



CENTRAL MARIN SANITATION AGENCY



## **Benefits Reference Guide**

**AN EMPLOYEE BENEFITS OVERVIEW**

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1301 Andersen Drive • San Rafael, CA 94901 • 415-459-1455 • [www.cmsa.us](http://www.cmsa.us)





## Benefits Reference Guide

### INTRODUCTION

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CMSA offers a wide range of benefits to employees, including comprehensive healthcare options, a retirement plan, retirement savings plans, post-employment health benefits, a pre-tax flexible spending plan, and various perks such as subsidies for travelling to work on public or green transit, a computer purchase incentive program, and reimbursements for professional development and certifications.

The Agency also offers paid holidays, sick leave, and vacation time, along with overtime pay for non-exempt employees, and annual cost-of-living adjustments.

Employees are encouraged to review this guide that highlights each of the benefits and take advantage of them. Please note that for each benefit, references are provided for the applicable Agency policy or source where more detailed information can be found.

Of course, Administrative personnel are happy to help with any questions.







# Benefits Reference Guide

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## HEALTHCARE

The Agency fully pays health insurance through **CalPERS** for employee and eligible dependents (up to the current Kaiser Bay Area family rate). If you are single or single+1, you can choose any health plan without paying additional, as long as it is equal to or less than the Kaiser Bay Area family rate.

An employee who chooses to waive Agency offered medical coverage and provides written documentation indicating they receive coverage under the medical plan of a spouse or domestic partner, may elect to receive a monthly “cash-back” benefit of \$500.

Qualifying life event changes can be made at any time during the year, and open enrollment is held every year around October.

Your health plan provider also provides a website where you can access information on your healthcare. For more information, register and log on to your myCalPERS site:

[my.calpers.ca.gov](http://my.calpers.ca.gov)



## POST-EMPLOYMENT HEALTH PLAN




Upon hire, CalPERS PEPPRA employees are automatically enrolled in Nationwide’s PEHP (Post Employment Health Plan). CMSA contributes one and one-half percent (1.5%) of the employee’s base salary into the account at the end of each pay period, and provides the employee with a detailed plan summary at the time of enrollment. Contributions are employer-only, with no co-pay requirements for employees.

FOR MORE INFORMATION

*Personnel Policy #307 and MoU with SEIU 1021, Section 13*


**DENTAL INSURANCE**

CMSA has contracted with E.D.I.S., a third-party administrator, to manage Central Marin Sanitation Agency’s self-insured dental benefits.



**Central Marin Sanitation Agency**

**Dental Benefits**  
Self-funded  
Effective 07/01/2020  
This plan runs on a plan year



<b>CLASS I PROCEDURES - PREVENTATIVE</b>	
Routine Exams - 2 per year	
Full mouth X-rays - 1 set every 3 years	
Panoramic X-ray- 1 every 3 years	
Bitewings - 2 sets per year	
Prophylaxis - 2 per year	100%
Fluoride-2 treatment per year	
Sealants (under age 16)	
Space Maintainer (under age 16)	
<b>CLASS II PROCEDURES – BASIC</b>	
Emergency treatment for relief of pain	
Restorations (amalgam, composite.)	
Re-cementing or repair of bridges, crowns, or inlays	90%
Oral Surgery, Endodontics, Periodontics	
Periodontal Prophylaxis- 2 per year	
<b>CLASS III PROCEDURES – MAJOR</b>	
Crowns and gold fillings	
Other restorative services (inlays, onlays and other eligible services)	
Bridges, Partial and Full Dentures	90%
Night Guards	
Implants and all services related to implants	
<b>CLASS IV PROCEDURES – ORTHODONTIA</b>	50% up to \$1,500 lifetime max per person
Adults and dependent children	
<b>CONTRACT YEAR MAXIMUM</b>	\$2,500 max per eligible employee or dependent up to age 26
<b>DEDUCTIBLE:</b>	\$0 per insured per year
CLASS I PREVENTATIVE	N/A
CLASS II BASIC	N/A
CLASS III MAJOR	N/A
ORTHODONTIA	N/A

This is a summary of benefits only.  
CA Lic #0M76879

FOR MORE INFORMATION

*Personnel Policy #307 and MoU with SEIU 1021, Section 13*



## VSP VISION CARE

The Agency contracts with VSP for employee vision benefits, and pays the full cost of the plan premium for the employee and qualified family members. Employees can set up a user-name and password on the VSP site: [www.vsp.com](http://www.vsp.com)



FOR MORE INFORMATION

Personnel Policy #307 and MoU with SEIU 1021, Section 13

## EMPLOYEE ASSISTANCE PROGRAM

The Agency provides a free Employee Assistance Program (EAP) which is administered by Claremont. Their staff provides advice and consultation on a wide variety of topics. Confidentially! They are available to call at the number listed here:

CLAREMONT

Powered by  uprisehealth

Helping you be your best.



### 25 Reasons to Access Claremont Services

- 1 It's FREE! No money comes out of your paycheck.
- 2 It's confidential- No one will know that you accessed Claremont services unless you tell them.
- 3 Accessing Claremont is EASY: No forms, no co-pays, no deductibles.
- 4 Be proactive about your life!
- 5 You get free counseling sessions with a licensed clinician in private practice.
- 6 Counseling is available for individuals, couples and families.
- 7 Video Counseling. See and speak with a counselor from the privacy of your home.
- 8 Receive 24/7 emotional support from an AI Chatbot. Call 650-825-9634, text "Hi" to Tess and enter "Claremont" as your company name.
- 9 Interest in Online Support Groups? Claremont offers a range of confidential, specialized sessions.
- 10 FREE legal consultations!
- 11 You can do a Simple Will for FREE.
- 12 FREE financial consultations!
- 13 Concerned about your credit report information or score? Schedule a consultation to resolve any issues.
- 14 Get your life organized!
- 15 Looking for child care services? Claremont will generate a customized report for you, with a listing of appropriate services and other helpful written information.
- 16 Same with elder care services- Claremont provides nationwide referrals and customized reports.
- 17 Need help choosing a public or private school for your child? Claremont can help you do the research.
- 18 Feel overwhelmed by the college search process? Claremont can help you research undergraduate and graduate programs, including financial aid.
- 19 Claremont provides nationwide referrals for adoption attorneys, agencies, infertility specialists, and support groups.
- 20 Do you care for a pet? Claremont offers referrals for pet services such as vets, groomers, boarders, animal hospitals and pet sitters.
- 21 Looking for a low or no cost community resource? Claremont provides referrals to 12-step meetings, inpatient and outpatient treatment facilities, and more. Just call.
- 22 Be prepared for whatever comes up.
- 23 Manage your stress-at work and at home.
- 24 Enhance your resilience with positive psychology tools found at [positivitycenter.org](http://positivitycenter.org).
- 25 Enjoy over 120 webinars on Claremont Personal Advantage.

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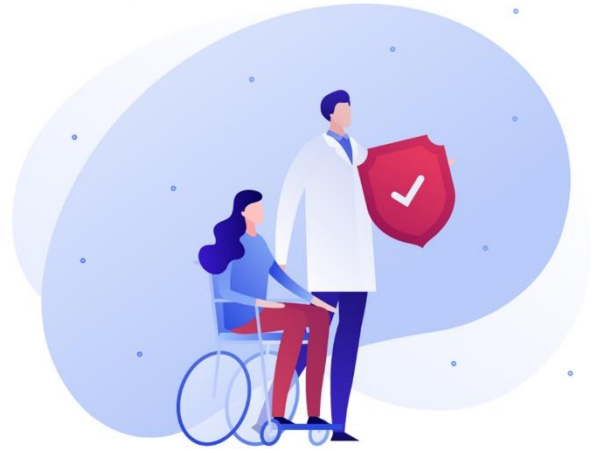
Call toll-free, 24/7  
800-834-3773  
[claremonteap.com](http://claremonteap.com)

FOR MORE INFORMATION

Call the 800 number or see Administration.

## DISABILITY INSURANCE

Disability is an illness or injury, either physical or mental, which prevents customary work, and includes elective surgery, pregnancy, childbirth, or related medical conditions. Disability Insurance (DI) is a component of the State Disability Insurance (SDI) program, designed to partially replace wages lost due to a non-work-related disability. SDI contributions are paid by California workers covered by the SDI program, and the program is administered through the Employment Development Department.



## PREGNANT EMPLOYEE RIGHTS

The Fair Employment and Housing Act (FEHA), enforced by the California Department of Fair Employment and Housing (DFEH), contains provisions relating to pregnancy leave including certain leave and transfer protections and guarantees provided under the FEHA and the California Family Rights Act (CFRA).



FOR MORE INFORMATION

Ask Administration for informational brochures, and visit <https://www.edd.ca.gov/disability/>

## CALPERS RETIREMENT

CMSA offers a comprehensive retirement benefits package to all eligible Agency employees, through the Public Employees Retirement System (PERS).

Employees planning to retire from the Agency have the opportunity to attend a Retirement Planning Workshop offered by CalPERS. The Agency suggests that retiring employees schedule their attendance at this workshop at least three months in advance of their intended retirement date.

It is requested that employees planning to retire from Agency service give both the Agency and CalPERS at least ninety (90) calendar days' written notice prior to the date of intent to retire.



FOR MORE INFORMATION

*MoU with SEIU 1021, Section 14.*

## SICK LEAVE INCENTIVE PROGRAM



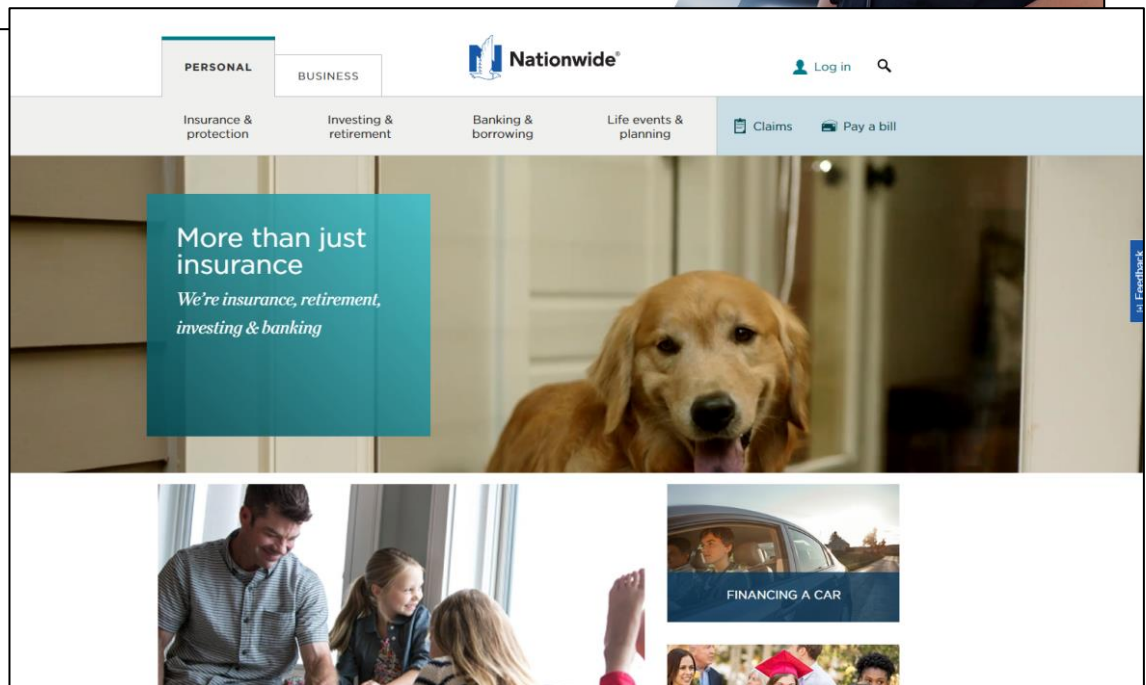
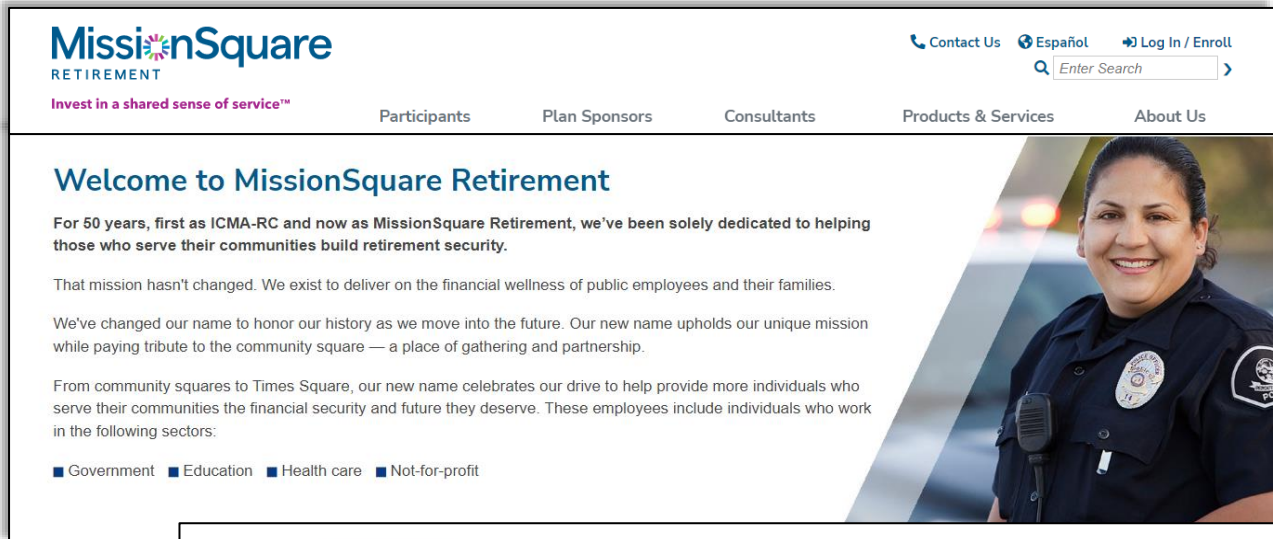
The Agency provides all employees retiring from the Agency credit for all unused or non-cashed-out sick leave toward years of service, a benefit option that the Agency has contracted with CalPERS to provide. An employee who has at least the equivalent of ten years of Agency service will be eligible to receive one-half of his/her accrued sick leave, up to 500 hours, as cash upon retirement from Agency service.

FOR MORE INFORMATION

*MoU with SEIU 1021, Section 18.*

## RETIREMENT SAVINGS PLANS

For those employees wishing to open a pre-tax retirement savings account, there is a choice of two 457 plans, one through MissionSquare (formerly ICMA-RC) and one through Nationwide. Also available is a 401(a) plan through Nationwide, which must be set up within the first thirty days of employment. They all offer an automatic pre-tax deduction from your paycheck and are voluntary plans. Per a labor agreement reopener, discussions regarding an Agency match for employees contributing to 457 plans will begin in April 2023.



FOR MORE INFORMATION

Information is available from Administration.

**NAVIA FLEXIBLE SPENDING ACCOUNT**

CMSA offers each employee the option to enroll in the Navia Flexible Spending Account, an approved IRS Section 125 Reimbursement Account for Health and Dependent Care. Employee participation is voluntary and each account is funded with employee payroll contributions as a pre-tax deduction. The annual open enrollment period is usually in the fall. When accessing the NAVIA site, use CMSA’s reference code “CEA”.



Flexible Spending Arrangements (FSAs) help you save money on health and day care expenses and allow you to spend it on the things you care about. FSAs will have the whole family cheering!

**Taxes 101**

The federal government takes about 30% of each dollar you earn in FICA and federal income taxes, and you take home the remaining 70% to use for your living expenses. When you use an FSA, you set aside money before it is taxed, so you spend the entire 100% of your earned income on your day care expenses.

**How much could you save?**

Let’s look at an example: Employees A and B both earn \$55,000 per year. They each have \$2,000 in out of pocket day care expenses.

Employee A and Employee B have the same earnings and tax bracket, but Employee B saves \$600 per year by contributing to an FSA!

Employee A	
Annual gross income	\$55,000
Estimated taxes (30%)	-\$16,500
Annual net income	\$38,500
Out-of-pocket care expenses	-\$2,000
Actual take home pay	\$36,500
Employee B	
Annual gross income	\$55,000
Out-of-pocket care expenses	-\$2,000
Adjusted gross income	\$53,000
Estimated taxes (30%)	-\$15,900
Actual take home pay	\$37,100

**How does it work?**

- During your open enrollment estimate your expenses for the plan year and enroll in the plan.
- Your annual election amount will be evenly deducted pre-tax from your paycheck throughout the plan year.
- You cannot change your annual election amount after the plan start unless you have a qualified change in status. For example, birth, death, marriage or divorce.
- Check out your Navigate My Benefits and Pre-Tax Solutions pages for more details on how your plan works.

**Visit or contact us:**  
www.naviabenefits.com  
customerservice@naviabenefits.com  
(800) 669-3539 | (425) 452-3500

Spend less on health and day care expenses and more on the things you love. Enroll now!

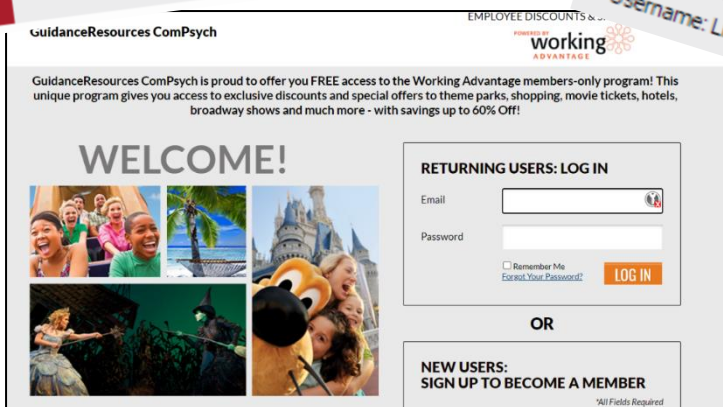
**FOR MORE INFORMATION**

*Personnel Policy #307 and see Administration to enroll.*

## LINCOLN FINANCIAL LIFE

All staff members are enrolled in Lincoln Financial's Life Insurance, Accidental Death & Dismemberment, and Long-term Disability programs while employed at CMSA.

Additionally, Lincoln Financial offers perks that are available to staff free of charge. The **Employee Connect** and **LifeKeys** programs offer resources on such topics as wellness, relationships, financial, home and auto, legal, and more. The **Travel Connect** program offers medical emergency help and transportation, ID recovery assistance, recovery of lost or stolen items, and language translation services. Flyers with information on how to access these programs, are available from Administration.



FOR MORE INFORMATION

Personnel Policy #307 and MoU with SEIU 1021, Section 13.

## CARPOOL / ALTERNATIVE COMMUTE INCENTIVE PROGRAM

Employees who live in the same area can commute together using a CMSA vehicle or their own vehicle. Employees receive a non-cash, taxable benefit of \$3 per day when using a CMSA vehicle, or a stipend of \$5 per day if using their own vehicle. A minimum of three employees are required for use of an Agency vehicle, and two are required for a personal vehicle.

Fill out the form found here:

<S:\Lib - Forms and Templates\STAFF FORMS>

The image shows a registration form titled "CARPOOL/ALTERNATIVE COMMUTE INCENTIVE PROGRAM REGISTRATION FORM". The form includes fields for Name, Reason (with checkboxes for "Initial Enrollment" and "Request for change in program participation"), and a section for "Select eligible commute mode and indicate weekly frequency (Sunday to Saturday) of usage". This section has a table with columns for "Mode of Commute", "Days Used", and "Carpool Participants". The "Mode of Commute" options are "Personal vehicle carpooling", "Public transit/bike-sharing", and "Agency vehicle carpool". There is also a checkbox for "I am also requesting a change in my work schedule". Below this is a section for "Current Schedule" and "Proposed Schedule", each with "Day and Time" fields. A large "I understand and agree to the following statements" section contains several paragraphs of text regarding the program's terms, including vehicle requirements, liability, and the agency's right to terminate participation. At the bottom, there are signature lines for the Employee and the Agency, with checkboxes for "New enrollment request", "Use of Agency vehicle for carpool", and "Change program participation".




FOR MORE INFORMATION

Administrative Policy #55



**CMSA BENEFITS REFERENCE GUIDE**  
**OTHER BENEFITS**



**COMMUTER CASH REIMBURSEMENT PROGRAM REQUEST**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Time Period Requested:  Monthly  Bimonthly  Quarterly (Check One Only)

State Specific Month/Year Period: \_\_\_\_\_  
(e.g., Month/Year, Month-Month/Year)

Issue Reimbursement to Employee (attach receipts)  
 Issue check to Public Transit Agency or Vanpool Organization

Transit Agency or Vanpool Organization	Type of expense Fees, tickets, tokens, vanpool fares, debit card commute expense incurred (requires receipts)	Cost Cannot exceed federal law max. monthly limit
1.		
2.		

I understand all of the following:

- The CMSA Commuter Check and Cash Reimbursement Program procedure.
- A pre-tax payroll deduction for the cost stated above will be taken out of my next paycheck.
- A CMSA check for the amount shown above will be provided to me to directly purchase the requested transit passes, tickets, tokens, or vanpool fares; or a CMSA check will reimburse me for debit card commute expense incurred.
- The check cannot be transferred or negotiated in any way or for any other purpose other than for public transit fares, etc.
- The check may not be endorsed by another party other than the transit agency, organization (or its official representative), or employee payable on the check face.
- The Commuter Check process is governed by all CMSA personnel policies and Federal law.

I hereby certify that my application for commuter check and cash reimbursement from the Agency is consistent with all applicable CMSA Policies and Procedures. I understand that deliberate falsification of this information may be cause for disciplinary action, which could include dismissal pursuant to CMSA Personnel Policy #405.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASM/GM Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

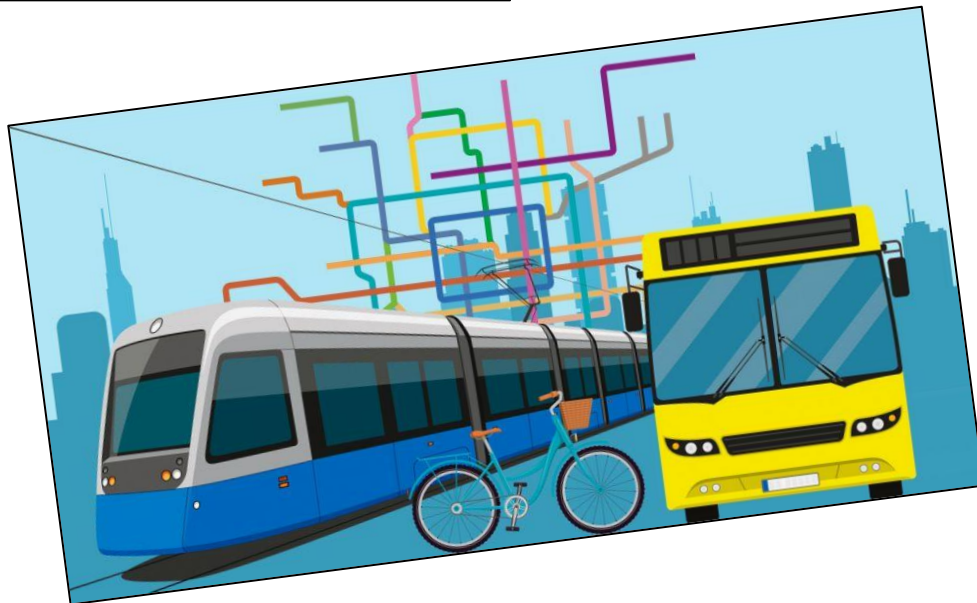
Finance Department Use:  
1. Issue check, use GL Acc't. 100-0000-220-3281.  
2. Apply pre-tax payroll deduction at next payperiod; deduction code 22.

## COMMUTER CASH REIMBURSEMENT PROGRAM

To encourage the use of green transportation alternatives, employees who take public transportation to work can set aside pre-tax dollars from their paycheck, and then use those dollars to pay the commuting costs. Use the form below to enroll, and receipts or statements are required.

Fill out the form found here:

[S:\Lib - Forms and Templates\STAFF FORMS](#)



FOR MORE INFORMATION 

*Administrative Policy #56*

## CATASTROPHIC LEAVE

Employees can donate a portion of their accrued vacation, sick leave, floating holiday, and/or administrative leave to another employee when the other employee, or a member of the employee's immediate family, has suffered a catastrophic illness or injury.

FOR MORE INFORMATION

*Personnel Policy #310*



## COMPUTER PURCHASE ASSISTANCE PROGRAM



FOR MORE INFORMATION

*Administrative Policy #54*

This program assists employees in the development of computer skills by providing an economic incentive to purchase a home computer, software, and accessories. The assistance is in the form of an interest-free loan that is paid back within two years, through a payroll deduction. The minimum loan amount is \$250, the maximum is \$1,750, and only one loan is allowed every two years.

## COST SAVINGS AWARD PROGRAM

This incentive program encourages and supports Agency employees' efforts in identifying and implementing ways to continuously improve CMSA operations and business practices. The Agency supports this creativity and innovation by sharing a portion of the proven savings with the employee(s) who developed the cost saving proposal. Awards for successful proposals are based on the verified cost savings, and are up to \$10,000 for individual and team efforts.



FOR MORE INFORMATION

*Administrative Policy #8*

## EMPLOYEE AWARD RECOGNITION

The CMSA Board recognizes Agency employees when they receive industry-related awards for exceptional individual or organizational accomplishments. Monetary awards are given to employees for the *National Association of Clean Water Agencies (NACWA) - Peak Performance Award*, the *California Water Environment Association (CWEA) - Regional and State Awards*, and the *Government Finance Officers Association (GFOA) - Financial Reporting and Budgeting award*.



FOR MORE INFORMATION

*Administrative Policy 58 – Employee Award Recognition*

## **EMPLOYEE PROFESSIONAL DEVELOPMENT PROGRAM**

CMSA encourages and supports training and professional development for employees to improve their knowledge, skills, and abilities for on-the-job performance and professional growth. Work-appropriate classes, training events, conferences, and webinars are collaboratively reviewed with the employee and his/her supervisor.



Once a training program is selected, use the light blue “Pre-Authorization for Employee Travel” form to get approval for your training expenses, then when you return, use the dark blue “Travel Expense Report” to reconcile your expenses, and receive any reimbursements.

Fill out the form found here:

<S:\Lib - Forms and Templates\STAFF FORMS>

**TRAVEL EXPENSE REPORT**  
(Effective January 1, 2018)  
(SEE REVERSE SIDE FOR INSTRUCTIONS)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
MEETING: \_\_\_\_\_ (Date)  
LOCATION: \_\_\_\_\_ (Date)  
DATE OF TRAVEL & MEETINGS: From: \_\_\_\_\_ :00'clock pm. (Date)  
To: \_\_\_\_\_ :00'clock pm. (Date)

ITEMIZED EXPENSES: Complete detailed instructions on reverse side. Receipt(s) for all expenses (other than Per Diem) are required for reimbursement.

Conference Registration	PREPAID	\$
Travel: If personal vehicle, indicate mileage (lesser of residence or CMSA to destination) _____ miles at \$0.545		\$
Airfare or in-lieu airfare		\$
Local Transportation (taxi, shuttle, rental car)		\$
Travel Costs		\$
Parking		\$
Tolls		\$
Baggage (limit one bag each way)		\$
Other		\$
Per Diem (see reverse side)		\$
Lodging		\$
TOTALS		\$

**GRAND TOTAL** (includes Prepaid & Reimburse)

All expenses reported on this form must comply with the Agency's policies relating to expense information submitted on this form is a public record. Penalties for misusing public resources include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as all other applicable laws.

Employee Training form has been updated.  Preauthorization for \_\_\_\_\_

Employee Signature \_\_\_\_\_  
Supervisor/Dept. Mgr. Review \_\_\_\_\_  
ASM/General Manager Review \_\_\_\_\_  
Finance Analyst Review \_\_\_\_\_ General Ledger # \_\_\_\_\_

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**PREAUTHORIZATION FOR EMPLOYEE TRAVEL / REQUEST FOR PER DIEM ADVANCE**  
(Effective January 1, 2018)  
(SEE REVERSE SIDE FOR INSTRUCTIONS)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
MEETING: \_\_\_\_\_ (Date)  
LOCATION: \_\_\_\_\_ (Date)

**EMPLOYEE TRAVEL REPORTING INSTRUCTIONS**

- All travel and meeting expenses must be preauthorized by the Department Manager or General Manager (listed below). After returning from a conference or travel, a **TRAVEL EXPENSE REPORT FORM** must be attached (including all receipts) for an exact accounting of expenses after travel is completed. The costs noted below should be as close to the actual as possible.
- Employees are to exercise every effort to minimize travel and meeting expenditures. When alternatives are available, the employee will utilize the least expensive alternative.
- Complete the Request for Per Diem Advance section (on reverse side) to calculate your per diem. To receive a per diem check prior to travel, check the "Advance Requester" box below.
- See reverse side for further instructions.

Conference Registration	ESTIMATED AMOUNTS	\$
Travel: If personal vehicle, indicate mileage from/to CMSA or residence:		\$
From _____ miles		
To _____ miles		
TOTAL _____ miles at \$0.545		\$
Airfare or in-lieu airfare		\$
Local Transportation (taxi, shuttle, rental car)		\$
Travel Costs		\$
Parking		\$
Tolls		\$
Baggage (limited to one bag each way)		\$
Other		\$
Lodging		\$
Per Diem (from reverse side)		\$
PRAUTHORIZED TOTAL		\$
<input type="checkbox"/> Per Diem Advance Requested		\$

I hereby certify that the above expenses will be incurred by me in connection with business of the Agency; that said estimated expenditures are true and just.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by Supervisor/Dept. Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager (if applicable): \_\_\_\_\_  
Finance Analyst: \_\_\_\_\_ G/L # \_\_\_\_\_

ASM Approval Required:  
• Overnight travel, air fare or more  
• Days without overnight stay  
• Preauthorization amount over \$500

**FOR MORE INFORMATION**

Administrative Policy #63, Personnel Policies #305-306, Financial Policy #541

## COST-OF-LIVING ADJUSTMENT

CMSA provides a Cost-of- Living adjustment (COLA) for each Agency classification on July 1<sup>st</sup>, which is based on the Agency's MoU with SEIU 1021.

FOR MORE INFORMATION

*MoU with SEIU 1021, Section 12.*

## HOLIDAYS

The Agency observes the following 10 paid holidays, plus three paid floating holidays.

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



FOR MORE INFORMATION

*Personnel Policy #301 and MoU with SEIU 1021, Section 16.*

## LEAVES OF ABSENCE

### Jury Duty

Employees receive their regular rate of pay for hours served, during regularly scheduled hours, and overtime if beyond the regularly scheduled workday. Any jury fees, excluding mileage, received by an employee must be remitted to the Agency.



### Military Leaves of Absence

The provisions of the Military and Veterans Code of the State of California and applicable federal law govern military leave for the Agency.

### Maternity/Baby Bonding Leave

The provisions for Maternity/Baby Bonding Leave are granted in accordance with applicable state and federal laws.

### Bereavement Leave

In the event of a death in the immediate family of an employee, the employee receives a paid leave of absence for up to three (3) working days per occasion. Immediate family members are parent, step-parent, father/mother in-law, brother, sister, step-brother/sister, brother/sister in-law, child, step-child, grandparent, spouse, uncle, aunt, member of household or legal guardian, and registered domestic partner.

### Leave of Absence

A regular or probationary employee may request that the General Manager grant a Leave of Absence pursuant to Personnel Policy # 304.

FOR MORE INFORMATION

*Personnel Policy #304 and MoU with SEIU 1021, Section 19.*

## MEAL ALLOWANCE

A meal allowance is provided for employees who are required by their supervisor to work overtime. An employee can receive a meal allowance for each four hours of overtime worked, based on the current Agency lunch per diem amount.



FOR MORE INFORMATION

*MoU with SEIU 1021, Section 15.*

## OVERTIME

Overtime is compensated at one and one-half (1 ½) times the straight-time hourly wage rate or in accordance with applicable state and federal laws, and is by ½ hour increments. Overtime pay can be accrued (banked) in lieu of pay, but must be requested in advance of working overtime. The maximum that can be accrued is 40 hours. An employee may receive cash upon request for compensatory time.

FOR MORE INFORMATION

*Personnel Policy #206 and MoU with SEIU 1021, Section 11.*

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

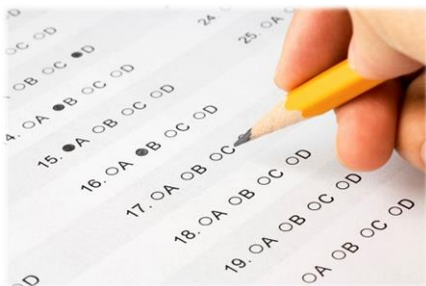
The Agency provides all protective clothing determined by management to be necessary for employees to perform their jobs. All employees in the Maintenance, Operations, and Technical Services Departments are provided clothing and shoes. Safety glasses and ear protection are also provided.



FOR MORE INFORMATION

*MoU with SEIU 1021, Section 15.*

## REIMBURSEMENT FOR CERTIFICATION / LICENSES



With prior approval of the General Manager, fees for examinations, certificates and certificate renewal in the wastewater field will be reimbursed for the passed exam.

FOR MORE INFORMATION

*Personnel Policy #306 and MoU with SEIU 1021, Section 27.*

## SICK LEAVE

Regular full-time employees accrue sick leave at the rate of eight hours per month. Sick leave is allowed only in the case of necessity due to actual sickness, disability, or a specific permitted use as listed below:

- Personal illness or injury or pregnancy
- Medical and dental appointments during working hours (must be authorized by your Supervisor or Manager)
- Absence due to quarantine as imposed by health authorities
- Attending to the illness of a member of the immediate family; limited to a maximum of 48 working hours during each calendar year
- Illness while on paid vacation
- Personal emergencies, not to exceed 16 working hours during any calendar year
- An absence due to an act of God which prohibits an employee from traveling to the employee's work location

FOR MORE INFORMATION

*Personnel Policy #303 and MoU with SEIU 1021, Section 18.*





## VACATION

The Agency encourages employees to annually take their vacation leave. Vacation hours are accrued based on the formula shown below.

Employees can accrue up to 320 hours. Once the maximum has been reached, no additional vacation leave time will be accrued until the balance drops below the maximum.



### Accrual Formula

Years of Service	Max Possible Annual Accrual (hours)	Per Pay Period Accrual (hours)
0 – 3 years	80 hours	3.077 hours
4 – 7 years	120 hours	4.615 hours
8 years and up	160 hours	6.154 hours
12 years and up	180 hours	6.923 hours
16 years and up	200 hours	7.692 hours

Once per calendar year, due to a unique or special circumstance, an employee may request to sell up to one week of vacation time. The General Manager will review the request and circumstances.

FOR MORE INFORMATION

*Personnel Policy #302 and MoU with SEIU 1021, Section 17.*

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