



CENTRAL MARIN SANITATION AGENCY



## **Benefits Reference Guide**

**AN EMPLOYEE BENEFITS OVERVIEW**

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## 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 plans, 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 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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## CALPERS 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.

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](https://my.calpers.ca.gov)

The screenshot shows the myCalPERS website interface. At the top left is the my|CalPERS logo. At the top right are links for "Contact Us" and "CalPERS". Below the logo is a photograph of four diverse people smiling. To the right of the photo is the "Pre-Log In" section, which includes a heading "Select the appropriate type below: (required)" and two radio button options: "Participant" and "Business Partner". Below these options is a green "Continue" button. At the bottom of the page is a footer with copyright information and links for "Privacy Policy", "Conditions of Use", "Accessibility", and "Contact Us".

my|CalPERS [Contact Us](#) | [CalPERS](#)

**Access my|CalPERS**  
Your secure self-service website to access real-time account details.

**Upcoming Scheduled Maintenance**  
my|CalPERS will be unavailable as follows:

- **From 4:00 p.m. on March 24 until 6:00 a.m. on March 26 (PT)**

Users will be unable to access my|CalPERS during system maintenance.  
We apologize for the inconvenience.

**Pre-Log In**

**Select the appropriate type below: (required)**

- Participant**  
You can log in or register as a participant if you are a member, non-member, retiree, community property payee, beneficiary, survivor, or subscriber.
- Business Partner**  
You can log in as a business partner if you are a representative of the State of California, a public agency, school, reciprocal or non-reciprocal retirement system, health carrier, medical vendor group, independent medical examiner, job assessor, direct authorization organization or service provider.

[Continue](#)

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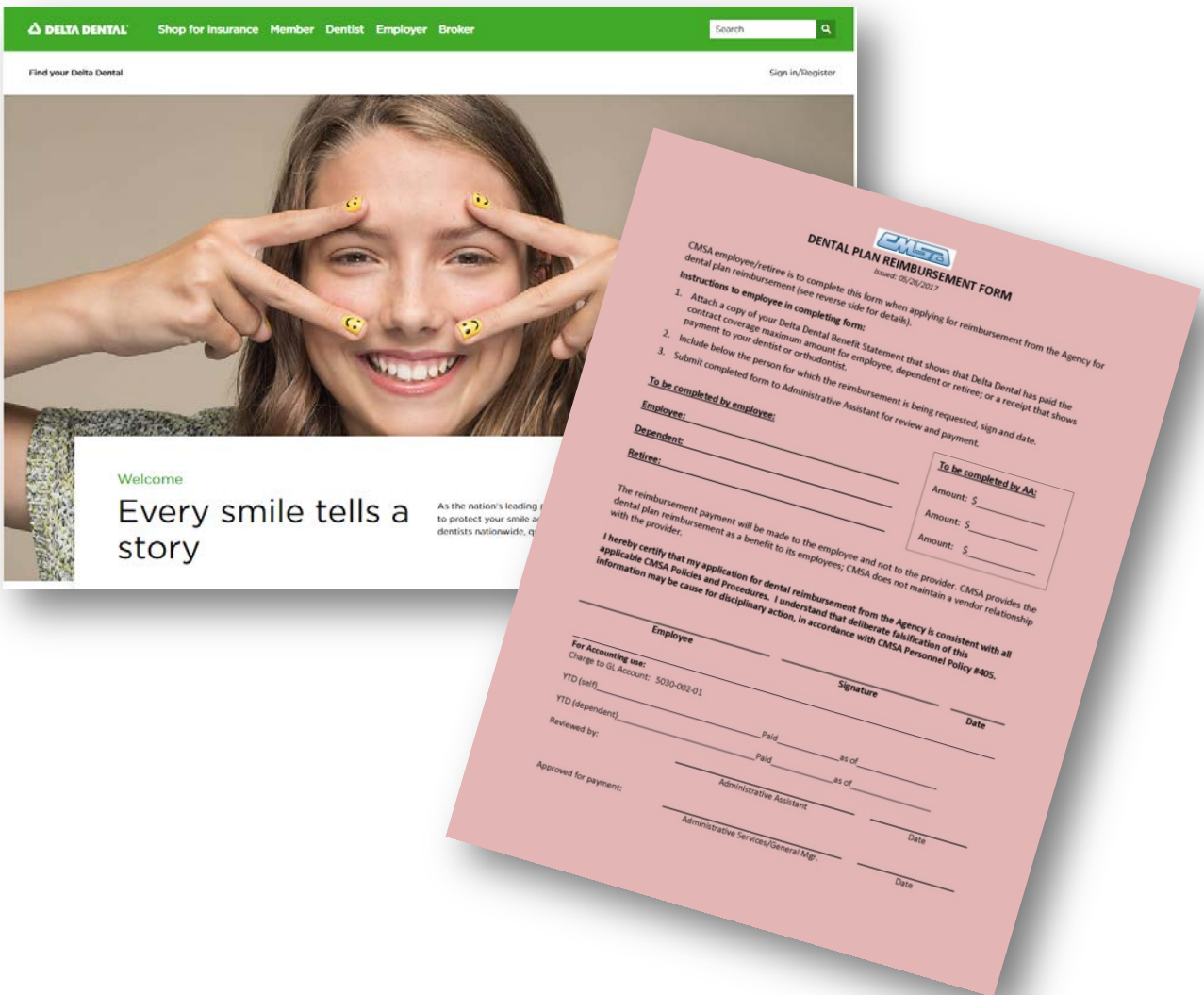
FOR MORE INFORMATION

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

## DENTAL INSURANCE

The Agency pays for dental care for employees and their dependents up to \$2,000 each per year. When an employee reaches the maximum \$1,000 with Delta Dental, the Agency will reimburse up to another \$1,000 depending on coverage. For these expenses, use the PINK CMSA reimbursement form, and attach a copy of the Delta Dental bill showing the maximum benefit amount has been reached.

Log onto the Delta Dental website with your own user name and password to find providers and services: [www.deltadentalins.com](http://www.deltadentalins.com) (reference Group No. 08325).



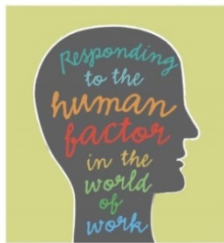
FOR MORE INFORMATION 

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 below:



## A Quick Guide to your Claremont Employee Assistance Program

Your employer provides 24/7 EAP services to you and your family members in the immediate household. **It's free. It's confidential.**

No forms, no copays, no deductibles. Why not call?

To your EAP benefits  
**800-834-3773**

- Free counseling sessions with a licensed clinician in private practice. Counseling can be for individuals, couples and families. In person or via video.
- Free legal consultations!
- You can do a Simple Will for free.
- Free financial consultations!
- You get free Credit Reports every year (and they do come with a credit score).
- Looking for child care services? Claremont will generate a customized report for you, with a listing of appropriate services and other helpful information.
- Same with elder care services – Claremont provides nationwide referrals and customized reports.
- Need help choosing a public or private school for your child? Claremont can help you do the research.
- Feel overwhelmed by the college search process? Claremont can help you research undergraduate and graduate programs, including scholarships and financial aid.
- Claremont provides nationwide referrals for adoption attorneys, agencies, infertility specialists, and support groups.
- Do you care for a pet? Claremont offers referrals for pet services such as vets, groomers, boarders, animal hospitals and pet sitters.
- Looking for a low or no cost community resource? Claremont provides referrals to 12-step meetings, inpatient and outpatient treatment facilities, and more.

FOR MORE INFORMATION

*Call the 800 number or see 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 health and 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 \$2,550 in out of pocket health care expenses.

Employee A and Employee B have the same earnings and tax bracket, but Employee B saves \$765 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 health care expenses	-\$2,550
Actual take home pay	\$35,950
Employee B	
Annual gross income	\$55,000
Out-of-pocket health care expenses	-\$2,550
Adjusted gross income	\$52,450
Estimated taxes (30%)	-\$15,735
Actual take home pay	\$36,715

**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](http://www.naviabenefits.com)  
[customerservice@naviabenefits.com](mailto: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.*

## 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)

The screenshot shows the VSP website homepage. At the top left is the VSP logo. To the right are links for [LOGIN](#), [CREATE AN ACCOUNT](#), and a language selector for [ESPAÑOL](#). Below the logo is a navigation bar with tabs for **MEMBERS**, **EMPLOYERS**, and **BROKERS**. Underneath are menu items: [BENEFITS & CLAIMS](#), [FIND A DOCTOR](#), [GLASSES, CONTACTS & LASIK](#), [SPECIAL OFFERS](#), [EYE HEALTH](#), and [PLAN OPTIONS](#). The main banner features a photo of a man and a young girl in a field. Text on the banner reads: **VSP® Vision Care**, "Vision care is personal and so is your relationship with your eye doctor. That's why we provide you with access to care from great eye doctors, quality eyewear, and the affordable care you deserve." There are buttons for [FIND A DOCTOR](#) (with a Zip Code input and [SEARCH](#) button) and [VIEW MY BENEFITS](#) (with an [ACCESS](#) button). Below the banner are four service tiles:   
1. **Learn How to Use My Benefits**: "New to VSP? Learn how to maximize your vision insurance savings."   
2. **File a Claim to Request Reimbursement**: "If you choose to see an out-of-network provider and have coverage, you must submit a claim for reimbursement."   
3. **Get Special Offers and Savings**: "VSP Exclusive Member Extras provide more than \$2,500 in savings from VSP and leading industry brands."   
4. **Get Level™ Smart Glasses**: "Use your VSP benefit and save on smart glasses that seamlessly integrate activity-tracking technology into stylish frames."   
At the bottom are three gray boxes:   
- **Individual Vision Plans**: "Affordable individual and family vision insurance direct to you. [See Plans >](#)"   
- **Questions? Get Answers**: "Helpful FAQs and popular topics for VSP members. [Get Info >](#)"   
- **Retirement Options**: "Continue vision coverage with VSP when you retire. [Learn More >](#)"

FOR MORE INFORMATION 

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

## LINCOLN FINANCIAL LIFE / AD&D / LTD INSURANCE

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 these other perks that are available to staff free of charge: **Employee Connect**, **Life Keys**, and **Travel Connect**. Go to their sites as shown on the following pages to explore these offerings.



**EmployeeConnect<sup>SM</sup> services**

We offer confidential guidance and resources for you or an immediate household family member.

- In-person help with short-term issues; up to four\* sessions per person, per issue, per year
- Toll-free phone and web access 24/7
- Unlimited phone access to legal, financial and work-life services
- A 25% discount on in-person consultations with network lawyers
- Financial consultations and referrals
- Work/life services for assistance with child care, finding movers, kennels and pet care, vacation planning, and more.

To learn more about the Lincoln Financial *EmployeeConnect* program, visit [www.Lincoln4Benefits.com](http://www.Lincoln4Benefits.com) or [www.GuidanceResources.com](http://www.GuidanceResources.com) (user name = LFGsupport; password = LFGsupport1), or talk with a specialist at 888-628-4824.

\*In California, up to three sessions in six months, starting with initial contact by employee.

EmployeeConnect<sup>SM</sup> services are provided by ComPsych<sup>®</sup> Corporation, Chicago, IL. ComPsych<sup>®</sup> is not a Lincoln Financial Group<sup>®</sup> company. Coverage is subject to actual contract language. Each independent company is solely responsible for its own obligations. Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

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BP 10/13 Z04  
Order code: GP-EMPCO-SJM001

**Lincoln Financial Group**  
You're In Charge<sup>®</sup>

FOR MORE INFORMATION

Personnel Policy #307





**GROUP BENEFITS**

# HANDLING LIFE, HANDLING LOSS

*LifeKeys<sup>SM</sup> services help you meet life's challenges*

When you choose life insurance, you're planning for your family's future—assuring their comfort and securing their plans. With Lincoln Term Life Insurance, you can also access services that make a real difference now as well as in the future. *LifeKeys* services, included at no additional cost with all Lincoln Term Life and Accidental Death and Dismemberment Insurance policies, provide assistance to you, your family and your beneficiaries.

### FOR YOU AND YOUR FAMILY...

**EstateGuidance<sup>®</sup> will preparation**

Create your will online—easily and economically. Follow a step-by-step guide through the entire process, and then use online instructions to execute your will. You can:

- Name an executor to manage your estate
- Choose a guardian for your children
- Specify wishes for your property
- Provide funeral and burial instructions

**GuidanceResources<sup>®</sup> Online**

GuidanceResources<sup>®</sup> Online is the place to go for articles, tutorials, streaming videos and "Ask the Expert" personal responses on topics such as:

- Law and regulations
- Money and investments
- Family and relationships
- Health and wellness
- Work and education
- Leisure and home

**Identity theft**

Identity theft is one of the fastest-growing crimes in the U.S. Be sure you have the information you need to recognize and prevent it. Our online resource helps you:

- Spot the warning signs
- Take steps to protect your cell phone, computer and tax records from fraud
- Lessen the damage and repair your credit if identity theft occurs
- Link to essential resources such as credit reporting bureaus, the FBI Internet Crime Complaint Center, ID Theft Resource Center, and more.

**You may also be eligible for beneficiary services**

If you develop a terminal illness and access your Accelerated Death Benefit, you will be able to use beneficiary services shown on the other side of this flier.

**To access *LifeKeys* services: Call 1-855-891-3684 or visit [Lincoln4Benefits.com](http://Lincoln4Benefits.com) (Web ID = LifeKeys)**

Insurance products issued by:  
The Lincoln National Life Insurance Company  
Lincoln Life & Annuity Company of New York

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FOR MORE INFORMATION 

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



# Travel more. Worry less.

## Travel assistance services user guide

### Travel made easier

You know your Lincoln Life Insurance coverage helps protect your family's financial future ... but did you know it also includes helpful services you can use right now?

Those services include the *TravelConnect*<sup>SM</sup> program, which provides a wealth of travel, medical and safety-related services you can access while traveling. Lincoln has partnered with UnitedHealthcare Global, a worldwide leader in travel assistance, to make this valuable benefit available.

For travel more than 100 miles from home

Business and leisure travel

Staff and resources provide 24/7 travel support



Cut out this card and keep it with you for quick reference.

### Your comprehensive coverage includes...

#### Medical emergency evacuation and transportation

Includes arrangement and payment for transportation of the patient to the nearest medical facility able to treat the injury or illness. Once the patient can travel home, includes arrangement and payment for the trip.

#### Dependent child transportation

If a medical emergency leaves no covered parents available, includes arrangement and payment for a dependent child's trip home or arrangement and payment for a family member to travel to and care for the child.

#### Travel treatment monitoring

Includes care management when a traveler has a medical emergency; services are available until the traveler is released or sent to a hometown hospital. Services vary from case to case but can include: medical record requests and reviews to ensure treatment is appropriate; intermediary services; medical translation services for the patient and/or the family; and communication between the patient and family back home.



Insurance products issued by:  
The Lincoln National Life Insurance Company  
Lincoln Life & Annuity Company of New York

LFE-TRAV-FLI001\_201

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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 \$3 per day when using a CMSA vehicle, or \$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. Use the form below to enroll:

**CMSA**  
**CARPOOL/ALTERNATE COMMUTE INCENTIVE PROGRAM**  
**REGISTRATION FORM**

Please complete this form to enroll in the Agency's Carpool/Alternate Commuter Incentive Program.

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

Reason:  Initial Enrollment  Request for change in program participation

Select eligible commute mode and indicate weekly frequency (Sunday to Saturday) of usage:

Mode of Commute	Days Used	Carpool Participants
<input type="checkbox"/> Personal vehicle carpool/vanpool		
<input type="checkbox"/> Public transit/Biking/Walking		
<input type="checkbox"/> Agency vehicle carpool		

Driver: \_\_\_\_\_

I am also requesting a change in my work schedule:

Current Schedule \_\_\_\_\_ Day and Time \_\_\_\_\_ Proposed Schedule \_\_\_\_\_ Day and Time \_\_\_\_\_

**I understand and Agree to the Following Statements:**  
 As a condition of my participation in the CMSA Carpool/Commuter Program, I have carefully reviewed all the program enrollment information specified in Administrative Procedure #58 as provided by the Agency. All information I supply will be correct, current and complete and the Agency has the right to refuse my participation in this program and the right to withhold incentives if it is believed that I have failed to meet this obligation. I agree to indicate biweekly participation on my biweekly timesheet. Incentives that I receive from the Agency's Carpool/Commuter program are subject to state and federal taxes and that any tax liability that may result is solely my responsibility. Deliberate falsification of this information may be cause for disciplinary action, which could include dismissal. CMSA Personnel Policy #405 states that an employee can be disciplined for falsification on employment records, timesheets or reimbursement request.

Employee Signature	Date
_____	_____

Approval	Yes / No	Approved by
I. Work schedule change		Department Manager
II. Use of Agency vehicle for carpool		Administrative Services Manager
III. Change in program participation		Program Administrator

**FOR MORE INFORMATION**

*Administrative Policy #58*

## COMMUTER CHECK AND 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.

**CMSA**  
**COMMUTER CHECK AND 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 <small>Pass, tickets, tokens, vanpool fares, debit card commute expense incurred (requires receipts)</small>	Cost <small>Cannot exceed Federal law max. monthly limit</small>
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 Acct. 2250-000-00  
 2. Apply pre-tax payroll deduction at next payperiod: deduction code 22

**FOR MORE INFORMATION**

*Administrative Policy #57*

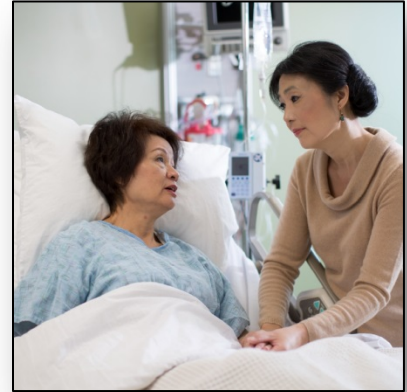


## CATASTROPHIC LEAVE

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



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.

FOR MORE INFORMATION

*Administrative Policy #56*

## COST-SAVING 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 \$12,000 for individuals, and \$25,000 for team efforts.

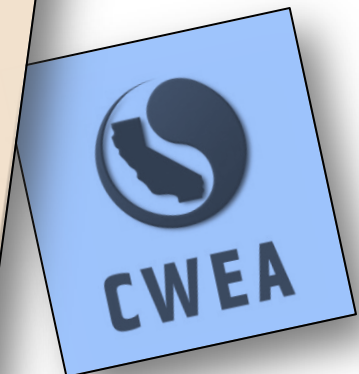
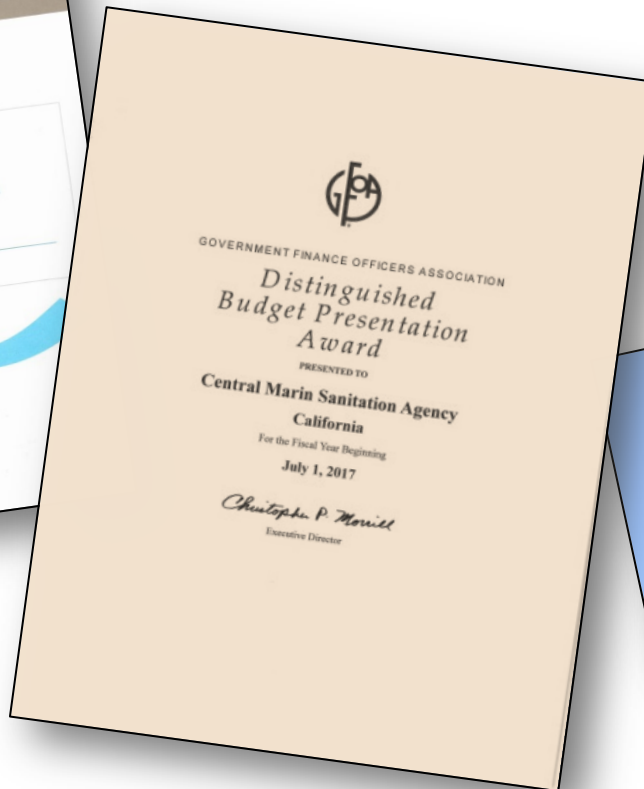


FOR MORE INFORMATION

*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 60*

## **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.

**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 on \_\_\_\_\_ (Date)  
Thru: \_\_\_\_\_ :00'clock on \_\_\_\_\_ (Date)

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

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

**GRAND TOTAL** (includes Prepaid & Reimbursable Amount)

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

Employee Training form has been updated.  Preauthorization for Employee

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

---

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

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

**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 Requested" box below.
- See reverse side for further instructions.

	ESTIMATED AMOUNTS
Conference Registration	\$ _____
Travel: If personal vehicle, indicate mileage from/to CMSA or residence: from _____ to _____ miles	\$ _____
TOTAL _____ miles at \$0.545	\$ _____
Airfare or in-flight 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)	\$ _____
<b>PREAUTHORIZED TOTAL</b>	\$ _____

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 # \_\_\_\_\_

**GM Approval Required:**  
• Overnight travel, or two or more days without overnight stay  
• Preauthorization amount over \$500

**FOR MORE INFORMATION**

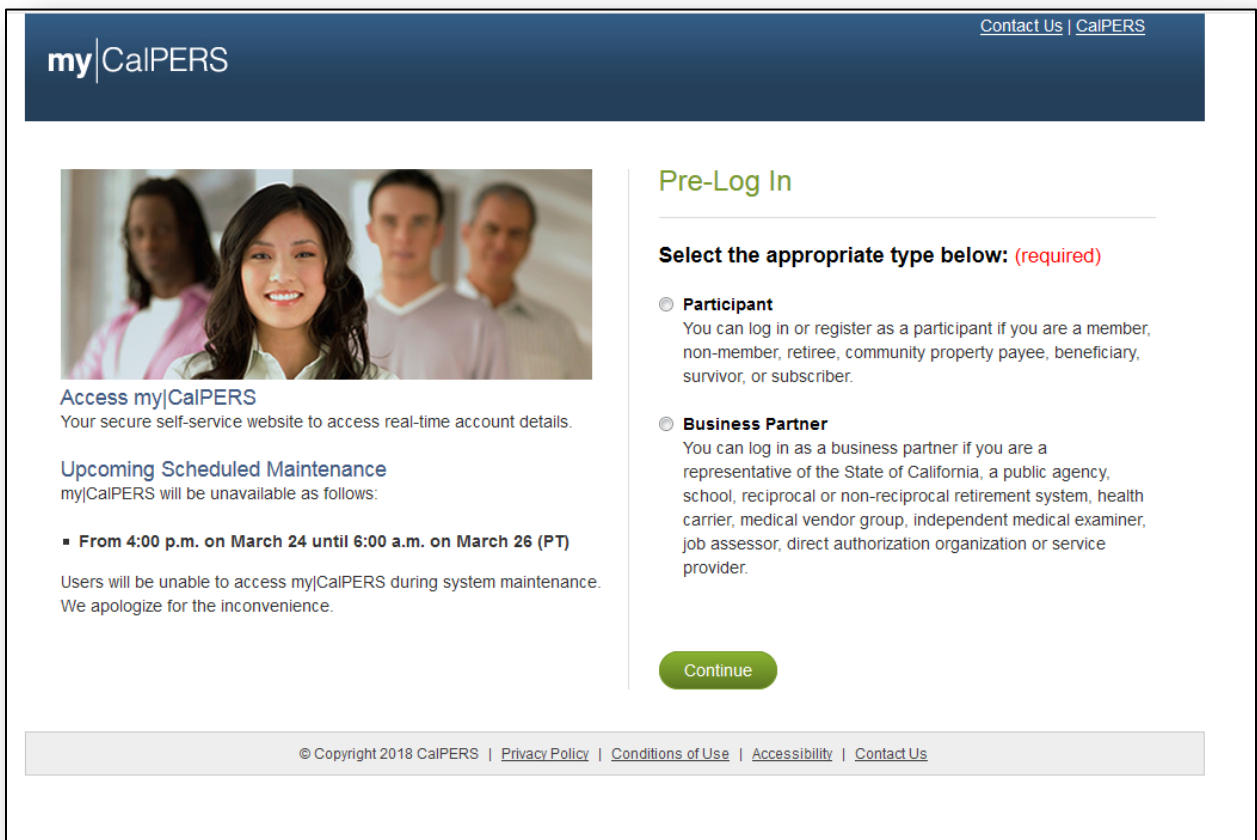
Administrative Policy #64, Personnel Policies #305 and #306, and Finance Policy #541.

## 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.



The screenshot shows the myCalPERS website interface. At the top left is the myCalPERS logo, and at the top right are links for "Contact Us" and "CalPERS". Below the logo is a photograph of three people smiling. To the right of the photo is the "Pre-Log In" section, which includes a heading "Select the appropriate type below: (required)" and two radio button options: "Participant" and "Business Partner". Each option has a brief description of who can use it. A green "Continue" button is located below the options. At the bottom of the page, there is a footer with copyright information and links for "Privacy Policy", "Conditions of Use", "Accessibility", and "Contact Us".

my|CalPERS [Contact Us](#) | [CalPERS](#)

**Access my|CalPERS**  
Your secure self-service website to access real-time account details.

**Upcoming Scheduled Maintenance**  
my|CalPERS will be unavailable as follows:

- **From 4:00 p.m. on March 24 until 6:00 a.m. on March 26 (PT)**

Users will be unable to access my|CalPERS during system maintenance. We apologize for the inconvenience.

**Pre-Log In**

**Select the appropriate type below: (required)**

- Participant**  
You can log in or register as a participant if you are a member, non-member, retiree, community property payee, beneficiary, survivor, or subscriber.
- Business Partner**  
You can log in as a business partner if you are a representative of the State of California, a public agency, school, reciprocal or non-reciprocal retirement system, health carrier, medical vendor group, independent medical examiner, job assessor, direct authorization organization or service provider.

[Continue](#)

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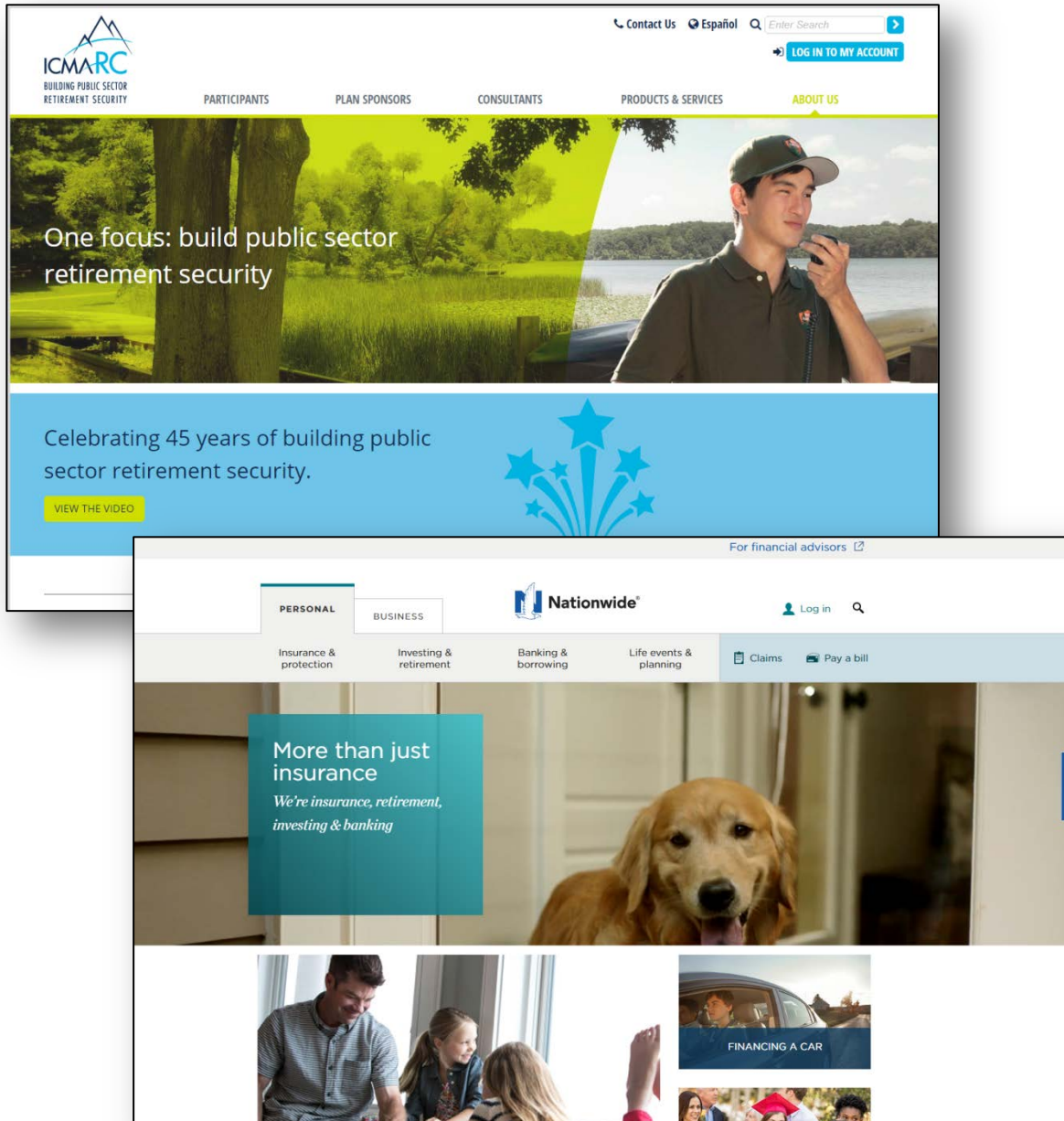
FOR MORE INFORMATION

MoU with SEIU 1021, Section 14. and [my.calpers.ca.gov](http://my.calpers.ca.gov)



## RETIREMENT SAVINGS PLANS

For those employees wishing to open a pre-tax 457 Plan for retirement savings, there is a choice of two plans, one through ICMA-RC and one through Nationwide. They both offer an automatic pre-tax deduction from your paycheck that will be invested according to your wishes. These are voluntary plans, and CMSA does not offer a match. Administration can provide enrollment forms and contact information for the providers.



FOR MORE INFORMATION

*See Administration for brochure and to enroll*

## POST-EMPLOYMENT HEALTH PLAN (for PEPRA only)

Upon hire, 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. CMSA, as the employer, can make contributions to this plan.

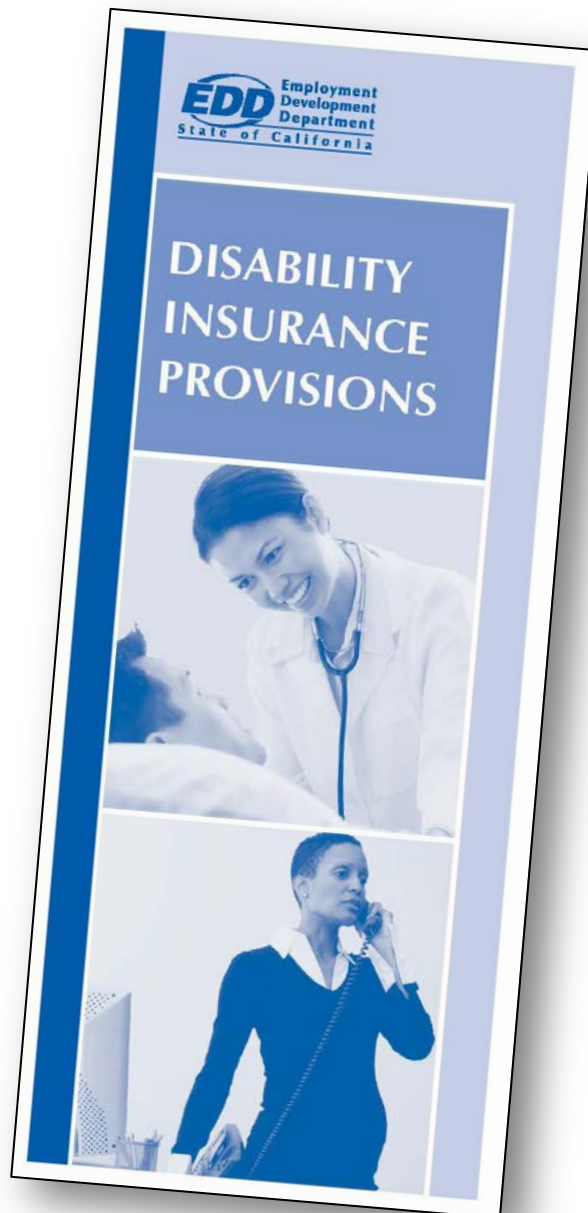
The screenshot shows the Nationwide website interface. On the left is a navigation menu with categories: EDUCATION AND TOOLS (including About Deferred Compensation, Enroll, Learning Center, Find Your Path, Videos, Library, Tools & Calculators, Definitions, News, Interactive Market Data), Support & Forms, and CONTACT US (including Have questions? Give us a call 1-877-877-3678 and Send us an e-mail). The main content area is titled "Prepare For Future Health Care Expenses With PEHP" and includes a "Contact Us" button. The text explains that PEHP is a health reimbursement arrangement where the employer contributes 1.5% of the employee's base salary. It details how the account works, including investment options and reimbursement for qualified medical expenses. It also provides "Next steps" for the employee, such as deciding on investment options and contacting a Nationwide representative at 1-877-877-3678. At the bottom of the page, there are links for Home, Español, Plan Sponsor, Contact Us, Privacy & Security, and Terms & Conditions, along with social media icons for Facebook and Twitter, and a BrokerCheck logo.

FOR MORE INFORMATION

*Personnel Policies #307 and #309*

## 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.

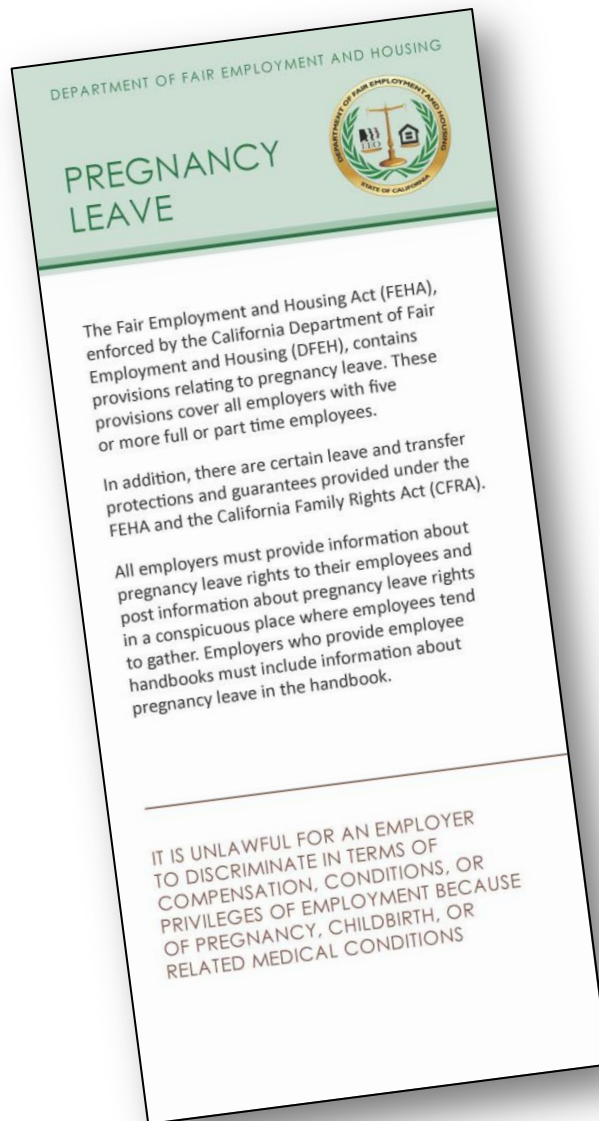


FOR MORE INFORMATION

Ask for the brochure from Administration, or go to [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability)

## 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 for the brochure from Administration, or go to [www.dfeh.ca.gov](http://www.dfeh.ca.gov)



## 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 paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Floating Holidays (3)



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 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

*Administrative Policy #51 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 24 working hours during each calendar year
- Illness while on paid vacation
- Personal emergencies, not to exceed sixteen 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.*

## 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.*

## VACATION

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

Non-management employees can accrue up to 240 hours, non-exempt management employees up to 280 hours, and managers 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

<b>Years of Service</b>	<b>Max Possible Annual Accrual (hrs.)</b>	<b>Per Pay Period Accrual (hours)</b>
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

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 may review the request and circumstances.

**FOR MORE INFORMATION** 

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