

III YOUR POSSIBLE BENEFITS AT SLCWD

A. Health Insurance

Following completion of your introductory period, group medical insurance through the Public Employees Retirement System (PERS) and group dental and vision insurance through Placer County are available to all regular full-time and part-time employees. These benefits are described in detail in the Summary Plan Description furnished to you. Temporary and introductory employees are not eligible for the aforesaid medical benefits.

SLCWD pays medical insurance premiums for eligible employees and eligible dependents in an amount not to exceed the PERSChoice Basic Plan rate. Eligible employees may choose from any of the PERS medical plans available to them; however, if the monthly premium of the chosen plan is greater than that of the PERSChoice Basic Plan, the employee is responsible for the additional cost. In such case, the additional monthly premium cost will be divided by two (2) and the result will be deducted from the employee's semi-monthly paychecks.

SLCWD pays one hundred percent (100%) of the employee's dental insurance premium and one hundred percent (100%) of the dental insurance premium for eligible dependents.

Vision insurance is provided to the employee only, and SLCWD pays one hundred percent (100%) of the vision insurance premium.

With respect to the group insurance plans described above, coverage for any employee or eligible dependent is subject to the terms and conditions of such plan. Coverage is not immediate or automatic and may be subject to certain waiting periods, evidence of insurability, exclusions for pre-existing conditions, and other matters.

You should verify your eligibility for coverage before undergoing treatment in order to ensure that the treatment is covered. If you have questions about your eligibility for health benefits, or what medical problems are covered by your insurance, or if you need claim forms, please call the Secretary.

You must tell the Secretary if your address changes, if you get married or divorced, or if the number of your dependents changes.

If you leave the District, you or your dependents, at your or their sole cost, may have the right to continue your group health benefits temporarily under the federal statute commonly called COBRA. The Secretary will mail you information regarding these rights as required by law, but in no event later than fourteen (14) days after you leave the District.

B. Paid Vacation

Everyone needs time off from work, and SLCWD offers paid vacation to eligible regular full-time and eligible regular part-time employees working a minimum of twenty (20) hours per week. Temporary and introductory employees and regular part-time employees working less than twenty (20) hours per week are not entitled to paid vacation. Vacation is paid on the basis of your base hourly rate, excluding premiums and overtime compensation, if any.

Vacations: regular full-time employees accrue vacation days on a monthly basis according to the following schedule:

Regular employees with 1 to 5 continuous service: days per year	one day for each full month worked up to a maximum of 12	years of
Regular employees with 5 to 10 continuous service: of 15 days per year	15/12 of one day for each full month worked up to a maximum	years of
Regular employees with 10 to 15 continuous service: of 18 days per year	18/12 of one day for each full month worked up to a maximum	years of
Regular employees with 15 years of continuous service: of 20 days per year	20/12 of one day for each full month worked up to a maximum	and over

Regular part-time employees working a minimum of twenty (20) hours per week accrue vacation benefits on a pro rata basis consistent with the above schedule. Continuous service is defined as service that is uninterrupted by termination of employment and subsequent rehire by the District or a break in service that has been bridged. Continuous service is measured from the completion of the introductory period.

You should take your vacation within one calendar year after you earn it, unless prior approval is obtained from your supervisor.

You may accrue a maximum of one hundred sixty (160) hours of vacation time. Accrued vacation time is carried forward from one calendar year to the next; however, once you have accrued one hundred sixty (160) hours, you may not accrue more vacation time until you use up some of your vacation. When you leave the District, you will be paid for all accrued but unused vacation at your base rate of pay at the time of your termination. You must give your supervisor at least 30 days' advance notice before you take your vacation, unless it is an emergency.

You may not take vacation before you earn it, unless you obtain written permission from your supervisor. If permission is granted, the vacation will be considered a salary advance. If you take more vacation than you have earned, and then leave the District, the amount of unearned vacation time you took will be deducted from your final paycheck.

If you are on a leave of absence or are suspended, you will not earn vacation benefits during such periods.

If you become ill during your vacation, you will not be able to count those vacation days as sick days. However, in extreme circumstances, your supervisor may reschedule your vacation, at his or her sole discretion.

If an observed District holiday occurs on an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period.

The scheduling of your vacation is based on the District's operational needs and the requests for vacation and leaves of absence of other employees. All vacation requests must be approved in advance by your supervisor. If there is a conflict in requests for time off, the person with the most seniority will be given preference.

C. SLCWD Holidays

The District provides the following paid holidays each year to regular full-time and regular part-time employees only:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

All regularly scheduled full-time employees, including employees working an alternative work schedule, will receive eight (8) hours pay at their base rate of pay for District-observed holidays. Employees on an alternative work schedule must work an additional two (2) hours in the week in order to receive a full forty (40) hours pay for the week in which the holiday is taken.

If you are a regular part-time employee and were not scheduled to work on an observed holiday, then you will not be entitled to receive pay for that holiday. If you are required to work on a holiday and are an hourly employee, you will receive overtime pay or comp time off.

When a holiday falls on a Saturday, it is observed the preceding Friday. When it falls on a Sunday, it is observed the following Monday. Holidays that fall during a scheduled vacation do not count as a vacation day used.

Introductory and temporary employees are ineligible for holiday benefits. All employees are ineligible for holiday benefits that accrue while on a leave of absence.

D. Personal Holidays

All regularly scheduled full-time employees, including employees working an alternative work schedule, will receive eight (8) hours pay at their base rate of pay for two personal holidays annually. Employees on an alternative work schedule must work an additional two (2) hours in the week in order to receive a full forty (40) hours pay for the week in which the personal holiday is taken.

Your personal paid holidays may be used as you wish to observe a religious holiday, your birthday, or to take care of a personal commitment. You may take these days off at any time during the year with approval in advance from your supervisor. The personal holiday must be used in the year during which it was earned. If unused, it will be lost.

E. Sick Leave

Regular full-time employees accrue sick leave at a rate of eight (8) hours for each month of service up to a maximum of ninety-six (96) hours after completion of the introductory period. Regular part-time employees accrue sick leave on a pro rata basis after completion of the introductory period. Temporary employees, introductory employees and suspended employees do not accrue sick leave and are not paid for sick days. Sick leave will not accrue during any unpaid leave of absence.

Accrued sick leave time is carried forward from one calendar year to the next; however, once you have accrued ninety-six (96) hours, you may not accrue more sick leave time until you use some of your sick leave. You will not be paid for unused sick leave either while you work for the District or when you leave. To reward employees with perfect attendance records, the District will pay two days' salary to any employee who does not use any sick leave for one year of continuous employment. For purposes of calculating this bonus, a year will begin on January 1 of each year and end on December 31st of each year.

If you are sick, you must tell your supervisor within one hour of the beginning of your shift, or you may not receive sick pay for that day. If you miss work because of sickness, we may ask you to give us a doctor's certificate before we pay you sick leave. We may also request that you undergo a physical examination, at the District's expense, by a physician selected by the District. If you have a serious illness or injury, we may also ask that you obtain a doctor's release before you are allowed to return to work.

The District will pay sick leave benefits to an eligible employee during the normal three-day waiting period before the employee is paid workers' compensation benefits pursuant to the applicable state and federal law governing the industrial injury or illness. Following the three-day waiting period specified above, an employee will continue to receive accrued sick pay, less the disability benefits actually received or the disability benefits that would have been received had the employee made timely application to the appropriate agency.

You may use your sick leave only if you are sick, for your medical and dental appointments, or for the illnesses or doctors' appointments of your dependent children, dependent partners, or your present spouse. Abuse of the District's sick leave policy is dishonesty, and may lead to discharge from employment.

F. State Disability Insurance

If an employee is injured off the job while employed at SLCWD, and after having satisfied the requirements of eligibility for State Disability Insurance, he or she is entitled to apply for SDI; benefits may begin the day after the seven (7) day waiting period of the disability or with the first day of hospitalization. If the disability exceeds 12 days, the employee will be paid for the waiting period. The benefits are determined according to the schedule of wages contained in the provision for Disability Insurance. All conditions and benefits for State Disability Insurance are determined by the State and not by SLCWD.

An employee will not be permitted to receive SDI benefits if he/she is also receiving Workers' Compensation benefits or if he/she is entitled to unemployment insurance benefits.

If an employee chooses to take authorized SLCWD sick leave for the period that he/she is disabled, the total of the sick leave and SDI shall not exceed the employee's base rate of pay.

An employee receiving State Disability Insurance must keep the District informed of his/her status on a regular basis. If an injured employee must miss work at SLCWD for an extended period of time, it shall be the decision of the Board as to whether or not an extended leave of absence may be granted. It shall be the policy of the District to retain the injured employee whenever possible.

G. Pension Plan

The District maintains a retirement program for only its regular full-time and regular part-time employees who qualify through the Public Employees Retirement System (PERS). Both the employer and employee contribute to the plan pursuant to a formula required by PERS. You must work at least 1,000 hours per year in order to qualify for vesting. For further information including benefits payable, consult the PERS Plan summary.