



Sammamish Plateau Water & Sewer District
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DISTRICT BENEFITS

Updated January 2010

It is our goal at the District to provide competitive wages and a comprehensive benefit package to our employees.

Medical Plans

Currently, the District pays 100% of premiums for regular full-time employees and their dependents, with the exception of vision. Employees, who are regular part-time employees, will be entitled to the full insurance benefit package. The District and employee will each pay a portion prorated by the number of hours worked. Once an employee is hired, their insurance coverage will become effective the 1st day of the month following their date of hire. The District also provides employee sponsored benefits through payroll deduction. The following represents the types of insurance the District provides and its' carrier:

Health Insurance

Our current provider is Group Health Options with the options of In-Network for the following:

- Group Health
- Virginia Mason
- Everett Clinic

Dental Insurance

Our current provider is Washington Dental Service (Delta Dental)

Life & Accident Death & Dismemberment (AD&D)

- The District provides \$50K term life insurance for its employees and \$2K term life insurance for employee's dependents.
- AD&D is provided for the employee only at the same rate of \$50K.

Long-Term Disability Insurance

Our current provider is MetLife

- Long-Term Disability is for the employee only and the coverage after a 90 day waiting period is 60% of monthly earnings.

Vision Insurance

Our current provider is Vision Service Plan (VSP)

- Employee is responsible for Dependent costs (\$3.68/mo for 1 dependent, \$11.91/mo for 2+ Dependents)

Voluntary Insurance Sponsored Plans

Benefits Buffet

- Short-Term Disability & Group Accident Plans offered.

AFLAC

- Multiple products offered.

Flexible Benefits Plan

The Flexible Benefits Plan allows employees to put aside pretax dollars to pay for certain medical expenses and day care costs that normally would be paid for with taxable dollars. The Plan is sponsored by the IRS and follows all of the IRS regulations.

Holidays

Full-time, part-time, and trial period employees will receive up to 8 hours of paid leave at their regular hourly rate of pay. Holidays italicized are floating holidays and if worked, employee would receive floating holiday time that must be taken before December 31st of the current year.

- New Year's Day
- *Martin Luther King Day* *
- *President's Day* *
- Memorial Day
- Independence Day
- Labor Day
- *Veteran's Day* *
- Thanksgiving Day
- Day Following Thanksgiving Day
- ½ Day Last Working Day Before Christmas
- Christmas Day
- One additional floating holiday

Vacation

Full-time employees shall earn vacation benefits in accordance with the following schedule with a maximum accrual of 260 hours:

| <u>Completed Years of Service</u> | <u>Hours per Month</u> | <u>Days per Year</u> |
|--|-------------------------------|-----------------------------|
| Less than 5 | 8 hours | 12 days |
| More than 5; Less than 11 | 10 hours | 15 days |
| More than 11; Less than 20 | 14 hours | 21 days |
| More than 20 | 16 hours | 24 days |

All employees working less than full-time shall earn vacation leave benefits on a prorated basis.

Vacation Sell Back

Each January, an employee who has taken a minimum of 120 hours of vacation during the calendar year may be eligible to sell back up to 40 hours of vacation time earned, but unused during the year at his/her current rate of pay.

Sick Leave

Sick leave is provided for health reasons. It may also be used for the health needs of a family member as defined under the Family Care Leave. Full-time employees shall earn sick leave benefits at the rate of one (1) day (8 hours) for each full month of employment, up to a maximum accrual of 520 hours. All employees working less than full-time shall earn sick leave benefits on a prorated basis.

Sick Leave Sell Back

Each January, an employee may be eligible to sell back up to 50% of their unused sick leave earned during the calendar year at his/her current rate of pay. If selling back, the accrued sick leave cannot go below 80 hours on the books.

State Department of Retirement Systems

The District is a member of the State of Washington Public Employee's Retirement System. All regular full-time employees and some part-time employees (depending on position and number of hours) will become a member of the Retirement Plan 2 or Plan 3. Each program has a specified vesting number of years and the benefit and contribution rates are set by the State.

Deferred Compensation (DCP)

District employees are eligible to participate in the Deferred Compensation Plan, a 457B retirement plan. DCP provides tax benefits by allowing you to automatically save a portion of your salary and invest it in your choice of 12 different investment options. Your taxable income is reduced by the amount you save, before-tax basis, reducing the federal income tax.

Employee Assistance Program

The District contracts with Wellspring Family Services EAP to provide confidential and voluntary assistance to all employees and their family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc.

Tuition Reimbursement

The District encourages employees to continue their education or training to improve job skills and to ensure that their licenses and certificates are current. The District makes budgeted funds available to pay for or reimburse employees for classes, seminars, conferences, or other learning opportunities and grants up to 56 hours of paid time a year for educational purposes.

Note: The benefits outlined should be considered a guideline of what the District offers and all benefits are subject to change with or without notice.