

Las Virgenes Municipal Water District
Summary of Unrepresented Employee Benefits

Updated: June 2024

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
Health Benefits, Life Insurance & Retirement		
Medical Insurance	The District contributes up to \$1,953.50 per month towards medical monthly premium for employees and eligible dependents and offers HMO and PPO plans.	1 st month after Date of Hire (DOH)
Dental Insurance	The District contributes 100% (currently up to \$125.53 per month) towards dental insurance for employees and eligible dependents.	1 st month after DOH
Vision Care	The District contributes 100% (currently \$5.09 per month) towards vision insurance for the employee. The employee may elect coverage for dependents by paying for such coverage.	1 st month after DOH
Life Insurance	The District provides the sum of \$50,000 coverage plus annual base salary up to \$300,000.	1 st month after DOH
CalPERS Retirement	Employees are enrolled in CalPERS. The District contracts for 2% @ 55 full formula with Social Security for “Classic” members; 2% @ 62 for new “PEPRA” members.	DOH
CalPERS Sick Leave Retirement Credit	Employees who leave the District through retirement have the option of being paid for accrued but unused sick leave or to convert it to CalPERS retirement credit.	After five (5) years of service.
CalPERS Contribution	Employees pay the employee contribution (currently 7%); The District pays employer contribution to CalPERS.	DOH
Social Security	The District participates in Social Security. Both the District and employees pay equal share of contributions at 6.2%.	DOH
Retiree Medical Insurance	<p>The District provides medical insurance for employees who retire in different retirement Tiers. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A & B no later than one month prior to their 65th birthday. Medicare premiums are covered by the retiree and their dependents.</p> <p>Tier I: Employees hired prior to March 31, 2006, with at least 5 years of LVMWD service. Retiree medical insurance provided for employee plus one dependent designated as dependent at the time of retirement. 100% of the medical premium cost is covered by the District.</p> <p>Tier II: Employees hired after March 31, 2006, but prior to January 1, 2014, with at least 10 years of LVMWD service and age 55 or older at retirement. Retiree medical insurance provided for employee plus one dependent designated as dependent at the time of retirement. 75% of the Anthem Classic PPO premium cost for 2-party is covered by the District. If there is no dependent, single premium cost will be used.</p> <p>Tier III: Employees hired after January 1, 2014, with at least 10 years of LVMWD service and age 55 or older at retirement. Retiree medical insurance is provided for the employee only. 75% of the least expensive plan offered by the District at the time of retirement, single party rate.</p>	Varies by Tiers
Post-Employment Health Plan (PEHP)	Employees contribute \$230 per pay period towards a post-employment health savings plan (PEHP). Upon separation, cashed out sick leave must be contributed to the PEHP account.	DOH

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
Leaves		
Holidays	12 paid holidays are observed per year	DOH

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Floating Holidays	If any of the holidays falls on an employee’s alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.	DOH
Vacation Leave	Vacation leave is accrued based on years served. Hours are earned on a bi-weekly pay period basis starting at 4 hours up to a maximum of 6.46 hours. Normally, no more than 311 hours will be permitted to accrue in an employee’s leave account.	DOH
Sick Leave	Accrued at 8 hours per month.	DOH
Bereavement Leave	Up to 27 hours paid leave as a result of the death of a member of the employee’s immediate family. An employee that must travel more than 500 miles one way to attend services of the employee’s immediate family member may be provided up to 40 hours paid leave. If additional time off is required, the employee may request sick leave.	DOH
Jury Duty	Up to 240 hours per fiscal year will be compensated less compensation received from the court.	DOH
Military Leave	Leave of absences are granted to all full-time employees in accordance with State and Federal laws	DOH
Pregnancy Leave	Up to 4 months of pregnancy-related disability	
Parental Leave	Up to 1040 hours of unpaid leave will be granted to care for a newly born or adopted child. Must be used concurrently with FMLA/CFRA.	1 year after DOH and employed by the District for at least 1,250 hours
Family & Medical Leave	Up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of leave during any 12-month period. Leave is permitted for the following reasons: <ul style="list-style-type: none"> • the birth or a child or to care for a newborn of an employee • the placement of a child with an employee in connection with the adoption or foster care of a child • to care for a child, parent, spouse or domestic partner who has a serious health condition • A serious health condition that makes the employee unable to perform any one or more essential functions of his/her position • For a variety of “qualifying exigencies” arising out of the fact that an employee’s spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation • To care for a spouse, son, daughter, parent, or “next of kin” who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness. 	1 year after DOH and employed by the District for at least 1,250 hours
Leave Without Pay	Up to 40 hours of unpaid leave may be taken within a fiscal year.	DOH
Management Leave	Department Directors receive 88 hours of management leave, granted each fiscal year beginning July 1 for use within the fiscal year it is granted ending June 30 th . Department Directors may sell back up to 60 hours at the end of the fiscal year and/or may donate any unused leave to the Catastrophic Leave Bank. The HR Manager receives 72 hours of management leave, granted each fiscal year beginning July 1 for use within the fiscal year it is granted ending June 30 th . The HR Manager may sell back up to 50 hours at the end of the fiscal year and/or may donate any unused leave to the Catastrophic Leave Bank.	DOH

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<i>Other Pay and Compensation</i>		
Short-Term Disability	The District provides coverage for continuation of two-thirds base of the employee's weekly base pay up to a maximum of \$2,446 for Department Directors; \$1,685 for HR Manager. Elimination period is 30 calendar days. Coordinated payments shall not exceed the employee's regular gross income.	1 st month after DOH & elimination period.
Long-Term Disability	The District provides coverage for continuation of two-thirds of the employee's monthly base pay up to a maximum of \$10,600 for Department Directors; \$7,300 for HR Manager. Elimination period is 180 calendar days with a benefit duration of up to Social Security retirement age. Coordinated payments shall not exceed the employee's regular gross income.	1 st month after DOH & elimination period.
Voluntary Supplemental Benefits	Employees have the option to purchase additional insurance options such as: Short-Term Disability, Accident, Cancer, Life, Hospital Confinement, and Critical Illness Insurance.	
Deferred Compensation	Employees may elect to participate in the District's Deferred Compensation Plan. Employees are eligible to have 3% of their base salary matched per pay period on a \$1 to \$1 basis.	1 st month after sign-up
Flexible Spending Account	Employees may allocate up to \$3,250 per year to pre-tax accounts for qualified health care expenses and up to \$5,000 per year for qualified dependent care expenses.	1 st month after DOH
Sick Leave Payment	Eligible employees with accumulated sick leave may choose to receive annual cash out payment as per the Management Handbook.	
Vacation Leave Cash Out	Employees have the option to cash out up to 40 hours of accrued vacation leave in November of each year.	November following DOH
Management Leave Buy Back	Unused management leave may be sold back provided employees have used 80 hours of vacation and/or management leave within the fiscal year ending June 30. Department Directors may sell back up to 60 hours of unused management leave. HR Manager may sell back up to 50 hours of unused management leave.	

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<i>Programs and Reimbursements</i>		
Employee Assistance Program	Employees have access to a member assistance program (Resource Advisor) for themselves and their dependents.	1 st month after DOH
Mental Wellness Platform	Employees have access to a mental wellness platform (Modern Health) for themselves and their dependents.	1 st month after DOH
Physical Fitness Program	\$500 is made available every July 1 st for qualifying memberships and purchases.	DOH
Cellular Device Options	Eligible employees have the option to receive a District-assigned cellular device or receive a reimbursement for business use of their personal cellular device (\$60/month for voice and data)	DOH
Wellness Center	Employees have access to an on-site fitness facility at no cost.	DOH
Employee Discounts	Employees have access to discounts on gym memberships, nutrition, mental health, virtual subscriptions, and technology and equipment through HUSK Marketplace	DOH
Service Recognition	Employees are awarded gifts of appreciation on their 1-year anniversary, 5-year anniversary and on 5-year multiples thereafter. Additionally, a 1-time monetary award is given at the 10-year mark and 5-year multiples thereafter.	1 year after DOH

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Seniority Recognition	Employees are awarded cash sums (per the Management Handbook) payable annually as of January 1 st of each year after completing 10 years of service.	After 10 years of Service
Tuition Reimbursement	Employees may request up to \$685 per class for continuing education reimbursement.	6 months after DOH
California Lutheran University Tuition Discount	Employees are eligible to receive a \$100 per unit discount for qualifying programs at California Lutheran University.	
Professional Development	Eligible employees will be reimbursed for registration, travel, meals, and lodging associated with the attendance of conferences, seminars, workshops, and training sessions.	
Nine-Eighty Work Schedule	The District operates on a 9/80 hour work schedule. Employees work 8 days of 9 hours each and one 8-hour day with alternating Fridays off in each two-week pay period.	DOH
Flexible Work Schedule	The District offers flexible work schedules based on the position and District operational needs. Occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District may be approved by the General Manager.	DOH
Cert Fees	Certifications and licenses required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
Professional Designations & Licenses	Professional designations and licenses not required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
Certification Examination Preparation	Assistance with preparation costs for obtaining certifications issued by the State Water Resources Control Board, California Water Environment Association, and CA-NV AWWA. Eligible employees may receive a max of 3-days salary for attendance at a prep course of exam. The District will pay the tuition for qualified courses. The District will reimburse the expenses including mileage, lodging and meals if the course or exam exceeds 1-day up to a max of \$550 per certification type, level and grade of certification.	
Protective Footwear Reimbursement	Employees who require protective footwear will receive up to \$275/ calendar year for reimbursement.	DOH
School Education Partnership Leave Policy	Up to 40 hours per year for employees to participate in school activities such as PTA meetings, parent/teacher conferences, or field trips. Employees must use vacation and/or compensatory time off.	DOH
Catastrophic Pay	Eligible employees may receive up to a maximum of 3 months' pay, subject to committee approval	1 year after DOH
Sick Leave Donation	Employees may donate a portion of their accrued sick leave to assist coworkers experiencing a catastrophic illness.	1 year after DOH
Workplace Plug-In Electric Vehicle Charging Stations	Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first served basis for all employees.	DOH

The information above is intended as a general summary of benefits. This information is not legally binding, nor does it serve as a legal contract. Consult the Management Handbook of Benefits or Human Resources for further information.