

GRAYS HARBOR PUD

EMPLOYEE BENEFITS

As of September 2019

The information below is a summary of the District's employment practices. For complete information and specific criteria refer to the appropriate District policies.

All provisions in this summary are subject to change.

PAID TIME OFF (PTO) PLAN

The Personal Leave bank is a combined leave bank. It can be used for sickness and vacation and other absences as requested. PTO is accrued each pay-period. Regular, full-time employees earn Personal Leave as indicated below. Personal Leave for part-time employees will be prorated based on hours worked.

<u>Years of Employment</u>	<u>Accrual Rate (days)</u>	<u>Years of Employment</u>	<u>Accrual Rate (days)</u>
During the:		During the:	
1st year	20	16th year	32
2nd year	20	17th year	33
3rd year	20	18th year	34
4th year	20	19th year	34
5th year	23	20th year	35
6th year	23	21st year	35
7th year	24	22nd year	35
8th year	24	23rd year	35
9th year	25	24th year	35
10th year	26	25th year	36
11th year	27	26th year	36
12th year	28	27th year	36
13th year	29	28th year	36
14th year	30	29th year	36
15th year	31	30th year	38

Additional PTO Program

Employees who hold the positions of Department Head, Manager or Supervisor will accrue PTO at the rate equal to their years of regular full-time service with the District since their most recent date of hire plus ten (10) years and will continue to advance through the PTO accrual schedule annually, not to exceed the maximum of 38 days per year.

Employees in all other regular full-time administrative positions will accrue PTO at the rate equal to their years of regular full-time service with the District since their most recent date of hire plus five (5) years and will continue to advance through the PTO accrual schedule annually, not to exceed the maximum of 38 days per year.

The accrual rate will become effective on the date the employee assumes the responsibilities of the new position.

HOLIDAYS

The following holidays are observed: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day

Each August 1st, regular administrative employees will receive four additional holidays, designated as "Floating Holidays". The Floating Holidays are available on August 1 of each year and must be used within the next 12 months.

RETIREMENT PLAN

The District is a member of the Washington State Public Employee's Retirement System (PERS). Participation is mandatory for all employees in eligible positions. Both the employee and the employer make contributions to the PERS system. PERS determines the percentage of Employee and Employer contributions. Employee contributions are made on a tax-deferred basis.

MEDICAL INSURANCE

Regular employees receive Medical/Vision Insurance. Coverage begins on the first day of the month following employment. The District will pay ninety percent (90%) and the employee will pay ten percent (10%) of such total Medical premium, whether for employee-only or employee-dependent coverage.

Employees who retire under PERS or Social Security are provided with the same Medical and Dental coverage as active employees for a period of time equivalent to 1 month of coverage for each month of service, or, until age 65, whichever is sooner. Division of premium is the same as for active employees. Those retirees whose medical coverage extends up to age 65 are eligible for Supplemental Medicare coverage, based on a fixed District premium. Dental coverage ends at age 65.

DENTAL INSURANCE

Dental Insurance is also provided for regular employees. The District will pay ninety percent (90%) and the employee will pay ten percent (10%) of such total Dental premium, whether for employee-only or employee-dependent coverage. Coverage begins on the first day of the month following employment.

LIFE INSURANCE

All exempt and non-exempt regular administrative employees will be provided \$50,000 coverage from the District.

Exempt administrative employees will also be provided the option to receive additional coverage from the District in the amounts of \$25,000, \$50,000 or \$100,000, depending on

position. If an employee elects to receive this additional coverage, the benefit will be taxable to the employee in accordance with IRS regulations.

Accidental Death and Dismemberment coverage in an amount equal to \$200,000 is also provided by the District. .

Additional Life and/or AD&D Insurance is available for individual purchase.

LONG TERM DISABILITY (LTD) INSURANCE

Following the six-month eligibility requirement, regular employees are provided with LTD Insurance that provides a benefit of 40% of regular earnings. The employee has the option of purchasing an additional 20% of coverage. Benefits are available after the ninetieth day of disability.

DEFERRED COMPENSATION

IRS sponsored plans 401(k) and 457 are available to regular employees. Contributions to such plans are made on a tax-deferred basis.

For regular non-bargaining employees, the District will match fifty percent (50%) of the Participant's Voluntary 401(k) deferrals up to the first ten percent (10%) of the Participant's effective compensation (maximum of five percent 5%).

CREDIT UNION

Membership in the Utility Employees Federal Credit Union is offered to the District employees and their families. Payroll deduction is available for deposits and loan payments.

VEBA

Salaried employees in participating groups are enrolled in a Health Reimbursement Arrangement (HRA) - Voluntary Employees' Beneficiary Association (HRA VEBA) program after six months of employment.

A VEBA is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9). The tax objectives of this type of plan are to enable you to make tax-free deposits to the Plan, for your account to be credited with tax-free investment earnings, and to enable you to obtain tax-free reimbursements for your medical expenses and insurance premium payments. MSA VEBA contributions are not W-2 reportable

For more detailed information on any of the above, contact Human Resources at (360) 538-6257.