

SOUTHEAST METRO STORMWATER AUTHORITY
acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION NO. 10-20
(Approval of Detailed Employee Benefits Plan)

WHEREAS, the Southeast Metro Stormwater Authority (SEMSWA) was formed by Intergovernmental Agreement (IGA) to plan, fund, construct, acquire, operate, and maintain drainage and flood control facilities; and

WHEREAS, as part of SEMSWA's responsibility for its employees, including their salary and benefits, an employee benefits program needed to be adopted; and

WHEREAS, an outline of an employee benefits program was adopted on January 24, 2007, pursuant to Resolution No. 7, Series of 2007 (the Resolution) for SEMSWA employees; and

WHEREAS, the Resolution stated that details of SEMSWA's employee benefits program would be presented to the Board for adoption at a later date; and

WHEREAS, a detailed Employee Benefits Plan (Plan) has been developed in conjunction with the SEMSWA Employee Handbook and attached hereto; and

WHEREAS, such Plan both complies with applicable law and is in the best interest of SEMSWA and its employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board adopts the Employee Benefits Plan as attached hereto and incorporates the same into the SEMSWA Employee Handbook.
2. The attached Employee Benefits Plan supersedes all previous benefit plans.

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Date: _____

ATTEST:

Secretary

Chairperson

APPROVED AS TO FORM:

Attorney for
Southeast Metro Stormwater Authority

By _____
Edward J. Krisor



Employee Benefits Plan

Eligible employees are currently provided a wide range of benefits. Several of the programs (such as workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Group Insurance

SEMSWA provides eligible employees and their dependents access to medical, dental and vision insurance, life insurance/accidental death and dismemberment coverage, Section 125 Cafeteria Plan, employee assistance program, and short and long-term disability protection. Full and part-time employees who work a minimum of 32 hours per week are eligible to participate in these benefit programs on the first day of the month following the date of hire.

Holidays

SEMSWA will grant eight hours of holiday leave to full-time employees and pro-rated holiday leave to part-time employees for the holidays listed below:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- One-half day on Christmas Eve*

*if Christmas Eve falls on a Friday, no leave granted

- Christmas Day

SEMSWA will make a reasonable effort to accommodate all employees in the observance of a religious holiday not normally recognized as a SEMSWA holiday. Vacation time or unpaid leave may be granted for this observance.

Sick Leave

SEMSWA provides paid sick leave benefits to full and part-time employees. Sick leave will not be credited until the end of the employee's first pay period and can be used only after it has been credited. Eligible full-time employees receive sick leave at a rate of eight hours per month. For full-time employees, the maximum amount of sick leave that can be accumulated is 480 hours. Upon termination of employment, one-half of accumulated sick leave will be paid to the full-time employee at their regular rate of pay, up to 240 hours. Part-time employees will be credited sick leave hours on a pro-rated basis and the maximum amount of sick leave that can be accumulated and paid upon termination of employment will also be pro-rated.

Annual Leave (Vacation)

SEMSWA provides paid annual leave benefits to full and part-time employees. Annual leave will not be earned until the end of the employee's first pay period and can be used only after it has been earned. Unless otherwise agreed to between SEMSWA and an employee, annual leave for full-time employees is earned according to the length of service as follows:

Length of Service	Annual Leave Earned Monthly
Through 5 full years of service	8 hours per month
Beginning of 6 th through 10 th year	10 hours per month
Beginning of 11 th through 15 th year	12 hours per month
Beginning of 16 th year and beyond	14 hours per month

Part-time employees will earn and accumulate annual leave on a pro-rated basis.

In the event that accumulated annual leave is not used by the end of the calendar year (December 31), full-time employees may carry over a maximum of 120 hours of accumulated annual leave to the next calendar year (January 1). Part-time employees may carry over a pro-rated maximum accumulation amount to the next calendar year. Full and part-time employees will forfeit any accumulated annual leave over the maximum on January 1 of each year. Upon termination of employment, employees will be paid for accumulated annual leave.

Personal Day

All full-time employees are granted eight hours of personal leave per calendar year. Part-time employees are granted personal leave hours on a pro-rated basis. Personal leave cannot be carried over to the next calendar year and is not paid upon termination.

Retirement Plan

SEMSWA currently offers retirement plans that consist of Social Security, a 401(a) defined contribution plan, and a deferred compensation savings plan.

Full and part-time employees who work a minimum of 32 hours per week must participate in the 401(a) plan. SEMSWA contributes to the 401(a) plan on behalf of eligible employees. A six percent (6%) salary contribution from both SEMSWA and eligible employees is mandatory.

SEMSWA also provides a deferred compensation savings plan. All employees may participate in the plan, which allows participants to contribute into a retirement account. SEMSWA will match up to three percent (3%) of employee contributions for full and part-time employees who work a minimum of 32 hours per week.

Education

All full-time employees are currently eligible to apply for tuition reimbursement of up to \$1,200 per calendar year. Only courses that are directly related to the employee's current job or required under a degree program related to the employee's job and are a benefit to SEMSWA will be considered. Reimbursement may be approved for tuition, fees, and books for formal classroom or Internet courses taken from an accredited university based on a passing grade of C or better for undergraduate courses. A grade of B or better is required for graduate level courses. Full-time employees who wish to avail themselves of this benefit must submit a written request to the Executive Director of SEMSWA for approval prior to beginning the course.

Training

SEMSWA encourages employees to participate in job related training that will promote professional development and career advancement. Training must be directly related to the employee's current job and be a benefit to SEMSWA. The employee's supervisor must approve in advance all SEMSWA paid training.

Professional Development

Upon approval of the Executive Director, SEMSWA may pay for full-time employees to attend one training course or educational course for professional certification, up to \$1,200 per calendar year. If a test for certification is given, the employee must pay the testing fee and then will be reimbursed upon receipt of certification, unless the employee has already met the \$1,200 education allowance for that calendar year.

The maximum reimbursement to any full-time employee per calendar year under any of these reimbursement programs is \$1,200.