

1 **FC-R-2017-35**
2 **CUMBERLAND FIRE DISTRICT**
3 **Resolution**
4

5 **RESOLUTION:** Approving Administrative Employee Benefits
6

7 **WHEREAS:** The Cumberland Fire District intends to treat their employees fairly and with equal
8 treatment with regard to vacation, holiday pay, and paid time off
9

10 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**
11

12 **RESOLVED:**

13 Unless specifically provided otherwise by written contract, executive staff shall be entitled to
14 the following benefits:
15

16 **Paid Time Off (PTO) for Full Time Administrative Employees**

17 **Full Time shall mean no less than 35 hours per week**

18 **Years of Service: PTO**

19 6 months to 1 year accrue 5 hrs per month

20 1 – 3 years = 3 weeks per year

21 4 - 7 years = 4 weeks per year

22 8+ years = 5 weeks per year
23

24 **Paid Time Off (PTO) for Part Time Administrative Employees**

25 **Part Time shall mean up to 35 hours per week**

26 **Years of Service: PTO**

27 6 months to 1 year accrue 1.25 hrs per month

28 1 – 3 years = 15 hours per year

29 4 - 7 years = 30 hours per year

30 8+ years = 45 hours per year
31

32 **No more than 35 hours of PTO for full-time employees, and no more than 15**
33 **hours of PTO for part-time employees can be carried over to the following year.**
34

35 All members of the administrative staff shall be paid for all holidays listed below when
36 these holidays fall within their standard work week, unless otherwise stated by contract.
37

38 **DESIGNATED HOLIDAYS**

39 New Year's Day

40 Martin Luther King Day (or Christmas Eve)

41 President's Day

42 Good Friday (1/2 day; office to close at 12:00 p.m.)

- 1 Memorial Day
- 2 July 4th
- 3 VJ Day
- 4 Labor Day
- 5 Columbus Day
- 6 Veteran’s Day
- 7 Thanksgiving Day
- 8 Day after Thanksgiving
- 9 Christmas Day

- 10
- 11 • If the holiday falls on a Saturday, the preceding Friday shall be taken; if the holiday falls on a
- 12 Sunday, the following Monday shall be taken
- 13 • 7 hours will be paid for each holiday for full-time employees
- 14 • 3.5 hours will be paid for each holiday for part-time employees
- 15
- 16

17 **HEALTH AND DENTAL BENEFITS**

18 All full-time employees shall be provided health and dental coverage on a co-pay basis for
19 each employee’s single or family health care. The co-pay amount shall be equal to the
20 firefighter co-pay as outlined in the CBA. The fire district shall administer through Blue Cross
21 a \$2,000 (individual) and \$4,000 (family) annual deductible applicable to all covered
22 healthcare services, fully funded by the fire district.

23

24 **BEREAVEMENT**

25 All full-time employees shall be entitled to a maximum of 3 consecutive work days off for
26 death of a member of the immediate family. The day of the funeral must be one of the 3
27 days. Scheduled days off and holidays will not count toward the 3 consecutive days or the
28 day of the funeral. Leave may also be granted in the case of death of relatives other than
29 the immediate family for a maximum of 1 day to permit attendance at the funeral, subject
30 to the approval of the Chief or other direct supervisor.

31

32 **MATERNITY LEAVE (reserved)**

33

34

35

36 Voted on this day of , 2018

37 _____
38 Cynthia Ouellette, Chairperson

39 PASSED: THIS RESOLUTION HAS BEEN TABLED.

40 YAY: NAY: