

## Paid Time Off

Vacation: Accrued by eligible employees at an associated rate each payroll cycle. (Max vacation accrual = 280 hours)

- 0-47 Months: 10 Days
- 48-107 Months: 15 Days
- 108-167 Months: 17 Days
- 168-227 Months: 20 Days
- 228+ Months: 25 Days

Sick: Accrued by eligible employees at the rate of 1.8462 hours per week, annual total of 96 hours.  
(Max sick accrual = 520 hours)

Personal Days: Eligible employees receive 2 personal days/year. Must be used, do not rollover.

Holidays: 10 observed paid holidays each year. If the holiday falls on a Saturday, Friday is the day off. If the holiday falls on a Sunday, Monday is the day off.

## Insurance

Vacation: Accrued by eligible employees at an associated rate each payroll cycle.

Employee is eligible for insurance the first of the month following their hire date.

Medical Insurance: Three options from Cigna are offered: 1) Open Access Plus HDHP w/ HSA, 2) Open Access Plus Copay, and 3) Buy-Up Local Plus Copay. Employee paid premiums are:

- Employee Only
  - \$10/month (OAP HDHP & OAP Copay)
  - \$57.28/month (Buy-Up Local Plus)
- Employee + Spouse
  - \$20/month (OAP HDHP & OAP Copay)
  - \$114.64/month (Buy-Up Local Plus)
- Employee + Child(ren)
  - \$20/month (OAP HDHP & OAP Copay)
  - \$111.86/month (Buy-Up Local Plus)
- Employee + Family
  - \$30/month (OAP HDHP & OAP Copay)
  - \$166.71/month (Buy-Up Local Plus)

Dental Insurance: Cigna DPPO-PWSD paid premium

Vision Insurance: Principal VSP-PWSD paid premium

Health Spending Account (HSA): PWSD contribution as well as employee contribution. Allows for pre-tax earnings to be used with Cigna HDHP Plan to pay for qualifying expenses.

Flexible Spending Account (FSA): Employee contribution only. Dependent FSA also available. Allows for pre-tax earnings to be used for qualifying medical expenses or dependent care.

Life Insurance and Accidental Death & Dismemberment: PWSD paid-coverage through Principal is equal to 2x employee's annual salary. PWSD paid Life Insurance and AD&D coverage for spouse (\$5000) and child(ren) (\$2000/child). Optional voluntary life insurance and AD&D is also available at a cost to employee.

Other group supplemental employee paid options available including accident insurance and critical illness insurance.

Short Term Disability (STD): Income protection in case of disability provided through Principal. PWSD paid. Can replace 60% of weekly income up to \$1000 if you are unable to work for up to 11 weeks (first 14 days unpaid by STD).

Long Term Disability (LTD): Also income protection in case of disability provided through Unum. PWSD paid. Can replace 60% of monthly income up to \$8000 if you are unable to work for more than 90 days.

## Retirement

401(a): PWSD Defined Contribution Plan (social security replacement) 9% of employee's total wages are withheld from check and put into an account for employee. Money withheld is pre-tax. PWSD contributes 10% of employee's gross wages and is vested on a five-year schedule.

457 Plan: Voluntary retirement plan for employee to contribute to. Two plan options include:

- Before tax deferral
- Roth 457 (after tax contribution)

PWSD matches employee's contribution up to 5%. No vesting requirements on 457 plan. Both 401(a) and 457 plans are managed by Empower Retirement.

## Other Rewards/Programs

Wellness Program: PWSD is committed to encouraging healthy life style choices for its employees. Various programs are sponsored annually by PWSD for voluntary participation by all employees, including; tobacco free incentive, gym reimbursement, flu vaccine incentive, and annual adult wellness exam incentive.

Employee Assistance Program (EAP): Program through Principal designed to help you lead a happier and more productive life. Online/phone support-unlimited 24/7; In person-3 FREE visits.

Tuition Reimbursement: PWSD supports education and training programs that improve the skills, qualifications, and performance of its employees. Tuition reimbursement is available for those employees who qualify. Tuition is reimbursed 100% up to a maximum of \$3500/year.

Casual Dress/Clothing Allowance: The culture at Parker Water & Sanitation District encourages employees to dress comfortably for work. An employee's attire should fit their job function and exhibit professionalism and good judgement. A clothing allowance is based on employee's position and job duties. There is a maximum allowance determined by PWSD.

Cell Phone Reimbursement: PWSD provides a reimbursement of \$50/month to employees who are required to have a cell phone for business purposes.

TINYpulse: Third party program that allows anonymous feedback from both managers and employees. Takes the pulse of PWSD so adjustments can be made.

RARE Cards (Random Acts of Recognition Everyday): This peer recognition program provides an opportunity for employees to immediately recognize a co-worker. RARE cards can be traded for gift cards.

PWSD Committees: Employees can join any of the various committees they are interested in. Examples of committees are: safety, wellness, E3 (Encouraging Environmental Excellence), ROC (Recognizing Our Crew), and Live It.

Equal Employment: PWSD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, or any other applicable status protected by state or local law.

Note: This document is for reference only. It does not serve as a contract of employment. Content is subject to change.