

Memorandum of Understanding

Between

The Huntington Beach
Firefighters' Association



And

The City of Huntington Beach



JANUARY 1, 2024, THROUGH DECEMBER 31, 2026

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MEMORANDUM OF UNDERSTANDING
Between
THE CITY OF HUNTINGTON BEACH
(Hereinafter called CITY)
and
THE HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
(Hereinafter called ASSOCIATION or HBFA)

ARTICLE I – REPRESENTATIONAL UNIT/CLASSIFICATIONS

- A. It is recognized that the Huntington Beach Firefighters' Association is the employee organization, which has the right to meet and confer in good faith with the City on behalf of employees of the City of Huntington Beach within the following classifications:

Administrative Fire Captain*	Firefighter
Fire Captain	Firefighter Paramedic
Fire Engineer	

*Administrative Appointment

- B. The City and Association have agreed to a procedure whereby the City, by and through the Human Resources Director, would be entitled to propose a Unit Modification. This agreement, Exhibit A, consists of a modification of the City of Huntington Beach Employer-Employee Relations Resolution (Resolution Number 3335). The City hereby agrees not to propose a unit modification of the existing Association unit.

ARTICLE II – TERM OF MOU

This MOU shall be in effect commencing on January 1, 2024, through December 31, 2026. This MOU constitutes the entire agreement of the parties as to the changes in wages, hours, and other terms and conditions of employment of employees covered hereunder for the term hereof.

ARTICLE III – CITY COUNCIL APPROVAL

It is the understanding of the City and the Association that this Memorandum of Understanding is of no force or effect whatsoever unless and until ratified by the membership of HBFA and adopted by Resolution of the City Council of the City of Huntington Beach.

ARTICLE IV – EXISTING CONDITIONS OF EMPLOYMENT

- A. Except as expressly provided herein, the existing wages, hours, and other terms and conditions of employment within the lawful scope of representation of the Association that are contained in prior Memoranda of Understanding between the parties hereto and which are currently applicable to employees covered herein, shall remain in full force and effect.

ARTICLE V – SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this MOU or any additions or amendments thereof, or the application thereof to any person, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this MOU or its application to other persons. The City Council hereby declares that it would have adopted this MOU and each section, subsection, sentence, clause, phrase or portion, and any additions or amendments thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions, or the application thereof to any person, be declared invalid or unconstitutional.

ARTICLE VI – SALARY SCHEDULES

- A. Salary Adjustments
 - 1. Effective January 6, 2024, employees shall receive a base salary increase of six percent (6%).
 - 2. Effective the pay period including January 1, 2025, employees shall receive a base salary increase of six percent (6%).
 - 3. Effective the pay period including January 1, 2026, employees shall receive a base salary increase of four percent (4%).

- B. For each year of this MOU, the base salary of each classification represented by the Association shall be as set forth in the Salary Schedules, Exhibit B. All employees are required to utilize direct deposit of payroll checks. The City shall issue each employee direct deposit advice (payroll receipt) each pay period that details all income, withholdings, and deductions.

- C. The parties agree that six (6) months prior to the end of the term of any current MOU, representatives from the City will update the total compensation survey used in bargaining over this current contract.

ARTICLE VII – SPECIAL PAY

- A. Education:
 - 1. Incentive Plan– It is the purpose and intent of the City to provide an Education Incentive Plan to motivate the employee to participate in, and continue with their education so as to improve their knowledge and general proficiency which will, in turn, result in additional benefits to the Fire Department and to the City. As the levels of additional education listed below are satisfactorily completed and attained, the employee will receive additional monetary compensation in recognition of their educational achievement.
 - a. Level I – Any employee who has attained an Associate Degree, or attained Junior status in a degree program, shall receive educational incentive pay of three percent (3%) of their base rate of pay.
 - b. Level II – Any employee who has attained a Bachelor’s Degree shall receive education incentive pay of six percent (6%) of their base rate of pay.
 - c. Level III – Employees who have attained a Master’s Degree shall receive education incentive pay of nine percent (9%) of their base rate of pay.

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- d. Maximum Education Incentive Pay– The maximum education incentive pay an employee may receive is nine percent 9% of their base rate of pay. An employee may only receive this education incentive pay for one degree.
- e. Degree Majors– Degree majors will be reviewed and approved by the Fire Chief. For current employees seeking additional degrees, the course of study will be reviewed and approved by the Fire Chief in advance. Appeals may be directed to the Administrative Services Director for final determination.
- f. Effective Date– Following approval, the additional education incentive pay shall commence the beginning of the pay period following the employee's submission of a completed application that qualifies for education incentive pay.

The parties agree that to the extent permitted by law, the compensation in this section is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) Educational Incentive Pay.

- B. Acting Assignments – Employees acting in a higher classification shall be qualified as defined within Department Policy. Employees shall be paid at the step in the classification in which they are acting which provides them with at least a 5% increase. The acting assignment shall end at the discretion of the City. The parties agree that to the extent permitted by law, Acting Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay.

- C. Administrative Appointments:

1. Administrative Appointments – The City may, from time to time, administratively appoint employees to administrative or specialist positions. Employees so appointed to the positions of Captain Paramedic, Engineer Paramedic, or Administrative Fire Captain, shall serve at the discretion of the Fire Chief and may be returned to their regular position at any time as determined by the Fire Chief. An administrative appointment shall not affect the employee's regular classification or rank. Persons administratively appointed shall retain their highest previous permanent classification and the anniversary date of their appointment to the permanent classification.
2. Pay Upon Completion of Administrative Appointment
 - a. An employee administratively appointed to the positions of Captain Paramedic; Engineer Paramedic, or Administrative Fire Captain, who is subsequently voluntarily or involuntarily reassigned to a position within their permanent classification with a lower rate of pay, shall receive a two (2) step reduction in pay to initially coincide with their reduced assignment and at each anniversary date of the original reduction thereafter, until their rate of pay equals the rate of pay entitled as if they had not received the administrative appointment.
 - b. An employee administratively appointed to the positions of Captain Paramedic, Engineer Paramedic, or Administrative Fire Captain who has completed four (4) years of service in the appointed or any other appointed parallel position, may request to return to their permanent classification, and shall within one (1) year thereafter, be entitled to return to their permanent classification. The pay rate changes associated with the appointment or reappointment shall follow the process and procedures established for all positions within the classified service.

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- c. This section shall not apply to demotions or layoffs.
- D. Pay Upon Completion of Paramedic Duties - Any Firefighter Paramedic with a minimum of five (5) years of continuous service as a Paramedic may request reinstatement to their previously held classification. Such request must be submitted in writing to the Fire Chief at least one (1) year prior to the date of the requested reinstatement. Upon reinstatement, if the employee's current base salary is equivalent to or in excess of Step G of the respective Firefighter salary range, their salary will be set at Step G of the respective Firefighter salary range.

If the employee's Paramedic salary is less than Step G, their salary shall be set at a step in the range closest to their existing current base salary.

This section shall not apply to demotions or layoffs.

E. Special Certification/Special Assignment Skill Pay:

1. Special Certification Pay

- a. Chief Fire Officer Certification – Employees in the classifications of Fire Captain and Administrative Fire Captain who have completed the Chief Fire Officer courses as required by the California State Fire Marshal's Office, along with the additional courses below, shall receive special certification pay of three percent (3%) of their base rate of pay. The parties agree that, to the extent permitted by law, this Chief Officer Certification pay is special compensation and shall be reported as such to PERS pursuant to Title 2 CCR Section 571(a)(2) as Recertification Bonus.

Required Additional Courses:

- 1) S234: Ignition Operations
- 2) S270: Basic Air Operations
- 3) AR330: Strike Team Leader
- 4) L954 All Risk Safety Officer or S404 Safety Officer
- 5) S290: Intermediate Wildland Behavior – Classroom based

Employees who have completed classes under the previous State Fire Marshal's course track will be eligible to receive the Special Certification Pay upon confirmation of the Fire Chief.

- b. Company Officer Certification – Employees in the classifications of Firefighter, Firefighter Paramedic, and Fire Engineer who have completed the Company Officer courses as required by the California State Fire Marshal's Office, along with the additional courses below, shall receive special certification pay of three percent (3%) of their base rate of pay. The parties agree that, to the extent permitted by law, this Fire Officer Certification pay is special compensation and shall be reported as such to PERS pursuant to Title 2 CCR Section 571 (a)(2) as Recertification Bonus.

Required Additional Courses:

- 1) I300: Incident Command System 300
- 2) S230: Crew Boss
- 3) S231: Engine Boss
- 4) S290: Intermediate Wildland Behavior – Classroom Based

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Employees who have completed classes under the previous State Fire Marshal's course track will be eligible to receive the Special Certification Pay upon confirmation of the Fire Chief.

2. State Board of Fire Service Certification - Any employee in a position that did not require certification as a condition of employment, and who at any time has been or becomes certified by the State Board of Fire Services in a classification then occupied, shall be entitled, upon request, to a lump sum cash payment of two hundred fifty dollars (\$250). Each employee may only receive one such payment irrespective of the number of times they are certified in any position.
3. Paramedic Re-certification Pay - Each time an employee is re-certified by the State of California and accredited by Orange County as a Paramedic, they shall be entitled to a lump sum cash payment of two thousand five hundred dollars (\$2,500).

The City will allow Fire Engineers and Fire Captains who are certified by the State of California as a paramedic to maintain Orange County accreditation and to practice as a paramedic based upon established department standards.

The parties agree that to the extent permitted by law, Paramedic Recertification Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) Paramedic Pay.

4. Preceptor Pay - Firefighter Paramedics who possess the qualifications necessary to be a preceptor and are assigned preceptor duties by the Fire Chief or his/her sworn designee shall be paid a special pay of 5.34% of the base hourly rate of Firefighter 56-hour Step G for each hour worked. It is the intention to provide all eligible Firefighter Paramedics the same dollar value in this special pay.

For employees who are appointed as a new Firefighter Paramedic, the preceptor partner (i.e., the employee receiving preceptor pay) shall receive preceptor pay until the end of the first probationary rotation. The Fire Chief or designee may request the preceptor duties and the associated preceptor pay be extended after the first rotation for a designated term.

For an internally promoted Firefighter Paramedic, not more than two persons on each crew may receive preceptor pay.

The parties agree that to the extent permitted by law, Preceptor Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Training Premium.

5. Administrative Assignment Pay - Employees designated to perform Special Assignment duties by the Fire Chief or their sworn designee, as specified in the Huntington Beach Fire Department Organization Manual Policy D-25, shall be paid a special pay of 5.34% of the base hourly rate of Firefighter 56-hour Step G for each hour worked.

The parties agree that to the extent permitted by law, Administrative Assignment Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Fire Staff Premium.

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6. Firefighter Tiller Certification - Firefighters who obtain and maintain the certifications and qualifications as outlined in (a) and (b) below shall receive a special pay of 1.78% of the bi-weekly base rate of Firefighter 56-hour Step G.
 - a. Tiller Certification – Obtain and maintain Huntington Beach Tiller Certification. The parties agree that to the extent permitted by law, Tiller Certification Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Tiller Premium.
 - b. Class A, B, C Driver License – Obtain and maintain a minimum of a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license.
 - c. Regular Duty Assignment – If a Firefighter Paramedic is routinely and consistently assigned to the Tiller truck, they are eligible to receive the Firefighter Tiller Certification Pay.
7. Bilingual Skill Pay - Employees whose bilingual skills are qualified, in accordance with the most current Huntington Beach Fire Department Organization Manual Policy D-26, shall be paid an additional five percent (5%) of their base rate of pay in addition to their regular bi-weekly salary.

In order to be qualified and certified for said compensation, employee's language proficiency will be tested and certified by the Administrative Services Director or designee. Basic conversational proficiency will be evaluated based on response to a scenario driven oral evaluation. The Human Resources Division will notify candidates of the results of the oral evaluation. If the candidate's attempt is unsuccessful, they may repeat the process in six (6) months' time from the date of the previous exam. Bilingual skill pay shall begin the first day of the pay period following certification.

The parties agree that to the extent permitted by law, Bilingual Skill Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Bilingual Premium.

8. Investigator Pay:
 - a. Level I Arson Investigators are appointed by the Fire Chief. Level I Arson Investigators are Level II Arson Investigator trainees. Level I Arson rate is 4.6% above a Firefighter Paramedic 40-hour Step G rate at time and one-half.
 - 1) Level I Arson Investigators assigned to an incident or approved training while off duty will be compensated the full Level I Arson Investigator rate.
 - 2) Level I Arson Investigators assigned to an incident or approved training while on duty will be compensated the difference between their current hourly rate and the current Arson Level I Investigator rate (differential).
 - b. Level II Arson Investigators are appointed by the Fire Chief. The Level II Arson Investigator rate is 11% above the Arson Level I Investigator rate.
 - 1) Level II Arson Investigators assigned to an incident or approved training while off duty will be compensated the full Level II Arson Investigator rate.

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- 2) Level II Arson Investigators assigned to an incident or approved training while on duty will be compensated the difference between their current hourly rate and the current Arson Level II Investigator rate (differential).

The parties agree that to the extent permitted by law, Investigator Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Fire Investigator Premium.

9. Swat Medic Pay:

- c. Swat Medics are appointed by the Fire Chief. Swat Medic pay rate is 4.6% above a Firefighter Paramedic 40-hour Step G rate at time and one-half.
 - 1) Swat Medics assigned to an incident or approved training while off duty will be compensated the full Swat Medic rate.
 - 2) Swat Medics assigned to an incident or approved training while on duty will be compensated the difference between their current hourly rate and the current Swat Medic rate (differential).
- d. Tactical Emergency Medical Services (TEMS) Captains are appointed by the Fire Chief. The TEMS Captain rate is 11% above the Swat Medic rate.
 - 1) TEMS Captain assigned to an incident or approved training while off duty will be compensated the full TEMS Captain rate.
 - 2) TEMS Captain assigned to an incident or approved training while on duty will be compensated the difference between their current hourly rate and the current TEMS Captain rate (differential).

The parties agree that to the extent permitted by law, Swat Medic Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Hazard Premium.

10. Urban Search and Rescue (USAR) Team Assignment Pay:

- a. Employees certified and assigned to a Type 3 (Light Duty) USAR team shall receive special assignment pay of one percent (1%) of their base rate of pay.
- b. Employees certified and assigned to a Type 2 (Medium Duty) USAR team shall receive special assignment pay of three percent (3%) of their base rate of pay.
- c. Employees certified and assigned to a Type 1 (Heavy Duty) USAR team who are qualified and regularly assigned to the Team (not to exceed 24 employees) shall receive special assignment pay of five percent (5%) of their base rate of pay.

The parties agree that to the extent permitted by law, USAR Team Assignment Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Hazard Premium.

11. Hazardous Materials (Hazmat) Team Assignment Pay:

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- a. Employees assigned to the Hazmat team as a Hazmat Technician shall receive special assignment pay of five percent (5%) of their base rate of pay.
- b. Employees assigned to the Hazmat team as a Hazmat Specialist shall receive special assignment pay of seven and one-half percent (7.5%) of their base rate of pay.

The parties agree that to the extent permitted by law, Hazmat Team Assignment Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) Hazard Premium.

12. Rank Paramedic Assignment Pay – Employees in the classification of Fire Engineer and Fire Captain who are assigned to perform paramedic duties shall receive special assignment pay of fourteen percent (14%) of their base rate of pay. The parties agree that to the extent permitted by law, Rank Paramedic Assignment Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) Paramedic Pay.
13. Advanced Paramedic Certification Pay - Effective July 1, 2021, employees who are licensed paramedics and locally accredited in Orange County who possess current certifications in the following courses shall receive special certification pay of two percent (2%) of their base rate of pay:
 - Advanced Cardiac Life Support through the American Heart Association; and,
 - Pediatric Advanced Life Support through the American Heart Association or Pediatric Education for Pre-hospital Personnel through the American Academy of Pediatrics; and,
 - Pre-Hospital Trauma Life Support or Basic Trauma Life Support.

Effective July 1, 2022, the Advanced Paramedic Certification pay will increase one percent for a total of three percent (3%) of their base pay.

The parties agree that to the extent permitted by law, Advanced Paramedic Certification is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) Paramedic Pay.

All special certification/special assignment/skill pay provided in Article V (E) shall be effective the beginning of the first full pay period following certification. In order to receive certification, the employee shall complete an Official Report submitted to the Fire Chief, which shall include evidence that they have completed all required courses necessary to receive the certifications noted above.

- F. Holiday Pay-In-Lieu - Employees shall be compensated by the City in-lieu of the ten (10) listed holidays at their appropriate assigned work schedule rate, either at a forty-hour (40) or fifty-six hour (56) workweek. Employees assigned to the 40-hour workweek shall be compensated nine (9) hours per holiday. Employees assigned to the 56-hour workweek shall be compensated twelve hours and 36 minutes (12.6) hours per holiday. Personnel who change from a fifty-six (56) hour schedule to a forty (40) hour schedule shall multiply the existing hours by .7143. Personnel who change from a forty (40) hour schedule to a fifty-six (56) hour schedule shall divide their existing hours by .7143. The following are the recognized legal holidays under this MOU:

1. New Year's Day (January 1)

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2. Martin Luther King's Birthday
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans' Day (November 11)
8. Thanksgiving Day (fourth Thursday in November)
9. Friday after Thanksgiving
10. Christmas Day (December 25)

Any day declared by the President of the United States to be a national holiday, or by the Governor of the State of California to be a State holiday, and adopted as an employee holiday by the City Council of Huntington Beach.

The parties agree that to the extent permitted by law, Holiday in Lieu Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) Statutory Items.

- G. Longevity Pay – Effective January 6, 2024, all bargaining unit members shall receive the following longevity pay:

1. Five (5) years or more, but less than ten (10) years, of service shall receive longevity pay equal to 2.5% of base salary.
2. Ten (10) years or more, but less than fifteen (15) years, of service shall receive longevity pay equal to 5% of base salary.
3. Fifteen (15) years or more, but less than twenty (20) years of service shall receive longevity pay equal to 7.5% of base salary.
4. Twenty (20) years or more of service shall receive longevity pay equal to 10% of base salary.

There shall be no pyramiding of this special pay. Unit members shall only receive one (1) longevity pay under this provision. The maximum amount of longevity pay that a member may receive is ten percent (10%).

Volunteer, reserve, and part-time position time will not be factored into the total years of service under Longevity Pay.

The parties agree that to the extent permitted by law, Longevity Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(1) Longevity Pay.

- H. Emergency Medical Technician Pay – All employees in the unit who possess an Emergency Medical Technician (EMT) certification shall receive four and sixty-seven one hundredths percent (4.67%) of base salary.

The parties agree that to the extent permitted by law, Emergency Medical Technician (EMT) Pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) Emergency Medical Technician Pay.

- I. Reporting to CalPERS – In the event that CalPERS challenges the City's report of any special compensation as compensation earnable and informs the City that it cannot not report the pay

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since it does not qualify as special compensation per Title 2 CCR section 571, the City is not obligated to continue to report the pay. This is provided for per Title 2 Section 571(c) & (d).

ARTICLE VIII – UNIFORMS, CLOTHING, TOOLS AND EQUIPMENT

- A. Uniforms Provided by City – The City will provide all employees with uniforms as described in the most current Policy C-2 (Uniforms) executed by the City and HBFA. Either party may request to meet and confer during the MOU on Policy C-2.
- B. Uniform Allowance/Fitness – The City shall provide each employee who participates in the Fire Department's current physical fitness program, Policy D-9, one hundred fifty dollars (\$150) per fiscal year for the purchase of physical fitness uniforms and physical fitness shoes, payable in the first payroll period of December. New employees must actively participate a minimum of 90 days prior to December 1st to be eligible for the December uniform allowance. Either party may request to meet and confer during the MOU on Policy D-9.
- C. Uniform Care and Replacement:
1. The City, at no cost to the employee, shall replace any uniforms with the exception of the physical fitness uniforms that are destroyed, become unacceptable, or were damaged by circumstances involving the Firefighter's regular work while on duty.
 2. The uniforms described in paragraph A of this Article and Policy C-2 (Uniforms) shall be replaced by the City whenever the Fire Chief or their sworn designee determines that such replacement is necessary.
 3. The employee shall be responsible for the preservation and cleaning of all uniforms.
 4. All uniforms and equipment furnished by the City, with the exception of T-shirts, shall remain the property of the City and be returned or replaced if the employee terminates.
- D. Uniform Policies and Advisory Committee:
1. The present uniform and clothing policies, as delineated in this Article, shall remain in effect. Either party may seek to meet and confer over a change to the policy during the term of this MOU. All safety clothing and uniforms required by the City to be worn by employees during working hours shall meet all applicable State and Federal regulations relating to said clothing and, with the exception of station uniforms, be of a high quality, fire resistant material.
 2. A uniform advisory committee composed of two (2) members appointed by the Association and two (2) representatives appointed by the Fire Chief, shall make recommendations on the uniforms to be worn, the method of said uniforms will be provided and obtained and further recommendations on safety clothing and uniforms may be required during the term of this MOU.
- E. Reportable to PERS - The City will report as special compensation, in accordance with Title 2, California Code of Regulations, Section 571(a)(5) to the California Public Employees' Retirement System (CalPERS), for each classification the average annual cost of uniforms provided by the City as well as the physical fitness uniform described in Subsection (B). For employees who are not actively employed for an entire payroll calendar year, a prorated cost of uniforms shall apply. Upon request, the City will inform HBFA of the amounts reported as special compensation under this provision. For "new members" as defined by the Public

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Employees' Pension Reform Act of 2013, the cost of uniforms will not be reported as compensation earnable to CalPERS.

ARTICLE IX – HOURS OF WORK/OVERTIME

A. Work Schedule:

1. All twenty-four (24) hour shift employees shall work an average of fifty-six (56) hours per week pursuant to the current schedule of two (2) twenty-four (24) hour shifts in a two (2) day period with four (4) consecutive days off.

All twenty-four (24) hour shift employees shall be on a twenty-four (24) day work period consistent with the 7(K) exemption set forth in the Fair Labor Standards Act (FLSA).

2. Administrative work schedules are to be forty (40) hours per week on a four (4) day workweek, ten (10) hours per day, twenty-eight (28) day 7(K) FLSA work period.
3. The parties agree that these work schedules shall continue unless and until it is changed in the future through labor negotiations.

B. Hours of Work - Defined:

1. Hours worked shall be defined as actual time worked, approved vacation, sick leave, compensatory time off, bereavement leave, and industrial injury or illness leave, with the exception of exchange of shift not being included.
2. Exchange of shifts (aka as shift trades) shall occur at 0800 hours each day and comply with Fire Department Rules and Regulations, Policy B-2.
3. Meal periods are paid as hours worked for personnel who are subject to call for emergency duty.
4. The maximum time allowed within the forty (40) hour workweek (for employees assigned to work 40 hours per week) schedule for physical fitness shall not exceed four (4) hours within any given workweek. All physical fitness activities considered to be work activities shall be conducted on duty at the fire stations or as provided in the current fitness policy D-9. Fitness activities shall be conducted under supervision as appropriate.
5. An employee who is held over beyond the end of their regular shift shall be compensated for the actual time they are required to remain on duty, computed to nearest quarter (1/4) hour. If an employee works seven minutes or less, the time will be rounded down and if eight minutes or more will be rounded up to the nearest quarter (1/4) hour.
6. Exchanges of time (aka shift trades) count as hours worked for the employee whose shift was worked, not for the employee who worked the shift. These hours count as hours worked for FLSA purposes only.
7. An employee shall be considered to be working if they are ordered to duty by the Fire Chief or their sworn designee.

C. Level Pay Plan:

1. Twenty-four (24) Hour Shift Personnel – The 24-day FLSA work period for each employee shall begin at 8 a.m. All hours worked in excess of 182 hours in an FLSA work period shall be compensated at the premium rate (one- and one-half times the regular rate of pay).

All regularly scheduled non “lost time” hours shall be counted as hours worked. Each employee assigned to twenty-four-hour shifts for a full FLSA work period shall receive 106.15 hours of regular pay and 5.85 hours at the overtime rate of pay, as defined in subsection D.1.a. of this Article, in each bi-weekly pay period, which shall compensate the employee for FLSA overtime for regularly scheduled shift work.

2. In addition to the overtime pay as provided in subsection 1 above, twenty-four (24) hour shift employees shall receive pay at the overtime rate for hours worked in excess of regularly scheduled hours unless the employee has “lost time” in a regularly scheduled shift. If there is “lost time” in any regularly scheduled shift, the employee shall receive overtime pay for only those overtime hours worked in excess of the number of lost time hours in the bi-weekly pay period.
3. Lost Time Defined – “Lost time” is defined as time when the employee does not work when regularly scheduled to do so and does not receive a leave of absence with pay.
4. Forty (40) Hour Work Week – Personnel who are not assigned to twenty-four hour shifts but are assigned to work forty (40) hours per week shall have a twenty-eight (28) day FLSA work period, which shall correspond to exactly two City pay periods and shall begin at the same time as a City pay period. Forty (40) hour personnel shall continue to receive overtime pay for working hours in excess of their regularly scheduled hours.
5. 4/10 Work Schedule Defined – The 4/10 work schedule shall be defined as working four (4) days at ten (10) hours per day in an FLSA designated work week. Meal periods are regarded as hours worked for personnel who are subject to call for emergency duty. All employees on the 4/10 work schedule are subject to be called to work any time to meet any and all emergencies or unusual conditions which, in the opinion of the City Manager, Department Head or designee may require such service from said employees.

D. Overtime/Compensatory Time Off:

1. Paid Overtime:

- a. All employees covered by this MOU shall be eligible for overtime pay at one and one-half (1½) times their regular rate of pay, as defined by the FLSA, for all actual work performed in excess of the employees’ scheduled hours in their declared work period. Employees assigned to fire suppression duties are scheduled to work 182 hours in the declared 24-day FLSA work period.
- b. Any employee who works overtime in either a higher or lower classification shall be compensated at the rate of pay consistent with the classification worked. However, if an employee is force hired to work in a lower classification (e.g., a Fire Engineer is force hired to work as a Firefighter) the employee shall be compensated at the rate attendant to their regular classification.
- c. The City will maintain and adhere to the callback staffing system as set out in the most current Policy D-3 executed by the parties. The callback staffing system and/or

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Policy D-3 may be modified by mutual agreement of the parties at any time during the term of the MOU.

2. Compensatory Time Off:

- a. Non-Exempt – All overtime worked by non-exempt employees shall be compensated at the employee's overtime rate of pay and shall not be compensated by compensatory time off.
- b. Staff Personnel – For all employees in the classification of Administrative Fire Captain, in lieu of compensation by cash payment for overtime as provided in this Article, such employees may, at their option and with the approval of the Fire Chief or designee, be compensated by compensatory time off at time and one half for each overtime hour worked.
 - 1) Compensatory time off may be accumulated to a maximum of one hundred-twenty (120) hours. Compensatory time off may be taken on an hour-for-hour basis, with the approval of the Fire Chief or their sworn designee. Permission shall be granted unless granting the request will unduly disrupt the Department, or unless denying the request will violate the FLSA.

By December 15 of each year, an employee may make an irrevocable election to cash out compensatory time off hours which they may earn in the following calendar year. An employee will receive the cash for the compensatory time off (assuming they have earned it) they irrevocably elected to cash out in the following calendar year. They can either receive the cash all in the first pay period in December or half the cash in the second pay period in July and the other half in the first pay period in December. However, if the employee has not earned the compensatory time off for which they elected to cash out (either in July or December) the employee will receive cash for the amount of compensatory time off they have accrued in the calendar year.

If an employee makes an irrevocable election to cash out compensatory time off in the following calendar year and uses compensatory time off in that subsequent year, the compensatory time off used will come from annual leave the employee had earned prior to January 1 of the year the employee has elected to cash out annual leave. This is to ensure that assuming an employee had a compensatory time off balance prior to January 1, the compensatory time off used will not result in a reduction in the amount of compensatory time off the employee will be eligible to cash out.

In addition to the above, an employee who has an "unforeseen emergency" (defined as an unanticipated emergency that is caused by an event beyond the control of the employee and that would result in severe financial hardship to the employee if early withdrawal were not permitted) shall be entitled to make a request to the Administrative Services Director for a payoff of accrued compensatory time. The amount of compensatory time off which may be paid off is limited to the amount necessary to meet the emergency. The maximum payoff the employee can receive for an emergency what is in their compensatory time off bank.

- 2) Compensatory time off may not be received in lieu of a cash payment for time worked during major emergencies when, in the opinion of the Fire Chief or

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their sworn designee, the City may be eligible for reimbursement from another agency for said cash payment.

- c. Compensatory Time Paid Off – Immediately prior to the time of any change in the salary schedule, any accumulated time, which has not been used or paid off, shall be eligible to be paid in cash at the regular rate of pay based upon the salary schedule for forty (40) hour per week personnel in effect prior to the change.
 3. Callback – Employees who are ordered to return to duty on other than their regularly scheduled shift shall receive a minimum of two (2) hours compensation at the employee's overtime rate of pay.
 4. Mandatory Standby – Any employee may be placed on “mandatory standby” by the Fire Chief or their sworn designee. Employees on mandatory standby must remain available for immediate response during the designated standby period. All personnel placed on mandatory standby shall receive a minimum of two (2) hours compensation for each twelve (12) hours of off duty standby time or fraction thereof.
 5. Required Training Attendance – An employee who is required to attend a class or seminar to maintain their current position shall have their related expenses paid by the City. If attendance occurs at a time when the employee is not scheduled to work, they shall be compensated on an hourly basis.
 6. Cancellation of Overtime – Any employee who is scheduled by the City to work overtime in advance of the time set forth for such scheduling in accordance with the Huntington Beach Fire Department Organization Manual Policy D-3, which is subsequently cancelled less than seventy-two (72) hours in advance of the commencement of the scheduled overtime shift, shall receive a minimum of two (2) hours pay at the employee's overtime rate.
 7. Court Time:
 - a. Employees placed on standby for a court appearance involving City business during other than their scheduled working hours shall receive a minimum of two (2) hours base rate of pay for each morning and/or afternoon session.
 - b. Employees appearing in court on City business during other than their scheduled working hours shall receive a minimum of three (3) hours pay at the overtime rate; provided, however, that if such time overlaps with the employee's scheduled working hours, said pay shall be limited to those hours occurring prior to or after the employee's scheduled work time.
 - c. Employees shall not receive both standby pay and overtime pay for the same court session. An employee who is on standby and reports to court will be paid in accordance with (b) above.
 8. Pay Out of Rank - Subject to the approval of the Fire Chief or their sworn designee, an employee may voluntarily work in a classification below their rank.
- E. Jury Duty Employees who are summoned to perform jury service shall be entitled to their regular compensation while serving; provided the fees, except mileage and subsistence allowance, if any, which they receive as jurors, are remitted to the City.

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If an employee calls in at night and finds out that they must report to jury duty the next day (and are scheduled to be working that day as part of a regular shift or on an overtime basis), they must contact their Battalion Chief as soon as possible so that coverage can be arranged for their shift.

Employees are required to return to work if dismissed by the Court from jury duty. The returning employee will go back to their shift and the employee who replaced them will be relieved from duty at that time for the remainder of the shift.

F. Shift Exchange/Relief:

The Fire Department shall allow Association members' exchanges of schedule pursuant to the most current Policy D-7 of the Huntington Beach Fire Department Organization Manual that has been executed by the parties. Policy D-7 (Exchange of Work Schedule) may be modified by mutual agreement of the parties at any time during the term of this MOU.

An employee may be relieved by any other employee who is qualified to relieve him/her at any time by utilizing appropriate leave (i.e., vacation). In addition, the parties acknowledge Department of Labor regulation, 29 CFR section 553.225 which provides:

It is a common practice among employees engaged in fire protection activities to relieve employees on the previous shift prior to (between the hours of 0600 and 0800) the scheduled starting time. Such early relief time may occur pursuant to employee agreement, either expressed or implied. This practice will not have the effect of increasing the number of compensable hours of work for employees employed under section 7(k) where it is voluntary on the part of the employees and does not result, over a period of time, in their failure to receive proper compensation for all hours actually worked. On the other hand, if the practice is required by the employer, the time involved must be added to the employee's tour of duty and treated as compensable hours of work.

G. Station / Shift Assignments

Station / Shift Assignments shall be set by following Organizational Manual Policy D-24.

H. Minimum Staffing and Filling Vacancies:

1. Minimum Staffing Levels– The City shall cause apparatus to be staffed with sufficient employees to assure the safety of employees and the control of risk. For these purposes, the minimum staffing of apparatus shall be as defined by Policy D-14, Minimum Staffing and Filling of Vacancies, a copy of which is attached as Exhibit G and incorporated by reference herein.
 - a. Minimum staffing in the Fire Department is set forth in Policy D-14, which is in Appendix G to this MOU.
 - b. If a Rank Paramedic is activated on a Paramedic Engine, the overall number of on-duty Firefighters will increase and the overall number of Firefighter/Paramedics will decrease for each Rank Paramedic. However, the total number of on-duty Paramedics will be no less than 16.
 - c. If the Fire Chief determines the need to convert a Truck Company to a PAU or Paramedic Truck Company, the overall number of on-duty paramedics shall be no less than 16.

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I. Probationary Period:

1. Length of the Probationary Period - Employees in the bargaining unit shall serve a probationary period when initially appointed to a position in the unit and also when they promote into a higher rank. The probationary period shall be one year from the time of initial appointment or promotion into a higher rank.
2. Extension of the Probationary Period - An employee who uses more than 120 hours of leave for any purpose by the last day of their probationary period will have their probationary period extended by the total amount of leave (paid or unpaid) used during the probationary period.

ARTICLE X – HEALTH AND OTHER INSURANCE BENEFITS

A. Health Insurance - The City shall continue to make available group health, dental, and vision benefits to all HBFA employees.

B. Eligibility Criteria and Cost:

1. City Paid Health Insurance – Employees and Dependents –An employee, eligible dependents, and qualifying domestic partners per state law, shall become eligible to participate in the City’s insurance plan described below effective the first of the month following the employee’s date of hire. Any required employee payroll deduction shall begin with the first full pay period following the effective date of coverage and shall continue through the end of the month in which the employee separates.
2. Employer Contributions to Health and Other Insurance Benefits– The City’s maximum monthly employer contributions for health and other insurance premiums is set forth in the charts below. The amounts listed below are inclusive of the CalPERS statutory PEMHCA minimum amount.

Table 1. HBFA Health Contributions Effective January 6, 2024

	Maximum City Contribution			
Tier	Medical	Dental PPO	Dental HMO	Vision
Single	900.00	42.88	23.00	17.58
Two Party	1,650.00	81.82	39.11	17.58
Family	2,100.00	116.36	59.81	17.58
Opt-out	900.00	-	-	-

Table 2. HBFA Health Contributions Effective January 1, 2025

	Maximum City Contribution			
Tier	Medical	Dental PPO	Dental HMO	Vision
Single	975.00	42.88	23.00	17.58
Two Party	1,728.00	81.82	39.11	17.58
Family	2,201.00	116.36	59.81	17.58

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Opt-out	975.00	-	-	-
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Table 2. HBFA Health Contributions Effective January 1, 2026

Tier	Maximum City Contribution			
	Medical	Dental PPO	Dental HMO	Vision
Single	1,050.00	42.88	23.00	17.58
Two Party	1,794.00	81.82	39.11	17.58
Family	2,285.00	116.36	59.81	17.58
Opt-out	1,050.00	-	-	-

In no event shall the employee be entitled to the difference between the employer contribution and the premiums for insurance plan(s) selected by the employee.

- C. Public Employees' Medical and Hospital Care Act (PEMHCA) Option – The City contracts with CalPERS to provide medical benefits to bargaining unit members in accordance with the Public Employees' Medical and Hospital Care Act (PEMHCA). The City contracts for the unequal method of employee contribution in accordance with Government Code section 22893.
- D. Medical Opt-Out– If an employee is covered by a group health insurance outside of a City-provided program (evidence of which must be supplied to the Human Resources Division, as described below), the employee may elect to discontinue City health insurance coverage and receive a cost equivalent to the single-party maximum City contribution

This amount may be deposited into the employee's deferred compensation account or any other pre-tax program offered by the City. In order to be eligible for the opt-out payment the employee must be able to demonstrate to the City's satisfaction that they have minimum essential coverage as defined by the Affordable Care Act, (through another source other than coverage in the individual market, whether or not obtained through Covered California) and will not incur penalties under the ACA.

- E. Section 125 Plan– Employees shall be eligible to participate in a City approved Internal Revenue Code Section 125 Flexible Spending Plan under the same terms and conditions as all other eligible City employees. This plan allows employees to use pre-tax salary to pay for regular childcare, adult dependent care and/or non-reimbursable medical expenses up to maximums provided by law.
- F. Life and Accidental Death and Dismemberment:
 - 1. Life – The City shall provide a \$50,000 (fifty thousand dollars) Life Insurance plan for each employee.
 - 2. Accidental Death and Dismemberment – The City shall provide a fifty thousand dollars (\$50,000) Accidental Death and Dismemberment Insurance plan for each employee.
- G. Long Term Disability – The City shall pay to the Association on behalf of each employee covered by this MOU, on a monthly basis, an amount not to exceed thirty-eight dollars (\$38.00) per member for a Long-Term Disability policy. The program shall be subject to the terms and conditions contained in Exhibit E.

- H. Retiree Medical Coverage for Retirees Not Eligible for the City Medical Retiree Subsidy Plan
Employees who retire from the City after January 1, 2004, are granted a retirement allowance by the California Public Employees' Retirement System, and are not eligible for the City's Retiree Subsidy Medical Plan, may choose to participate in any health insurance plans available to all active employees in this bargaining unit until the first of the month in which they turn age sixty-five (65).

The retirees shall pay the full premium for any - health insurance for themselves and/or qualified dependents without any City subsidy.

Employees who retire from the City, receive a retirement allowance from the California Public Employees' Retirement System, are not eligible for the City's Retiree Subsidy Medical Plan and choose not to participate in City medical insurance plans available to eligible retirees in this bargaining unit upon retirement, will permanently lose eligibility for this insurance.

However, if a retiree who is not eligible for the City's Retiree Subsidy Medical Plan chooses not to participate in available medical insurance plans because the retiree has access to other group medical insurance, and subsequently loses eligibility for that group medical insurance, the retiree and their qualified dependents will have access to medical insurance plans available to retirees eligible for reinstatement.

Eligibility for Retiree Medical Coverage terminates the first of the month in which the retiree or qualified dependent turns age sixty-five (65).

- I. Post-65 Supplemental Medicare Coverage – Retirees who are participating in the Retiree Subsidy Medical Plan as of January 1, 2004 and all future retirees who meet the criteria to participate in available medical insurance, with or without the Retiree Medical Subsidy Plan, may participate in available medical insurance plans that are supplemental to Medicare.

A retiree or qualified dependent must choose to participate in available medical insurance plans that are supplemental to Medicare beginning the first of the month in which the retiree or qualified dependent turns age sixty-five (65).

The retiree shall pay the full premium to participate in available medical insurance plans that are supplemental to Medicare for themselves or qualified dependents without any City subsidy.

Retirees or qualified dependents, upon turning age 65, who choose not to participate in available medical insurance plans that are supplemental to Medicare permanently lose eligibility for this insurance.

- J. Retiree Medical Trust (RMT)

The City authorizes the HBFA to participate in a retiree medical plan administered by the PORAC Retiree Medical Trust, with the following conditions:

1. The City and HBFA agree that the City shall not provide any contribution to the program.
2. Effective 10/01/2020, City shall withhold \$100.00 per month for each represented employee. Thereafter, said withholding shall be in an amount as designated in writing by HBFA. Deductions shall be made on the first two pay periods of each month.
3. The City shall withhold \$100.00 per month for each represented employee to participate in the program. The withholding could change and if it does, it shall be in an amount as

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designated in writing by the HBFA. Deductions shall be taken on the first two checks of each month.

4. Participation and contributions are required for every member of the bargaining unit represented by the Association. However, this requirement will not apply to an employee who is entitled to receive full retiree medical coverage due to their service in the United States Military (Military Exemption)
5. HBFA shall pay all associated expenses incurred to participate in this program.
6. Upon request, the HBFA shall provide documentation to the City as follows:
 - a. A copy of the in-force employee medical welfare benefit trust fund program;
 - b. A statement certifying that funds collected are for employee welfare medical benefits for HBFA represented employees only;
 - c. A copy of the current program document as well as any changes, amendments or written confirmation that there have been no changes to the employee medical welfare benefit trust fund program provider;
 - d. Verification of the funds submitted to the PORAC Retiree Medical Trust; and
 - e. A statement certifying that the submitted funds are only being utilized to provide employee welfare medical benefit trust funds for participating members including members of the HBFA.
7. City shall pay the withheld funds to the PORAC Retiree Medical Trust bi-weekly.
8. All Federal and State laws regarding employee medical welfare benefit trust funds coverage shall be followed.
9. HBFA agrees that it will indemnify and hold harmless the City as well as all direct or indirect successors, officers, directors, heirs, predecessors, assigns, agents, insurers, employees, attorneys, representatives, and each of them, past and present, from and against any claims, lawsuits, penalties, interest, taxes, or liability of any kind whatsoever, which may result from the qualified employee welfare benefit trust fund program.
10. The City hereby acknowledges receipt of the Trust Agreement governing the Trust and will comply with rules set by the Trust Office in regard to reporting and depositing the required contributions set forth above. The City will cooperate with the Trust in allowing a payroll audit for the purpose of ascertaining if the proper amount of contributions have been made.

K. Miscellaneous:

1. Nothing in this Article shall be deemed to restrict the City's right to change insurance carriers should circumstances warrant.
2. Nothing in this Article shall be deemed to obligate the City to improve the benefits outlined in this Article.
3. Whenever an eligible employee is absent because of illness or injury, the City shall continue to provide to the employee and their dependents, all of the insurance benefits set forth in this Article for the duration of any such approved absence not to exceed twenty-four (24) months.

ARTICLE XI – RETIREMENT

1. Public Employees' Retirement System:

a. The City shall provide all safety employees described as “classic members” by the Public Employees' Pension Reform Act of 2013 (PEPRA) with that certain retirement program commonly known and described as the “3% at age 50 plan,” which is based on the retirement formula as set forth in the California Public Employees' Retirement System (PERS), Section 21362.2 of the California Government Code, including the one-half continuance option (Government Code Sections 21624 and 21626) for safety employees and the Fourth Level of the 1959 survivor option for all employees as established by the California Public Employees' Retirement System, Section 21571 of the California Government Code.

b. All “classic members” shall pay their CalPERS member contribution of nine percent (9%) of pensionable income.

Effective the beginning of the pay period including July 1, 2021, all classic members shall pay four percent (4%) additional compensation earnable as employer cost sharing in accordance with Government Code section 20516(f) – for an employee pension contribution of thirteen percent (13%). The parties agree that this cost sharing agreement per Government Code section 20516(f) shall continue after the expiration of this MOU unless/until otherwise negotiated to either an agreement (in a successor MOU) or the expiration of the impasse process by the parties.

c. The City contracts with PERS to have retirement benefits calculated based upon the employee's highest one year's compensation, pursuant to the provisions of Section 20042 (highest single year). This benefit is available to “classic members” of CalPERS.

d. The obligations of the City and the retirement rights of employees as provided in this Article shall survive the term of this MOU.

e. The City provides the Pre-Retirement Optional Settlement 2 Death Benefit as set forth in California Government Code Section 21548 for all safety employees represented by the Association.

f. For “New Members” within the meaning of the California Public Employees' Pension Reform Act of 2013 (PEPRA).

1) New Members shall be governed by the two and seven tenths percent at age 57 (2.7% @ 57) retirement formula set forth in Government Code section 7522.25(d) for all safety employees defined as “new members” per PEPRA represented by the Association.

2) Final compensation will be based on the highest annual average compensation earnable during the 36 consecutive months immediately preceding the effective date of his or her retirement, or some other 36 consecutive month period designated by the member as required by Government Code section 7522.32(a).

- 3) New members shall contribute one half of the normal cost rate, as established by CalPERS.
 - 4) Effective the beginning of the pay period including July 1, 2021, "new members" safety members shall pay at least thirteen percent (13%) of pensionable compensation as their retirement contribution. If the required contribution per PEPRA (half the normal cost) is less than thirteen percent (13%), employees shall pay the difference between the required PEPRA contribution and thirteen percent (13%) as cost sharing per Government Code section 20516(f). If the required PEPRA contribution is at least thirteen percent (13%) or more, "new members" safety members will pay the required PEPRA contribution.
 - g. The City has adopted the CalPERS Resolution in accordance with IRS Code section 414(h)(2) to ensure that both the employee contribution and the City pickup of the required member contribution are made on a pre-tax basis. However, ultimately, the tax status of any benefit is determined by the law.
 - h. Reporting of Base Salary – Provisions of the Level Pay plan, Article VII.C, shall be used for purposes of reporting the bi-weekly pay of twenty-four (24) hour shift employees to the Public Employees' Retirement System (PERS).
2. Self-Funded Supplemental Retirement Benefit:
- a. In the event a member elects Option #1, #2, #2W, #3, #3W or #4 of the Public Employees' Retirement Law, the City shall pay the difference between such elected option and the unmodified allowance which the member would have received for their life alone as provided in California Government Code sections 21455, 21456, 21457, and 21548 as said referenced Government Code sections exist as of the date of this agreement. This payment shall be made only to the member, shall be payable by the City during the life of the member, and upon that member's death, the City's obligation shall cease. The method of funding this benefit shall be the sole discretion of the City. This benefit is vested for employees covered by this MOU.
 - b. Employees hired on or after October 4, 1999, shall not be eligible for the "Supplemental Retirement Benefit" referenced in Article IX.A.2a above.
3. Medical Insurance for Retirees:
- a. Upon retirement, whether service or disability, each employee shall have the following options in regards to medical insurance under available plans:
 - 1) With no change in benefits, retirees can stay in any of the plans offered by the City, to active members in this bargaining unit, at the retiree's own expense, for the maximum time period required by Federal Law (COBRA), or
 - 2) Early retirees (under age 65) may participate in the available health plans currently being offered to active employees.
 - 3) Retirees over age 65 may participate in the Post-65 Supplemental Medicare Coverage described in Article VIII.I.

- b. Retired employees exercising either of the options in Article IX.A.3.a may cause any premiums not paid by the City to be paid out of funds due and owed to them for unused sick leave benefits upon retirement, as provided in Article IX.A.3.a. However, whenever a retired employee does not have any such available funds, they shall have the opportunity to provide the City with sufficient funds to pay the premiums. At retirement, the sick leave hours remaining may, at the employee's option, be converted to a dollar figure, as provided in Article IX.A.3.a, and an estimate shall be provided by the City to the retired employee as to the approximate number of months the group insurance can be paid by such sick leave dollars. The City shall notify any retired employee whose funds available for unused sick leave benefits are about to be exhausted of such fact, in writing by certified mail, return receipt requested, at the retired employee's most recent address of record with the City no later than three (3) months prior to the date upon which there will not be sufficient funds to pay premiums. It shall be the individual retiree's responsibility either to ensure that there are sufficient sick leave dollars available to pay premiums or to make premium payments at least one (1) month in advance, to continue the group insurance in effect. If following exhaustion of sick leave funds a retired employee fails to provide the City with sufficient additional funds to pay premiums, the City shall have the right to notify said retired employee in the manner prescribed above that it intends to cause their coverage to be terminated for non-payment of premiums, and the further right to terminate such coverage, if such default has not been cured within thirty (30) days following receipt of such notice. Any retired employee electing to obtain such medical coverage after retirement shall have no further option to terminate such coverage following the provision of thirty (30) days written notice to the City, whereupon any funds due and owed to him/her for unused sick leave benefits that have not been exhausted to pay these health insurance premiums shall be paid in a lump sum to the retired employee within thirty (30) days following receipt by the City of such notice. Once a retired employee elects to terminate such coverage, they shall be precluded from securing it at a later date at the group rate.

- B. Reinstatement Privileges for Disability Retirees – If a retiree seeks to cause PERS to revoke their disability retirement (within three years of the effective date of the disability retirement) on the grounds that they are no longer incapacitated from performing the duties of the position held at the time of retirement, the City will not certify that they are no longer incapacitated from performing those duties until the employee passes the Departmental physical agility test. If PERS revokes their disability retirement, the City shall immediately reinstate the employee at their former position and pay step.

ARTICLE XII – LEAVE BENEFITS

- A. Leave with Pay:
 - 1. Vacation – The purpose of annual vacation is to provide a rest period, which will enable each employee to return to work physically and mentally refreshed. All employees shall be entitled to annual vacation, with pay, in accordance with this Article.
 - a. Accrual – Employees shall accrue annual vacations at their appropriate assigned work schedule rate, either forty-hour (40) or fifty-six (56) hour workweek. Paychecks will identify the accrued vacation (Accrued) and accrual rate (Constant) based on their actual work schedule, either a forty (40) hour or fifty-six (56) hour schedule. In the event of a change in work schedules, personnel will have their accrued vacation (Accrued) and accrual rate (Constant) changed to the new schedule using the conversion factor .7143 (40 ÷ 56). Personnel who change from a fifty-six (56) hour schedule to a forty (40) hour schedule shall multiply the existing hours by .7143, (see

Exhibit G). Personnel who change from a forty (40) hour schedule to a fifty-six (56) hour schedule shall divide their existing hours by .7143. Personnel shall accrue annual vacations at the following rates¹:

For the first four (4) years of continuous service vacation time shall be accrued at the rate of one hundred and twelve (112) hours per year for forty (40) hour per week employees, and one hundred and fifty-seven (157) hours per year for fifty-six (56) hour per week employees.

After four (4) years of continuous service to the completion of nine (9) years of continuous service, vacation time shall be accrued at the rate of one hundred thirty-six (136) hours per year for forty (40) hour per week employees, and one hundred and ninety (190) hours per year for fifty-six (56) hour per week employees.

After nine (9) years of continuous service to the completion of fourteen (14) years of continuous service, vacation time shall be accrued at the rate of one hundred sixty (160) hours per year for forty (40) hour per week employees, and two hundred and twenty-four (224) hours per year for fifty-six (56) hour per week employees.

After fourteen (14) years of continuous service vacation, time shall be accrued at the rate of one hundred ninety-two (192) hours per year for forty-hour (40) per week employees, and two hundred sixty-nine (269) hours per year for fifty-six hour (56) per week employees.

Vacation allowance shall not be accumulated in excess of three hundred forty-two (342) hours for forty (40) hour per week employees, and four hundred and eighty (480) hours per year for fifty-six (56) hour per week employees.

- b. Eligibility and Permission – No vacation may be taken until the completion of six (6) months of employment. No employee shall be permitted to take vacation in excess of actual time earned and no employee shall take vacation that is being accrued while the employee is on vacation. Vacations shall be taken only with permission of the Fire Chief or their sworn designee, who shall schedule all vacations with due consideration for the request of the employee and particular regard for the need of the Department.

The Fire Department operates on a three-shift basis, with personnel being assigned to the “A, B or C” Shift for work scheduling purposes. On each such shift, there shall be four (4) available vacation absences (referred to as “vacation slots”). That is, at any one time, there may be four (4) persons absent from duty on each such shift due to vacation. These slots shall be made available by rank, one (1) to Firefighters, one (1) to Fire Engineers, one (1) to Firefighter Paramedics; and one (1) to Captains. Thereafter, each additional employee shall be entitled to receive time off for requested vacation leave, so long as a qualified replacement is available to serve in their absence.

- c. Conversion to Cash – By December 15 of each year, an employee may make an irrevocable election to cash out up eighty (80) hours (for employees assigned to the 40 hour workweek) at the 40 hour rate, or one hundred and twelve (112) hours (for employees assigned to the 24 hour suppression shift) at the 56 hour rate, which will be earned in the following calendar year. In the following year, the employee can

¹ For a detailed explanation regarding conversion refer to Exhibit F

receive the cash for the vacation they irrevocably elected to cash out in either two (2) equal increments of half of what they elected to cash out or one (1) increment of up to the maximum they elected to cash out.

The employee would be paid one half of what they irrevocably elect to cash out on both the second pay day in July and the first pay day in December or the employee can elect to be paid the full amount they elected to cash out on the first pay day in December. However, if the employee's vacation balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of vacation the employee has accrued at the time of the cash out.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that subsequent year, the vacation used will come from vacation the employee had earned prior to January 1 of the year the employee has elected to cash out vacation. This is to ensure that assuming an employee had a vacation balance prior to January 1, the vacation used will not result in a reduction in the amount of vacation the employee will be eligible to cash out.

In addition to the above, an employee who has an "unforeseen emergency" (defined as an unanticipated emergency that is caused by an event beyond the control of the employee and that would result in severe financial hardship to the employee if early withdrawal were not permitted) shall be entitled to make a request to the Administrative Services Director for a payoff of accrued vacation. The amount of vacation which may be paid off is limited to the amount necessary to meet the emergency. The maximum payoff the employee can receive for an emergency is limited to eighty (80) for forty hour employees and 112 hours for 56 hour employees.

In addition to the employee's election to cash out vacation, any vacation accumulated in excess of three hundred-forty-two (342) hours at the forty (40) hour rate, or four hundred and eighty (480) hours at the fifty-six (56) hour rate shall be paid in cash at the regular rate of pay on the first payday following such accumulation.

- d. Pay-Off at Termination – Except as provided in Section A.1.c. of this Article, no employee shall be paid for unused vacation other than upon termination of employment. Any vacation pay off at termination shall be at the regular rate of pay and the accrual rate the employee is earning at the time of separation.
- 1) Transfer of the Value of Vacation Leave at Separation - At the time of separation, the value of any unused earned Vacation Leave (earned up to the last day of employment) will be transferred to either the employee's deferred compensation account or to the Retiree Medical Trust outlined in Article VIII, Section J, on a pre-tax basis. The value of each hour of Vacation Leave will be the employee's base rate of pay at separation and the accrual rate the employee is earning at the time of separation.

The employee must make the election for the transfer (to either deferred compensation or the Retiree Medical Trust) no later than the pay period prior to the employee's last day of employment. If no election is made, all unused earned Vacation Leave will be transferred to the Retiree Medical Trust upon separation. If the employee elects to place some of the Vacation Leave into their deferred compensation account or reaches the

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION

maximum annual deferral into their deferred compensation account, the remaining amount will be transferred to the Retiree Medical Trust.

- 2) Vacation Leave Pay at Separation for Employees Exempt from the Retiree Medical Trust - Upon separation of employment, employees exempt from the Retiree Medical Trust shall be paid for unused Vacation Leave at their current regular rate of pay for all unused, earned Vacation Leave to which they are entitled up to and including the last day of employment.

2. Sick Leave:

- a. Accrual – The conversion factor for sick leave accrual shall be in accordance with Rule 18-9 of the City's Personnel Rules. Employees covered by this MOU shall accrue sick leave at the rate of 3.6923 hours per pay period for 40-hour week employees, and 5.1691 for fifty-six (56) hour week employees. Paychecks will identify the accrued sick leave (Accrued) and accrual rate (Constant) based on their actual work schedule, either a forty (40) hour or fifty-six (56) hour schedule. In the event of a change in work schedules, personnel will have their accrued sick leave (Accrued) and accrual rate (Constant) changed to the new schedule using the conversion factor .7143. Personnel who change from a fifty-six (56) hour schedule to a forty (40) hour schedule shall multiply their accrual rate by .7143, (see Exhibit F). Personnel who change from a forty (40) hour schedule to a fifty-six (56) hour schedule shall divide their accrual rate by .7143.
- b. Pay-Off at Termination – Upon termination for reasons other than for industrial disability retirement, an employee shall have their accrued sick leave paid at the regular rate of pay and the accrual rate the employee is earning at the time of separation. Sick Leave shall be paid (or have paid on their behalf as provided in Article IX.A.3.b) at twenty-five percent (25%) of unused, earned sick leave from four hundred-eighty (480) through seven hundred-twenty (720) hours, and at fifty percent (50%) of all unused, earned sick leave for hours in excess of seven hundred-twenty (720) hours.

Upon termination for industrial disability retirement, an employee shall have their accrued sick leave paid (or have paid on him/her behalf as provided in Article IX.A.3.b) at the regular rate of pay and the accrual rate at the time of separation at twenty-five percent (25%) of unused, earned sick leave from zero (0) through four hundred-eighty (480) hours, and at fifty percent (50%) of all unused, earned sick leave in excess of four hundred-eighty (480) hours.

- c. Utilization in Conjunction with Industrial Disability Leave – Sick leave cannot be used to extend absences due to work-related (industrial) injuries or illnesses.
- d. Transfer of the Value of Sick Leave at Separation - Upon separation of employment, the value of any unused sick leave, as determined in accordance with sections a-b.1 above, will be transferred to either the employee's deferred compensation account or to the Retiree Medical Trust on a pre-tax basis.
- e. Sick Leave Pay at Separation for Employees Exempt from the Retiree Medical Trust - Upon separation of employment, employees exempt from the Retiree Medical Trust shall be paid for unused sick leave in accordance with

sections a-b above.

3. Leave Benefit Entitlements – As required by law, employees will be allowed to use up to one-half of their annual Sick Leave accrual for family sick leave, pursuant to the provisions of California Labor Code Section 233.

The City shall comply with all state and federal leave benefit entitlement laws and regulations.

An eligible employee on an approved leave may be allowed to use earned Sick Leave, Vacation and/or Compensatory Time Off.

4. Bereavement - Employees shall be entitled to bereavement leave not to exceed two (2) work shifts for those employees on the twenty-four (24) hour work schedule, or three (3) work shifts for all other employees in each instance of death in the immediate family. Immediate family is defined as father, mother, sister, brother, spouse, children, registered domestic partner; grandfather, grandmother, step-father, step-mother, step-grandfather, step-grandmother, grandchildren, stepsisters, step-brothers, mother-in-law, father-in-law, in-laws of registered domestic partner, brother-in-law, sister-in-law, son-in-law, daughter in-law, step-children, or wards of which the employee is the legal guardian.
5. Association Business – During the term of this MOU, authorized representatives of the Association shall be entitled to receive up to a total of four hundred (400) collective hours without any loss of compensation per contract year to be utilized for lawful Association activities. In addition, up to one hundred-fifty (150) unused hours may be carried forward to the next contract year.

B. Voluntary Catastrophic Leave Donation

Under certain conditions, employees may donate leave time to another employee in need. The program is outlined in Exhibit H of this MOU.

ARTICLE XIII – CITY RULES

- A. Personnel Rules - All MOU provisions that supersede the City's Personnel Rules shall automatically be incorporated in the City's Personnel Rules.
- B. Precedence of Agreement - In any case in which any provision of this MOU is inconsistent with any City ordinance, rule, regulation, resolution, including provisions of any Fire Department Manual, the provisions of this MOU shall supersede and take precedence.
- C. Discipline - The procedure and practice regarding discipline is set forth in Exhibit H.
- D. Layoff Rules - The procedure and practice regarding layoffs as contained in the City's Personnel Rules in effect on July 1, 1980, shall remain in full force and effect during the entire term of this MOU.

ARTICLE XIV – MISCELLANEOUS

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION

- A. Fire Department Promotional Exams– Promotional and open competitive examinations shall be held in accordance with the most current Policy D-10 of the Huntington Beach Fire Department Organization Manual executed by the parties. Policy D-10 may be modified by the parties at any time during the term of this MOU. Either party may request to meet and confer during the MOU on Policy D-10.
- B. Living Quarters – The City shall provide necessary kitchen, living, and sleeping quarters in all fire stations and shall continue to provide facilities for Association meetings.
- C. Paychecks:
1. Bi-Weekly Pay – Salary shall be paid on a bi-weekly basis. By mutual consent of the City and the Association, early payment and other modifications may be made.
 2. Paycheck Stub - An on-line pay stub shall contain an itemization of amounts paid under various categories of pay, including educational incentive pay, holiday pay, and all overtime, and shall also include an itemization of the nature and the purpose of each deduction withheld from the employee's gross earnings.
 3. Direct Deposit – Employees hired on or after January 1, 2007, shall receive their bi-weekly compensation through the City's direct deposit system. Employees currently participating in the City's direct deposit program must remain in that program.
 4. Vacation Payroll Advance – Each employee shall, at their option, by written notice to the City's Administrative Services Director, be given at least two (2) weeks prior to the commencement of said employee's scheduled vacation, be entitled to receive their earned vacation pay, less deductions in advance of said vacation. Said right to receive advance payment of earned vacation pay shall be limited to one such advancement during each calendar year.
- D. California Driver License for Firefighting Equipment– Employees required by the City to obtain a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license will be reimbursed for fees paid to the California Department of Motor Vehicles to obtain the Driver License with Firefighter Endorsement.

All employees in the classification of Fire Engineer shall be required to possess a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license. All other bargaining unit employees shall be required to obtain the following:

All employees hired after February 19, 2008, must acquire a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license prior to completing their probationary period.

All employees assigned to the USAR team who possess a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license as of the program's implementation date shall be required to maintain their license. All current employees assigned to the USAR team prior to the program's implementation date are not required to have a Firefighter Endorsed Driver License. All current employees assigned to the USAR team after the program's implementation shall obtain and maintain a valid Class A, Class B or Class C California driver license with firefighter endorsement within one (1) year of their assignment.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION

All employees assigned to the Hazardous Materials team who possess a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license shall maintain their license. All employees assigned to the Hazardous Materials team prior to February 19, 2008, are not required to obtain a Firefighter Endorsed Driver License. All current employees assigned to the Hazardous Materials team after February 19, 2008, shall obtain and maintain a valid Class A, Class B or Class C California driver license with firefighter endorsement or Class B restrictive California driver license within one (1) year of their assignment.

- E. Deferred Compensation Loan Program – Employees may utilize the Deferred Compensation Loan Program, under which employees may borrow up to fifty percent (50%) of their deferred compensation funds for critical needs such as medical costs, college tuition, or purchase of a home. The value of any unused earned leave benefits may be transferred to deferred compensation in connection with separation, but the employee must request the transfer no later than the pay period prior to the employee's last day of employment.

ARTICLE XV – MANAGEMENT RIGHTS

Except as expressly abridged or modified herein, the City retains all rights, powers, and authority with respect to the management and direction of the performance of fire services and the work forces performing such services. Such rights include, but are not limited to, determination of the merits, necessity, level or organization of fire services, the necessity for overtime, number and location of work stations, nature of work to be performed, contracting for any work or operation, reasonable employee performance standards, including work and safety rules and regulations, in order to maintain the efficiency and economy desirable for the performance of City services.

ARTICLE XVI – SUCCESSOR NEGOTIATIONS

The parties agree to commence labor negotiations for a successor MOU no later than September 1, 2023. At that meeting, the parties shall discuss ground rules and meeting dates.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this _____ day of _____, 2024.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION

**CITY OF HUNTINGTON BEACH
A Municipal Corporation**

**HUNTINGTON BEACH
FIREFIGHTERS' ASSOCIATION.**

By: _____
Eric Parra, Interim City Manager/Police
Chief

By: _____
Glenn Pavlosky
HBFA President

By: _____
Travis Hopkins
Assistant City Manager

By: _____
Bill Cerri
HBFA Vice-President

By: _____
Theresa St. Peter, Interim Human
Resources Director

By: _____
Scott Haberle
Fire Chief

APPROVED AS TO FORM

By: _____
Michael E. Gates
City Attorney

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT A – EMPLOYEE RELATIONS RESOLUTION

- 7.3 Human Resources Officer Motion of Unit Modification – The Human Resources Officer may propose, during the same period for filing a Petition for Decertification, that an established unit be modified in accordance with the following procedure:
- a. The Human Resources Officer shall give written notice of the proposed unit modification to all employee organizations that may be affected by the proposed change. Said written notification shall contain the Human Resources Officer's rationale for the proposed change including all information which justifies the change pursuant to the criteria established in Section 6-5 for Appropriateness of Units. Additionally, the Human Resources Officer shall provide all affected employee organizations with all correspondence, memoranda, and other documents, which relate to any input regarding the unit modification which may have been received by the City or from affected employees and/or sent by the City to affected employees;
 - b. Following receipt of the Human Resources Officer's proposal for unit modification, any affected employee organization shall be afforded not less than thirty (30) days to receive input from its members regarding the proposed change and to formulate a written and/or oral response to the motion for unit modification to the Personnel Commission;
 - c. The Personnel Commission shall conduct a noticed Public Hearing regarding the motion for unit modification at which time all affected employee organizations and other interested parties shall be heard. The Personnel Commission shall make a determination regarding the proposed unit modification which determination may include a granting of the motion, a denying of the motion, or other appropriate orders relating to the appropriate creation of bargaining units. Following the Personnel Commission's determination of the composition of the appropriate unit or units, it shall give written notice of such determination to all affected employee organizations;
 - d. Any party who chooses to appeal from the decision of the Personnel Commission is entitled to appeal in accordance with the provision of Section 14-4 of Resolution Number 3335.

**HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT B – SALARY SCHEDULE**

**HBFA PAY SCHEDULE
EFFECTIVE 01-06-2023**

40 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	189	36.37	38.18	40.09	42.10	44.20	46.41	48.73
160	Fire Engineer	204	42.22	44.33	46.55	48.87	51.32	53.88	56.58
226	Firefighter Paramedic	204	42.22	44.33	46.55	48.87	51.32	53.88	56.58
101	Fire Captain	218	48.53	50.96	53.50	56.18	58.99	61.94	65.04
100	Administrative Fire Captain	229	54.14	56.85	59.69	62.68	65.81	69.10	72.56

56 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	189	25.98	27.27	28.64	30.07	31.57	33.15	34.81
160	Fire Engineer	204	30.16	31.66	33.25	34.91	36.66	38.49	40.41
226	Firefighter Paramedic	204	30.16	31.66	33.25	34.91	36.66	38.49	40.41
101	Fire Captain	218	34.66	36.40	38.22	40.13	42.13	44.24	46.45
100	Administrative Fire Captain	229	38.67	40.61	42.64	44.77	47.01	49.36	51.83

Monthly Rate

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	189	6,303.41	6,618.58	6,949.51	7,296.99	7,661.84	8,044.93	8,447.17
160	Fire Engineer	204	7,318.06	7,683.97	8,068.17	8,471.57	8,895.15	9,339.91	9,806.91
226	Firefighter Paramedic	204	7,318.06	7,683.97	8,068.17	8,471.57	8,895.15	9,339.91	9,806.91
101	Fire Captain	218	8,411.93	8,832.52	9,274.15	9,737.86	10,224.75	10,735.99	11,272.79
100	Administrative Fire Captain	229	9,384.92	9,854.17	10,346.87	10,864.22	11,407.43	11,977.80	12,576.69

**HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT B – SALARY SCHEDULE**

**HBFA PAY SCHEDULE
EFFECTIVE 01-01-2025**

40 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	195	38.60	40.53	42.56	44.69	46.92	49.27	51.73
160	Fire Engineer	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
226	Firefighter Paramedic	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
101	Fire Captain	224	51.52	54.09	56.80	59.64	62.62	65.75	69.04
100	Administrative Fire Captain	235	57.47	60.35	63.37	66.53	69.86	73.35	77.02

56 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	195	27.57	28.95	30.40	31.92	33.52	35.19	36.95
160	Fire Engineer	210	32.01	33.61	35.29	37.06	38.91	40.86	42.90
226	Firefighter Paramedic	210	32.01	33.61	35.29	37.06	38.91	40.86	42.90
101	Fire Captain	224	36.80	38.64	40.57	42.60	44.73	46.96	49.31
100	Administrative Fire Captain	235	41.05	43.11	45.26	47.52	49.90	52.40	55.02

Monthly Rate

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	195	6,691.20	7,025.76	7,377.05	7,745.90	8,133.19	8,539.85	8,966.84
160	Fire Engineer	210	7,768.27	8,156.69	8,564.52	8,992.75	9,442.38	9,914.50	10,410.23
226	Firefighter Paramedic	210	7,768.27	8,156.69	8,564.52	8,992.75	9,442.38	9,914.50	10,410.23
101	Fire Captain	224	8,929.43	9,375.90	9,844.70	10,336.93	10,853.78	11,396.47	11,966.29
100	Administrative Fire Captain	235	9,962.28	10,460.40	10,983.42	11,532.59	12,109.22	12,714.68	13,350.41

**HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT B – SALARY SCHEDULE**

**HBFA PAY SCHEDULE
EFFECTIVE 01-01-2026**

40 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	199	40.17	42.18	44.29	46.50	48.83	51.27	53.83
160	Fire Engineer	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
226	Firefighter Paramedic	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
101	Fire Captain	228	53.61	56.29	59.10	62.06	65.16	68.42	71.84
100	Administrative Fire Captain	239	59.81	62.80	65.94	69.24	72.70	76.33	80.15

56 Hour Rate (Hourly)

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	199	28.69	30.13	31.63	33.22	34.88	36.62	38.45
160	Fire Engineer	214	33.31	34.98	36.73	38.56	40.49	42.52	44.64
226	Firefighter Paramedic	214	33.31	34.98	36.73	38.56	40.49	42.52	44.64
101	Fire Captain	228	38.29	40.21	42.22	44.33	46.54	48.87	51.31
100	Administrative Fire Captain	239	42.72	44.86	47.10	49.45	51.93	54.52	57.25

Monthly Rate

Job No	Job Description	Range	A	B	C	D	E	F	G
229	Firefighter	199	6,962.89	7,311.03	7,676.58	8,060.41	8,463.43	8,886.60	9,330.93
160	Fire Engineer	214	8,083.70	8,487.88	8,912.27	9,357.89	9,825.78	10,317.07	10,832.93
226	Firefighter Paramedic	214	8,083.70	8,487.88	8,912.27	9,357.89	9,825.78	10,317.07	10,832.93
101	Fire Captain	228	9,292.00	9,756.60	10,244.43	10,756.65	11,294.48	11,859.21	12,452.17
100	Administrative Fire Captain	239	10,366.79	10,885.13	11,429.39	12,000.86	12,600.90	13,230.94	13,892.49

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT C – RETIREE SUBSIDY MEDICAL PLAN

An employee who has retired from the City shall be entitled to participate in the available medical insurance plans and the City shall contribute toward monthly premiums for coverage in an amount as specified in accordance with this plan, provided:

- A. At the time of retirement the employee has a minimum of ten (10) continuous years of regular (permanent) City service immediately prior to retirement or is granted an industrial disability retirement. Said service must be continuous unless prior service is reinstated at the time of their rehire in accordance with the City's Personnel Rules; and
- B. At the time of retirement, the employee is employed by the City; and
- C. Following official separation from the City, the employee is granted a retirement allowance by the California Public Employees' Retirement System.

The City's obligation to pay the monthly premium, as indicated, shall be modified downward or cease during the lifetime of the retiree upon the occurrence of any one of the following:

- 1. On the first of the month in which a retiree or dependent reaches age 65 or on the date the retiree or dependent can first apply and become eligible, automatically or voluntarily, for medical coverage under Medicare (whether or not such application is made), the City's obligation to pay monthly premiums may be adjusted downward or eliminated. Benefit coverage at age 65 under the City's sponsored medical insurance plans shall be governed by applicable plan document.
 - 2. In the event of the death of any employee, whether retired or not, the amount of the retiree medical insurance subsidy benefit which the deceased employee was receiving at the time of their death or would be eligible to receive if they were retired at the time of death, shall be paid on behalf of the spouse or dependent(s) for a period not to exceed twelve (12) months.
- D. Industrial Disability Retirees - Industrial disability retirees with less than ten (10) continuous years of regular (permanent) service shall receive a maximum monthly payment toward the premium for health insurance of \$121. Payments shall be in accordance with the stipulations and conditions, which exist for all retirees. Payment shall not exceed dollar amount, which is equal to the full cost of premium for employee only.
 - E. Maximum Monthly Subsidy Payments - The payment amounts may be reduced each month as dependent eligibility ceases due to death, divorce or loss of dependent child status. However, the amount shall not be reduced if such reduction would cause insufficient funds needed to pay the full premium for the employee and the remaining dependents. In the event no reduction occurs and the remaining benefit premium is not sufficient to pay the premium amount for the employee and the eligible dependents, said needed excess premium amount shall be paid by the employee.

All retirees, including those retired as a result of industrial disability whose number of years of continuous regular (permanent) service immediately prior to retirement exceeds ten (10) years, shall be entitled to maximum monthly payment of premiums by the City for each year of completed City service as follows:

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT C – RETIREE SUBSIDY MEDICAL PLAN

Maximum Monthly Payment
for Retirees After:

Years of Service	
10	\$ 121
11	136
12	151
13	166
14	181
15	196
16	211
17	226
18	241
19	256
20	271
21	286
22	300
23	315
24	330
25	344

F. Eligibility:

1. The effective start-up date of the Retiree Subsidy Medical Plan for the eligible retirees shall be the first of the month following retirement date.
2. A retiree may change plans, add dependents, etc., during annual open enrollment. The City shall notify covered retirees of this opportunity each year.
3. Years of service computed for the Retiree Subsidy Medical Plan are actual years of completed continuous regular (permanent) service with the City of Huntington Beach immediately prior to retirement.
4. When a retiree is eligible for medical plan coverage at the expense of another employer due to post-retirement employment of the retiree or spouse of the retiree, the retiree and their spouse must take that coverage regardless of benefit level and shall be deleted from any City sponsored health insurance Plan. Exceptions to this requirement are limited to the following:
 - a. A retiree is not required to enroll in such "other" medical insurance plan coverage if there is significant disparity between the benefits provided by the "other" medical insurance plan and the City sponsored health insurance plan as defined below. "Significant disparity" means coverage available under the "other" medical plan is restrictive or limited in one or more of the following ways:
 - 1) No in-patient hospitalization coverage.
 - 2) No major medical benefits.
 - 3) Annual deductible is greater than or equal to \$1,000 per person.
 - 4) Major medical benefits are paid at 60% or less of covered expenses in network.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT C – RETIREE SUBSIDY MEDICAL PLAN

- b. The City Manager or designee will have the authority to provide additional exceptions following review of the “other” medical insurance plan policy. Exceptions will be made only if the “other” medical plan benefit provisions are comparable to the guidelines under (F.4.a.) above.
 - c. Miscellaneous Provisions:
 - 1) Benefits provided under the available medical insurance plan will be coordinated with the “other” medical insurance plan as the primary carrier.
 - 2) The City shall have the right to require any retiree to provide a copy of the “other” medical insurance plan policy for review by the City Manager or designee.
 - 5. When a retiree under age 65 becomes eligible for the other group coverage and then becomes no longer eligible, they may have the Retiree Subsidy Medical Plan reinstated for the purchase of available health insurance.
 - 6. Dependents of a retiree under age 65 may follow him/her into the Retiree Subsidy Medical Plan or they may choose to exercise COBRA rights along with the retiree.
 - 7. When a retiree becomes 65 and has eligible dependents under 65, said dependents are eligible to exercise COBRA rights.
 - 8. When a retiree is under 65 and their spouse is over 65, the spouse is not covered.
- G. Premium payments are to be received at least one month in advance of the coverage period. Retiree Subsidy Medical Plan and COBRA participants shall be notified of non-payment of premium by means of a certified letter from the City in accordance with provisions of the Memorandums of Understanding.
- A retiree who fails to pay premiums due for coverage and is in arrears for sixty (60) days shall be terminated from the plan and shall not have reinstatement rights.
- H. Subsidies:
- 1. The subsidy payments will pay for:
 - a. Available health insurance plans for eligible retirees.
 - b. Part A of Medicare for those retirees not eligible for paid Part A.
 - 2. Subsidy payments will not pay for:
 - a. Part B Medicare.
 - b. Any other City sponsored benefit plan.
 - c. Any other commercially available benefit plan.
 - d. Medicare supplements

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT C – RETIREE SUBSIDY MEDICAL PLAN

I. Medicare:

1. All persons are eligible for Medicare coverage at age 65. Those with sufficient credit quarters of Social Security will receive Part A of Medicare at no cost. Those without sufficient credited quarters are still eligible for Medicare at age 65, but will have to pay for Part A of Medicare if the individual elects to take Medicare. In all cases, Part B of Medicare is paid for by the participant.
2. When a retiree and their spouse are both 65 or over and neither is eligible for paid Part A of Medicare, the subsidy shall pay for Part A for each of them or the maximum subsidy, whichever is less.
3. When a retiree at age 65 is eligible for paid Part A of Medicare and their spouse is not eligible for paid Part A, the spouse shall not receive subsidy. When a retiree at age 65 is not eligible for paid Part A of Medicare and their spouse who is also age 65 is eligible for paid Part A of Medicare, the subsidy shall be for the retiree's Part A only.

J. Cancellation:

1. For retirees/dependents eligible for paid Part A of Medicare, the following cancellation provisions apply:
 - a. Coverage for a retiree under the Retiree Subsidy Medical Plan will be eliminated on the first day of the month in which the retiree reaches age 65 whether or not the retiree applies for Medicare coverage. If such retiree was covering dependents under the Plan, dependents will be eligible for COBRA continuation benefits effective as of first day of the month in which the retiree reaches age 65.
 - b. When one of the following occurs, dependent coverage will be eliminated:
 - 1) After 36 months of COBRA continuation coverage, or
 - 2) When the covered dependent reaches age 65 in the event such dependent reaches age 65 prior to the retiree reaching age 65.
2. Premium payments are to be received at least one month in advance of the coverage period.
3. A retiree who fails to pay premiums due for coverage and is in arrears for sixty (60) days shall be terminated from the plan and shall not have reinstatement rights.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT D – INCOME PROTECTION PLAN

This is to memorialize an agreement between the City of Huntington Beach (City) and the Huntington Beach Firefighter's Association (HBFA) regarding authorizing the HBFA to administer its own Long Term Disability (LTD) insurance program providing the following conditions are adhered to:

1. The City and HBFA agree that the City shall not provide a City-sponsored LTD Insurance Program for employees represented by HBFA.
2. HBFA shall contract with an insurance provider for LTD insurance for the employees represented by the HBFA.
3. The City shall pay to HBFA for the cost of LTD premiums not to exceed \$38.00 per month per occupied covered position represented by HBFA.
4. Non-dues paying represented employees shall be covered by the LTD Policy at the same premium rate as dues paying represented employees.
5. City payment to HBFA is to be made for each represented employee per month based on the bi-weekly payroll.
6. HBFA shall pay the insurance company for the cost of premiums and any charges incurred for administering the program.
7. HBFA shall provide the City with a monthly listing of covered employees.
8. No self-funding/self-insurance of LTD benefits is permitted under this agreement.
9. HBFA shall authorize the City to have the insurance company provide documentation to the City as follows:
 - a. A copy of the most current audited financial statements.
 - b. A copy of the latest actuarial report, which should be completed by an independent "Fellow of the Society of Actuaries";
 - c. A copy of the in-force re-insurance Policy;
10. HBFA will provide a statement certifying that premiums collected are for LTD benefits for HBFA represented employees only.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT E – 40/56-HOUR CONVERSION VACATION AND SICK LEAVE ACCRUAL

LEAVE BENEFITS
(EXAMPLE)

Permanent, full-time employees shall accrue annual vacations or sick leave at their appropriate assigned work schedule rate, either 40-hour or 56-hour workweek. The actual accrual, as reflected on their payroll check will also reflect their actual work schedule. In the event of a change in work schedules, personnel will have their accrual rate (Constant) and actual accrual (Accrued) change to the new schedule using the conversion factor, .7143. Paychecks will reflect the accrual rate based on the actual work schedule, either forty (40) or fifty-six (56) hour schedule. All maximum accruals will be modified to reflect the proper number of hours, either 40-hour or 56-hour workweek.

EXAMPLE – CURRENT EXCEPTION

40-HOUR EXAMPLE

Paycheck stub shows 1000 hours accrued sick leave.
Employee uses 24 hours sick time.
1000 hours – 24 hours = 976 hours.

56-HOUR FIREFIGHTER PARAMEDIC

Paycheck stub shows 1000 hours accrued sick leave.
Employee uses 24 hours sick time.
1000 hours – 24 x .7143 = 17.1 hours = 982.9 hours
(This mathematical transaction takes place for each exception.)

EXCEPTION

ALL 56-HOUR PERSONNEL

Modify to 56-hour schedule - current accrued hours divided by .7143.
40-hour rate paycheck stub indicates 1000 hours sick leave.
1000 hours divided by .7143 = 1400 hours
1400 hours would be reflected on the employee's 56-hour workweek paycheck stub.
56-hour schedule employee uses 24-hours sick time - hours are taken hour for hour.
1400 hours – 24 hours = 1376 hours remaining.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT E – 40/56-HOUR CONVERSION VACATION AND SICK LEAVE ACCRUAL

ACCRUAL RATE

Current 40-hour employees - sick leave accrual - 3.6923 hours per pay period.
56-hour Firefighter Paramedic employee would accrue sick leave at 5.1691 (3.6923 divided by .7143 = 5.1691) hours per pay period. This would accurately indicate accrual at the 56-hour rate.

56-HOUR EMPLOYEE ASSIGNED TO A 40-HOUR POSITION

Upon change of 56-hour Firefighter Paramedic employee to a 40-hour employee.

Accrued sick leave = 1400 hours
1400 x .7143 = 1000 hours
1000 hours would be reflected on pay check.

Sick leave accrual would return to 3.6923 per pay period

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

✓ Applicable() to the following personnel:

✓ Fire Administration	✓ Fire Prevention	Fire Captain	Firefighter Paramedic
✓ Chief Officer	✓ Fire Suppression	Fire Engineer	Firefighter

INTENT

To establish and maintain the minimum staffing levels for the Huntington Beach Fire Department.

DEFINITIONS

1. **Apparatus** - Any vehicle utilized to respond to fires, other emergencies or work assignments that requires a California Class A, Class B, or Class B firefighter restrictive driver's license.
 - **Fire Engine**- An apparatus with fire pump, fire hose, water tank, ground ladders, necessary firefighting equipment, and may include a "telesquirt" type ladder, but specifically excluding aerial ladder or platform capabilities.
 - **Fire Truck**- An apparatus that has mounted on the chassis, an aerial ladder or aerial platform, "TRUCK COMPANY" equipment, and may include a fire pump, fire hose, and water tank.
 - **Hazardous Materials (HAZMAT) Unit** - An apparatus that has tools and equipment used in the mitigation of Hazardous Materials incidents.
 - **Paramedic Engine or Paramedic Assessment Engine** - A fire engine that carries Advanced Life Support equipment.
 - **Paramedic Unit** - Any Fire Department vehicle, other than a fire engine or fire truck, that carries Advanced Life Support equipment.
 - **Special Purpose Apparatus** - Apparatus (as described in No. 1 above), not otherwise defined in this policy and utilized for response to alarms.
2. **Fire Company** - A firefighting force commanded by a single Fire Captain (or a person assigned/qualified as such).
3. **In-Service** - Personnel, apparatus, and/or equipment that are available for dispatch to an alarm or actively involved in an alarm.
4. **Qualified Personnel** - Any Huntington Beach Fire Department employee meeting the minimum qualifications for the position as detailed in Policy D-10 who is operating/functioning with the approval of the on-duty Battalion Chief.

POLICY

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

The Duty Battalion Chief shall be responsible to ensure that each fire station and each apparatus are fully staffed according to this policy.

A. MINIMUM STAFFING

The City of Huntington Beach (City) shall cause apparatus to be staffed with sufficient personnel to ensure the safety of employees and the control of risk. For these purposes, the minimum staffing shall be as follows:

1. Each Fire Company shall be staffed with a minimum of three (3) personnel and may be assigned various firefighting or other emergency related activities, as well as routine duties. Fire Companies are generally assigned as engine companies or truck companies when they operate with a fire engine or fire truck apparatus. They may, however, operate without apparatus or with more than one (1) vehicle or apparatus. When operating with more than one (1) vehicle or apparatus, the minimum staffing requirements of this section shall be required when the vehicle is operated on an incident scene. Apparatus responding Code 3 shall be staffed with a minimum of two (2) persons.
2. Each in-service engine company shall be staffed with no less than one (1) Fire Captain, one (1) Fire Engineer, and one (1) Firefighter. Any member may be a Paramedic.
 - a. In the event a Fire Company drops below minimum staffing and "Qualified Personnel" are available, that Fire Company may continue to respond to augment single engine alarms. A second fully staffed engine shall be dispatched.
3. Each in-service truck company shall be staffed with no less than one (1) Fire Captain, one (1) Fire Engineer, and two (2) Firefighters. Any member may be a Paramedic.
 - a. In the event a Fire Company drops below minimum staffing and "Qualified Personnel" are available, that Fire Company may continue to respond to augment single engine alarms. A second fully staffed engine shall be dispatched.
4. Each in-service paramedic unit shall be staffed with no less than two (2) certified Paramedics.
5. Each in-service paramedic engine company shall be staffed with no less than one (1) Fire Captain, one (1) Fire Engineer, and two (2) Firefighters. Two (2) of the members must be certified Paramedics.
 - a. In the event a Fire Company drops below minimum staffing and "Qualified Personnel" are available, that Fire Company may continue to respond to augment single engine alarms. A second fully staffed engine shall be dispatched.
6. Each in-service paramedic assessment engine company shall be staffed with no less than one (1) Fire Captain, one (1) Fire Engineer, and one (1) Firefighter. One (1) of the members must be a certified Paramedic.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

- a. In the event a Fire Company drops below minimum staffing and "Qualified Personnel" are available, that Fire Company may continue to respond to augment single engine alarms. A second fully staffed engine shall be dispatched.
7. Each in-service hazardous materials apparatus shall be staffed with a fire company of which the regularly assigned personnel shall be specially trained in hazardous materials incident practices and procedures. One or more of the personnel staffing the hazardous materials apparatus may be assigned as technical advisors to an emergency's Incident Commander. When this occurs, the remaining personnel may be reassigned to other companies involved in the incident or other Hazardous Materials Joint Powers Authority providers.
8. Special purpose apparatus shall be staffed with no less than one (1) person (Fire Engineer or Firefighter assigned/qualified as such) when responding Code 2, and with no less than two (2) personnel (one of whom must be a Fire Engineer or a Firefighter assigned/qualified as a Fire Engineer) when responding Code 3 to alarms.
9. Fire apparatus not considered to be in service shall not be required to have personnel assigned to them for the purposes of this Article.
10. The minimum staffing as set forth in this Article shall be specifically and exclusively from public safety employees of the Huntington Beach Fire Department for all routine activities and normal shift duties. Reserve Firefighters shall not be used to meet minimum staffing levels.
 - a. No employee shall be assigned to more than one (1) fire-company at the same time for all routine activities and normal shift duties.
 - b. Routine activities and normal shift duties shall include those emergencies that would normally be handled by the on-duty suppression force.

C. FILLING VACANCIES

1. Employees acting in a higher classification, when properly qualified, shall be considered equivalent to the required classification.
 - c. Employees acting in a higher classification shall be paid acting pay for all time worked in the higher class when the time cumulatively exceeds two (2) hours within one (1) 24-hour shift. Acting pay will be calculated based on the step range of the higher classification, which provides at least a five percent range differential. For example, a Firefighter at E step who is qualified and acts as an Engineer will be compensated at the hourly rate of a D step Engineer, which is equal to or greater than a five percent differential.
2. Any employee assigned to serve in the capacity of Battalion Chief's Aide shall not be utilized to satisfy any of the minimum staffing requirements except as set forth in this Article. The BC's Aide may be utilized to fill a position for which they are qualified to serve in cases of temporary fill-in of four (4) hours or less.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

3. Either one (1) Firefighter or one (1) Firefighter Paramedic assigned to a truck company may be utilized for special assignments for a period not to exceed four (4) hours in a 24 hour period.
4. REPLACEMENT CALLBACK. When a vacancy exists on any apparatus, the Department will be obligated to meet minimum staffing obligations of this Article by use of off-duty personnel on an overtime basis. In the event an apparatus is placed out of service, those persons previously assigned thereto may be utilized to fill any vacancy prior to the use of off-duty personnel on an overtime basis.
5. When a vacancy exists on any apparatus, the vacancy shall be filled rank for rank based upon the provisions of the Fire Department's Policy D-3 (Callback Staffing System).

D. NEW EQUIPMENT

1. If the City makes a managerial decision to change staffing levels provided for in the MOU, or to utilize any new apparatus over and above that presently in use, the City and the Association shall Meet and Confer in good faith prior to such action being implemented.
2. The Meet and Confer process/obligation shall apply to any managerial decision to eliminate any paramedic unit(s) / van(s).

E. CHANGES IN STAFFING

1. If either party requests a Meet and Confer, as indicated in New Equipment and Changes in Staffing sections above, the parties shall complete the process (including any impasse procedure) within 60 days, unless otherwise extended by mutual agreement.

The following appeals procedures are adopted pursuant to Government Code § 3254.5 of the Firefighters Procedural Bill of Rights Act and supersede any personnel rules to the contrary.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

1. DEFINITIONS

- a. The term “firefighter” means an employee who is considered a “firefighter” under Government Code § 3251(a).
- b. The term “punitive action” means any action defined by Government Code §3251(c), i.e., “any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment.”

2. APPEAL OF A PUNITIVE ACTION NOT INVOLVING DISCHARGE, DEMOTION OR SUSPENSION OR REDUCTION IN SALARY OF A FIREFIGHTER

Pursuant to Government Code § 11445.20, the following informal hearing procedure shall be utilized for an appeal by a firefighter of a punitive action not involving discharge, demotion, reduction in salary or suspension.

- a. Notice of Appeal - Within fifteen (15) calendar days of receipt by a firefighter of notification of punitive action as set forth above, the firefighter shall notify the office of the Fire Chief in writing of the firefighter’s intent to appeal the punitive action. The notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.
- b. Presiding Officer - In an informal hearing, a Division Chief shall be the presiding officer. A Division Chief shall conduct the informal hearing in accordance with these procedures and shall make the final decision. If the Division Chief cannot serve as the hearing officer because of actual bias, prejudice or interest as defined by Government Code §11425.40, then the Fire Chief or their designee shall serve as the Presiding Officer and shall make the final decision. Written reprimands adjudicated following the informal process provided herein shall be removed from the employee’s personnel file after two years if no similar occurrence takes place within that time. If a similar occurrence takes place (as determined by the Fire Chief) the discipline shall remain until two years have passed without such an occurrence.
- c. Burden of Proof - The employer shall bear the burden of proof at the hearing.
 - 1) If the action being appealed does not involve allegations of employee misconduct, the limited purpose of the hearing shall be to provide the officer the opportunity to establish a record of the circumstances surrounding the action. The Department’s burden of proof shall be satisfied if the Department establishes by a preponderance of the evidence that the action was reasonable. The Department’s burden of proof may be satisfied even though reasonable persons may disagree about the appropriateness of the action.
 - 2) However, if the punitive action involves charges of misconduct, the Department shall have the burden of proving by a preponderance of the evidence the facts which form the basis for the charge and that the punitive action was reasonable under the circumstances.
- d. Conduct of Hearing

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

- 1) The formal rules of evidence do not apply, although the Presiding Officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.
 - 2) The parties may present opening statements.
 - 3) The parties may present evidence through documents and testimony.
 - aa. Witnesses shall testify under oath.
 - bb. Subpoenas may be issued pursuant to Government Code §§11450.05-11450.50.
 - 4) Following the presentation of evidence, if any, the parties may submit oral and/or written closing arguments for consideration by the hearing officer.
- e. Recording of the Hearing - The hearing may be tape recorded or stenographically recorded by a Certified Court Reporter by either party . The per diem cost of the court reporter shall be equally borne by the parties. The cost to receive a transcript of the hearing shall be borne by the party requesting the transcript.
- f. Representation - The firefighter may be represented by an association representative and/or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the firefighter.
- g. Decision - The decision shall be in writing pursuant to Government Code §11425.50. The decision shall be served personally or by first class mail, postage pre-paid, upon the firefighter as well as their attorney or representative, shall be accompanied by an affidavit or certificate of mailing, and shall advise the firefighter that the time within which judicial review of the decision may be sought is governed by Code of Civil Procedure § 1094.6.
3. APPEAL OF A DISCIPLINARY DECISION INVOLVING DISCHARGE, REDUCTION IN SALARY, DEMOTION OR SUSPENSION OF A FIREFIGHTER
- a. In those instances where the procedures in Government Code §§ 11400, et seq. are inapplicable to an administrative appeal, the administrative appeal shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code.
 - b. Notice of Discipline as Accusation - The final notice of discipline which may be issued at the conclusion of any pre-disciplinary procedures shall serve as the Accusation as described in Government Code §§ 11500, et seq. Pursuant to Government Code section 3254, subsection (f), the discipline shall not be effective sooner than 48 hours of issuance of the final notice of discipline.
The notice shall be prepared and served in conformity with the requirements of Government Code §§11500, et seq. A copy of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code shall be provided to the firefighter concurrently with the notice of discipline.
 - c. Notice of Defense/Request for Hearing - Within 15 calendar days after service of the accusation the respondent may file with the office of the Fire Chief a notice of defense in which the respondent may:

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

- 1) Request a hearing;
- 2) Object to the accusation upon the ground that it does not state acts or omissions upon which the agency may proceed;
- 3) Object to the form of the accusation on the ground that it is so indefinite or uncertain that the respondent cannot identify the transaction or prepare a defense;
- 4) Admit the accusation in whole or in part;
- 5) Present new matter by way of defense;
- 6) Object to the accusation upon the ground that, under the circumstances, compliance with the requirements of a regulation would result in a material violation of another regulation enacted by another department affecting substantive rights;

Within the time specified respondent may file one or more notices of defense upon any or all of these grounds but all of these notices shall be filed within that period unless the agency in its discretion authorizes the filing of a later notice.

The respondent shall be entitled to a hearing on the merits if the respondent files a notice of defense, and the notice shall be deemed a specific denial of all parts of the accusation not expressly admitted. Failure to timely file a notice of defense shall constitute a waiver of respondent's right to a hearing, but the agency in its discretion may nevertheless grant a hearing. Unless objection is taken as provided in Government Code Section 11506, all objections to the form of the accusation shall be deemed waived.

The notice of defense shall be in writing signed by or on behalf of the respondent and shall state the respondent's mailing address. It need not be verified or follow any particular form.

- d. Administrative Law Judge - Pursuant to Government Code § 11512, the City has determined that appeals shall continue to be heard by the Personnel Commission with the administrative law judge presiding at the hearing, pursuant to Government Code § 11512(b). The administrative law judge shall rule on the admission and exclusion of evidence and advise the Personnel Commission on matters of law. The Personnel Commission shall exercise all other powers relating to the conduct of the hearing pursuant to pre-established Huntington Beach Rules. The process contemplated in this subsection may be "reopened" for discussion after three years.
- e. Time and Place of Hearing - Pursuant to Government Code § 11508, unless otherwise decided by the Personnel Commission, a hearing shall be conducted at City Hall at a time to be determined by the Personnel Commission.
- f. Notice of the Hearing - Notice of the hearing shall be provided to the parties pursuant to Government Code § 11509.
- g. The Personnel Commission may recommend to sustain, reduce, or rescind the disciplinary action taken where evidence produced in the hearing warrants such recommendation. The standard at the hearing shall be "Just Cause." In all instances, the Personnel Commission shall certify copies of its findings and decision to the City Manager, the department head from whose action the appeal was made, and the appellant employee. The Board's decision

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shall be final. Requests for reconsideration by the Personnel Commission shall be governed by Government Code §11527.

The decision shall be in writing. The decision shall be served personally or by first class mail, postage pre-paid, upon the firefighter as well as their attorney or representative, and shall be accompanied by an affidavit or certificate of mailing. Judicial review of the decision may be sought pursuant to Government Code § 11523 and the Code of Civil Procedure.

- h. In the event California Law cited herein is modified, these rules shall also be automatically modified in accordance thereto.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

Guidelines

1. Purpose

The purpose of the voluntary catastrophic leave donation program is to bridge employees who have been approved leave time to either: return to work, long-term disability, or medical retirement. Permanent employees who accrue vacation, general leave, or compensatory time may donate such leave to another permanent employee when a catastrophic illness or injury befalls that employee or because the employee is needed to care for a seriously ill family member. The leave-sharing Leave Donation Program is Citywide across all departments and is intended to provide an additional benefit. Nothing in this program is intended to change current policy and practice for use and/or accrual of vacation, general, or sick leave.

2. Definitions

a.

b. Catastrophic Illness or Injury – A serious debilitating illness or injury which incapacitates the employee or an employee's family member.

Family Member – For the purposes of this policy, the definition of family member is that defined in the Family Medical Leave Act (child, parent, spouse, or domestic partner).

3. Eligible Leave

Accrued compensatory time off, vacation, or general leave hours may be donated. The minimum donation an employee may make is two (2) hours and the maximum is forty (40) hours.

c.

4. Eligibility

Permanent employees who accrue vacation or general leave may donate such hours to eligible recipients. Compensatory time off accrued may also be donated. An eligible recipient is an employee who:

- Accrues vacation or general leave;
- Is not receiving disability benefits or Workers' Compensation payments; and
- Requests donated leave.

d.

5. Transfer of Leave

The maximum donation credited to a recipient's leave account shall be the amount necessary to ensure continuation of the employee's regular salary during the employee's period of approved catastrophic leave. Donations will be voluntary, confidential, and irrevocable. Hours donated will be converted into a dollar amount based on the hourly wage of the donor. The dollar amount will then be converted into accrued hours based on the recipient's hourly wage.

An employee needing leave will complete a Leave Donation Request Form and submit it to the Department Director for approval. The Department Director will forward the form to Human Resources for processing. Human Resources, working with the department, will send out the request for leave donations.

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Employees wanting to make donations will submit a Leave Donation Form to the Finance Department (City payroll).

All donation forms submitted to payroll will be date stamped and used in order received for each bi-weekly pay period. Multiple donations will be rotated in order to ensure even use of time from donors. Any donation form submitted that is not needed will be returned to the donor.

6. Other

Please contact the Human Resources Division on questions regarding employee participation in this program.

**HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM**

Voluntary Catastrophic Leave Donation Program

e. Leave Request Form – Requestor to Complete

According to the provisions of the Voluntary Catastrophic Leave Donation Program, I hereby request donated vacation, general leave, or compensatory time.

f.

g. MY SIGNATURE CERTIFIES THAT:

- A leave of absence in relation to a catastrophic illness or injury has been approved by my department; and,
- I am not receiving disability benefits or Workers' Compensation payments.

Name: <i>(Please Print or Type: Last, First, MI)</i>	
Work Phone:	Department:
Job Title:	Employee ID#:
Requester Signature:	Date:
Department Director:	Date:
Human Resources Division Use Only End donation date will bridge to: <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Medical Retirement beginning <input type="checkbox"/> Length of FMLA leave ending <input type="checkbox"/> Return to work	End donation date:
Administrative Services Director Signature:	Date signed:

Please return this form to the Human Resources Office for processing.

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION
EXHIBIT H – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM

Voluntary Catastrophic Leave Donation Program
h. Leave Donation Form – Donor to Complete

Donor Name: <i>(Please Print or Type: Last, First, MI)</i>	
Work Phone:	
Donor Job Title:	
Type of Accrued Leave: <input type="checkbox"/> Vacation <input type="checkbox"/> Compensatory Time <input type="checkbox"/> General Leave	Number of Hours I wish to Donate: <hr style="width: 50px; margin-left: 0;"/> Hours of Vacation <hr style="width: 50px; margin-left: 0;"/> Hours of Compensatory Time <hr style="width: 50px; margin-left: 0;"/> Hours of General Leave

- i.
- j. I understand that this voluntary donation of leave credits, once processed, is irrevocable;
- k. but if not needed, the donation will be returned to me. I also understand that this donation will remain confidential.

I wish to donate my accrued vacation, comp or general leave hours to the Leave Donation Program for:

Eligible recipient employee's name (Last, First, MI):	
Donor Signature:	Date:

Please submit to Payroll in the Finance Department.