

TO: Tubac Fire District Board Members
FROM: Mary Dahl, Chairman
RE: Agenda Item for September 30, 2020
DATE: September 18, 2020

SUBJECT: Discussion and Possible Action to modify Section 4.7 of Chief Horvath's Employment Contract to provide for 11.38 hours of bi-weekly paid time off accrual effective beginning July 1, 2020.

RECOMMENDATION: Approval the modification of the Chief's Employment Contract as requested.

BACKGROUND: The Board has concluded its annual performance evaluation for Chief Horvath for her second year as Fire Chief. The evaluation was largely positive. There are some areas where some Board members felt improvement could be made. Those views have been communicated to the Chief along with other comments on specific evaluation criteria.

The Chief has asked the Board's consideration regarding Paid Time Off. Specifically she would ask that the accrual rate be increased from 9.23 hours bi-weekly to 11.38 hours.

In considering this request, Board members may wish to consider the following:

- As a rule of thumb, leave accrual does not affect the District financially UNLESS there is a necessity to backfill positions. Backfilling of positions is not required for salaried employees except under extreme circumstances, the like of which has not been experienced by the District.
- The Chief does not participate in the District's health insurance program, which is a significant savings to the District.
- The fringe benefits paid to 1) suppression/operational staff equates to **34 cents** per dollar of wages and 2) senior officer staff equate to **30 cents** per dollar of pay. Chief Horvath's fringe benefit is **25 cents** per dollar of salary paid.
- In the public and private sector, requests for increases in paid time off accrual are generally viewed as an easy decision by management simply because there is no additional financial burden. The employee who performs, accomplishes the work necessary, and gives the organization value can be rewarded in this fashion without any budget impact.

PROPOSED MOTION: I move that Chief Horvath's Employment Contract Section 4.7 be revised to provide for 11.38 hours bi-weekly accrual of paid time off effective July 1, 2020.