



## BENEFITS AT A GLANCE SUPPLEMENTAL INFORMATION SUMMARY

*Effective January 2019*

Covington Water District (District) offers several medical plan options through Health Care Authority, Public Employee Benefits Board (PEBB). Eligible employees may select which plan best fits their needs or waive if coverage is active elsewhere. *Complete plan summary documents are available upon hire or request.*

### Medical Plans

As stated in the “Benefits at a Glance” document, medical insurance coverage begins on the first day of the first full month following employment. The District pays 100% of the elected premium. Employees may be subject to a monthly fee for tobacco use or spousal surcharge. If you or a covered dependent no longer meet the eligibility requirements or if your employment ceases, medical coverage will end on the last day of the month in which you become ineligible.

### Uniform Medical Plan, administered by Regence BlueShield

- UMP Classic (*most frequently elected*)
- UMP Consumer-Directed Health Plan
- UMP Plus—Puget Sound High Value Network
- UMP Plus—UW Medicine Accountable Care Network

### Kaiser Foundation Health Plan of Washington

- Kaiser Permanente WA Classic
- Kaiser Permanente WA Consumer-Directed Health Plan
- Kaiser Permanente WA SoundChoice
- Kaiser Permanente WA Value

### HRA VEBA

HRA VEBA is a tax free health reimbursement arrangement (HRA) that enables the District to make contributions into a special trust account on your behalf. The tax free funds can be used to pay or reimburse eligible out-of-pocket healthcare costs for you and qualified dependents. There are many choices of investment options for your account.

HRA VEBA is funded through mandatory employee payroll deductions, 75% medical insurance cost rollover<sup>1</sup> and via sick leave excess transfers<sup>2</sup> (if applicable). <sup>1</sup>The District may contribute 75% of the difference between Uniform Medical Classic Full Family coverage and the plan selected into the employee’s HRA VEBA account each month. Employees covered under another health plan and waiving medical coverage will receive a contribution equal to the monthly rate for PEBB Uniform Classic Employee Only medical plan. <sup>2</sup>Sick leave balances in excess of 100 accrued hours may have

quarterly accrual activity rolled dollar for dollar into the HRA VEBA account on a quarterly basis. See the employee handbook for specific tiers and additional details.

### Accruals and Holidays

Accruals are prorated for regular part time employees. Temporary or limited term special project employees are only eligible for sick leave accrual.

### Holidays

The District offers twelve (12) paid holidays per calendar year.

New Year's Day	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	One floating holiday (employee's choice)

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on Sunday will be observed the following Monday. See annually published Holiday schedule for specific dates. Staff members are entitled to two unpaid holiday days per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

### Sick Leave

Regular full time employees accrue eight (8) hours of sick leave benefits each calendar month up to the maximum of 320 hours. Regular part time employee sick leave is prorated based on regular scheduled hours. Temporary or limited term special project employees receive 1 hour of sick leave for every 40 hours worked. <sup>2</sup>Sick leave balances in excess of 100 hours at each quarter's end may trigger a transfer to the employee's HRA VEBA account for eligible employees.

### Vacation

Regular full time employees accrue vacation at the rates listed below. Regular part time employee vacation leave is prorated based on regular scheduled hours. Vacation will be awarded after the successful completion of a six month introductory period and thereafter on the month end payroll up to the maximum of 240 hours. The District also has a "Cash Out" option for unused vacation after 5 years of employment. Accrued vacation in excess of the maximum not used or cashed out is forfeited.

Length of Service Years	Monthly Accrual Hours	Total Yearly Hours	Number of 8 Hour Days
1-4	8.00	96	12
5-9	10.00	120	15
10-14	13.33	160	20
15-19	14.00	168	21
20-24	15.33	184	23
25+	16.66	200	25

### Flexible Work Schedules

The District offers several options for alternative work schedules for each department (subject to management approval) to allow flexibility in shift start and end times. *See the employee handbook/enclosed schedule form for specifics.*

### Washington State Department of Retirement Systems

Public Employees Retirement Systems (PERS) is administered by Washington State Department of Retirement (DRS). Contribution amounts are established every two years by the Washington State Pension Funding Council (PFC). Eligible employees may choose between PERS 2 or PERS 3 (depending on previous membership) and their selection is permanent. Compare the plans by visiting [www.drs.wa.gov](http://www.drs.wa.gov).

### Deferred Compensation Program

Eligible employees have the opportunity to participate in the Washington State Department of Retirement Systems Deferred Compensation Program (DCP). DCP plans allow employees to defer a portion of their salary until retirement up to the IRS published limit. The amount is deducted from the employee's gross pay before taxes, reducing current taxable income. The employee selects how their deferrals are invested from a range of investment options. Please visit [DCP](#) to learn more.

### Tuition Reimbursement and Training

All employees are encouraged to take advantage of various opportunities for additional skill set, management and/or job and related training workshops, conferences, and class room courses.

Full time District employees are eligible to receive reimbursement up to a maximum of \$5000 per fiscal year for the combined costs of tuition, books and fees for District approved college education in pursuit of a degree. Tuition reimbursement eligibility begins after one year of full time employment. Payback provisions may apply upon separation of employment.

### Supplemental Insurance Plans

As an additional benefit, the District offers voluntary employee paid participation in the following plans: Short Term Disability, Accident, Hospital Confinement Sickness, Cancer Indemnity, Critical Illness, Supplemental Dental and Hospital Indemnity Limited Benefit insurance plans.

**Note:** District benefits as listed are subject to change with or without notice. Before making any decisions about benefits offered at the District, consult plan booklets for complete details.