

GRAYS HARBOR PUD

EMPLOYEE BENEFITS

As of October 1, 2015

The information below is a summary of the District's employment practices. For complete information and specific criteria refer to the Collective Bargaining Agreement and 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. Newly hired employees must successfully complete the probation period before they are able to access Personal Leave. 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

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 employees will receive three 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 the total Medical premium for selected 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 the total Dental premium for their selected coverage. Coverage begins on the first day of the month following employment.

LIFE INSURANCE

The District provides a \$40,000 basic/double indemnity life insurance policy for each regular employee. In addition, each employee will be insured for Accidental Death & Dismemberment (AD&D) in the amount of \$100,000.

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. Employees are eligible to participate after six months of employment.

For regular bargaining unit employees with one (1) credited year of service, the District will match fifty percent (50%) of the Participant's Voluntary 401(k) deferrals up to the first two percent (2%) of the Participant's effective compensation (maximum of one percent (1 %)).

With two (2) credited years of service, the District will match fifty percent (50%) of the Participant's Voluntary 401(k) deferrals up to the first four percent (4%) of the Participant's effective compensation (maximum of two percent (2%)).

With three (3) credited years of service, the District will match fifty percent (50%) of the Participant's Voluntary 401(k) deferrals up to the first six percent (6%) of the Participant's effective compensation (maximum of three percent (3%)).

Thereafter, the District will match fifty percent (50%) of the Participant's Voluntary 401(k) deferrals up to the first eight percent (8%) of the Participant's effective compensation (maximum of four percent (4%)).

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.

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