

## **Management Employees**

**Effective 7/1/2023**

This document summarizes the compensation and benefits of persons in management positions of the West Valley Sanitation District, unrepresented by recognized employee organizations, and includes the following positions:

Director of Engineering and Operations  
Director of Administration and Information Services

These benefits apply to these positions unless otherwise superseded by an employment agreement that is approved by the District Board of Directors. Management employees covered by this plan will also be eligible for any additional benefits approved by the Board of Directors that apply to their classifications.

### **Additional Paid Leave**

Personal Leave: 3 days per fiscal year (2 hours for each month of service previous year). One-day additional Personal Leave each year for birthday. Personal Leave must be used before the end of the fiscal year. Bereavement Leave: 5 days per occurrence, last 2 days charged against sick leave. Family Illness: 3 days per occurrence, charged against sick leave. Medical/Dental Appointments: charged against sick leave.

### **Administrative Leave**

48 hours per year of administrative leave. Administrative leave must be used before the end of the fiscal year.

### **Deferred Compensation**

Employee may defer up to the annual maximum IRS Section 457 contribution limit, \$22,500.00 for calendar year 2023. Employee may defer an additional amount per year if eligible for "over 50 catch-up", \$7,500.00 for calendar year 2023. No employer contribution except as stated under health plans.

### **Dental Insurance**

Delta Dental Plan: Employee and dependents coverage. Monthly premium of \$117.49 paid by the District. Maximum benefit is \$2,000 per calendar year; the plan pays 75% of covered diagnostic and treatment charges. Orthodontics: \$2,000 lifetime benefit; the plan pays 60% of covered orthodontic charges.

### **Holidays**

13.5 Paid holidays per year and other such holidays may be designated by the Board of Directors.

### **Life Insurance**

Basic Coverage: \$25,000, monthly premium paid by District. Supplemental Coverage: From \$250,000 to \$500,000, based on salary, paid by employee through payroll deduction. District reimbursement of cost plus 25%. Accidental Death/Personal Accident Insurance: Optional coverage selected by employee, paid by employee.

### **Long-Term Disability**

Long-Term Disability Insurance: Coverage for benefit amount up to 66 2/3% of bi-weekly regular base salary, paid by employee through payroll deduction. District reimbursement of cost plus 25%.

### **Medical Insurance**

The monthly premiums for the District's medical plans are listed below. The maximum district contribution is the amount charged for family coverage under the lowest-cost plan available to the District. KAISER: Employee: \$897.78, Employee + Spouse: \$1,885.34, Employee + Children: \$1,616.00, Employee + Spouse + Children: \$2,603.56 (District contribution: \$2,603.56, Employee contribution: \$0). HEALTH NET: Employee: \$1,662.19, Employee + Family: \$3,519.30 (District contribution: \$2,603.56, Employee contribution: \$915.74 for family coverage). With proof of alternative health coverage, an employee may opt to waive District provided health coverage. The unused part of the District's contribution for the plan of employee's choice, will be contributed to the employee's deferred compensation plan for an amount up to the maximum annual IRS 457 contribution limit.

### **Retirement**

Eligible employees who are employed by the District on or before December 31, 2012, and eligible employees who are hired on or after January 1, 2013, and who are not considered to be a “new member” of PERS, as defined by PEPRRA, shall be in the 2.5% @ 55 Retirement Plan with a minimum retirement age of 50 years and final compensation calculated on the highest single year of pensionable compensation. Unused sick leave converted to service credit at retirement. Military service credit option. Employee contributes 8%, employer contribution is provided by the District.

Employees hired on or after January 1, 2013, and who are considered to be a “new member” of in the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”), shall be in the 2% at age 62 Retirement Plan described in PEPRA. In addition, “new members” shall be subject to the contribution requirements in Section 7522.30(a) and (c) of the PEPRA. Accordingly, “new members” shall pay at least 50% of the normal costs of their pension benefit and the District shall not pay any of the required employee contribution for “new members.”

### **Short-Term Disability**

Short-Term Disability Insurance: State Disability Plan. Cost is 0.9% of employee's salary, paid by District, on taxable earnings of \$153,164 for 2023. (Max. \$1,378.48 in 2023.)

### **Sick Leave**

12 days per year; maximum accumulation 1,000 hours. Sick Leave Payout Policy: Unused sick leave over 1,000 hours is paid off at 100% of equivalent cash value every July 1. Upon resignation in good standing, unused sick leave is paid out according to the following schedule: 1-5 years of employment: 20% of cash value. 6-10 years of employment: 25% of cash value. 11 or more years of employment: 30% of cash value. Upon retirement, unused sick leave over 1,000 hours is paid out at 100% of equivalent cash value; the remainder is converted to retirement service credit. Unused sick leave under 100 hours is paid out similar to resignation procedures above.

### **Tuition Reimbursement**

\$1,000.00 per year per employee.

### **Vacation**

1st year: 10 days/yr. 2nd year: 12 days/yr. 5th year: 16 days/yr. 10th year: 18 days/yr. 15th year: 20 days/yr. 20th year: 22/days/yr. Maximum accumulation is three times annual accrual rate. Vacation is paid out in full upon termination. Option to cash out up to 15 days per year. Board of Directors delegates authority to the District Manager to provide an accrual rate up to maximum of 22 days/yr. per employee upon hiring, in a manner representative of similar experience in other organizations.

### **Vehicle**

Employee shall have vehicle usage as provided in the District's Use of District Automobile Policy.

### **Vision Insurance**

Vision Service Plan: Employee and dependents coverage. Monthly premium paid by District. Covers 1 eye exam and 1 pair of lenses per year; 1 set of frames every 2 years. Some provision for contact lenses. Co-pay: \$25.00.

### **Workers' Compensation**

The District provides workers' compensation insurance through membership in the California Sanitation Risk Management Authority workers compensation pool.