

an employee who incurs an injury in performing his/her assigned duties.

2. The leave consists of paid benefits equivalent to the employee's regular earnings less any award made for temporary disability from the Colorado State Worker's Compensation Fund.

☞ Bereavement Leave

In case of a death in the employee's immediate family, up to 40 hours leave of absence with pay may be granted.

Retirement Benefits

☞ Defined Retirement Plan

The Metro District provides a Defined Benefit Retirement Plan that is funded by employee and employer contributions and is paid in addition to Social Security. Participants become 100% vested after five years of service and are eligible to receive a benefit based upon a pre-determined formula once they meet the requirements as outlined in the Retirement Plan Summary.

☞ Deferred Compensation Plan

In addition to the Defined Retirement Plan, a voluntary retirement savings plan is offered to employees who want to set aside a portion of their earnings before taxes are deducted.

Educational Assistance

To encourage employees to prepare for career development and to improve their job skills, the Metro District will reimburse each employee the cost of tuition and books, up to \$2,500 annually for undergraduate courses and up to \$3000

annually for post graduate coursework satisfactorily completed.

Employee Assistance Program

The Employee Assistance Program (EAP), which is totally funded by the Metro District, is intended to help employees and their families in the identification, referral, and treatment of personal problems. The EAP provides a neutral and confidential resource for assistance regarding such issues as drug and alcohol abuse, family problems, and emotional problems.

Health and Fitness Program

The Health and Fitness Program will reimburse each employee 80 percent of the cost (up to a maximum of \$400 per year) of employee memberships or classes at recreation and fitness centers.

Disclaimer

The plan documents pertaining to these specific benefits will, in all cases, dictate the eligibility and benefit determinations of coverage for all participant benefits.

The Metro District retains the sole right in its business judgment to modify, suspend, interpret, or cancel in whole or in part at any time and with or without any notice, any of the published or unpublished personnel policies, procedures, practices, benefits, and working conditions.



Employee Benefits Summary

The Metro Wastewater Reclamation District provides a competitive and comprehensive benefits package that is designed to meet a wide variety of needs on a cost-effective basis for our diverse employee population.

In addition to excellent group insurance plans, educational assistance, and various paid leave plans, Metro District provides an employer funded retirement plan, flexible work schedules, and reimbursement accounts for health and fitness programs.



6450 York Street • Denver, Colorado 80229-7499
(303) 286-3000 • Telefax (303) 286-3030

Flexible Work Schedules

Where schedules and workload permit, employees may opt to “Flex” their work schedule. Many employees select a four day per week 10-hour workday, a compressed schedule of 9-hour days with every other Friday or Monday off, or beginning their workdays early to end earlier in the day.

Group Insurance Coverages

↻ Health Insurance

Employees have a choice between three tiers of Health Insurance coverage based on the employee’s family needs and cost considerations. The District funds a generous percentage of the premium for each of the plans. Each plan offers its own set of options, including varying deductibles and co-payment levels. The basic plan has a \$500 deductible, but costs the least in premium. The middle plan has a smaller, \$250 deductible, in exchange for a little more premium cost. The top plan has a \$100 deductible, but is the most costly in premium. Employees have the opportunity to change between plans during the open enrollment period every February.

↻ Dental Insurance

Two options for Dental insurance are offered. One is a fee-for-service plan that has a \$50 lifetime deductible and extensive listing of covered services. Employees and their family members may go to any licensed dentist of their choice, however, staying in-network ensures the least out-of-pocket expense. The other plan provides for services that are provided by a participating DPO dentist in the DPO network. This plan consists of varying co-payment levels for all covered services.

↻ Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance

Life insurance and AD&D insurance are both provided at no cost to the employee for coverage of 200% of the employee’s annual salary.

↻ Long Term Disability (LTD) Insurance

Insurance is provided at no cost to the employee for coverage of approximately 60% of monthly salary after a ninety-day waiting period. The maximum monthly disability benefit payable under this coverage is \$7,500.

↻ Annual Medical/Dental Expenses Reimbursement

The Metro District will reimburse up to \$300 for out-of-pocket costs associated with medical, dental, or vision care, or for immunizations.* This reimbursement may also be used to fund health and dental insurance premiums.

*Employees hired from January 1st through June 30th will be eligible to receive the full \$300 reimbursement; employees hired from July 1st through September 30th will receive \$150; employees hired on or after October 1st will not receive a medical reimbursement for that year.

Flexible Benefits Plan

Employees may elect to pay for certain expenses such as insurance premiums, out-of-pocket medical/dental expenses, and child/dependent care with pre-tax dollars rather than after-tax dollars.

Leave Time

↻ Vacation

Vacation leave is accumulated at the following rates:

- 1st through 4th year – 80 hrs per year
- 5th through 10th year – 120 hrs per year
- 11+ years – 168 hrs per year

Employees have the option of cashing out up to 40 hours of vacation leave per calendar year.

↻ Holidays and Personal Leave

Employees receive eight paid holidays (64 hours) per year and are also allowed 16 hours of personal leave time to be taken annually at the mutual convenience of the employee and his/her supervisor.

↻ Sick Leave

Sick leave is provided for the employee's own illness or injury, or for the health-related care and treatment of an employee's spouse, parents, or minor children. Sick leave is accumulated at the rate of eight hours per month.

When 960 hours have been accumulated, sick leave in excess of 960 hours will be paid to the employee annually at the rate of one-half the current cash value.

↻ Injury Leave

1. Up to 24 hours of injury leave is granted to provide limited disability income to