



BENEFITS MANUAL 2017

A handwritten signature in blue ink that reads "Richard W. Hansen".

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INTRODUCTION

TVMWD has established a number of benefit programs for its eligible employees. Although this summary does not state all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations regarding program eligibility and benefit entitlements often exist. Official plan documents and, where applicable, actual insurance policies should be consulted for further information regarding each benefit program. In the case of actual or apparent conflict between the benefit summaries set forth in this summary and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the plan administrator, shall control.

In addition, while it is TVMWD's present intention to continue the benefits described in this summary, TVMWD expressly reserves the right, whether in an individual case or, more generally, to modify, supplement, curtail, reduce, or eliminate any benefit, in whole or in part, either with or without notice, to the fullest extent permitted by law, if TVMWD determines, in the exercise of its sole discretion, that such action is warranted. Neither the benefit program nor their descriptions contained in this summary are intended to create any guarantees regarding continued and/or future availability.

<u>BENEFIT</u>	<u>DETAILS</u>
<p>AFLAC <u>Eligibility</u> Full-time staff and elected officials</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p>	<p>Supplemental insurance to help pay benefits your major medical insurance doesn't cover.</p> <p>Employee payments may be made with a payroll deduction. Amount may or may not be pre-tax, depending upon the type of insurance.</p>
<p>Certification Fees <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or receive General Manager approval. Eligibility requirements for introductory staff may be waived if the certification is required as part of the job classification.</p> <p><u>Cost</u> Employee: Up-front application, registration and/or course fees. Employer: Upon acquiring certification, up to 100% of fees will be reimbursed.</p>	<p>New certifications are the initial responsibility of the employee. Upon successfully obtaining the certification and providing a copy, TVMWD will reimburse up to 100% of the certification fees. Any late fees, penalties or unsuccessful attempts will not be reimbursed.</p> <p>Renewals for existing certifications will be paid directly by TVMWD.</p> <p>Reimbursement and renewals must be approved by the department head or General Manager.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Deferred Compensation Plans <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u></p> <ul style="list-style-type: none"> Employee: <u>Elected Officials & part-time staff</u> – 7.5% of compensation <p>Employer:</p> <ul style="list-style-type: none"> <u>Full-time staff</u> – matches employee deferral up to \$200.00 per pay period 	<p>Voluntary participation in a Section 457 deferred compensation plan is made available through Lincoln National Life Insurance Company or California Public Employees Retirement System. Employee contributions are made with a pre-taxed payroll deduction. Employee may “catch up” for unmatched amounts earlier in the calendar year but may not receive match early for future periods. Total deferred contributions cannot exceed limits of the Internal Revenue Service. Employer contributions may also be made by TVMWD to a Section 401a plan.</p>
<p>Dental <u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the GM.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>TVMWD provides dental coverage through ACWA/JPIA. Employees can select from the following two plans:</p> <ul style="list-style-type: none"> Delta Dental of California PPO – allows visits to any dentist of choice. Maximum benefit provided by using a DPO dentist. DeltaCare USA (HMO) – pre-paid dental plan which offers affordable HMO coverage.
<p>Flexible Spending Account <u>Eligibility</u> Immediate for newly hired full-time staff & elected officials; otherwise only during open enrollment or with a HIPPA qualifying event.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: No Cost</p>	<p>TVMWD offers a Flexible Spending Account (FSA) Program which enables employees to set aside an estimated portion of their annual salary on a pre-tax basis to cover qualified medical expenses for the employee & dependents & qualified dependent care expenses incurred during the calendar year. Any unused contributions in excess of \$500 by calendar year end will be forfeited. Plan limits are as follows:</p> <ul style="list-style-type: none"> Health Care = \$2,550 per calendar year Dependent Care = \$5,000 per calendar year <p>Employee deductions are a pre-taxed payroll deduction.</p> <p>TVMWD also offers a Limited Flex Spending Account (LFSA) that covers dental and vision only that can be combined with a Health Savings Account.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Health Benefit Allowance</p> <p><u>Eligibility</u> Full-time staff starting on or before 12/31/10 who choose Kaiser.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p>	<p>TVMWD provides an allowance for employees to help cover the premium costs of Kaiser medical, dental and vision. Excess funds from this allowance will be paid to employees in their paycheck.</p> <ul style="list-style-type: none"> • Single \$ 550 • Two-party \$1,230 • Family \$1,450 <p>Cash back is not available for elected officials.</p>
<p>Health Reimbursement Arrangement</p> <p><u>Eligibility</u> Immediate for full-time staff and elected officials.</p> <p><u>Cost</u> Employee: No Cost Employer: Admin Fees plus \$1,000 annually</p>	<p>TVMWD pays administration fees & \$1,000 annually (calendar year) for reimbursement of qualified out-of-pocket health expenses and up-front medical premiums. The \$1,000 will be prorated based on date of hire during the 1st year.</p> <p>Any unused balance may be carried over and utilized in future years up to a maximum of \$3,500.</p>
<p>Health Savings Account</p> <p><u>Eligibility</u> Employees enrolled in the Anthem Blue Cross ABHP, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: Annual contribution of:</p> <ul style="list-style-type: none"> • Single \$400 • Two-party \$800 • Family \$800 	<p>HSAs provide for employee health benefits in the face of rising health insurance costs. They were created to encourage consumer-driven health plans. Plan participants pay directly for routine health care services, making participants more responsible consumers while reducing the cost of high-deductible insurance coverage.</p>
<p>Long-Term Care</p> <p><u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p>	<p>CalPERS Long-Term Care Program offers a variety of daily benefit and total coverage amounts to help with the cost of receiving long-term care services. The program is available to California public employees and retirees, as well as their spouses, parents, parents-in-law, adult children and adult siblings.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Life Insurance & Dismemberment</p> <p><u>Eligibility</u> Immediate for full-time staff and elected officials effective the 1st day of the month following 30 days of service.</p> <p><u>Cost</u> Employee: Taxes on coverage exceeding \$50,000 and/or if employee elects to increase the benefit at their own expense. Employer: 100% of premium</p>	<p>In the event of death, a sum equal to the annual salary of the insured, not to exceed \$150,000 (\$10,000 for elected officials) will be paid to the designated beneficiary.</p> <p>Employee may increase coverage at their own expense to 2x annual salary, not to exceed \$300,000.</p> <p>Employee also enrolled in dependent life coverage, which provides death benefits up to \$1,500 for a spouse, \$100 for children 0-6 months and \$1,000 for all other children.</p>
<p>Medical</p> <p><u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: 10% of medical premiums except:</p> <ul style="list-style-type: none"> • employees who utilize health benefit allowance • employees who choose employee only coverage for least expensive plan • employees enrolling in the Anthem Blue Cross CDHP <p>Employer: remaining cost of medical premiums</p>	<p>TVMWD provides health coverage through ACWA/JPIA. Employees can select from the following four plans:</p> <ul style="list-style-type: none"> • Anthem Blue Cross PPO • Anthem Blue Cross HMO • Anthem Blue Cross CDHP • Kaiser Permanente HMO <p>Premiums vary depending on the health plan selected. Employees will pay the 10% medical premium as a pre-taxed monthly payroll deduction.</p> <p>Employee may opt themselves and/or family members out of medical coverage during open enrollment with proof of a comparable alternative medical coverage. The opt out amount is 75% of the average plan cost (based on family status) not to exceed the least costly plan (Kaiser). Note: Only employees opting out in 2016 will be allowed to opt out for 2017. Re-enrollment is not allowed until open enrollment or with a HIPPA qualifying event. ACWA/JPIA requires medical coverage for 75% of TVMWD employees, so opt out is on a first-come first-serve basis. Cash back is not available for elected officials.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Medical Retirement <u>Eligibility</u> Full-time staff who retire from TVMWD at age 50 or older with a minimum of 10 years of service.</p> <p><u>Cost</u> Employee: Medical premium cost in excess of TVMWD percentage of the medical premium cap. Employer: A maximum of \$600 per month depending on years of service.</p>	<p>Employees may choose to maintain the medical plan they have in place with TVMWD at the time of retirement or be covered under another licensed plan outside TVMWD with proof of coverage.</p> <p>Enrollment in Medicare part A & B is required if the retiree remains on TVMWD medical plan.</p> <p>The employee's spouse and/or other dependents are eligible for coverage at the employee's cost.</p> <p>Retiree is eligible for open enrollment annually as long as they have maintained continuous coverage with TVMWD.</p>
<p>Medicare Tax <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: 50% of Medicare tax Employer: 50% of Medicare tax</p>	<p>A mandatory tax for all public employees hired after March 31, 1986. Medicare is a national social insurance program that guarantees access to health insurance for Americans age 65 and older and younger people with disabilities.</p> <p>Medicare benefits may include help with hospital bills, limited coverage of skilled nursing facility stays and hospice care. Contact your local Social Security office for benefit details.</p>
<p>PERS Retirement <u>Eligibility</u> Immediate for full-time staff. Part-time staff with prior CalPERS (or reciprocal agency) service.</p> <p><u>Cost: 2% @55</u> Employee: 7% of salary Employer: 11.522% of salary</p> <p><u>Cost: 2% @62</u> Employee: 6.25% Employer: 6.25%</p>	<p>TVMWD participates in the California Public Employees Retirement System (CalPERS).</p> <p>The retirement formula for employees hired prior to January 1, 2013 is 2% @55 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 50 or over with min 5 yrs. PERS service) • highest 12 consecutive month period <p>The retirement formula for employees hired on or after January 1, 2013 is 2% @62 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 52 or over with min 5 yrs. PERS service) • highest 36 consecutive month period

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Short/Long Term Disability (STD/LTD) <u>Eligibility</u> Full-time staff on the 1st day of the month following 30 days of service.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>Disability compensation if you experience a non-work related injury or illness or a pregnancy causing disability in excess of 60 days. STD becomes effective on the 61st day of a disability. LTD is available after 180 days if applicable.</p> <p>The monthly disability payment is 2/3 of the first \$11,250 of your regular monthly earnings. If you remain disabled, payments will continue until age 65.</p>
<p>State Disability Insurance (SDI) <u>Eligibility</u> Immediate for all staff.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of SDI contribution rate</p>	<p>California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. Workers covered by SDI are covered by two programs: Disability Insurance & Paid Family Leave.</p> <p>Disability Insurance provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, or due to pregnancy or childbirth.</p> <p>Paid Family Leave was established for workers who suffer a loss of wages when they need to take time off to care for a seriously ill child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or to bond with a new child.</p>
<p>Tuition Reimbursement <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or received General Manager approval.</p> <p><u>Cost</u> Employee: Up-front tuition & associated costs.</p> <p>Employer: Upon course completion with acceptable grade, up to \$3,000 will be reimbursed in a calendar year.</p>	<p>Reimbursement of tuition and associated costs up to \$3,000 per calendar year. Courses must be work-related or count toward a degree. A grade of "C" or better in the specified course is required for reimbursement.</p> <p>For a non-accredited program, completion of the course with proof of passing all related course work and exams is required.</p> <p>The General Manager must approve tuition reimbursement in advance of starting course work.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Technology Loan Program <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period & elected officials.</p> <p><u>Cost</u> Employee: Up-front costs Employer: No cost</p>	<p>TVMWD offers an interest free loan for the purchase of home technology to assist in professional development of the employee which will enhance their performance at TVMWD. Upon approval by the General Manager with the following loan provisions:</p> <ul style="list-style-type: none"> • Maximum loan amount is \$3,500 • Repayment via payroll deductions, minimum of \$30 per pay period, for a period not to exceed 5 years. Unpaid balance due upon termination. • Reassignment or transfer of equipment violates agreement and cancels the right to participate in the program. • Allowed: Computers and peripherals, tablets, smart phones • Not allowed: cameras, music devices, gaming or entertainment software • Only one loan at a time.
<p>Unemployment Insurance <u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>Unemployment Insurance provides workers, who lose their jobs through no fault of their own, with weekly unemployment insurance payments.</p> <p>Weekly payments for as long as 26 weeks (6 months). State & Federal extensions can periodically extend the benefit period.</p> <p>Benefit payments are based on the amount of wages earned over a 52-week period.</p> <p>Elected officials are not eligible for unemployment insurance upon separation from TVMWD.</p>
<p>Vision <u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p>	<p>TVMWD provides vision coverage through ACWA/JPIA, Vision Service Plan (VSP). The program allows visits to any eye doctor of choice. Maximum benefit is provided by using a VSP eye doctor.</p> <p>Co-pays apply plus any costs for products/services above the VSP contract limits.</p>

<u>BENEFIT</u>	<u>DETAILS</u>
<p>Worker's Compensation</p> <p><u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>Benefit begins when you experience a work-related injury or illness. The benefit structure below defines what injured workers are entitled to:</p> <ul style="list-style-type: none"> • Medical care • Temporary disability benefits • Permanent disability benefits • Supplemental job displacement benefits • Death benefits

For additional information on any of the benefits listed please contact the Finance Department.