

Central Virginia Planning District Commission Benefit Summary

Updated December 2018

General

The following represents a summary of benefits offered to Central Virginia Planning District Commission (CVPDC) employees.

Vacation Days Earned:

- ❖ First year earned at the rate of 8 hours per month.
- ❖ Second year earned at the rate of 8 $\frac{3}{4}$ hours per month.
- ❖ Third year earned at the rate of 9 $\frac{1}{4}$ hours per month.
- ❖ Fourth year earned at the rate of 10 hours per month.
- ❖ Fifth year earned at the rate of 10 $\frac{3}{4}$ hours per month.
- ❖ Sixth year earned at the rate of 11 $\frac{1}{4}$ hours per month.
- ❖ Every year thereafter – earned at the rate of 12 hours per month.
- ❖ You may carry over up to 240 hours at calendar year end.

Sick Days:

- ❖ Earned at the rate of 8 hours a month.
- ❖ VRS Plan 1 and Plan 2 employees may carry over up to 1,200 hours at calendar year end.
- ❖ VRS Hybrid Plan employee's sick leave accrual balance shall not exceed 80 hours.

The CVPDC will pay an employee \$20.00 per day of sick leave accrued up to a maximum of \$3,000.00 for sick leave earned as a CVPDC employee upon separation of employment with the organization. VRS Hybrid employees are eligible for reduced sick leave accruals and carryovers.

Sick Leave Bank:

- ❖ Eligible employees (VRS Plan 1 and Plan 2 employees) may join the sick leave bank by contributing the first 8 hours of sick leave earned at the beginning of employment. You may draw a maximum of 45 days of paid leave per year after you have been out of work for 30 working days provided that you have provided a

doctor's certification to justify the absence. To be eligible, an employee must first deplete all other available forms of paid leave (Sick Leave, Annual Leave, and Compensatory Time) prior to utilizing the Sick Leave Bank.

- ❖ VRS Hybrid employees are not eligible for the Sick Leave Bank. Hybrid employees enjoy an employer-paid short-term and long-term disability insurance benefit.

Retirement:

- ❖ Full-time employees are covered under the Virginia Retirement System. Employees hired or rehired on or after July 1, 2010 with no service credit or Optional Retirement Plan account balance are considered VRS Plan 2 employees. Employees hired after January 1, 2014 with no VRS service credit are hired as VRS Hybrid Employees and are subject to the provisions of VRS' Hybrid Plan guidelines. All VRS covered employees are required to pay the member contribution amount, 5% of their gross monthly pay, as a reduction of their salary on a pre-tax basis.
- ❖ Full-time employees under the age of 65 are fully vested in the Virginia Retirement System after 5 years of creditable service. If you leave the CVPDC before retirement, you may elect to continue membership in VRS or receive a refund of the employee's share of accumulated member contributions plus interest.

Health Insurance

- ❖ Health insurance is provided as an option to the employee.
- ❖ The CVPDC pays the predominate portion of the cost of a single employee enrollment per month (as approved by the Commission.) The employee may choose from two other options: the employee +1 plan or family membership (a minimum of three individuals.)
- ❖ We currently offer a choice of two health plans. Both plans provide Hospital, Medical, Employee Assistance Services, Vision, Dental and Prescription Drug benefits with differing co-pays, deductibles and out of pocket limitations.

Life Insurance:

- ❖ The CVPDC provides life insurance for all VRS eligible employees at no cost to the employee. Upon natural death, the employee's designated beneficiary would receive a benefit in the amount of the employee's annual salary, rounded up, times two in life insurance proceeds. Each VRS eligible employee also has the opportunity to purchase additional optional life insurance for themselves, their spouses and dependent children as a payroll deduction.
- ❖ Upon accidental death, the beneficiary would receive double the normal death benefit from the Virginia Retirement System. (4 times salary)

Voluntary Deferred Compensation:

- ❖ This benefit is optional, provided by the ICMA, and is a 457 tax deferred retirement program. All contributions are made by the employee in pre-tax dollars up to the maximum permitted by law.

Holidays:

- ❖ Eight hour shift employees of the CVPDC observe (12) holidays scheduled by the Commission at the beginning of each year.
- ❖ Landfill personnel working 10 hour shifts observe the following holidays where the Landfill is closed – New Year’s Day, Independence Day, Thanksgiving Day, and Christmas Day. The Landfill remains open and employees working 10 hour shifts will be granted a 10 hour holiday during the pay-periods that include Martin Luther King Day, President’s Day, Memorial Day, Labor Day, Columbus Day, and Veteran’s Day.

Tuition Assistance / Training:

- ❖ The CVPDC will reimburse 1/2 of College tuition and 1/2 of the cost of books with a grade of C or better, up to a maximum amount per calendar year as approved by the Commission. Requests for tuition assistance must be made in advance so that these funds may be allocated in the respective budget year.
- ❖ The CVPDC will fund 100% job related technical training.

Employee Assistance Program:

- ❖ Services provided by All Points Employee Assistance EAP and Organizational Services are made available to all employees and family members living in the same residence at no cost to the employee.