

BENEFITS FOR NON-REPRESENTED (non-union) EMPLOYEES

Regular employees are eligible for benefits when they work a minimum of 17.5 hours per week. More detailed information is available by calling Risk & Benefits Management at 503-681-3617 or email labontee@cleanwaterservices.org

MEDICAL INSURANCE

Clean Water Services offers two medical insurance plan options — an Open Option (PPO) plan through Providence Health Plans and an HMO plan through Kaiser — so employees can choose the plan which best suits their needs. Both plans include prescription, vision and chiropractic benefits.

Employees pay a nominal premium co-payment for themselves and their dependents. Coverage begins on the first day of the month following 30 days of employment.

DENTAL INSURANCE

Dental Insurance is offered to employees through a self-insured plan administered by ODS. This plan includes an orthodontic benefit for dependent children. Clean Water Services currently pays the entire premium for employees and their dependents. Coverage begins on the first day of the month following 30 days of employment.

HEALTH REIMBURSEMENT ARRANGEMENT (HRA) ACCOUNT

Clean Water Services funds a Health Reimbursement Arrangement (HRA) account. The District makes tax-free contributions into a special trust account on the employee's behalf. These tax-free funds can then be used to pay or reimburse eligible out-of-pocket healthcare costs and premiums for yourself, your spouse and your qualified dependents. Unlike Section 125 flexible spending accounts, unused funds in the HRA account are carried over from year to year.

Employees who elect Providence medical insurance receive \$1,000 annually, and Kaiser participants will receive \$320 annually.

LIFE INSURANCE

Clean Water Services provides term life insurance equal to 1 (one) times the employees annual salary at no cost to all benefits-eligible employees.

Regular employees may be eligible to purchase up to \$300,000 of additional term life insurance for themselves or a spouse, and up to \$10,000 for their children. Rates vary by the employee's age and the amount of coverage requested.

RETIREMENT SYSTEM

Employees who begin Oregon public sector employment after August 29, 2003 are members of the Oregon Public Service Retirement Plan (OPSRP), which is administered by the Oregon Public Employee Retirement System (PERS). After six full calendar months of employment, employees contribute 6 percent of their salary to an individual account (IAP) on a pre-tax basis through automatic payroll deduction. In addition, Clean Water Services makes a contribution based on the projected benefits of the employees and the cost of running the system.

OPSRP members are eligible for full retirement benefits at age 65 or at age 58 after 30 years of service. The OPSRP individual account is immediately vested, and the employer contribution is vested after an employee works at least 600 hours in 5 calendar years. At full retirement, benefits are calculated by taking 1.5% X final average salary X retirement credit in years, plus the IAP account balance. Employees who worked in a PERS covered position prior to August 29, 2003 can contact Risk & Benefits Management for more retirement information.

DEFERRED COMPENSATION

A 457(b) deferred compensation plan is a retirement savings plan that allows eligible employees to save and invest pre-tax dollars through voluntary salary deferral. Distributions are usually taken at retirement, but funds can be withdrawn if participants end their employment with the District.

FLEXIBLE SPENDING ACCOUNT

Employees have the opportunity to set aside pre-tax dollars to pay for un-reimbursed medical expenses and/or dependent care expenses by utilizing a Section 125 Cafeteria Plan.

WELLNESS PROGRAM

Clean Water Services offers a wellness program at www.CWSWellness.com. The program contains key elements that will empower employees and their family members to develop healthier lifestyles which contribute to a healthier workforce. The program is distributed through a state-of-the-art wellness web site which offers the ability and convenience of having an online communications tool 24 hours a day, 7 days a week.

OTHER OPTIONAL BENEFITS

- Long Term Disability Insurance
- Employees and their families have the opportunity to utilize an Employee Assistance Program, which provides a variety of counseling and financial planning services at no charge
- Discounted TriMet (mass transit) passes
- Optional supplemental insurance may be purchased on a pre-tax basis through Aflac.

VACATION

Full-time employees will accrue vacation at the following rate:

<u>Years of Service</u>	<u>Days per Year</u>
0 - 5	12
5 - 10	15
10 - 15	18
15 - 20	21
20 or more	24

SICK LEAVE

Full-time employees earn 12 days of sick leave per year. There is currently no limit to the number of sick leave hours an employee can accrue.

HOLIDAYS

Clean Water Services employees are provided 10 paid holidays each calendar year:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Three (3) Personal Holidays

SALARY ADMINISTRATION

Each position at Clean Water Services has a salary range, and starting salaries typically fall within the first half of the range. The District rewards employees for the work that they do and for their role in helping the District achieve its strategic initiatives. This occurs through a performance based pay system, where employees' salary increases are based solely on performance. In addition, the District provides a Goal Sharing Program which is aimed at helping the District save money, improve processes, and reward employees for setting high goals and reaching them

Combined, the Performance Based Pay System and the Goal Sharing Program allow employees to influence their individual wages through high performance and contributing to the achievement of District goals.