

## **BENEFITS FOR NON-REPRESENTED (non-union) EMPLOYEES**

Regular employees are eligible for benefits when they work a minimum of 17.5 hours per week. More detailed information is available by calling Risk and Benefits Management at 503.681.3626 or email [nolanv@cleanwaterservices.org](mailto:nolanv@cleanwaterservices.org).

### **MEDICAL INSURANCE**

Clean Water Services offers three medical insurance plan options —Open Option (PPO) and Connect (Medical Home) plans through Providence Health Plans and an HMO plan through Kaiser — so employees can choose the plan which best suits their needs. All plans include prescription, vision and chiropractic benefits.

Employees pay a nominal premium co-payment for themselves and their dependents. Coverage begins on the first day of the month following 30 days of employment.

### **DENTAL INSURANCE**

Dental Insurance is offered to employees through a self-insured plan administered by ODS/Delta Dental. This plan includes an orthodontic benefit for dependent children. Employees pay a nominal premium co-payment for themselves and their dependents and can opt out of the plan. Coverage begins on the first day of the month following 30 days of employment.

### **HEALTH REIMBURSEMENT ARRANGEMENT (HRA) ACCOUNT**

Clean Water Services funds a Health Reimbursement Arrangement (HRA) account. The District makes tax-free contributions into a special trust account on the employee's behalf. These tax-free funds can then be used to pay or reimburse eligible out-of-pocket healthcare costs and premiums for yourself, your spouse and your qualified dependents. Unlike Section 125 flexible spending accounts, unused funds in the HRA account are carried over from year to year.

Employees who elect the Providence Open Option plan receive \$1,500 annually. Employees who select the Providence Connect plan receive additional amounts depending on enrollment of dependents.

### **LIFE INSURANCE**

Clean Water Services provides group term life insurance equal to 1 (one) times the employees annual salary at no cost to all benefits-eligible employees.

Regular employees may be eligible to purchase up to \$300,000 of additional term life insurance for themselves and a spouse and up to \$10,000 for their children. Rates vary by the employee's age and the amount of coverage requested.

### **RETIREMENT SYSTEM**

Employees who begin Oregon public sector employment after August 29, 2003 are members of the Oregon Public Service Retirement Plan (OPSRP), which is administered by the Oregon Public Employee Retirement System (PERS). After six full calendar months of employment, employees contribute 6 percent of their salary to an individual account (IAP) on a pre-tax basis through automatic payroll deduction. In addition, Clean Water Services makes a contribution based on the projected benefits of the employees and the cost of running the system.

OPSRP members are eligible for full retirement benefits at age 65 or at age 58 after 30 years of service. The OPSRP individual account is immediately vested, and the employer contribution is vested after an employee works at least 600 hours in 5 calendar years. At full retirement, benefits are calculated by taking 1.5% X final average salary X retirement credit in years, plus the IAP account balance. Employees who worked in a PERS covered position prior to August 29, 2003 can contact Risk & Benefits Management for more retirement information.

## **DEFERRED COMPENSATION**

A 457(b) deferred compensation plan is a retirement savings plan that allows eligible employees to save and invest pre-tax dollars through voluntary salary deferral. Distributions are usually taken at retirement, but funds can be withdrawn if participants end their employment with the District.

## **WELLNESS PROGRAM**

Clean Water Services offers Healthy Habits wellness program to its employees. The program contains key elements and incentives that will empower employees to develop healthy lifestyles which contribute to a healthier workforce.

## **OTHER OPTIONAL BENEFITS**

- Long Term Disability Insurance
- Employees and their families have the opportunity to utilize an Employee Assistance Program, which provides a variety of counseling and financial planning services at no charge
- Discounted TriMet (mass transit) passes
- Optional supplemental insurance may be purchased on a pre-tax basis through Aflac.

## **VACATION**

Full-time employees will accrue vacation at the following rate:

<b>Years of Service</b>	<b>Days per Year</b>
0 - 5	12
5 - 10	15
10 - 15	18
15 - 20	21
20 or more	24

## **SICK LEAVE**

Full-time employees earn 12 days of sick leave per year. There is currently no limit to the number of sick leave hours an employee can accrue.

## **HOLIDAYS**

Clean Water Services employees are provided 10 paid holidays each calendar year:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Three (3) Personal Holidays

## **SALARY ADMINISTRATION**

Each position at Clean Water Services has a salary range, and starting salaries typically fall within the first half of the range. The District rewards employees for the work that they do and for their role in helping the District achieve its strategic initiatives. This occurs through a performance based pay system, where employees' salary increases are based solely on performance. In addition, the District provides a Goal Sharing Program which is aimed at helping the District save money, improve processes, and reward employees for setting high goals and reaching them

Combined, the Performance Based Pay System and the Goal Sharing Program allow employees to influence their individual wages through high performance and contributing to the achievement of District goals.