

# CRMWD - Employee Benefit Summary

## Initial Employment Probation Period

For new or returning employees, the Initial Employment Period (IEP) is the first six months of continuous employment. Employees are required to furnish and wear steel-toed shoes/boots during the IEP.

## Salaries and Wages

Employees are paid on a bi-weekly basis on alternate Fridays.

## Location Allowance

Full time hourly employees are eligible for a weekly location allowance based on the employees assigned work location. Awarding of location allowance is subject to weekly eligibility determination requirements

## Overtime/Compensatory Time (Comp time)

The compensatory time program is for hourly employees and allows them to take time off in lieu of overtime. One hour of overtime equals one and one-half hours of compensatory time. The maximum amount of compensatory time that may accrue is 80 hours. The District may require employees to take compensatory time in lieu of overtime.

## Health Insurance

The District provides health insurance coverage for all full time employees. Dependent health insurance coverage is also available. Currently the District pays 100% of the health insurance premium cost for the employee and 70% of the health insurance premium cost for the dependent coverage. Health insurance coverage is effective on the 1<sup>st</sup> day of the month following date of hire.

	Bi-Weekly
Employee Only	\$ 0.00
Employee & Child(ren)	\$ 48.87
Employee & Spouse	\$ 79.41
Employee & Family	\$ 134.39

## Cafeteria Plan

The cafeteria plan allows employees to save money in taxes by having qualified medical payments such as health insurance premiums, childcare and unreimbursed medical expenses to be deducted from their gross salary before taxes are calculated allowing the employee to take home more of their wages due to the reduction in taxes. New participation begins with each fiscal year (October).

## Vacation

Vacation is earned as follows and must be earned (accrued) before it is taken:

Years of Service	Per Year	Maximum accrual
0-10	Two (2) weeks 80 hours	120 hours
10-20	Three (3) weeks 120 hours	160 hours
20 plus years	Four (4) weeks 160 hours	200 hours

## Holidays

The District has eight (8) designated holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve Day, and Christmas Day.

## Sick Leave

Sick leave is earned at the rate of two weeks (10 days) per year and must be earned (accrued) before it is taken. Maximum accrual is 90 days (720 hours). Sick leave may be used for the care of immediate family member (spouse or children living at home).

## Personal Leave

At the beginning of each fiscal year (October of each year), full time employees are awarded 2 days (16 hours) of personal time. This time does not carry over from year to year.

## Funeral Leave

In the event of the death of an immediate family member (spouse, son, daughter, mother, father, brother, sister or mother, father, brother or sister of spouse) an employee may be granted up to three working days leave with pay.

## Emergency Leave

The General Manager may consider granting an employee an emergency leave of absence with pay for up to five working days in case of catastrophic or serious illness of an immediate family member (spouse, child or parent of the employee) or other extraordinary circumstance.

**Defined Benefit Retirement Plan**

The District provides a defined benefit retirement plan for all full time employees. The plan is fully funded by the District.

**457(b) Defined Contribution Plan**

The District offers a tax-deferred compensation plan. You are eligible to participate in this Plan on January 1<sup>st</sup> after the completion of six (6) months of service. At this time the District matches 4% of the employees' contribution.

**Longevity Pay**

Longevity is paid at a rate of \$4 per month with no maximum amount. It is calculated beginning with the first full month of employment through September of the year paid. Longevity Pay is paid in early December.

**Life Insurance**

Group Life and Accidental Death and Dismemberment provided.

**Long Term Disability**

Group Long Term Disability is provided after you have been out of work for ninety one (91) days.

**Compensatory Time Buy Back**

The compensatory time policy allows an employee who reaches 60 hours of comp time in their account the option of selling back increments of 20 hours. This could happen more than once during the year depending on how much time they put in their comp time account.

**Vacation Buy Back**

The vacation policy allows an employee that has been with the District more than 10 years and that has at least 120 hours in their vacation account at the beginning of the first full pay period in November the option of selling back 40 hours to the District. This is only allowed one time per year.

**Recreational Facilities**

District employees may use District owned recreational facilities for their family and guests without charge. If questioned, the employee must present his or her District ID badge.

**Uniforms**

Field employees and central control operators are provided with District uniforms.

**Boots/Shoes**

Employees who spend a significant portion of their time in the field are provided an annual allowance for the purchase of steel toed boots or shoes. The current allowance is \$130 per year.

**Coats**

Employees who spend a significant portion of their time in the field are provided an annual allowance for the purchase of inclement weather coats or coveralls. The current allowance is \$80 per year.

**License and Dues**

The District may reimburse employees for dues and fees associated with professional or technical organizations and required licenses and registrations.

**Continuing Education**

District employees wishing to further their education may enroll in area colleges and/or participate in approved correspondence courses. Upon satisfactory completion of the course(s) the employee may be eligible for reimbursement of tuition, fees, books and supplies.

**Employee of the Year Program**

The District's Employee of the Year Program recognizes those employees, who over the last year have been innovative, demonstrated increased job knowledge and performance, have worked safely and responsibly, been a team player and supported the mission of the District.

Note: This is merely a summary of benefits employees receive – it is necessary that employees refer to the Personnel Policy for further explanation on each of the topics discussed above.