

MEMORANDUM OF UNDERSTANDING

Between

WOODSIDE FIRE PROTECTION DISTRICT

And

**UNREPRESENTED MISCELLANEOUS
And SAFETY PERSONNEL**

For the period of:

January 1, 2026, to December 31, 2028

WOODSIDE FIRE PROTECTION DISTRICT

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Section 1 Recognition

This Memorandum of Understanding is entered into between representatives of the Woodside Fire Protection District (hereinafter referred to as "Employer") and the Unrepresented Miscellaneous and Safety Personnel (hereinafter referred to as "Employee").

This Memorandum of Understanding is entered into pursuant to the Meyers-Milius-Brown Act (Government Code Section 3500, et seq.), and has been jointly prepared by the parties, and supersedes and replaces all prior Memoranda of Understanding executed heretofore.

Except to the extent modified by this Memorandum, all other wages, hours, and conditions of employment shall remain unchanged for the term hereof, unless mutually agreed upon otherwise by the parties.

"Employees" means all workers covered by this Agreement, whether male or female, and the use of masculine pronouns or other masculine terms shall include the feminine.

SECTION 1: Recognition

The Unrepresented Miscellaneous and Safety Employees and/or their designated agent(s) are recognized as the bargaining agent for this Memorandum of Understanding.

1.1 Unrepresented Positions: Finance Manager, HR/Benefits Manager, Public Education Officer, Administration Specialist, Fuel Mitigation Officer, Fire Inspectors, and all future Unrepresented Personnel.

The term of this agreement shall be from January 1st, 2026 thru December 31st, 2028.

1.2 Employer Recognition:

The Fire Board, The Fire Chief, or any person or organization authorized by the Employer, is the representative in employer-employee relations.

SECTION 2: Work Schedule and Access

2.1 Access to Work Locations:

The Employee shall be assigned an office or workspace that can accommodate the daily functions and reference materials needed to support their job functions. Employees will have use of the District's computers, will be assigned an email address, and will have reasonable remote access to the District's computer network, i.e., VPN.

2.2 Discrimination

There shall be no discrimination because of race, creed, color, national origin, age, sex, ancestry, sexual orientation, or because of an individual's physical handicap (unless that handicap prevents the person from meeting the minimum standards established for the relevant classification).

Woodside Fire Protection District provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Harassment includes, but is not limited to, offensive remarks, jokes, slurs, visual displays, physical conduct, or any other behavior that creates an intimidating, hostile, or offensive work environment.

This policy applies to all employees and applicants, as well as contractors, interns, volunteers, and any others conducting business with or on behalf of Woodside Fire Protection District. It applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This policy prohibits all forms of harassment and retaliation for reporting or participating in EEO-related investigations or complaints. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

Woodside Fire Protection District encourages employees to report all incidents of harassment to a member of the Command Staff, and/or the HR department. All reports are treated seriously, handled confidentially to the extent possible, and investigated promptly and fairly. When necessary, corrective action will be taken to stop the conduct and prevent its recurrence.

All Command Staff members are expected to model inclusive behavior, promptly address inappropriate conduct, and report concerns to HR. They are instrumental in ensuring that the work environment remains free of discrimination and harassment.

2.3 Americans with Disabilities Act

The Employer and the Unrepresented Personnel agree to abide by the provisions of the Americans with Disabilities Act (ADA). Should the Employer need to change any current practice or policy to comply with the provisions of the ADA, the Employer shall provide the Unrepresented Personnel with advance notification per section 2.3.1 of the MOU. Such notification shall be accompanied by appropriate legal memoranda and supporting legal documentation stating the basis necessitating the change.

2.3.1 Advanced Notice

Except in cases of emergency, defined as an action detrimental to life or property, the District shall provide the Unrepresented Personnel with no less than thirty (30) calendar days advance written notice of any proposed resolution, rule, regulation, or policy change that has a significant impact on wages, hours, or other terms and conditions of employment affecting members of the bargaining unit. Consistent with the Meyers-Miliias-Brown Act, the District shall meet and confer in good faith with the Unrepresented Personnel regarding such matters before adoption or implementation. Any such action taken without first providing notice and meeting and conferring with the Unrepresented Personnel shall be considered invalid and unenforceable.

2.4 Work Schedule:

The regular work week for Employees is forty (40) hours a week. With the approval of the Fire Chief or his designee, this requirement may be amended. Requests for flexible work hours will be granted when they can be accommodated within the District's needs, staff requirements, and are approved by the Fire Chief.

SECTION 3: Compensation

Effective January 1st, of each year, the monthly salary range for each employee shall be as follows:

The hourly rate of pay shall be calculated by multiplying the appropriate monthly rate by twelve (12) and dividing that total by 2080 for forty (40) hour work week employees. The rates of pay set forth herein represent the standard rate of pay for full-time employment and represent the compensation due employees, except for overtime compensation and other benefits specifically approved for by the Employer, unless specifically indicated otherwise in the schedule. The yearly rate will be calculated using the same percentage rate as other classifications

represented in the MOU and as approved by the Board of Directors.

3.1 Payday:

Payday shall be at least twice monthly and covers the 1st through the 15th and the 16th through the 30th or 31st. for regular pay. In the event that this day falls on a weekend or holiday, payday will be the preceding workday.

Overtime Payroll periods are calculated from the 6th through the 20th, and from the 21st through the 5th of every month. .

3.1.1 CONFIDENTIALITY OF PAYCHECKS

The Employer will institute paycheck distribution procedures, which will result in confidentiality (i.e. sealed envelopes for those employees not on duty or present to receive their check). All employees shall transition to fully electronic by January 1, 2027.

3.2 Payroll Deductions:

Any deductions approved by the Chief of the Department

3.3 Overtime:

Overtime is authorized time worked outside the regular 40-hour work schedule per week. Overtime shall be compensated at one and one-half (1 ½) times the regular compensation rate. Overtime shall be computed in 1/4-hour increments. The one and one-half overtime (1 ½) times rate will apply when you work over 40 hours during the week. Those 40 hours don't include holiday time, sick time and vacation time.

3.4 Emergency Callback Pay:

If an employee is called back to work for the purpose of responding to an emergency (or assisting the District with emergency operations), they shall be compensated for such work performed outside of the regular duty shift at the overtime rate of time and one-half (1.5), based on a forty (40) hour workweek.

Callback pay shall begin upon confirming the call to respond to the designated location (this is the confirmation call to report, not the initial page-out time).

For the purposes of this section, personal time refers to any activities or delays unrelated to direct travel and reporting to the station, including, but not limited to, showering, eating, changing clothes not required for response, running errands, or attending to personal matters. Personal time shall not be counted as compensable time.

Employees shall be compensated for direct travel from their location at the time of notification to the requested location, provided such travel is reasonable and without unnecessary delay. For purposes of this section, reasonable travel means travel by personal vehicle from a location within three

(3) hours of drive time to the District. Travel by air, or from locations requiring more than three (3) hours of drive time, shall not be compensable. The District reserves the right to review travel time for reasonableness in the event of a dispute, taking into account traffic, weather, and other relevant factors.

Employees who are called back on an emergency basis under this section shall receive a minimum of two (2) hours of overtime pay under the following circumstances:

- The employee reports for duty or assignment, regardless of the actual time worked; or
- The employee is enroute to the assignment, and the callback is canceled prior to arrival.

Pay will be in quarter-hour (15-minute) increments after the first two (2) hours.

This provision applies only to emergency call-backs, including but not limited to DOC staffing operations, storm assistance, or other urgent Department-initiated assignments. It does not apply to scheduled overtime, pre-planned assignments, or voluntary shifts.

3.5 Court Pay:

Any employee who is required to attend as a witness or otherwise any court or tribunal on a normally scheduled day off in connection with a matter regarding an event or transaction, which has been perceived or investigated in the course of normal duty, shall be paid at their regular rate if on duty and 1 ½ times their regular rate if off duty. In addition, employees will be compensated for reasonable traveling expenses incurred from their place of residence to the court or

Tribunal and return to your residence. While representing the District, all employees should wear appropriate business attire.

3.6 Salary Increase:

Increase of 6% starting January 1, 2026

Increase of 5% starting January 1, 2027

Increase of 5% starting January 1, 2028

3.7 Anniversary Changes:

Permanent employees serving in regular positions shall be advanced to the next higher salary step for their respective classification after completion of (1) year of full-time satisfactory service in each of the salary steps until the top of the range for the classification is reached.

Changes in an employee's salary because of promotion or demotion establish a new salary anniversary date for that employee.

A demoted employee's rate of pay shall not be set at a lower rate than he would have received had he remained in the lower class.

3.8 Uniform Allowance:

All members represented in this group shall be paid an annual uniform allowance of one thousand dollars (\$1,000). This allowance is reportable compensation for all Pers Classic members. Refer to the uniform policy for additional details. Starting July 1st, 2026, the district will pay uniform allowance monthly at a rate of \$83.33 per month (on 30th or 31st payroll)

3.9 Deferred Compensation:

The employer offers participation in a deferred compensation (457) plan. These programs are subject to change, and any changes will be submitted to all members in writing.

3.10 Compensatory Time Program:

Employees are able to earn comp time, at their discretion, through any qualifying overtime shift, at a rate of 1 hour worked to 1.5 hours of comp time earned. This is in lieu of an overtime payment.

Qualifying Overtime Shifts include:

- Any overtime assignment up to 10 hours in duration.
- Any time worked during a Qualifying Overtime Shift that exceeds the employee's 40-hour maximum bank is to be paid at the employee's appropriate OT rate.
- If an employee would like to accrue Comp Time from any Qualifying Overtime Shift, then it is the responsibility of the employee to email their Supervisor and the Finance Manager their Comp Time request prior to the completion of the Qualifying Overtime hours.

Members will be allowed to accrue and utilize a maximum of 40 hours a year.

SECTION 4: Probationary Period

Newly hired employees under the safety group will be subject to a 18-months probationary period, which will begin upon the date of hire. Probationary employees may be dismissed by the Chief of the Department during the 18-month probationary period without the right of appeal. Upon the completion of the 18-month probationary period, the Chief of the Department shall recommend to the Board of Directors of the Woodside Fire Protection District permanent employment or discharge from service.

Newly hired employees under the miscellaneous group will be subject to year probationary period. Upon the completion of the one-year probationary period, the Chief of the Department shall recommend to the Board of Directors of Woodside Fire Protection District permanent employment or discharge from service. Employees under both groups who are promoted to another position within the department will be subject to a one-year probationary period. Upon completion of the one-year probation, the Chief of the Department shall recommend to the Board of Directors either permanent status or removal from the position.

SECTION 5: Grievance Procedure

5.1 General

Definition: A grievance is an actual dispute or complaint by one or more affected employees regarding the interpretation of the terms and conditions contained in this agreement or the Woodside Fire Protection District (WFPD) Rules and Regulations as they apply to wages, hours, and conditions of employment. All unrepresented miscellaneous personnel are subject to the rules and regulations of Woodside Fire Protection District, where applicable.

Time Limit: Grievances not resolved informally must be filed with the Chief of the Department within ten (10) days of the incident or occurrence which prompted the grievance.

Representation: The grievant shall have the right to be represented at all steps of the grievance procedure by a person or organization of his/her choosing.

Formal Presentation: The formal presentation of a grievance shall be written and shall state the circumstance over which the employee(s) is/are aggrieved, the Section(s) of the agreement that have been thought to be violated, the date and time of violation, and the remedy sought.

Days: The time limits provided herein refer to calendar days.

Waiver of Time Limits: The time limits provided herein may be waived by the mutual consent of the parties. Such waiver shall be reduced to writing and signed by the parties. The Department shall have no obligation to meet and/or discuss grievances that have not met the time limits set herein.

5.2 First Level

An employee who has a grievance shall first attempt to resolve the grievance (or complaint) through informal discussion with the Chief of the Department. If such an informal discussion does not result in satisfactory resolution of the complaint, said complaint shall be reduced to writing following Section 1 above. A meeting shall be scheduled within ten (10) days following submission of written grievances to the Chief of the Department, for the purpose of resolving the complaint. At such a meeting, the Chief may have as his spokesman the Department's representative, while the employee may have his chosen representative. The parties will endeavor to resolve the issue(s) before them.

After this meeting, the Chief shall have ten (10) days in which to formally (in writing) answer the grievance. Any settlement reached after presentation of a written grievance shall be reduced to writing and signed by the parties.

5.3 Second Level

In case of impasse at Level 1, wherein the Chief of the Department acts in opposition to the aggrieved, the grievant may request mediation. If the parties are unable to agree upon an acceptable mediator, they shall petition the California State Mediation/Conciliation Service for a mediator. Any cost incurred through the use of the mediator, which has been agreed to in advance, shall be borne equally by the parties. The mediator shall make no public recommendations nor take any public position concerning the issue(s) but shall work directly with the parties involved.

5.4 Final Action

Grievances not resolved within thirty (30) days following Level 1 may be submitted to the WFPD Board of Directors at its first regularly scheduled meeting following impasse at Level 2. The request for a hearing shall be delivered to the Chief of the Department at least fifteen (15) days in advance of the next scheduled Board of Directors meeting (if, 15-day notice cannot be given due to mediation-conclusion, date-provided such process takes no longer than 30 days – the grievant shall provide 15-day notice before the following Board meeting).

Having complied with the above, the grievant may present his case to the

Board for settlement. Having heard all the information pertinent to the grievance from both parties, the Board may render its decision or take the matter under consideration until its next regularly scheduled meeting. Such a decision, when rendered, shall be contained in the minutes of the Board's meeting and shall be final and binding on the parties to this agreement. Grievances not submitted to the Board of Directors, or submitted outside the time limits established herein, shall be resolved following the Chief of the Department's decision at Level 1.

The Board of Directors shall have the right to set any hearing coming before it at such time and location as the directors may deem appropriate and in the best interest of the Department.

SECTION 6: Leaves

6.1 Administrative: Unrepresented Miscellaneous and Safety employees will be allowed eight (8) hours of administrative leave per year for personal use.

6.2 Compensation Time:

Any hours outside of Section 6.1 above will be classified as CMP or CTE.

6.3 Bereavement:

In the event of death in an employee's immediate family, the District will grant leave with pay up to five (5) consecutive days to handle family affairs and/or attend the funeral.

For this Section, immediate family shall be defined as Spouse, Registered Domestic Partner, child (including step and foster), mother or father (including step-foster, grand- and in-law), brother or sister (including step, or in-law), niece, and nephew. The Fire Chief shall determine the amount of time off allowed depending upon the circumstances of each individual case.

If additional time is necessary, it must be requested by the employee and may be granted subject to the approval of the Fire Chief or designee, whose decision shall be final. If such additional time is granted, it shall be deducted from the employee's annual leave bank; provided, however, that if the employee has no accrued and unused annual leave hours available, such additional time off shall be granted without pay.

6.4 Family Care and Medical Leave

The District employees may be eligible to receive a leave of absence under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). To receive FMLA and CFRA leave, employees must be employed with the District for at least one year and must have worked at least 1,250 hours in the one year immediately preceding the leave. Eligible employees may receive up to 12 weeks of unpaid leave for the following purposes: (1) to care for their own serious health condition, as determined under the FMLA and the CFRA; (2) to care for the serious health condition of a parent, child, spouse, or registered domestic partner; and (3) to bond with the employee's a new born child; or (4) to bond with a child placed in the employee's home through adoption or foster care. Eligible employees may receive up to 26 weeks of unpaid leave to care for an injured service member, as defined under the FMLA. The District will use a rolling calendar year to determine the amount of leave time available at the time of the employee's request. The administration of any FMLA or CFRA leave provided for under this provision shall follow the provisions of the FMLA and the CFRA. Leave provided under this provision may run concurrently with other leaves supplied under this agreement. Additional information regarding available leave benefits is set forth in the District's Family Care and Medical Leave Policy. Employees may utilize accrued Sick Leave (SL) to ensure financial stability during leave.

6.5 Maternity/Paternity Leave (MPL)

Upon the birth or adoption of a child less than 1 year of age, employees are to receive 2 weeks (80 hours) of Paid Time Off (PTO) for Maternity/Paternity leave, to be used during the first 2 weeks (80 hours) of the employee's assigned shift or immediately upon return from Pregnancy Leave.

The MPL PTO will be considered as 'use it or lose it' and will not be carried over or extended past the first 2 weeks (80 hours).

Employees may be allowed to return to work before using all their MPL PTO. Any remaining MPL not used due to a return to work will be considered forfeited.

While on MPL, employees will not be allowed to work Overtime (OT). Any employee who chooses to work in any of the capacities will forfeit the remainder of their MPL.

Upon returning to work, employees will submit either a valid Birth Certificate or a U.S. Hague Adoption Certificate/Custody Declaration within 90 business days. Failure to submit the appropriate documentation will result in disciplinary actions as well as the equivalent loss of vacation shifts as MPL shifts used. If an employee is

unable to cover the days with accrued vacation shifts, the required vacation shifts will be deducted from future vacation accrual.

6.6 Pregnancy Disability Leave:

The District shall provide eligible employees with leave following the provisions of the California Pregnancy Disability Leave Law. Eligible employees may receive up to four months of unpaid leave when they are disabled due to pregnancy. During Pregnancy Disability Leave, an employee shall be entitled to continue to receive the District's flexible benefits program contribution amount. The administration of any leave under this provision shall be following the provisions of the Pregnancy Disability Leave Law. Additional information regarding available leave benefits is outlined in the District's Family Care and Medical Leave Policy

Woodside Fire will provide a reasonable amount of break time to accommodate employee's need to express breast milk for the employee's infant child. The District will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code, including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator for storing breast milk.

6.7 WORKER'S COMPENSATION LEAVE:

Industrial accident leave (Workers Compensation or WC) means the absence from duty of an employee because of work-incurred illness or bodily injury when such absence has been accepted for coverage under the provisions of the Workers' Compensation laws of the State of California, and such leave shall not be deducted from the employee's sick leave balance.

As a condition of receiving pay under this rule, the employee shall be required to assign or endorse to the Employer any temporary disability compensation received as a result of the Workers' Compensation insurance program during such period of pay by the Employer.

Employees shall only be entitled to receive such pay differential for a maximum period of one (1) year; provided, however, that earned vacation, and sick leave may be used beyond this one (1) year period to make up said pay differential. All employees who are on Workers' Compensation Leave will follow and adhere to the Return-to-Work Policy of the Woodside Fire Protection District.

SECTION 7: Vacation

7.1 Vacation scheduling shall be posted and/or documented per the current procedures of the District. If multiple employees are requesting the same time off, the determination may be made by employee seniority or approved by the Fire Chief.

If a District paid holiday falls during the employee’s scheduled vacation, the holiday will not be counted as vacation taken.

7.2 Vacation Allowance:

**40-Hour Employees
Annual Leave Accrual Rates**

YEARS	Annual Accrual	Monthly Accrual	Per Pay Period Accrual
0 - 5	136	11.33	5.67
6 - 10	176	14.67	7.33
11 - 15	216	18	9
16 - 20	248	20.67	10.33
21 - 25	280	23.33	11.67
26 - beyond	312	26	13

7.3 Vacation Allowance Upon Separation of Employment:

In accordance with CA state law, upon separation of employment with the District, straight time compensation in a lump sum shall be paid for all accrued vacation leave earned.

7.4 Reimbursement of Unearned Vacation Leave

If employment of any full-time employee should cease, and if they have taken more vacation leave than they had accrued at the time of termination of employment, the leave taken shall be deducted from their final payroll or they shall refund the District for any pay they received for unearned vacation leave.

The maximum amount of unused Vacation that can be carried over from year to year is half the employee’s yearly accrual, to a maximum of 624 hours total. Unused vacation that exceeds the maximum of 624 hours will be required to be cashed out at the end of the calendar year, which will fall on the December 31st payroll.

SECTION 8: Holidays

The following Holidays are observed for 40-hour work week employees. These Holidays may be taken at their scheduled dates or may be used at a later date, as a floating holiday. If a holiday falls on a Saturday, the holiday will be observed the previous Friday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday.

Upon separation of employment from the District, unused holidays from previous years will not be paid.

8.1 Holidays Observed

PAID HOLIDAYS (12) + 2 Floating Holidays

- | | |
|-------------------------------|-------------------------------|
| New Year’s Day | Columbus Day |
| Martin Luther King Day | Veteran’s Day |
| President’s Day | Thanksgiving Day |
| Memorial Day | Day-After Thanksgiving |
| Fourth of July | Christmas Eve |
| Labor Day | Christmas Day |

In addition to the recognized holidays identified above, each employee shall be granted two days of floating holiday hours per year, beginning January 1st. Holiday hours will be equivalent to the employee’s yearly work schedule of 2080 hours and will be reflected accordingly in Telestaff.

Floating holidays can be taken at any time upon approval during the year and must be used within the year earned. Unused holiday hours will not roll over to the following year. Employees working 40 hours per week will be credited with 112 holiday hours.

SECTION 9: Sick Leave

9.1 Accrual of Sick Leave:

Shall be at (8) hours per month, (96) hours per year, for 40-hour work week employees. Unused sick leave may be accrued without limit.

An employee, who is off duty due to injury or illness, shall not accrue sick leave for days not paid; however, sick leave shall accrue during an absence, which is the result of occupational disability resulting from District service.

If accrued sick leave is totally used, members shall draw no further pay from the District, however, the Board of Directors may authorize a leave of absence without pay when they deem such action appropriate, and in the best interest of the department. There shall be no arbitrary or discriminatory refusal of leave if the employee is seriously ill.

An employee, who has been properly suspended from duty either with or without pay in accordance with all provisions of the Memorandum of Understanding and applicable state law, shall not accrue sick leave during the suspension from duty.

Upon termination of an employee with the District, all rights, benefits and sick leave accrual shall cease to accumulate or continue in force.

9.2 Notification Requirements:

When an employee will be out sick, the employee will notify the Administrative Staff via email by 7:00 a.m. on the day of duty.

Employee shall attempt to keep the District informed of their continuing condition and probable date of return to work.

9.3 Sick Leave Usage

Sick leave shall not be considered a privilege that an employee may use at their discretion, but shall be allowed only in cases of necessity and actual sickness, including necessary physician appointments or disability. Sick leave may be used for illnesses of the employee or immediate family.

During any period of sick leave, no employee shall apply themselves whatsoever to any outside employment without permission from the chief of the department.

An employee shall not be allowed to work overtime during the period they are on sick leave. If an employee chooses to work during that time frame, their pay code will be adjusted back to what it was prior to the sick leave notification.

Employees on job-related disability shall not be charged for sick leave.

For absences of more than five (5) consecutive calendar days for unrepresented employees or after taking eight (8) sick days in any calendar year, the employee must file with the Fire Chief, or his designee, a statement by a person licensed to practice medicine or dentistry that said employee was under a doctor's care while absent, unless waived by the Fire Chief

When an employee returns to work after any absence chargeable to sick leave or as a result of an industrial injury or illness, the District may require a statement from the attending doctor that the employee is in fit physical condition to perform all the duties of their position. In addition, the employee may be required to undergo a medical examination at the District's expense, to be performed by a doctor designated by the District.

Sick leave for unrepresented employees shall be charged against the

accrued sick leave on an actual time basis.

SECTION 10: Health and Welfare

10.1 Long-Term Disability & Accidental Death & Dismemberment

Long-Term Disability & Accidental Death & Dismemberment
Woodside Fire Protection District shall provide an employer-paid Long-Term Disability and Accidental Death & Dismemberment insurance policy to all unrepresented administration employees that are not currently covered under another District agreement.

10.2 Life Insurance

Woodside Fire Protection District shall provide an employer-paid Life Insurance policy in the amount of \$50,000 to all unrepresented miscellaneous employees who are not currently covered under another District agreement.

10.3 Medical Insurance

The Woodside Fire Protection District is a local agency contracting under the Public Employees' Medical and Hospital Care Act.

The Employer's contribution for each employee or annuitant shall be the entire amount necessary to pay an employee's or annuitant's Kaiser Family Bay Area premium only, or if the employee or annuitant has a dependent, then pays the employee or annuitant and two or more dependents' premiums, whichever is applicable, plus major medical for the same

- Effective 1/1/2026, the Employer agrees to pay **100%** of Kaiser Family Bay Area
- Effective 1/1/2027, the Employer agrees to pay **100%** of Kaiser Family Bay Area
- Effective 1/1/2028, the Employer agrees to pay **100%** of Kaiser Family Bay Area

Additionally, the Employer agrees to pay 100% of Kaiser Family Bay Area's balance over and above any cap on monthly medical that is agreed to in this MOU, to any employee who successfully retired prior to January 1, 2020.

The Woodside Fire Protection District's contribution shall be periodically adjusted, when necessary, to maintain the cost of any increase/decrease of said plan.

10.4 Dental Insurance

The Employer will provide to all employees, at no cost, a dental plan for the employee and their dependents. Any changes to the dental provider shall require both the Employer and Employee to meet and confer.

10.5 Vision Insurance

The Employer will provide to all employees, at no cost, a vision plan for the employee and their dependents. Any changes to the vision provider shall require both the Employer and Employee to meet and confer.

10.6 Employee Assistance Plan

The Employer will provide, at no cost to the employee, a resource to offer a private, direct connection to experienced professionals trained to help find solutions through an Employee Assistance Program (EAP). Any changes to the EAP provider shall require both the Employer and Employee to meet and confer.

10.7 Domestic Partner Benefits

The Employer will recognize and grant Domestic Partner benefits, as per CalPERS guidelines.

10.8 Inoculations:

The Employer will provide tuberculosis screening, pulmonary physicals, and hepatitis B inoculations.

SECTION 11: Retirement

The employer agrees to provide the Public Employees Retirement System 3% at 50, highest year compensation for safety employees, 2% @ 55, highest year compensation for first level miscellaneous employees, 2.7 @ 57 highest year compensation for Safety PEPRA; 2% @ 62, 3-year final compensation for PEPRA miscellaneous employees, and 1959 Post Retirement Survivor benefits.

Health: Upon successful retirement of a full-time employee, health insurance coverage for the retiree and spouse will continue into retirement, up to the same maximum department contribution for medical premiums as active employees.

Dental: Upon successful retirement of a full-time employee, dental insurance coverage for the retiree and spouse will continue into retirement, up to the same maximum department contribution for medical premiums as active employees. Members who are separated from duties due to misconduct, will not be eligible for continued benefits.

Vision: Upon successful retirement of a full-time employee, vision insurance coverage for the retiree and spouse will continue into retirement, up to the same maximum department contribution for medical premiums as active employees. Members who are separated from duties due to misconduct, will not be eligible for continued benefits.

SECTION 12: Incentive Pay

WFPD offers the following incentive pay programs to qualified personnel. These incentive pay programs are not reportable compensation to PERS currently. Members eligible for any of the outlined incentives must submit proof of their completion to the Fire Chief or his/her designee by the 1st of the month for processing in that month. Failure to do so will delay compensation until the following month.

12.1 Educational Incentive

Members will qualify based on their single highest level of college education. Multiple college degrees will not result in multiple education incentive compensations.

Possession of an Associate's or Bachelor's degree will be compensated monthly: (Rates listed below):

- Associate's degree - \$300.00
- Bachelor's degree or higher - \$600.00
- Spanish Language Incentive - \$280.00/ per month

12.2 Spanish Language Incentive

An employee who has passed Woodside Fire Protection District's proficiency test and uses bilingual skills in job duties arising in the normal course of work shall receive bilingual incentive pay as follows:

Employees will receive pay of \$280/month, starting in January of the calendar year following successful completion of the proficiency test, for a period of 3 years.

Bilingual incentive pay will not be part of the PERS reportable compensation.

Eligibility for the bilingual incentive pay shall be determined by passing WFPD's appointed test. The appointed testing center will test oral

and/or written proficiency, respectively. To retain the incentive pay, employees will be required to pass WFPD's proficiency test every three (3) years.

The test will be offered annually on a mutually agreed-upon date.

The Employer will have the ability to offer the test on up to 3 dates per year. Should an employee be unavailable for all testing dates or wishes to qualify for the bilingual incentive pay outside of the agreed-upon dates, the employee will be responsible for all associated costs.

The Human Resources Manager and the Finance Manager will retain records of personnel who have successfully passed the proficiency test.

12.3 Certification Incentive

Qualification is limited to anyone (1) CSFM Certification track. The incentive will not apply to multiple CSFM Certification tracks.

Maximum incentive of \$375/month for those who qualify for Level I & Level II CSFM Certifications, and maximum incentive of \$250/month for those who possess only Level I CSFM Certifications.

Level I CSFM Certifications:

- Instructor I
- Company Officer (2014)
- Fire Inspector I
- Fire Investigator (2017)

Possession of all certifications, or their CSFM/FSTEP recognized equivalencies, listed above will be compensated on a monthly basis to a maximum of \$250/mo.

Level II CSFM Certifications:

- Instructor II
- Chief Fire Officer (2014)
- Fire Inspector II

Possession of all certifications, or their CSFM/FSTEP recognized equivalencies, listed above will be compensated on a monthly basis to a maximum of \$375/mo.

SECTION 13: Education Reimbursement

This section shall pertain to personal, professional, and educational development activities within degree programs or individual classes at accredited colleges or universities; as well as specialized professional development classes, seminars or programs relating to the fire service.

An employee will be reimbursed (through Fire Prevention's budget) up to a total of four thousand dollars (\$4,000), per person, per fiscal year, for course fees, books, tuition, mileage, lodging, meals, backfill, overtime and associated fees. Travel and housing will need prior arrangements and approval from the Fire Chief or his/her designee. Reimbursements will be made only on successful completion of courses.

SECTION 14: Physical Fitness

- The Woodside Fire Protection District will provide each participating unrepresented miscellaneous and safety employee with a quarterly reimbursement allowance of up to \$65.00 a month to support participation in physical fitness and wellness activities.
- The amount is based on Cañada College's gym membership —This amount will remain effective throughout this duration of the MOU and will not exceed \$65.00 a month.
- Employees may select qualifying fitness or wellness options that best meet their individual goals.
- Maintaining an appropriate level of physical fitness is considered a essential job-related responsibility for all participants.
- This will remain in effect until WFPD completes construction on the new Administration structure and provides an in-house option for physical fitness.

Eligible Reimbursable Expenses:

The following expenses qualify for reimbursement under this program:

1. Health Club Memberships – gym or fitness center memberships.
2. Fitness Classes

Procedure:

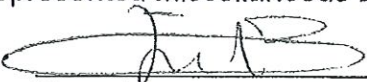
- Employees must submit receipts quarterly.
- Each submission must include:
 - Date of service
 - Proof of payment
 - Description of the eligible service or item.
- Human Resources or their appointee will review and verify submissions for compliance.
- Qualified reimbursements will be made on a quarterly basis.

SECTION 14: Duration of Memorandum

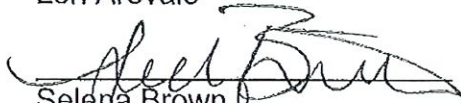
The specific modifications shown above shall be made applicable on the dates indicated upon the approval of the Board of Directors; and these modifications relating to wages, hours, and conditions of employment shall remain unchanged for the period of **January 1, 2026, through December 31, 2028**, unless such changes are the result of a mutual agreement.

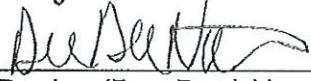
Dated: Dec 16, 2025

Unrepresented Miscellaneous Employees

By: 
Tracy Liu

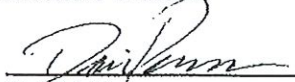
By: Lori Arévalo
Lori Arévalo

By: 
Selena Brown

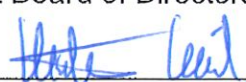
By: 
Denise (Dee Dee) Nannini

By: 
Daniel Dempsey

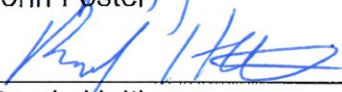
By: 
Michael Tamez

By: 
David Perrone

District Board of Directors

By: 
Matt Miller

By: 
John Foster

By: 
Randy Holthaus

09-Sep-25

WOODSIDE FIRE PROTECTION DISTRICT

PAY RATES

JANUARY 1, 2026 TO December 31, 2026

POSITION	MONTHLY	SEMI-MON	STR TME	OVR TME
Fire Inspector II - 3rd	\$13,496.68	\$6,748.34	\$77.87	\$116.80
Fire Inspector II - 2nd	\$13,040.27	\$6,520.13	\$75.23	\$112.85
Fire Inspector II - 1st	\$12,599.30	\$6,299.65	\$72.69	\$109.03
Fire Inspector 1 - 3rd	\$10,517.74	\$5,258.87	\$60.68	\$91.02
Fire Inspector 1 - 2nd	\$10,162.07	\$5,081.04	\$58.63	\$87.94
Fire Inspector 1 - 1st	\$9,818.42	\$4,909.21	\$56.64	\$84.97
Finance Manager	\$16,606.94	\$8,303.47	\$95.81	\$143.71
Finance Manager 2nd	\$15,816.13	\$7,908.06	\$91.25	\$136.87
Finance Manager 1st	\$15,062.98	\$7,531.49	\$86.90	\$130.35
Human Resource Manager	\$12,057.21	\$6,028.61	\$69.56	\$104.34
Human Resource Manager 2nd	\$11,483.06	\$5,741.53	\$66.25	\$99.37
Human Resource Manager 1st	\$10,936.25	\$5,468.12	\$63.09	\$94.64
Accounting Technician 5th	\$6,563.83	\$3,281.92	\$37.87	\$56.80
Accounting Technician 4th	\$6,341.87	\$3,170.93	\$36.59	\$54.88
Accounting Technician 3rd	\$6,127.41	\$3,063.70	\$35.35	\$53.03
Accounting Technician 2nd	\$5,920.20	\$2,960.10	\$34.16	\$51.23
Accounting Technician 1st	\$5,720.00	\$2,860.00	\$33.00	\$49.50
Public Education Officer Sr.	\$11,200.02	\$5,600.01	\$64.62	\$96.92
Public Education Officer	\$10,926.85	\$5,463.43	\$63.04	\$94.56
Fuel Mitigation Officer	\$10,946.87	\$5,473.44	\$63.16	\$94.73
Fuel Mitigation Officer 2nd	\$10,425.59	\$5,212.80	\$60.15	\$90.22
Fuel Mitigation Officer 1st	\$9,929.14	\$4,964.57	\$57.28	\$85.93
Receptionist/Office Manager	\$10,102.05	\$5,051.03	\$58.28	\$87.42
Receptionist/Administrator	\$7,644.00	\$3,822.00	\$44.10	\$66.15
Receptionist/Administrator 2nd	\$7,280.00	\$3,640.00	\$42.00	\$63.00
Receptionist/Administrator 1st	\$6,933.33	\$3,466.67	\$40.00	\$60.00
<u>INCENTIVES</u>	2026	2027	2028	
AA Degree	\$300.00	\$300.00	\$300.00	
BA Degree	\$600.00	\$600.00	\$600.00	
CSFM-Basic	\$250.00	\$250.00	\$250.00	
CSFM-Adv	\$375.00	\$375.00	\$375.00	
Spanish	\$280.00	\$280.00	\$280.00	
Uniform Allowance \$1,000				

09-Sep-25				
	WOODSIDE FIRE PROTECTION DISTRICT			
	PAY RATES			
	JANUARY 1, 2027 TO December 31, 2027			
POSITION	MONTHLY	SEMI-MON	STR TME	OVR TME
Fire Inspector II - 3rd	\$14,171.52	\$7,085.76	\$81.76	\$122.64
Fire Inspector II - 2nd	\$13,692.28	\$6,846.14	\$78.99	\$118.49
Fire Inspector II - 1st	\$13,229.26	\$6,614.63	\$76.32	\$114.48
Fire Inspector 1 - 3rd	\$11,043.63	\$5,521.82	\$63.71	\$95.57
Fire Inspector 1 - 2nd	\$10,670.18	\$5,335.09	\$61.56	\$92.34
Fire Inspector 1 - 1st	\$10,309.34	\$5,154.67	\$59.48	\$89.22
Finance Manager	\$17,437.28	\$8,718.64	\$100.60	\$150.90
Finance Manager 2nd	\$16,606.94	\$8,303.47	\$95.81	\$143.71
Finance Manager 1st	\$15,816.13	\$7,908.06	\$91.25	\$136.87
Human Resource Manager	\$12,660.07	\$6,330.04	\$73.04	\$109.56
Human Resource Manager 2nd	\$12,057.21	\$6,028.61	\$69.56	\$104.34
Human Resource Manager 1st	\$11,483.06	\$5,741.53	\$66.25	\$99.37
Accounting Technician 5th	\$6,892.02	\$3,446.01	\$39.76	\$59.64
Accounting Technician 4th	\$6,658.96	\$3,329.48	\$38.42	\$57.63
Accounting Technician 3rd	\$6,433.78	\$3,216.89	\$37.12	\$55.68
Accounting Technician 2nd	\$6,216.21	\$3,108.11	\$35.86	\$53.79
Accounting Technician 1st	\$6,006.00	\$3,003.00	\$34.65	\$51.98
Public Education Officer Sr.	\$11,760.02	\$5,880.01	\$67.85	\$101.77
Public Education Officer	\$11,473.19	\$5,736.60	\$66.19	\$99.29
Fuel Mitigation Officer	\$11,494.22	\$5,747.11	\$66.31	\$99.47
Fuel Mitigation Officer 2nd	\$10,946.87	\$5,473.44	\$63.16	\$94.73
Fuel Mitigation Officer 1st	\$10,425.59	\$5,212.80	\$60.15	\$90.22
Receptionist/Office Manager	\$10,607.16	\$5,303.58	\$61.20	\$91.79
Receptionist/Administrator	\$8,026.20	\$4,013.10	\$46.31	\$69.46
Receptionist/Administrator 2nd	\$7,644.00	\$3,822.00	\$44.10	\$66.15
Receptionist/Administrator 1st	\$7,280.00	\$3,640.00	\$42.00	\$63.00
<u>INCENTIVES</u>	2026	2027	2028	
AA Degree	\$300.00	\$300.00	\$300.00	
BA Degree	\$600.00	\$600.00	\$600.00	
CSFM-Basic	\$250.00	\$250.00	\$250.00	
CSFM-Adv	\$375.00	\$375.00	\$375.00	
Spanish	\$280.00	\$280.00	\$280.00	
Uniform Allowance \$1,000				

09-Sep-25

WOODSIDE FIRE PROTECTION DISTRICT

PAY RATES

JANUARY 1, 2028 TO December 31, 2028

POSITION	MONTHLY	SEMI-MON	STR TME	OVR TME
Fire Inspector II - 3rd	\$14,880.09	\$7,440.05	\$85.85	\$128.77
Fire Inspector II - 2nd	\$14,376.90	\$7,188.45	\$82.94	\$124.42
Fire Inspector II - 1st	\$13,890.73	\$6,945.36	\$80.14	\$120.21
Fire Inspector 1 - 3rd	\$11,595.81	\$5,797.91	\$66.90	\$100.35
Fire Inspector 1 - 2nd	\$11,203.68	\$5,601.84	\$64.64	\$96.95
Fire Inspector 1 - 1st	\$10,824.81	\$5,412.40	\$62.45	\$93.68
Finance Manager	\$18,309.15	\$9,154.57	\$105.63	\$158.44
Finance Manager 2nd	\$17,437.28	\$8,718.64	\$100.60	\$150.90
Finance Manager 1st	\$16,606.94	\$8,303.47	\$95.81	\$143.71
Human Resource Manager	\$13,293.08	\$6,646.54	\$76.69	\$115.04
Human Resource Manager 2nd	\$12,660.07	\$6,330.04	\$73.04	\$109.56
Human Resource Manager 1st	\$12,057.21	\$6,028.61	\$69.56	\$104.34
Accounting Technician 5th	\$7,236.62	\$3,618.31	\$41.75	\$62.62
Accounting Technician 4th	\$6,991.91	\$3,495.95	\$40.34	\$60.51
Accounting Technician 3rd	\$6,755.47	\$3,377.73	\$38.97	\$58.46
Accounting Technician 2nd	\$6,527.02	\$3,263.51	\$37.66	\$56.48
Accounting Technician 1st	\$6,306.30	\$3,153.15	\$36.38	\$54.57
Public Education Officer Sr.	\$12,348.02	\$6,174.01	\$71.24	\$106.86
Public Education Officer	\$12,046.85	\$6,023.43	\$69.50	\$104.25
Fuel Mitigation Officer	\$12,068.93	\$6,034.46	\$69.63	\$104.44
Fuel Mitigation Officer 2nd	\$11,494.22	\$5,747.11	\$66.31	\$99.47
Fuel Mitigation Officer 1st	\$10,946.87	\$5,473.44	\$63.16	\$94.73
Receptionist/Office Manager	\$11,137.51	\$5,568.76	\$64.25	\$96.38
Receptionist/Administrator	\$8,427.51	\$4,213.76	\$48.62	\$72.93
Receptionist/Administrator 2nd	\$8,026.20	\$4,013.10	\$46.31	\$69.46
Receptionist/Administrator 1st	\$7,644.00	\$3,822.00	\$44.10	\$66.15
<u>INCENTIVES</u>	2026	2027	2028	
AA Degree	\$300.00	\$300.00	\$300.00	
BA Degree	\$600.00	\$600.00	\$600.00	
CSFM-Basic	\$250.00	\$250.00	\$250.00	
CSFM-Adv	\$375.00	\$375.00	\$375.00	
Spanish	\$280.00	\$280.00	\$280.00	
Uniform Allowance \$1,000				