DRAFT

Proposed
SEMSWA Employee Benefits Plan

12/27/06

Leave:

1. Annual Leave. Permanent full time employees would accrue at following rates:
    96 hours (12 days) per year through 5 full yrs of service.

    120 hours (15 days) per yr from beginning of 6th yr through the 10th year.

    144 hours (18 days) per yr from beginning of 11th yr through the 15th year.

    168 hours (21 days) per yr from beginning of 16th yr of service.

    Maximum accumulation of annual leave:

    Through the 5th yr of service, 160 hours

    From the beginning of the 6th yr through the 15th yr, 200 hrs

    From the beginning of the 16th yr, 240 hrs

    Annual leave accrued on a monthly basis.

    Upon separation employee shall be paid for the unused portion of accumulated annual leave.

2. Sick Leave. Permanent full time employees would be granted 96 hours (12 days) of sick leave per yr accumulated at the rate of 8 hours per full calendar month of work.

    Sick leave could be accumulated not to exceed 240 hours (30 days). Sick leave not used each year would be accrued in the employee's sick leave bank reserve until 240 hours are accumulated.

    Upon termination an employee could convert the balance of sick leave hours in the sick leave reserve to time off with pay or cash at the rate of ½ day's time off or pay for each day in the sick leave bank.

3. Holiday Leave. Permanent full time employees would receive 11 or

11.5 holidays as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24 – SEMSWA offices would close at noon if December 24 falls on Monday, Tuesday, Wednesday, or Thursday
- Christmas Day

Insurance:

1. New employees

A. Medical:

SEMSWA would provide group health coverage for employees as follows:

1. Employee - SEMSWA pays the full cost of employee's coverage for the Kaiser Traditional HMO policy.
2. Employee plus dependents – SEMSWA pays the full amount of single employee coverage plus 50% of the cost for the dependents.
3. Optional Coverage - SEMSWA would offer Kaiser's Triple Option Plan which would permit an employee to select their own doctor. This option costs more than the HMO plan. SEMSWA would contribute the same dollar amounts as they do for the HMO with the employee contributing the balance.
4. The benefits provided are subject to the terms and conditions of the contract with the insurance provider.

B. Dental:

SEMSWA would provide group dental coverage for employees as follows:

1. Employee – SEMSWA pays the full cost of employee's coverage for Principal Dental Plan policy.
2. Employee plus dependents – SEMSWA pays the full amount of single employee coverage plus 50% of the cost for the dependents.
3. The benefits provided are subject to the terms and conditions of the contract with the insurance provider.

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C. Vision:

SEMSWA would provide group vision coverage for employees as follows:

1. Employee – SEMSWA pays the full cost of employee's coverage for a vision plan policy.
2. Employee plus dependents – SEMSWA pays the full amount of single employee coverage plus 50% of the cost for the dependents.
3. The benefits provided are subject to the terms and conditions of the contract with the insurance provider.

D. Long and Short Term Disability:

SEMSWA would provide group long and short term disability coverage. SEMSWA would pay for the coverage.

E. Basic Life/ADD:

SEMSWA would provide group basic life/ADD coverage. SEMSWA would pay for the coverage.

F. Worker's Compensation Insurance:

SEMSWA would provide Worker's Compensation Insurance for all employees, the benefits of which are defined by Colorado law.

G. Medicare:

This is a mandatory part of the Social Security Program in which all employers and employees must participate. The current rate of participation for employer and employee is 1.45% each.

2. Transition Employees:

For medical insurance only the following would apply to transfer employees for 2007 only. For all other insurance coverage the same benefit as for new employees would apply:

Because there are initially only nine employees the rated premium for each employee is higher than the premium is for the county. In order to keep the transferring employee's cost the same as it is now with the county, the employee would pay the same as they do now with the county and SEMSWA would pay the difference. When the number of staff increases to over ten costs could go down and it is anticipated that all employees in 2008 would be subject to the same cost share as proposed for the new hires.

Educational Assistance:

Employees would be eligible to apply for tuition reimbursement. Determination of reimbursement would depend on the benefit to SEMSWA from the employee's completion of the course which must be directly job related. Education would be considered directly job related if it assists the employee in performing job functions by improving skills or because SEMSWA or law requires the course. The maximum benefit for formal classroom educational assistance per calendar year is $1,200 per employee.

Retirement:

SEMSWA will participate in social security. The current rate of contribution for the retirement portion of social security is 6.2% each for the employer and employee.

In addition to social security SEMSWA will also provide the following:

	Employer	Employee
401(a) plan	6%	6%
457 plan	0 to 3%	0 to 3%

SEMSWA and employee contributions for the 401(a) plan would be mandatory. For the 457 plan the employee contribution would be voluntary and SEMSWA would match the employee contribution up to 3%. The employee would be able to make additional contributions to the 457 plan above the 3%. The contributions to the 401(a) and 457 plans are in addition to social security.

The vesting plan being considered is 25% per year of employment for the SEMSWA contributions or whatever the requirement is by law.

Comment [hedc321]: Scott, would you have any objection to proposing a 25% per year vesting schedule (4 years) instead? 5 years seems a little long, but perhaps it's in line with the market?

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