

This "Summary of Benefits" is merely a general overview. Please refer to the ESD 105 Policy Manual and links below for details.

Employee Benefits Summary

- ◆ **Retirement System** – Anyone eligible to belong to the retirement system must pay into the retirement system. (www.drs.wa.gov)
- ◆ **Health Benefits** – PEBB medical, dental, and vision benefits are available for employees and eligible dependents (premiums may apply). Coverage for eligible employees begins on the first working day of the month following date of hire. If date of hire is the first working day of the month, health coverage is effective the same date. Employees are eligible if 1) an average of at least 80 hours per month and 2) for at least eight hours each month is anticipated for more than six consecutive months.

Employees who do not initially meet eligibility requirements for health benefits may later become eligible when 1) work hours are revised and it is anticipated that the criteria described above will met. Coverage begins on the day the revision is made; or 2) based on work pattern/hours worked eligibility is met. Coverage begins on the first day of the month after the six-month averaging period.

Health coverage ends the last day of the month in which termination takes place. (Employees not employed during the summer months are covered provided they are returning in the fall.) (www.pebb.wa.gov)

- ◆ **Section 125** – A Section 125 plan has been implemented to assist employees in possibly saving some funds by having their medical premium deducted on a pre-tax basis. In addition, the employee has the ability to have pre-tax deductions made for Dependent Care and Medical Reimbursement.
- ◆ **Annual (Vacation) Leave** - *Please see Policy Manual for specific eligibility details.*
 - Full-time **exempt** staff earn two days per month. Less than full-time earns leave on a pro rata basis. *Some positions may earn at a different rate per policy.*
 - Full-time **non-exempt** staff earn 14 days per fiscal yr. up to 24 days per fiscal yr. based on length of service. Less than full-time earns leave on a pro rata basis.
 - Calendar Day employees earn two personal days per year.
- ◆ **Sick Leave** – One day per month is earned for full-time employment. Less than full-time earns leave on a pro rata basis. (Sick leave can be used for the illnesses of a family member as defined in Leave Policy – Temporary Disability, #6300.)
- ◆ **Holidays** – All major holidays are observed:
 1. New Year's Day – January 1
 2. Martin Luther King Day – 3rd Monday of January
 3. Presidents' Day – 3rd Monday of February
 4. Memorial Day – Last Monday of May
 5. Emancipation Day - June 19
 6. Independence Day – July 4
 7. Labor Day – 1st Monday of September
 8. Veterans' Day – November 11
 9. Thanksgiving Day – 4th Thursday of November
 10. Day After Thanksgiving – 4th Friday of November
 11. Christmas Eve – December 24
 12. Christmas Day – December 25
 13. New Year's Eve – December 31
- ◆ **Floating Holiday** - Staff who accrue vacation time receive a floating holiday.
- ◆ **Employee Assistant Program** – An Employee Assistance Program is available to all staff.
- ◆ **Deferred Compensation and Tax Sheltered Annuities** – Available to all staff.