
MENLO PARK FIRE PROTECTION DISTRICT
STAFF REPORT

To: Board of Directors

Meeting Date 11/17/2009

From: M. Braucht, Director of Admin. Services

Item: CONSIDER AND APPROVE BY RESOLUTION COMPENSATION AND BENEFIT PLAN FOR THE UNREPRESENTED NON-SAFETY SUPPORT CLASSIFICATIONS EFFECTIVE FROM JANUARY 9, 2010 TO JANUARY 8, 2011.

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Staff Recommendation

1. That the Board of Directors accept the report as presented.
2. That the Board of Directors approve by Resolution a compensation and benefit plan for the unrepresented non-safety support staff effective from January 9, 2010 to January 8, 2011.

Background

The current compensation and benefit plan expires January 8, 2010. The non-represented classifications included in this plan are as follows: Administrative Assistant, Administrative Specialist, Accountant, and Accounting Technician, Clerk of the Board, Human Resources Technician, Human Resources Technician/Deputy Clerk, Human Resources Manager, Senior Accountant, and IT Project Manager. Each of these classifications may be filled by part-time or temporary assignments.

Currently there are four full-time, fully benefited employees in this group.

Discussion

The highlights of this plan are as follows:

- Effective from January 9, 2010 through January 8, 2011.
- No change to the current salary range step table.
- Flexible Benefit (Cash Allocation) contribution will remain at \$1,100 monthly.
- Employees hired prior to January 9, 2010 are not required to participate in a health insurance plan to receive a flexible benefit contribution.
- Employees will not receive additional compensation towards a long term disability benefit.

This compensation and benefit plan was discussed by the Board in closed session at the October meeting, direction was given to staff to prepare and sunshine a compensation and benefit plan as presented.

Fiscal Impact

There is a slight savings to the District with the elimination of funding participation in a long term disability plan.

Attachment A: Resolution approving compensation and benefit plan for the unrepresented non-safety classifications.