

## Lakehaven Water and Sewer District Benefits Summary Non-Represented Employees

### Benefits:

- Participation in the State of Washington Department of Retirement Systems PERS Plans <https://www.drs.wa.gov/life/new/>
- Optional participation in the State of Washington Department of Retirement Systems Deferred Compensation Program <https://www.drs.wa.gov/dcp/>
- Participation in the State of Washington Health Care Authority's Medical, Dental, and Vision benefit programs and Basic Life and Long Term Disability insurance programs (<https://www.hca.wa.gov/employee-retiree-benefits/public-employees> ) (<https://www.hca.wa.gov/assets/pebb/50-0100-employee-enrollment-guide-2022.pdf>)
- Optional participation in the State of Washington Health Care Authority's Life Insurance (<https://www.hca.wa.gov/employee-retiree-benefits/public-employees/life-insurance>) and Long Term Disability programs (<https://www.hca.wa.gov/employee-retiree-benefits/public-employees/long-term-disability-insurance> )
- Employer paid life insurance in the amount of \$5,000 Accidental Death & Dismemberment Basic Insurance and Basic Life Insurance in the amount of \$5,000.
- Employer paid membership in an Employee Assistance Program.
- Employer contribution of \$100/month to a HRA VEBA account for each employee. (<http://www.hraveba.org/>)

### Pay Structure:

- Pay days are the first business day before the 11<sup>th</sup> and 26<sup>th</sup> day of the month.
- Employees are paid via direct deposit.
- Merit increase in anniversary month.

### Required Payroll Deductions:

- Federal withholding – determined by your completion of the form W-4
- FICA and Medicare taxes – 7.65% of gross pay
- Washington State Industrial Insurance premium – based on the hours you work for your job classification
- PERS deduction – currently 6.36% of gross pay
- Medical, Dental, and Vision benefits deduction – 10% of the cost of the plan and coverage you select above \$525/month (currently \$44.70 - \$101.50/month.)
- Washington Paid Family and Medical Leave premiums (<https://paidleave.wa.gov/individuals-and-families/> )

### Paid Time Off:

- Vacation Leave for employees shall be as follows:

Years of Service

Hours Accrued Per Month

Less than 5 years of service completed	8 hours
5 or more years service completed and less than 11 years completed	12 hours
11 or more years of service completed	16 hours

- A maximum of 320 hours vacation time may be accumulated. Any additional time not used will be lost by the employee on his/her anniversary date.
- Sick leave accumulates at the rate of eight (8) hours per month and will accumulate without limit for regular full-time employees.
- In addition to the paid holidays listed below, each employee who has completed his/her probationary period shall, beginning January 1, 2018, be entitled to one paid personal floating holiday per calendar year.
- Regular employees shall be granted the following holidays without loss of pay provided they are in a paid status the regular working day before and the regular working day after the holiday.
  1. New Year's Day
  2. Martin Luther King Day
  3. President's Day
  4. Memorial Day
  5. Veteran's Day
  6. Independence Day
  7. Labor Day
  8. Thanksgiving Day
  9. Day after Thanksgiving Day
  10. Christmas Day
  11. The day immediately preceding or following Christmas Day (as arranged by the Board of Commissioners or designee).
- 16 hours of unpaid Religious/Faith/Conscience Holidays (as described in resolution and MOU's).
- Position may require after hours, weekend, or holiday work as assigned.

The items discussed in this document are intended to be used for informational purposes only and are subject to change.