



PERSONNEL POLICIES & PROCEDURES # P-1

SUBJECT: BENEFITS FOR MISCELLANEOUS EMPLOYEES

Policy Statement:

All employee benefits are subject to the terms of the applicable benefit contracts

PERS

Employee pays his/her portion of PERS Employee's contribution. Employee pays his/her portion of survivor benefit. The highest 12 or 36 consecutive months of salary will be used to calculate retirement benefits, per the employee's CalPERS membership.

VACATION

- First 3 years of employment – 10 days
- 4 thru 10 years of employment – 15 days
- 11th year of employment – 16 days
- 12th year of employment – 17 days
- 13th year of employment – 18 days
- 14th year of employment – 19 days
- 15th year of employment – 20 days
- 16+ years of employment – 21 days

Employee can accrue up to a maximum of 280 hours vacation time.

Upon termination of employment, the employee shall receive full compensation for any unused vacation.

SICK LEAVE

12 days accrual per year of service. An employee can accrue unlimited number of sick leave days, but only at the time of retirement will the employee be compensated for any accrual. At that time, the employee will be paid for 1/2 of the amount of sick leave on record, over 280 hours, based on the salary at the time of retirement, to a maximum payment on 1040 hours. The employee's unused sick leave days will be converted to service credit at the rate of 0.004 years of service for each day provided there is less than 120 days between the member's separation date and retirement date.



Yolo County Public Agency Risk Management Insurance Authority

HOLIDAYS

New Year's Day, Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans' Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve; Christmas Day. (Holidays on Saturday will be taken on Friday and Holidays on Sunday will be taken on Monday)

FLOATING HOLIDAYS

Employees will receive 3 floating holidays. Floating holidays are to be taken during the calendar year and will not accrue from one calendar year to the next. Upon termination, any accrued, but unused floating holiday will be paid at a straight time rate. Employees will be credited with floating holiday time at the rate of 4 hours per month, capped at 24 hours per calendar year.

MEDICAL INSURANCE

The capped rate for medical insurance is the 2014 Kaiser Family rate (or Kaiser employee + 2 or more) plus a 50/50 cost sharing of increases between employee and YCPARMIA effective 01/01/2015 and every year thereafter. (Example: Kaiser employee+2 rate is \$1900 and premium increases \$100, new maximum amount paid by YCPARMIA is \$1950.)

Medical coverage is mandatory unless proof of medical coverage elsewhere is submitted to YCPARMIA. Any costs over the capped amount will be deducted from the employee's paycheck. Any monies not used for medical by employee be paid to employee. This in-lieu of medical insurance benefit is not to exceed \$673.95 per month.

Permanent part-time personnel will receive a pro-rata share of the medical benefit. For example, a 50% employee will receive 50% of the medical benefit coverage provided by YCPARMIA; a 60% employee will receive 60% of the medical benefit coverage provided by YCPARMIA a 75% employee will receive 75% of the medical benefit coverage provided by YCPARMIA. The in-lieu of medical insurance benefit will be similarly reduced. Any personnel regularly working less than 50% of time will not receive medical benefits.

DENTAL AND VISION COVERAGE

Dental and Vision coverage for employee and family is paid for by YCPARMIA and is mandatory for all employees. Dental insurance coverage is provided through the County of Yolo and is paid for by YCPARMIA for eligible employees after 6 months of employment. Employees may elect to purchase the "Buy-Up Plan" for increased coverage at their own expense. Coverage and cost are subject to County of Yolo policy.

Vision insurance is provided through the City of Woodland.

Permanent part-time employees working at least 20 hours a week (or equivalent to 50% of full time) will receive the same dental and vision coverage as full-time employees, paid for by YCPARMIA. Any personnel regularly working less than 50% of time will not receive dental or vision benefits.



EMPLOYEE ASSISTANCE PROGRAM

YCPARMIA provides an Employee Assistance Program through the City of Woodland at no cost to the employee.

MILEAGE ALLOWANCE

All employees will be reimbursed the current IRS allowed rate for the use of their private vehicles when used for business purposes and authorized by the Executive Director.

JURY DUTY

Full-time employees will receive full pay for jury duty attendance. Part-time employees will receive the same percentage of pay as is designated by their position (i.e. a 1/2 time designated employee will receive 4 hours per day pay.) Employees who are temporary or on-call will receive no payment for jury duty. In turn, an employee on jury duty is to turn over to YCPARMIA payment received from the court for jury duty service.

DEFERRED COMPENSATION

ICMA Retirement Corporation and PERS administer deferred compensation plans for YCPARMIA. Each employee is entitled to participate in the plans according to Section 457 of the IRS Code. YCPARMIA does not contribute any funds to these plans.

STATE DISABILITY INSURANCE

Employee pays his/her portion for State Disability Insurance by a deduction from their paycheck.

LONG TERM DISABILITY INSURANCE

YCPARMIA provides Long Term Disability benefits to employees through its participation in the PRISM Small Groups Benefits Program. Eligible YCPARMIA employees are covered at 60% of covered pay up to a maximum monthly benefit of \$10,000, with a 180-day elimination period. The coverage is integrated with SDI.

Premiums are paid by YCPARMIA. Imputed taxes are deducted from the employees' paycheck.

LIFE INSURANCE AND AD&D

YCPARMIA provides Life Insurance and Accidental Death and Dismemberment Coverage to eligible employees through its participation in the PRISM Small Groups Benefits Program. Eligible YCPARMIA employees are provided with up to \$50,000 of employer-paid Life Insurance

Premiums are paid by YCPARMIA. Imputed taxes are deducted from the employees' paycheck.



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Employees have the option to elect additional coverage at their own expense, subject to policy provisions.

BENEFITS AFTER RETIREMENT

Refer to the Retirement Benefits Section of the Personnel Manual.

These benefits do not apply to the Executive Director, unless stated otherwise in the employment agreement for the Executive Director.

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