

# BENEFITS AT A GLANCE



The District provides a comprehensive benefits package for its employees and their families. The features of the benefits program are highlighted below for general information purposes only. See the [Insurance Overview](#) page for more information about the program and eligibility. For additional questions, please contact Human Resources.



## MEDICAL

- Managed Care Plan
  - Kaiser Permanente
- Preferred Provider Plan
  - Uniform Medical Plan, Regence

[More Information](#)



## DENTAL

- Managed Care Plans
  - Delta Dental
  - Willamette Dental
- Preferred Provider Plan
  - Uniform Dental Plan

[More Information](#)



## VISION

- Kaiser Permanente
- Uniform Medical Plan
- Vision Service Plan

[More Information](#)



## PAID LEAVE BENEFITS

- Vacation
- Sick Leave
- Bereavement
- Longevity
- Military Leave
- Jury Duty

[More Information](#)



## HOLIDAYS

- 11 paid federal holidays per year
- 1 paid floating holiday per year

[More Information](#)



## RETIREMENT

- Public Employees Retirement System (PERS Plan 2 or 3)
- 457 Plan
- FICA/Medicare

[More Information](#)



## OTHER PAID BENEFITS

- Life insurance
- Long Term Disability
- Education Assistance Program
- Employee Assistance Program

[More Information](#)



## MANDATED

- State/Federal Unemployment
- Workers Compensation
- Paid Family & Medical Leave
- Long Term Care Insurance

[More Information](#)



## SUPPLEMENTAL

- Flexible Spending Accounts
- AFLAC
- Colonial Life
- Prepaid Legal

[More Information](#)

# MEDICAL



## Managed Care Plan – Kaiser Permanente

### Annual Deductible

\$300/person  
\$900/family

### Out-of-Pocket Max

\$2,000/person  
\$4,000/family

### Co-Pays

\$25 per office/clinic visit; hospital (15%)

Rx: Tier 1 - \$15  
Tier 2 - \$40  
Tier 3 - \$75  
\$30 / \$80 / \$150 mail order (90-day supply)

## Preferred Provider Plan – Uniform Medical Plan (Regence)

### Annual Deductible

\$250/person  
\$750/family  
Rx: \$100/person  
\$300/family

### Out-of-Pocket Max

\$2,000/person  
\$4,000/family

### Co-Pays

15% through network-preferred provider; hospital (\$600 maximum co-pay & 15%)

Rx: Tier 1 - 10%  
Tier 2 - 30%  
Tier 3 - 50%  
10% / 30% / 50% mail order

*Note: Information shown is subject to change and is for informational purposes only. Contact Human Resources for more information.*

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# DENTAL



## Managed Care Plan – DeltaCare or Willamette Dental

### Annual Deductible

None

### Out-of-Pocket Max

None

### Co-Pays

Flat amount; varies by procedure;  
No co-pay for preventive/  
diagnostic services

## Preferred Provider Plan – Uniform Medical Plan

### Annual Deductible

\$50/person

\$150/family

No deductible for preventive/  
diagnostic services

### Max Plan Reimbursement

You pay amounts over \$1,750/  
person

### Co-Pays

Varies by procedure-typically 20%  
for PPO; no co-pay for preventive/  
diagnostic services if employee  
sees a preferred provider

*Note: Orthodontia is included in both plans for District employees and their dependents. Information shown is subject to change and is for informational purposes only. Contact Human Resources for more information.*

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# VISION



## Managed Care Plan – Kaiser Permanente

### Covered Service

- Optical – Routine Exams
- Frames & Lenses

### Co-Pays

\$15 or \$30 for specialty care provider

### Annual Limits

- Routine exams, limited to once every 12 months
- Frames & Lenses, \$150 every 24 months

## Preferred Provider Plan – Uniform Medical Plan (Regence)

### Covered Service

- Optical – Routine Exams
- Frames & Lenses

### Co-Pays

- \$0 with plan provider
- 40% out of network provider

### Annual Limits

- Routine exams, limited to once per calendar year
- Frames & Lenses, \$150 every 24 months

## Vision Service Plan (VSP)

Supplemental vision plan with a variety of benefits in addition to those benefits provided under medical plans. All employees are automatically covered under this plan without cost to the employee.

### Co-Pays

\$25

### Services Paid in Full (Must see participating provider)

Exam, single vision lenses, bifocals, trifocals, lenticular, tints & necessary contact lenses (Note: frame coverage depends on selection).

# PAID LEAVE BENEFITS



## Annual Leave

Regular, full-time employees accrue vacation at the following rates:

1st - 24th month (2 years)	8 hours/ month (4 hours/ pay period)
25th - 60th month (5 years)	10 hours/ month (5 hours/ pay period)
61st - 96th month (8 years)	12 hours/ month (6 hours/ pay period)
97th - 132nd month (11 years)	14 hours/ month (7 hours/ pay period)
133rd month forward	16 hours/ month (8 hours/ pay period)

## Sick Leave

Regular, full-time employees shall accrue sick leave at the rate of eight (8) hours per month or ninety-six (96) hours per year. Four (4) hours of sick leave is credited to the employee per each pay period worked.

## Bereavement Leave

In the event of a death of a family member, employee may take time needed, up to 24 hours, with pay, to handle family affairs and attend the funeral.

## Other Paid Leave

- Longevity, Military Leave and Jury Duty in accordance with District Policy.

*Note: Contact Human Resources regarding questions about District paid leave benefits for part-time employees.*

# HOLIDAYS



## Holidays

Regular, full-time employees are eligible for eleven (11) paid federal holidays (8 hours per day) in each calendar year.

<b>Holiday</b>	<b>Date Usually Observed</b>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Juneteenth	June 19
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

### Floating Holiday

Regular, full-time employees shall receive one (1) floating holiday (8 hours) per year which must be used in that year. Floating holidays shall be credited on the first day of employment for new hires and in the first pay period of each year for existing employees.



# RETIREMENT



## Public Employees Retirement System (PERS)

All District employees are PERS members covered by the Washington State Department of Retirement Systems (DRS). Payroll deductions as required by the retirement plan are withheld each pay period.

### Plan

# 2

- A one-part plan with a guaranteed lifetime benefit (pension).
- Employee and employer both fund the pension.

### Plan

# 3

- A two-part plan with a guaranteed lifetime benefit plus an investment program.
- Employer funds the pension part; Employee funds the personal investment part.

## Deferred Compensation

A 457 Deferred Compensation Plan is a retirement plan and investment vehicle with tax advantages designed to provide supplemental retirement income.

- **Department of Retirement Services (DRS)**
  - For more information visit the program page from [DRS](#)
- **ICMA-RC**
  - Visit [ICMA-RC](#) for more information about their products and services

## FICA/Medicare

- Employee/employer contributions to fund Social Security and Medicare

## Social Security

- Benefit information is available online at [Social Security Administration](#)

# OTHER PAID BENEFITS



## Life Insurance - [Metlife](#)

All employees are provided \$35,000 coverage for life insurance during their employment. Employees may purchase additional coverage for the employee or their family.

- Term life insurance
- Accidental Death & Dismemberment Insurance

## Long Term Disability Plan - [PEBB](#)

All employees are provided a benefit of 60% of the pre-disability earnings. Benefits begin after 90 days of Disability.

## Education Assistance

All employees are encouraged to continue their education and professional development. The District will reimburse each regular, full-time employee for tuition and books for pre-approved, job-related education up to an annual maximum dollar amount. Other criteria may apply.

## Employee Assistance Program

The District provides access for all employees to a comprehensive Employee Assistance Program. Human Resources can provide details and access information on the Program.

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# MANDATED BENEFITS



## Long Term Care Insurance

Under the State Washington Cares Fund, eligible employees are required to have long term care insurance. Funded through employee contributions. Employees may provide proof of state exemption in order to opt out of paying state premiums.

## State/Federal Unemployment

This program is self-funded by the District and is in compliance with all state and federal regulations and requirements. The program provides weekly benefits if employee becomes unemployed through no fault of their own or due to circumstances described in the law.

## Workers' Compensation

The District carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for medical treatment and partial income replacement while recovering and off of work.

## Washington Paid Family and Medical Leave (PFML)

Insurance program under the State Paid Family Medical Leave Act (PFMLA), pursuant to which eligible employees will qualify for partial wage replacement and leave benefits for covered family and medical reasons. Funded through both employee and employer contributions.

# SUPPLEMENTAL – EMPLOYEE PAID BENEFITS



## Flexible Spending Accounts (FSA)

All employees have access to utilize a FSA for medical, dental and vision out-of-pocket expenses and a childcare Dependent Care Assistance Program (DCAP). There is a set annual pre-tax contribution dollar limit for both accounts. Participation is handled through payroll deduction. Human Resources can provide details and access information on both plans.

## AFLAC

Employees have access to additional individual insurance coverages; some pre-tax and some after tax through AFLAC. Participation is handled through payroll deduction. Human Resources can provide contact information for those who are interested.

## Colonial Life

- Disability insurance
- Accident insurance
- Cancer insurance
- Critical illness insurance
- Hospital insurance
- Life insurance

## Prepaid Legal

Employees have access to legal service coverage on an after-tax basis through “Pre-Paid Legal”. Participation is handled through payroll deduction. Human Resources can provide contact information for those who are interested.

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# INSURANCE OVERVIEW



The District provides a comprehensive package of employee benefit programs for its employees. Complete and official details of insurance plans are contained in separate documents, a copy of which employees will receive on their first day of work, online on the Public Employees Benefits Board Health Care Authority's website ([www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov)) or when benefits terms and programs are changed. The descriptions provided are only brief summaries for general information purposes only. The District currently makes available and pays the full premium cost of a comprehensive insurance program for all full-time employees (medical, dental, vision, life and LTD). Full-time employees' family premiums (medical, dental and vision) are also paid in full by the District. There are also benefit options available to three-quarter and half-time employees. Benefits become effective as provided for in the individual benefit programs. The District seeks to manage benefit costs while providing a comprehensive benefit package to its employees. Accordingly, the benefit packages offered by, and the premiums paid by, the District are subject to change. Contact Human Resources for specific details.

## Benefits Eligibility:

- Full-Time Employees – Benefits Eligible
- Three-Quarter & Half-Time Employees – Benefits Eligible
- Part-Time and Temporary Employees & Interns – Not Eligible for District Benefits

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