



## COMPENSATION AND BENEFITS

**WAGE AND SALARY** - Our policy is to pay competitive wages. Advancement within a pay grade is based upon merit, in accordance with the provisions of the Compensation Plan.

**PROMOTIONAL OPPORTUNITIES** - It is the policy of MSD to promote from within whenever possible. Employees who meet the qualifications and apply for promotion are placed on the eligibility list upon receiving a passing score on a qualifying examination for that class. Eligibility lists remain in effect for a period of one (1) year.

**WORKING HOURS** - MSD Headquarters has a core workday ranging from 7:30 a.m. to 5:30 p.m. Working hours depend upon position/department. For Operations the hours are 8:00 a.m. to 4:30 p.m., except for those employees assigned to work other specified shifts. For certain positions the District offers a Flexible Working Schedule that would allow for either a whole or half day off in a two-week pay period.

**VACATION** - Vacation is accrued at the rate of ten (10) days per year up to five years of service; 15 days per year with 5-9 years of service; 20 days per year with 10-19 years of service; and 25 days per year with 20 or more years of service. Employees begin to accrue vacation when hired, but may not use it until satisfactorily completing six months of employment. Vacation time can be carried over from year to year within MSD guidelines. Vacation may be used in whole, half-day or hourly increments; and under certain conditions the District allows for sellback of vacation.

**HOLIDAYS** - MSD grants employees 12 holidays per year, which are the ten federal holidays plus two personal holidays. In addition, an employee can earn one additional personal holiday each year for good attendance (absent 3 days or less in a calendar year) and one additional personal holiday for perfect attendance.

**SICK LEAVE** - Sick leave is granted to all employees for excused absences because of illness. Sick leave is accrued at rates of 10 to 12 days per year, depending upon the length of service, and there is no maximum number of days that can be accumulated. A percentage of accumulated but unused sick leave is paid to a vested employee upon retirement. Employees begin to accrue sick leave when hired, but may not use it until three months of service has been completed.

**MEDICAL COVERAGE** - Group medical coverage in a Point-of-Service plan is available upon one month (30 days) of service. The District currently pays 100% of employee only coverage and 75% of employee with dependent coverage. Payroll deducted employee contributions are on a pre-tax basis. MSD offers four coverage categories: employee only; employee and spouse; employee and child(ren); and family. Open Enrollment is held each year in January for changes which become effective February 1.

**DENTAL COVERAGE** - Group dental coverage is available upon one month (30 days) of service. The District contributes \$10.00 per month toward the cost of dental coverage. Payroll deducted employee contributions are on a pre-tax basis. MSD offers two (2) dental plan options to employees and their dependents. Open Enrollment is held each year in January for changes, which become effective February 1.

**LIFE / ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE** - MSD provides basic life insurance and accidental death and dismemberment insurance equal to the employee's annual base salary rounded up to the next thousand dollars. This insurance is effective upon one month (30 days) of service.

**OPTIONAL LIFE INSURANCE** - Employees have the option of purchasing additional life insurance at their cost in an amount up to five (5) times their annual base salary rounded up to the next thousand dollars, with a maximum of \$400,000. This optional life insurance offers the opportunity to purchase \$10,000 coverage for their spouse and \$5,000 coverage for each dependent child. In order to purchase insurance on a spouse and/or children, the employee must purchase insurance on himself/herself. Employees must complete one month (30 days) of service to be eligible for this insurance. Coverage is subject to medical approval.

### **VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT (VAD&D) INSURANCE**

Employees have the option to purchase additional accidental death and dismemberment insurance at group rates. Employees may purchase insurance up to \$500,000 in increments of \$10,000. Employees may elect to purchase this coverage on an individual basis, or elect a family plan that includes their spouse and dependent children. The dependent coverage is based on a percentage of the employee's elected insured amount. Employees must complete one month (30 days) of service to be eligible for this insurance.

### **LONG TERM DISABILITY INSURANCE**

The District provides long term disability insurance to all employees upon one month (30 days) of service. This benefit provides partial income replacement up to age 65 for an employee who is deemed disabled under the plan due to injury or illness for an extended period of time. The District pays 100% of the cost of this coverage.

### **VISION PLAN**

Upon one month (30 days) of service, the District will reimburse employees up to \$100 per fiscal year (7/1 - 6/30) for the cost of their prescription eye ware. Any amount of the \$100 that is not used in a fiscal year is rolled over to the next fiscal year up to a maximum of \$300.

**REIMBURSEMENT ACCOUNTS** - Employees may elect to participate in the Health Care Reimbursement Account and/or Dependent Care Account and use pre-tax dollars to pay for non-reimbursed medical, dental and child care expenses. Employees must complete one month (30 days) of service to participate in these accounts. Open Enrollment is held each year in January for changes, which become effective February 1.

### **DEFINED CONTRIBUTION RETIREMENT PLAN**

This defined contribution plan offers employees the opportunity to build a retirement fund by combining a Fixed Contribution of 7% of covered wages contributed by the District for all participants with the opportunity for employees to make a Voluntary Contribution of up to an additional 4% of covered wages and receive a District Matching Contribution of 50%. Employees have the option to invest more than 4% on a tax deferred basis up to IRS limit; however, amounts over 4% will not qualify for the matching contribution percentage. Employees are always 100% vested in the Employee Voluntary Contribution and the District's Matching Contribution. The District's Fixed Contribution is subject to a 20% per year vesting schedule. Employees can invest the District's Fixed Contribution, the Employee Voluntary Contribution and the District's Match Contribution in the Vanguard investment options.

**SAVINGS BONDS** - U.S. Savings Bonds are available through payroll deduction.

**CREDIT UNION** - MSD employees and their family members may join the American Eagle Credit Union and participate in their programs.

**DIRECT DEPOSIT** - Employees must have their paychecks deposited directly into their bank account or credit union. MSD offers various options that allow portions of the paycheck to be deposited into checking and/or savings accounts.

**EDUCATIONAL ASSISTANCE** - MSD encourages its employees to further their education by taking courses that will help in their job and career development. Approved courses are paid in advance. An employee receives full tuition for an "A", "B" or "C" grade. The maximum amount of Educational Assistance per employee for each fiscal year is \$3,500. An employee must satisfactorily complete six months of employment to participate in this program.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)** - MSD provides an Employee Assistance Program to help employees deal with personal issues while maintaining their privacy. This program is offered to employees and all eligible members of the employee's household. Assessment and referral service is offered at no cost. EAP counselors will assist the employee in utilizing their health insurance for all outside referrals.

**PRE-PAID LEGAL PLAN** - Provides employees, their spouse, and dependents access to legal services for a monthly fee, which is paid through the convenience of payroll deduction. Open Enrollment is held each year in January for changes that become effective February 1.

**ALL OF THE ABOVE BENEFITS ARE AVAILABLE TO REGULAR, FULL-TIME EMPLOYEES.**