, conferences, and classes (not necessarily requiring a grade) which promote professional growth. In addition, these funds may be applied toward related lodging, meals and other travel costs in compliance with the procedure for Travel and Meetings as having been established.

Each position shall be entitled to a maximum of \$2000.00 per fiscal year reimbursement. Permanent part-time employees are eligible for \$500.00.

15. STATE DISABILITY INSURANCE (SDI) INTEGRATION

All EMPLOYEES shall be eligible to receive benefits under the State Disability Insurance (SDI) program commencing March 1, 1987, at their own expense.

EMPLOYEE wages will be integrated with SDI benefit payments and eligible leave balances. The portion of the EMPLOYEE'S regular salary that is not paid by SDI will be charged against eligible leave balances. The total amount of the benefits combined shall not exceed 100% of the EMPLOYEE'S regular salary.

16. RETIREMENT

- a. The Authority contracts with the Public Employees Retirement System (PERS)
- b. The Authority provides the 2.7% at age 55 PERS Retirement Plan for "Classic CalPERS Members", and 2% at age 62 for CalPERS PEPRA Members, both with the 1959 Survivor Benefit.
- c. As of January 1, 2013, the Authority will enroll all new personnel in the California Public Employees' Retirement System under the Public Employees' Pension Reform Act (PEPRA) Plan, Section 27451 which provides 2% at age 62 (three final years compensation).
- d. CLASSIC CalPERS Member Retirement compensation is based on the highest single year (Effective July 1, 1992)
- e. PEPRA CalPERS Member Retirement compensation is based off final three (3) years with the Authority
- f. Employees will receive military service credit as outlined in Section 20930.3 of the PERS law.

- g. Beginning August 6, 2011, the entire 8% EMPLOYEE'S share of the retirement cost is the responsibility of the EMPLOYEE.

Any State-mandated or other increases in the cost of the retirement system resulting from increases in the benefit level of the current plan are subject to *future negotiations* between the AUTHORITY and EMPLOYEES.

- h. The Authority will provide health coverage for retirees as provided by PERS beginning July 1, 1992, with a monthly contribution currently at \$152 in 2021 towards retiree coverage, or what the adjusted amount is calculated by PERS on an annual basis from the medical component of the CPI. The employee agrees to be liable for the difference between total costs of the health plan chosen and the current year AUTHORITY contribution or PERS mandated amount under the PERS Health Benefits Program. This benefit shall be part of the Section 125 Cafeteria Plan.

Any increased costs in providing retirement shall not be automatically absorbed by the Authority.

17. DEFERRED COMPENSATION

The Authority agrees to continue to provide an Internal Revenue Code Section 457 Deferred Compensation Plan as currently administered.

18. TRAVEL

Mileage reimbursement at the standard federal rate per mile shall be paid for any "work-related" travel.

19. WORKDAY/WORKWEEK

The Administrative Assistant may be required to modify his/her hours to accommodate priority public safety issues, special assignments or other issues for the Authority.

This Agreement is entered into this September 04, 2023 between the AUTHORITY and EMPLOYEE named below:

Jette Hartley
Employee Name (please print)

8.31.23
Date

Jette Hartley
Employee Signature

[Signature]
Director of Heartland Communications
Signature

8/31/23
Date