



# Western Virginia Water Authority

## Benefits at a Glance

### For Full-time Employees

#### **Health / Dental / Vision / Prescription Drug Card / Employee Assistance Program**

Offered through The Local Choice Plan (TLC). Employees are offered 2 plan types with either a Comprehensive Dental or a Preventive Dental (Key Advantage 500 or High Deductible). Health insurance is with Anthem, Dental with Delta Dental, Vision with Blue View Vision, Prescription Drug is with Anthem and Employee Assistance Program is with Anthem EAP. Employees can choose from different coverage levels: Employee Only coverage, Employee + 1 coverage (spouse or dependent child) or Employee/Family coverage. Cost to the employee is based on type of plan and coverage level chosen:

Tiers	TLC KEY ADV 500 PLAN COMPREHENSIVE DENTAL		TLC KEY ADV 500 PLAN PREVENTIVE DENTAL		TLC HIGH DEDUCTIBLE** COMPREHENSIVE DENTAL		TLC HIGH DEDUCTIBLE** PREVENTIVE DENTAL	
	Employee Contribution Per Month	Employee Contribution Per Pay Period	Employee Contribution Per Month	Employee Contribution Per Pay Period	Employee Contribution Per Month	Employee Contribution Per Pay Period	Employee Contribution Per Month	Employee Contribution Per Pay Period
EE Only:	56.54	28.27	40.54	20.27	0.00	0.00	0.00	0.00
EE + Child:	317.28	158.64	311.02	155.51	162.38	81.19	158.48	79.24
EE + Spouse:	393.22	196.61	385.46	192.73	215.84	107.92	210.64	105.32
Family:	529.58	264.79	519.30	259.65	273.46	136.73	266.86	133.43

\*\* With the High Deductible Plan there is a matching monthly contribution to a HSA (\$2 for 1\$ up to maximum. Maximums: Single HSA = Employee (EE) contributes \$55\ WVWA (ER) \$110; Family HSA = Employee (EE) contributes \$75\WVWA (ER) \$150) as well as a WVWA (ER) Contribution of \$1,500 over a one year period (see below).

#### **HSA CONTRIBUTION TABLE**

Tiers	Monthly RECOMMENDED EE HSA CONTRIBUTION	Monthly HSA ER MATCHING CONTRIBUTION UP TO MAX AMOUNT LISTED	3 Months After Insurance Begins HSA ER Contribution	6 Months After Insurance Begins HSA ER Contribution	9 Months After Insurance Begins HSA ER Contribution	Annual EE Contribution IF MAX	Annual ER Contribution IF MAX
EE Only:	\$55.00	\$110.00	\$500.00	\$500.00	\$500.00	\$660.00	\$2,820.00
EE + Child:	\$75.00	\$150.00	\$500.00	\$500.00	\$500.00	\$900.00	\$3,300.00
EE + Spouse:	\$75.00	\$150.00	\$500.00	\$500.00	\$500.00	\$900.00	\$3,300.00
Family:	\$75.00	\$150.00	\$500.00	\$500.00	\$500.00	\$900.00	\$3,300.00

#### **Retirement Benefits**

Authority employees receive retirement benefits through the Virginia Retirement System (VRS). It is mandatory that all full-time employees participate in the Virginia Retirement System. The Water Authority contributes an employer amount to the VRS and the **employee must contribute 5% of their salary into the VRS**. Employee payments to VRS are pre-taxed in regards to the employee's federal and state income taxes. FICA (Social Security and Medicare) are not included as part of the pre-tax. If at any time the employee chooses to leave employment with the Western Virginia Water Authority they may request a refund of the money that they have put into VRS, however federal and state income taxes will be withheld. Should the employee request a refund and receive the refund before reaching age 59 1/2, they may be subject to an additional 10 percent federal tax penalty. More information on taking a refund will be provided upon request.

#### **Life Insurance**

Life insurance is provided for every full-time employee and is paid in full by the Authority. The benefit is two times the employee's annual salary, four times if accidental.

### **Optional Life Insurance**

Optional life insurance coverage is available to employees at their cost. Employees may purchase up to four times the amount of their annual salary. Spouse and dependent coverage is also available to the employee at the employee's cost.

### **Deferred Compensation**

Employees have the option of participating in the voluntary deferred compensation program (457/401). Contributions may be made through pre-tax deductions from paychecks. The Authority makes a matching contribution up to \$40 per pay period (\$1,040 per year) for participating full-time employees. Employees under the VRS Hybrid Retirement plan must contribute the voluntary 4% to the VRS Hybrid plan before receiving the matching contribution from the Authority.

### **ROTH Individual Retirement Account (IRA)**

Employees can choose to contribute into the Roth IRA that allows tax-free withdrawals in the future.

### **Flexible Spending Accounts**

Flexible spending accounts provide an opportunity for employees to set aside pre-tax money through payroll deduction to use towards qualifying medical expenses and/or dependent care expenses. We also offer a debit card with this program.

### **Long Term Disability**

Long term disability insurance is available for all full-time employees. Should the employee need to be out of work due to a disability, the benefit allows employees to receive up to 60% of their monthly pay after serving a 90-day waiting period. WVVA contributes 50% of the premium for this benefit.

Employees under the VRS Hybrid Retirement plan are automatically enrolled in a long-term disability plan that is paid for 100% by the Authority.

### **AFLAC Products**

24 Hour Accident Coverage, Critical Illness with or without Cancer rider, and Hospital Indemnity coverage through MARK III is available to full-time and part-time with benefit employees at their cost. Employees receive group rates, are payroll deductible and portable.

### **AUL Products**

Short-term Disability coverage through MARK III is available to full-time and part-time with benefit employees at their cost. Employees receive group rates, are payroll deductible and portable.

### **MetLife Products**

Cancer & Specified Disease coverage through MARK III is available to full-time and part-time with benefit employees at their cost. Employees receive group rates, are payroll deductible and portable.

### **Texas Life Insurance Products**

Whole Life Insurance, and Universal Life Insurance coverage through MARK III is available to full-time and part-time with benefit employees at their cost. Employees receive group rates, are payroll deductible and portable.

### **Employee Assistance Program**

For those employees who do not select our health plan which has the Employee Assistance Program (EAP) embedded into the plan they still can obtain confidential, professional assistance in resolving personal problems through our Carilion EAP services.

### **American Wellness Solutions**

Provides credit counseling sessions to employees and immediate family members. Service is paid for by the Water Authority.

### **Tuition Reimbursement**

The Tuition Reimbursement Program helps employees pursue professional growth and development with the Authority by providing reimbursement for non-mandatory, job-related course work. The program is normally intended for those completing an academic degree, such as an associates, bachelors or master's degree; however, it may also be available for continuing education credits or vocational learning as appropriate to the employee's job function. Once approved, the benefit reimburses up to \$3,000 per year. Tuition reimbursement is available to employees after being employed for 1 year.

### **Educational Bonuses**

Employees passing or completing pre-approved job related certifications, courses, licenses or degrees may receive a bonus of \$500 or \$1,000 pending the level of difficulty.

### **Credit Union**

Employees have the opportunity to participate in the Member One Credit Union and the Roanoke Valley Federal Credit Union.

### **Direct Deposit**

All new full-time, part-time, and temporary employees are required to participate in direct deposit and is a condition of employment.

### **Paid Leave**

Paid leave is leave for any reason deemed appropriate by the employee and approved by the supervisor. Reasons normally include, but are not limited to: vacation, personal or family illness/disability, attendance at funerals other than for family members or for medical or other health care provider appointments for the employee or family members.

New employees earn 120 hours of leave during their first year of employment (equivalent to 15 days per year based on an 8-hour day) and then begin accruing 144 hours per year up to their 5<sup>th</sup> year of employment (equivalent to 18 days per year based on an 8-hour day). Each five years of employment thereafter, employees accrue additional days based on the paid leave schedule. Maximum earned Paid Leave hours are 300 with hours in excess of 300 and up to 80 are transferred to Extended Illness Leave (EI for FT employees under VRS Plan 1 or 2). Paid Leave hours are paid out at 100% upon the end of employment or retirement with the Water Authority.

### **Extended Illness Leave (FT employees under VRS Plan 1 or 2 Only)**

Extended Illness Leave is an approved absence from work with pay for personal or family illness/disability. The employee must have and use 24 hours of consecutive Paid Leave in order to begin using Extended Illness Leave. Extended Illness Leave will accrue at the rate of six (6) hours per month for full time. There is no limit of Extended Illness hours and these hours are paid out at 30% upon retirement with the Water Authority.

### **Holidays**

Authority employees receive eleven (11) holidays per year (88 hours per year). Three of these holidays are considered "floating" holidays in which divisions remain open and employees who work may "bank" the holiday to use at a later date or be paid for the holiday based on the division's policy on floating holidays. Holiday hours taken are considered "hours worked" towards overtime during a 40 hour week.

### **Other Leave Types Provided to Full-Time Employees**

- Funeral Leave (maximum 3 days per fiscal year Jul-Jun)
- Civil Leave
- Military Leave (15 days paid military leave per Federal fiscal year Oct-Sep)
- FMLA Leave
- Leave without Pay (with prior approval)

### **New Hire Retention Bonus:**

A retention bonus has been developed for newly hired full-time (AF) and part-time with benefits (PB) employees in Grades 1-12. All of the following criteria must be met in order to receive the bonus:

- a) Maintain continuous service for the Water Authority for 3 years from the date of hire;
- b) Maintain a minimum of 2.0 overall annual evaluation score for each of the first 3 years;
- c) Receive no written reprimands or disciplinary actions throughout the first 3 years;
- d) Obtain all required licensing and/or certifications in required time frames;
- e) Maintain all required licensing and/or certifications required of the job positions held during the first 3 years;
- f) If all criteria are met during the first 3 years, the employee would be reviewed for a retention bonus of **\$2,000**.

### **Overtime Compensation**

**Non-exempt:** Grades 1-16, employees who work in excess of 40 hours in a week are paid at 1.1/2 times their normal hourly rate.

**Exempt/Paid:** Grades 17-19; employee who work in excess of 40 hours in a week are paid at 1 times their normal hourly rate.

**Exempt:** Grades 20-36, employees who work in excess of 40 hours will not be paid for overtime.

**Pay Frequency**

Employees are paid bi-weekly. Paydays occur on alternate Fridays throughout the year. If a payday falls on a holiday, employees are paid on the workday before the holiday. Premiums paid by the employee for paid benefits are deducted 24 times a year. Twice a year, employees receive a third monthly paycheck without premiums deducted from their paycheck. Roth and deferred comp amounts are deducted 26 times a year.

**Employee Referral Benefit**

Employee who refers an applicant and the applicant is interviewed; the employee receives a \$10 gift card.

If that applicant is hired and works 4 weeks; the employee receives an additional \$150.

If that applicant works for 6 months; the employee receives an additional \$300.

Total potential benefit is \$460 per applicant.

Applicant must list employee's name on the application for employment for the employee to receive this benefit.

**Wellness Program**

Employees are offered a wide selection of wellness benefits, programs, activities and sponsored team sports including volleyball, dodge ball, basketball, softball and kickball. The Water Authority also supports an employee paid golf league.

**Water Authority Gym Membership Contribution (Eligibility after 6-months of employment)**

The Water Authority will contribute \$25 per month for Single and \$35 per month for Family membership to the YMCA, Green Ridge Recreational Center or the RAC/BAC. You can have your full membership deducted from your paycheck.

**Savings Bonds**

Employees can purchase savings bonds through payroll deduction.

**Water Authority Family Activities**

Employees and family members can participate in Relay for Life, United Way drives, and Water Authority sponsored parades, hikes, wellness competitions, company activities, and picnics.

(HR: 07/2019)