

WEST CENTRAL TEXAS MUNICIPAL WATER DISTRICT

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EMPLOYEE BENEFITS SUMMARY

Effective Date 10/01/2016

Note: This document is a brief summary of benefits WCTMWD employees currently receive. Employees and candidates should refer to the Personnel and other District Policies & Procedures for a full explanation on each topic discussed below. District benefits are subject to change, at Board discretion, at any time.

Salaries and Wages

Employees are paid by Direct Deposit, Bi-Weekly on Fridays.

Comp Time/Overtime

Any hours physically worked over 40 hours weekly are accumulated in a “Comp Time” earnings bank for all Full Time Employees (**non-exempt employees only**). One hour of over time equals one and one half hours of “Comp” time.

PTO

PTO or “Paid Time Off” is earned as illustrated in the Personnel Policy and is based on scheduled weekly hours. PTO may be used for sickness, rest, recreation, or whatever purpose the employee desires.

Paid Holidays (8) observed

New Year’s Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Eve
Friday after Thanksgiving	Christmas Day

Personal Time

At the beginning of each fiscal year every full time employee is awarded 2 days (see chart in Personnel Policies) of personal time that is based on scheduled weekly hours. Personal Time is a separate benefit from PTO leave, explained above, and must be used each year. If an employee leaves the employment of the District before taking their Personal Time it will be forfeited. New employees will be awarded their 2 days of Personal Time upon hiring.

Funeral Leave

An allowance of three (3) working days, with pay, **may** be extended to an employee who experiences death of an immediate family member (parent, spouse, child, siblings, or grandparent, including ‘steps’).

Longevity Pay

The amount of the Longevity Pay shall be set by the Board each Fiscal Year and is calculated based upon each employee’s continuous months of service with no minimum or maximum amounts. Longevity pay is paid in a lump sum payment during the month of December each year.

Uniforms and Uniform Allowance

The District provides for the purchase of uniform shirts annually for field staff. It further provides an annual allowance to aide in the purchase of boots or jeans for each field employee. A notice will be sent to the employee’s supervisor within 30 days of the employee’s anniversary date.

Incentive Clothing Awards

The District awards polo shirts with the District logo at the end of 3 months’ probation and for other significant anniversaries. Coats or jackets with the District logo are also awarded following the one year anniversary date (or other incentives at General Manager discretion).

Licenses and Dues

The District will reimburse or pay dues and fees associated with professional and/or technical organizations and required licenses and registrations which are directly related to the employee’s position.

Tuition Reimbursement

Tuition reimbursement **may** be available for degree plans pre-approved by the General Manager.

Probationary Period

For new or returning employees, the probationary period is three (3) months.

Vehicles

Each field employee may be assigned a District vehicle after the successful completion of their initial probationary period (3 months). The field employee will be allowed to use this vehicle for business and commuting purposes. Some managers may also be assigned a District owned vehicle for commuting and business use.

Cell Phones

The District may assign some District owned cell phones for employee use. Other employees may be offered an allowance to offset business use of their personal cell phones.

Retirement Plan

Texas County and District Retirement System (TCDRS)

Deposits– 7% of each employee’s total pay goes into a TCDRS retirement account. WCTMWD matches every deposit \$1.50 for every \$1 an employee contributes. Each account earns 7% interest on its balance at the beginning of each year.

Vesting– Employees are considered “vested” when they have 8 years of total service. This may include prior service received with a previous qualifying employer or the military.

Retirement– Once employees are vested they are eligible for a retirement benefit when they meet one of the following requirements:

Age 60 with 8 years of service

Any age with 20 years of service

When your age plus your years of service equals 75

Health Insurance

The District offers these options to provide an adequate health plan for employees (currently through BCBS/TX). See plan documents for specific details (*September open enrollment*):

1. BCBS/TX PPO Plan–

- \$1,000/\$3,000 Deductible, Individual/Family (In–Network)
 - \$3,900/\$11,700 Out of Pocket Maximum, Individual/Family (In–Network)
 - \$20 Office Co–pay, (In–Network)
 - \$40 Specialist Co–Pay (In–Network),
 - \$75 Urgent Co–Pay, (In–Network)
 - \$400 + Coins– Emergency Room Co–pay (In–Network),
 - Rx Co–Pay Tier 1–\$15, Tier 2–\$40, Tier 3–\$55 (see benefit summary, prescription drug, for details).(In–Network)
 - Facility Fee (e.g. hospital room): 20% coinsurance (In–Network)
 - **The District Pays 100% of the monthly premium for the employee only coverage.**
- Dependent Care is Optional (FY 2017 Rates).**
- *Employee Cost–Spouse–* \$ 177.92 / per Pay Period
 - *Employee Cost–Children –* \$ 180.60 / per Pay Period
 - *Employee Cost–Family –* \$ 312.31 / Per Pay Period

2. Waiver with Reimbursement–If an employee is covered under another health plan, the employee may request a waiver to participate in the District’s health plan and receive a monthly premium reimbursement of up to 75% of employee District cost based on the *“employee only cost”*. Proof of other coverage is required. This reimbursement is subject to retirement and tax withholding. It will be paid on the next scheduled payroll following the receipt of request.

Dental Insurance

The bi-weekly premium for district employees is paid 100% by the District. MetLife currently provides the District Dental Insurance.

- Dependent Coverage is optional (2016 rates) (*December open enrollment*):
 - *Spouse* -- \$15.30
 - *Children* -- \$26.57
 - *Family* -- \$42.09

Vision Insurance

The bi-weekly premium for District Employees is paid 100 % by the District. Principle Life currently provides the District Vision Insurance.

- Dependent Coverage is optional (2016 rates) (*December open enrollment*):
 - *Spouse* -- \$3.44
 - *Children* -- \$2.90
 - *Family* -- \$7.06

Cafeteria Plan

The District’s cafeteria plan offers employees the tax benefit of having health insurance premiums, child care, & unreimbursed medical expenses (flexible spending accounts) deducted from gross pay.

FY 2017 Allowable amounts are:

- Dependent Care FSA (Child/Dependent Care) – \$ 1,500 per year
- Healthcare Flexible Spending Account (Unreimbursed Medical) – \$ 2,550 per year

Life Insurance

The District provides life insurance in several forms for each District employee:

1. A \$10,000 policy payable in the event of employee’s death through Principle Life.
 - a. At ages 65–70 this benefit is reduced to 65%
 - b. After age 70 this benefit is further reduced to 50%

Through TCDRS:

2. **Group Term Life:** Under this program, your beneficiary will receive a one-time payment of your yearly salary or wages if you pass away while you are still employed with the District.

3. **Survivor Benefit:** After 4 years of service, should you pass away before you retire, your beneficiary is eligible for either a lifetime benefit calculated using your account and employer matching or a withdrawal without the employer matching.

Long & Short Term Disability

The District provides short and long term disability for each full time employee.

Employee Assistance Program (EAP)

West Central Municipal Water District has an Employee Assistance Program ("EAP") which is offered through Principal Life/Magellan Healthcare. You may seek help anonymously for such matters as creating a will, alcohol or other chemical dependency, family and marital problems, personal and work-related stress situations, and anxiety disorders. Contact the Human Resource Department or call 1-800-450-1327 for additional information.