

## SUN VALLEY GENERAL IMPROVEMENT DISTRICT EMPLOYEE BENEFITS AT A GLANCE

BENEFIT	BRIEF SUMMARY	ELIGIBILITY
<b>Administrative Leave</b>	Exempt regular full-time employees who regularly attend Board meetings and/or conduct District business after-hours are authorized 40 hours of administrative leave per calendar year.	Available January 1st of each year, must be used by December 31st of same year or will be forfeited.
<b>Annual/Vacation Leave</b>	Full-time employees accrue annual leave on a pay period basis beginning at the rate of 96 hours per year as outlined in the Employee Personnel Manual. Part-time employees who regularly work 20 hours or more per week accrue on a pro-rated basis.	Accrual begins upon hire, but not authorized to use until after completion of three-months of service.
<b>Bereavement Leave</b>	Full or part-time employees may use up to 3 days bereavement leave plus 2 days of accumulated sick leave (must be pre-approved) for the death of a family member who is within the third degree of consanguinity or affinity.	Immediately upon hire.
<b>Court Leave</b>	Full or part-time employees may receive their base rate of pay for time served. Compensation received (other than for out-of-pocket expenses) must be signed over to the District. See Employee Personnel Manual for details.	Immediately upon hire.
<b>Dental Insurance</b>	Introductory and regular employees hired prior to September 23, 2014 who work at least 30 hours per week are covered by the District dental plan which is paid 100% by the District for employee and their dependents. Introductory and regular employees hired after September 23, 2014 who work at least 30 hours per week are covered by the District dental plan which is paid 100% by the District for employee and first dependent, and 50% for additional dependents. The employee must authorize a payroll deduction of any share of the health insurance not covered by the employer.	You must enroll immediately upon hire and coverage begins the first day of the month following 60 days of employment.
<b>Direct Deposit</b>	Direct deposit of your pay check into checking or savings, or both for ease & convenience.	Immediately upon hire.
<b>Educational Assistance</b>	Regular full-time employees may be reimbursed for tuition and books for job-related courses upon approval by the General Manager.	Upon completion of six-month introductory period.
<b>Elective Deferred Compensation Program</b>	This optional 457(b) deferred compensation plan allows employee contributions via payroll deduction up to the plan limits as defined in the plan documents. The District will match up to six percent of their base salary.	Immediately upon hire.
<b>Holidays</b>	The District recognizes 12 paid holidays for all introductory and regular employees per year as defined in the Employee Personnel Manual.	Immediately upon hire.
<b>Life Insurance/AD&amp;D</b>	Introductory and regular employees who work at least 30 hours per week are provided with Life insurance paid by the District as follows: \$40,000 life insurance for employee, \$2,000 for spouse, \$1,000 for children. Additional coverage may be purchased for yourself and/or family members at your expense via payroll deductions.	You must enroll immediately upon hire and coverage begins the first day of the month following 3 months employment.

## EMPLOYEE BENEFITS AT A GLANCE (cont'd)

<b>Long Term Disability</b>	Introductory and regular employees who work at least 30 hours per week are provided with Long Term Disability paid by the District, which reimburses employee 60% of monthly base pay, after 3 month waiting period if employee is eligible under qualified event, as outlined in certificate of coverage.	You must enroll immediately upon hire and coverage begins the first day of the month following 3 months employment.
<b>Longevity</b>	All employees who have completed a total of 5 consecutive years or more of full-time service and who were at least "At Expectations" in their last evaluation will receive longevity pay calculated at \$125 per year of service up to a maximum annual payment of \$3,125 dollars as outlined in the Employee Personnel Manual.	Upon completion of five years of service.
<b>Medical Insurance</b>	Introductory and regular employees hired prior to September 23, 2014 who work at least 30 hours per week are covered by the District medical plan which is paid 100% by the District for employee and their dependents. Introductory and regular employees hired after September 23, 2014 who work at least 30 hours per week are covered by the District medical plan which is paid 100% by the District for employee and first dependent, and 50% for additional dependents. The employee must authorize a payroll deduction of any share of the health insurance not covered by the employer.	You must enroll immediately upon hire and coverage begins the first day of the month following 60 days of employment.
<b>Personal Leave</b>	Regular full-time employees who use a minimum amount of sick leave as of the last full pay period in a calendar year shall receive Personal leave at the end of the first full pay period the following January as follows: 0-32 hours used in full calendar year = 16 hours PTO 33-40 hours used in full calendar year = 8 hours PTO Regular part-time employees shall receive personal leave on a pro-rated basis.	Must be employed for all pay periods within the calendar year. Must be used by the end of the last full pay period in calendar year in which it is credited or will be forfeited.
<b>Retirement</b>	Enrollment into the State of NV Public Employees Retirement Program (PERS) with 100% of contribution paid by the District.	Immediately upon hire.
<b>Sick Leave</b>	Introductory and regular full-time employees accrue sick leave on a pay period basis beginning at the rate of 120 hours per year as outlined in the Employee Personnel Manual. Introductory and regular part-time employees accrue sick leave on the basis of .0577 hours per each regularly scheduled hour worked or on paid status.	Accrual begins upon hire, but not authorized to use until after completion of three-months of service.
<b>Uniforms</b>	Field staff is provided a uniform at no charge to the employee, and an annual boot reimbursement of up to \$200 per calendar year.	Immediately upon hire.

<b>Vision Insurance</b>	<p>Introductory and regular employees hired prior to September 23, 2014 who work at least 30 hours per week are covered by the District vision plan which is paid 100% by the District for employee and their dependents.</p> <p>Introductory and regular employees hired after September 23, 2014 who work at least 30 hours per week are covered by the District vision plan which is paid 100% by the District for employee, and 50% for dependents. The employee must authorize a payroll deduction of any share of the health insurance not covered by the employer.</p>	<p>You must enroll immediately upon hire and coverage begins the first day of the month following 60 days of employment.</p>
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All Benefits are subject to change by the Board of Trustees.