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# Employee BENEFITS Guide

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Eagle River Water & Sanitation District  
2010 Employee Benefits Guide



*NOTE: All benefits are subject to renewal changes effective January 1. Please note that the information contained herein is for your convenience and quick reference. Refer to the specific benefit plans' documentation for complete and governing details.*

## HEALTH INSURANCE BENEFITS

As a valued employee of Eagle River Water & Sanitation District, you are able to participate in our excellent Medical, Dental, Vision, Flex and EAP benefit package. It is designed to help with smaller expenses like doctor's visits, prescription costs, and dental and vision care as well as larger bills for complex, high tech medical care. The following is just a sample of the great benefits available.

### **MEDICAL INSURANCE- Two plan options PPO and HDHP**

#### **PPO PLAN**

Carrier: CIGNA Healthcare

Covers the insured for: doctor's visits, hospitalizations, prescription drugs, and routine exams

Deductible In-Network \$500 per person/\$1000 family maximum per year  
Out-of-Network Provider: \$1000 deductible per person/\$2000 family maximum per year

PPO Co-Pay: \$15 no deductible (for office visits, X-ray and Labs when performed and billed by the doctor's office)

#### Maximum Out-of-Pocket

Plan pays 100% for most covered services after the out-of-pocket maximum is reached.

In-Network: \$1500 per person/\$3000 family maximum.

Out-of-Network Provider: \$3000 per person/\$6000 family maximum.

Preventive Care: In-Network covered expenses are paid at 100% after \$15 copay; Deductible is waived.

Prescription Drugs: 100% after \$15 copay for generic, \$25 copay for brand, \$50 co-pay for non-preferred brand; \$100 deductible for non-generic, discount mail order available

Lifetime Maximum Benefit: Unlimited

Currently, the District pays 95% of the premium for employee only coverage. The District pays on average 86% of the premium for dependent coverage. Employees with dependents contribute on average 14% of the cost for dependent coverage. The premiums are withheld from the employee's paycheck on a pre-tax basis.

[www.mygreatwest.com](http://www.mygreatwest.com)

1-800-494-2111

## **HDHP PLAN**

Carrier: CIGNA Healthcare

Employees are responsible for paying 100% of medical expenses for items such as doctor's visits, hospitalizations, and prescription drugs until the deductible is met, after which most everything is 100% covered, assuming all services were In-Network. All preventative care is 100% covered. Employees on the HDHP plan also receive funding from The District per pay period into a health savings account (HSA) based on years of service and the type of coverage elected. Employees are eligible to contribute pre-tax dollars into their HSA through payroll deductions. The HSA is with Wells Fargo.

Deductible In-Network \$2000 per person/\$4000 family maximum per year  
Out-of-Network Provider: \$4000 deductible per person/\$8000 family maximum per year

Maximum Out-of-Pocket (Includes Deductible)

Plan pays 100% for most covered services after the out-of-pocket maximum is reached.

In-Network: \$2000 per person/\$4000 family maximum.

Out-of-Network Provider: \$4000 per person/\$8000 family maximum.

Preventive Care: In-Network covered expenses are paid at 100%

Prescription Drugs: Employee pays 100% until deductible is met. Discount mail order available

Lifetime Maximum Benefit: Unlimited

Currently, the District pays 100% of the premium for employee coverage. The District pays on average 86% of the premium for dependent coverage. Employees with dependents contribute on average 14% of the cost for dependent coverage. The premiums are withheld from the employee's paycheck on a pre-tax basis.

[www.mygreatwest.com](http://www.mygreatwest.com)

1-800-494-2111

## **DENTAL INSURANCE**

Carrier: MetLife

Preventive care: No deductible and paid at 100% for two visits every 6 months per person each year.

Deductible: \$50 per person/\$150 family maximum per year

Routine Care (Fillings, etc.): Paid at 80%

Major Care (Crown, caps, etc.): Paid at 50%

Maximum Benefit Per Year: \$2,000 per person

Orthodontia: Paid at 50% up to a lifetime maximum of \$2,000 for children up to age 19; no deductible applies

Same benefits apply for services rendered by Dentists In and Out of MetLife's Dental PPO Network, MetLife covers 99% of Reasonable and Customary charges for Out of Network Providers

Currently, the District pays 100% of the premium for employee coverage. The District pays 75% of the premium for dependent coverage. Employees with dependents contribute 25% of the cost of dependent coverage. The 25% is withheld from the employee's paycheck on a pre-tax basis.

[www.metlife.com/dental](http://www.metlife.com/dental)

1-800-275-4698

### **VISION INSURANCE**

Carrier: Standard (VSP)

Exams and lenses are covered once every 12 months; frames can be replaced every two years. Any provider may be used. When a network provider is used there is a \$10 co-pay for an eye exam and \$25 co-pay for materials (lenses and frames). Out of network provider maximum of reimbursement is dependent on lenses obtained, \$52.00 for exam, and \$45.00 for frames.

Currently, the District pays 100% of the premium for employee coverage, and the employee pays 100% of the cost for dependent coverage. The premium is withheld from the employee's paycheck on a pre-tax basis.

[www.standard.com/services](http://www.standard.com/services)

1-800-877-7195

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Provider: Colorado West Employee Assistance Program and/or Horizon Health through Standard

This program provides confidential, professional assistance to help employees and their families resolve problems that affect their personal lives or job performance. Besides being confidential - it is voluntary. The District provides for up to three free sessions per family per year.

Premiums are paid by the District for three sessions. If additional sessions are needed, the medical insurance with Great-West Healthcare will cover up to 20 visits annually.

Vail Office – 970-476-0930

Eagle Office – 970-328-6969

Frisco Office – 970-668-3478

### **SECTION 125 PLAN/CAFETERIA PLAN**

Provider: MGIS Administration

This benefit provides for the employee paid portion of dependent medical, dental, and vision insurance premiums to be withheld from his or her paychecks on a pre-tax basis. No administration fee is charged.

In addition, employees may elect to participate in the Flexible Reimbursement Spending Accounts. This benefit allows the employee to have dependent care or out of pocket medical, dental and vision expenses withheld from his or her paycheck on a pre-tax basis. This alleviates the necessity of itemizing these expenses on your income tax return.

There are two types of flex accounts available:

**Health Expense Reimbursement:** Allows an employee to pay for their and their dependents, as defined by the plan, qualified medical, dental and vision expenses using pre-tax dollars which are withheld from the employee's paycheck. There is a \$2,500 annual limit. Employees on the HDHP are only eligible to participate in a Limited Purpose Health Expense Reimbursement plan, which can be used for only Dental and Vision expenses.

**Child and Dependent Care Reimbursement:** An employee may have expenses for child care for children under the age of 13, or dependent care expenses, which are incurred so that he or she may work or attend school, withheld from his or her pay check on a pre-tax basis. There is a \$5,000 annual limit.

Open enrollment is November and December for January 1 of the following year. New employees have thirty-one days to enroll from the date of eligibility.

<http://www.we-r-cdh.com/>

Customer Service 1-800-969-6447

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## **VALUABLE DISABILITY AND LIFE INSURANCE BENEFITS**

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In addition to Health benefits, Eagle River Water & Sanitation District's Disability Plans provide a paycheck if an employee has an accident or illness and can't work. The Life, AD&D and Survivor Income Plans helps family and survivors if an employee dies.

### **SHORT TERM DISABILITY INSURANCE**

**Carrier:** The District self-insures this benefit.

If an employee becomes totally disabled and is unable to perform the duties of his or her job, he or she is eligible to receive 66 2/3% of his or her weekly earnings, up to a maximum of \$1,000 per week. In order to receive this benefit, the employee must be disabled for more than seven days if the disability occurs due to sickness or pregnancy. The employee will be required to use all of his or her accrued sick, compensatory and vacation time.

The benefit lasts for either a maximum of 26 weeks, until the employee is no longer totally disabled, or until he or she is eligible to receive long term disability benefits, whichever event occurs first.

### **LONG TERM DISABILITY INSURANCE**

**Carrier:** Standard

The long term disability insurance benefit was established to replace benefits that would have been provided through social security. The employee pays 100% of the premium so the benefit is not taxed. The current premium is 0.50% of the employee's base monthly wage.

After an employee has been continually disabled for 180 days, he or she will become eligible to receive long term disability benefits. Benefits are payable at 60% of the employee's monthly, pre-disability earnings up to a maximum of \$5,000 per month. An employee is eligible to receive long term disability

benefits as long as he or she is totally disabled, but subject to the MAXIMUM BENEFIT PERIOD defined in the plan document.

[www.standard.com](http://www.standard.com)  
1-800-633-8575

### **SURVIVOR INCOME INSURANCE**

Carrier: Standard

The survivor income insurance benefit was established to replace benefits that would have been provided through social security. The employee pays 100% of the premium so the benefit is not taxed. The current premium varies by employee. The premium is determined by a set equation designed by Standard that is based on the employee's salary. Single employees who do not have any dependents are not charged for this benefit.

The employee's survivors, as defined by the plan, receive a percentage of the employee's monthly earnings after the employee's death according to the following schedule:

Spouse Only Benefit	30% of insured's monthly earnings
Children Only Benefit	15% of insured's monthly earnings
Spouse and Children Benefit	30% of insured's monthly earnings for the spouse plus 15% for the children

[www.standard.com](http://www.standard.com)  
1-800-633-8575

### **LIFE INSURANCE AND A.D.& D.**

Carrier: Standard

Each employee has term life and accidental death and dismemberment insurance equivalent to three times his or her base salary, to a maximum of \$400,000.

Accidental Death and Dismemberment (A.D. & D.) In the event the employee should die from an accident or injury, such as one sustained in a car wreck, the beneficiary will receive twice the life insurance benefit. If the employee loses one hand, one foot, or the sight of one eye, then the insurance pays the employee an amount equivalent to 50% of the life insurance amount; any multiple losses, the insurance pays an amount equivalent to 50% of the life insurance coverage.

The District pays 100% of the premium.  
Each employee is taxed on the benefit in the last paycheck of the year.

[www.standard.com](http://www.standard.com)  
1-800-633-8575

**DEPENDENT TERM LIFE**

Carrier: Standard

In the event of the death of a spouse or eligible dependent as defined by the plan, benefits will be paid as follows:

Spouse - \$1,000  
Dependent Child through age 25 - \$1,000

The District pays 100% of the premium.

[www.standard.com](http://www.standard.com)

**Voluntary Life and Voluntary AD&D**

Provider: Standard

Voluntary Life and Voluntary AD&D coverage is an insurance program where employees have the opportunity to choose a level of protection that best suits them and their family members, as defined by the plan, for just a few cents a day. You purchase this plan through convenient payroll deductions. The cost of coverage varies based on the employee's age.

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## RETIREMENT PLANS

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Through wise planning and saving, employees can retire comfortably by participating in Eagle River Water & Sanitation District's retirement saving Plans which include matching contributions by the District.

**401 A MONEY PURCHASE PLAN**

Investment Vehicle: A family of mutual funds invested with The Principal Financial Group

Part of the employee's retirement plan to replace social security benefits. The employee must contribute 5% of his or her salary on a tax-deferred basis to this plan as a condition of his or her employment with the District. The District contributes either 7.65% (for employees hired before 03/31/86) or 6.20% (for employees hired after 03/31/86 since the District contributes 1.45% to Medicare for these employees) to each employee's account in lieu of paying into social security. After an employee completes his or her six month orientation period, the District contributes an additional 5% into his or her account, for a total contribution by the District of either 12.65% or 11.20%. The employee's contribution is 100% vested. The District's contribution is vested at 20% per each year of employment until an employee is fully vested after five years.

[www.principal.com](http://www.principal.com)

**457 PLAN**

Investment Vehicle: A family of mutual funds invested with The Principal Financial Group as the administrator.

An additional retirement plan in which an employee may elect to contribute a portion of his or her salary on a tax deferred basis. The Deferral amount in any taxable year may not exceed the lesser of: 100% up to \$16,500 of taxable compensation in 2009. Employees over age 50 may make an additional Catch Up Deferral of up to \$5,500.

[www.principal.com](http://www.principal.com)

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## LIFE BALANCE BENEFITS

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The District recognizes the importance of employees having a healthy balance between their personal life and work. The following benefits are provided to assist employees achieve that balance.

### **VACATION**

Paid time off for the employee. Vacation accruals vary based on the employee's length of service with the District. After six (6) months of continuous, full-time employment, an employee receives 48 hrs. of vacation. Thereafter, vacation is accrued at the rates shown below:

<b>Years of Service</b>	<b>Vacation</b>	<b>Cap</b>
Start of employment at 6 months	12 Days/3.7 hrs per paycheck	192
Start of 3 <sup>rd</sup> Year	15 Days/4.6 hrs per paycheck	240
Start of 5 <sup>th</sup> Year	18 Days/5.6 hrs per paycheck	288
Start of 7 <sup>th</sup> Year	21 Days/6.5 hrs. per paycheck	336

### **HOLIDAYS**

All full time employees receive ten paid holidays a year.

### **SICK LEAVE**

All full-time employees receive sick leave accrual at a rate of 3.7 hours per two week pay period, which equals 12 days per year. Sick leave may be taken by an employee in the event of an illness or injury or for the employee's doctors' appointments. The District currently allows an employee to use 40 hours of their Sick Leave per calendar year to care for immediate family members.

### **COMPUTER PURCHASE LOAN**

Employees who have worked full time with ERW&SD for at least six months are eligible for a computer purchase loan of up to \$2,000. The loan is interest free and is to be re-paid within 1 year in bi-weekly installments of equal amounts, which will be deducted from employee's paycheck each payroll period. This loan is to be used by an employee for the sole purpose of purchasing a home computer. The term "purchasing of home computer" includes the purchase of any hardware, including but not limited to, computer, printer, modem, memory upgrades, any software, and sales tax. District is a lender only in this transaction, and is not liable for the performance of any hardware or software purchased by the employee.

### **EAGLE ATHLETIC CLUB**

The Eagle Athletic Club is offering District employees a 70% discount on the initiation fee to their health club. The monthly dues remain the same. The club offers full use of a pool, hot tub, sauna, steam room, weight room and aerobic classes. For more information contact Maurice Mitchell, Club Manager at 328-6316.

### **THE GYM IN GYPSUM**

"The Gym" has a full weight room in Gypsum and 2 other locations that you also have access to: Glenwood Springs (which has a pool) and Basalt. Their prices are \$75.00 initiation and \$40.00/mo. Please see HR for details.

### **VAIL CASCADE CLUB (ARIA SPA & CLUB)**

This club is located in Vail and offers many amenities. They have single (\$100.00) and family (\$145.00) memberships. A "payroll deduction" is required for this discounted rate. Please see HR for further details.

### **MERCHANT SKI PASS**

Employees are eligible for a merchant ski pass available to merchants who are members of the Chamber of Commerce. The price of the merchant ski pass varies from year to year. Please see HR for further details.

### **HOUSING ASSISTANCE**

The District allows for an interest-free loan to be made to assist an employee with security deposits, down payments, or rental agreements. The loan amount can be up to \$3,000, with the stipulation that it is paid off over one year. The District also has employee housing units throughout the Vail Valley for rent or sale. For more information contact Human Resources.

### **CREDIT UNION/WELLS FARGO BANKING**

The District is a member of the Colorado State Employees Credit Union and also participates in the “Bank at Work” program offered through Wells Fargo Bank. Informational brochures on both are available in Human Resources.

### **CHILD CARE**

Eagle River Water & Sanitation District has purchased day care space at the Vail Child Care Center above Vail City Market. This commitment from the District will allow our employees to have first priority for open spaces. If you become interested your name will go to the top of the waiting list for the next opening. This program is subject to modification as circumstances change.

Cost to employees:   \$50 per day for infant & toddler  
                              \$45 per child for pre-school

### **IDENTITY THEFT RECOVERY COVERAGE**

Identity Theft Recovery Coverage is provided by the Colorado Special District Property & Liability Pool to all of our full time employees at no charge. The limit is an annual aggregate of \$15,000. Reimbursement coverage for expenses arising from a defined "Identity Theft" event is included, as well as legal costs to defend a civil suit or remove a civil judgment arising from Identity Theft. These expenses include: phone, postage, shipping fees, notary and filing fees; credit bureau reports; lost wages; child/elder care and mental health counseling. This coverage does not reimburse you for monies stolen or fraudulently charged to you or a civil judgment against you. Contact the Human Resources Department for more information.

## **FEDERAL/STATE MANDATED BENEFITS**

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### **MEDICARE WITHHOLDING**

Employees hired after March 31, 1986 are required to contribute 1.45% of their wages for Medicare benefits. The District is required to match this amount.

### **COBRA**

An employee of the District, whose employment ends for any reason other than gross misconduct, is eligible to continue his or her medical, dental and vision insurance coverage at his or her own expense. Dependents, as defined by the plan, which are enrolled in the District's plans, may also be eligible for continuation of coverage at their own expense.

### **WORKER'S COMPENSATION INSURANCE**

Carrier: Colorado Special Districts Property and Liability Pool

In the event, an employee is injured while performing the duties of his or her job; he or she is covered by worker's compensation insurance.

### **UNEMPLOYMENT INSURANCE**

If an employee's employment with the District is terminated, he or she may be entitled to collect unemployment benefits.

#### Special Note:

This document is intended to be a brief overview of your employee benefits. For specific questions about your benefits and definitions, please refer to your plan documents, the employee handbook, or contact Human Resources.