



## DISTRICT BENEFITS

It is our goal at the District to provide competitive wages and a comprehensive benefit package to our employees. 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 at a pro-rated cost. The District also provides employee sponsored benefits through payroll deduction. The following represents the types of insurance the District provides and its' carriers:

### **Health Insurance**

The District offers you a choice of two medical plans, both through Group Health: a Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) and a PPO plan with a Health Reimbursement Arrangement (HRA). With either plan, you receive the highest level of benefits by seeking care from Preferred (PPO) Providers.

### **Dental Insurance**

The District offers employee dental coverage through Delta Dental.

### **Life & Accident Death & Dismemberment (AD&D) / Long-Term Disability**

- The District provides a \$50,000 Life and AD&D insurance policy to all benefit eligible employees. In addition, your spouse and dependent children also have coverage of \$2,000. This coverage is underwritten by Mutual of Omaha.
- The District provides LTD benefits to all benefit eligible employees. Coverage is provided by Mutual of Omaha. Disability benefits replace a portion of your income if you are unable to return to your job due to illness, injury, or disability.

### **Vision Insurance**

The District offers employee vision coverage through a national network of vision providers arranged by Vision Service Plan (VSP), the nation's largest vision care provider.

### **Voluntary Life, Accident Death & Dismemberment & Short Term Disability Insurance**

The District provides all benefit eligible employees with the opportunity to purchase:

- Voluntary Life and AD&D, underwritten by Mutual of Omaha. If you wish to participate in this plan, you must enroll, and you are responsible for 100% of the premiums. You may purchase coverage for yourself, your spouse and your children. Voluntary life premiums are based on the employee's age.
- Voluntary Short Term Disability (STD) benefits. This benefit will replace a portion of your income if you are unable to return to your job due to illness, injury, or disability. The Voluntary STD policy is underwritten by Mutual of Omaha.

### **Flexible Benefits Plan (Section 125)**

Flexible Spending Accounts offer you a convenient, pre-tax way to help pay for eligible health and dependent care expenses. The pre-tax features save you money by reducing your taxable income and allow you to pay for eligible health care and dependent care expenses with tax-free dollars.

### **Employee Assistance Program**

The District offers a confidential counseling, assessment and referral service to you and your benefit eligible family members through Wellspring Family Resources. This program provides help with personal difficulties such as emotional problems, substance abuse issues, relationship and family crises, and legal and financial worries.

There is no charge to the employee for EAP services. Employees and family members have up to 3 face-to-face sessions available per individual per year.

### **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. \* Floating Holidays, if worked, time is banked for future use in the current year.

- Personal Floater \*
- 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 Christmas Eve
- Christmas Day

### **Vacation**

Full-time employees shall earn vacation benefits in accordance with the following schedule. All employees working less than full-time shall earn vacation leave benefits on a prorated basis. Maximum accrual is 264 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

### **Sick Leave**

In accordance with Washington State Law, all District employees are eligible to earn paid sick leave benefits.

- **Regular Full-Time Employees**  
Regular full-time employees shall accrue sick leave at the rate of 3.70 hours per pay period, equal to 96 hours per year. An employee may carry over up to 640 hours into the new plan year.
- **Part-Time / Temporary / Seasonal Employees**  
Part-time, temporary and seasonal employees shall accrue sick leave at the rate of 1 hour per every 40 hours worked. An employee may carry over up to 40 hours of accrued sick leave into the new plan year.

### **State Department of Retirement Systems**

The District is a member of the State of Washington Public Employee's Retirement System.

### **Deferred Compensation (DCP)**

District employees are eligible to participate in the Deferred Compensation Plan, a 457B retirement plan through the State.

### **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 grants up to 56 hours of paid time a year for educational purposes.

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