

BENEFITS SUMMARY

As of July 1, 2020

Full-time, regular employees of Authority currently receive the following benefits. Part-time employees, working 30 or more hours per week, are offered the same benefits on a pro-rata basis.

A	<p>ACCIDENTAL DEATH & DISMEMBERMENT (PERSONAL ACCIDENT INSURANCE)</p> <p>Accidental Death & Dismemberment Insurance (or Personal Accident Insurance) is available to all regular employees working one-half time (30 hours) or more per week. Accident insurance can help you pay expenses if those covered by the insurance are seriously injured or killed in a covered accident. You and your family (your spouse, or your unmarried, dependent children) are eligible for coverage under this plan.</p> <p>Enrollment in the plan is optional and the employee pays for all premiums.</p>	<p>Plan Administrator <i>The Standard Insurance Company</i> <i>May elect benefit for yourself or family members</i> <i>Maximum benefit is up to \$500,000 for employee</i></p>
C	<p>COMPENSATORY TIME OFF FOR EXEMPT EMPLOYEES</p> <p>Leave time for exempt employees. General Manager, Assistant General Manager, and department manager employees are eligible to receive sixty-four (64) hours of Compensatory Time Off For Exempt Employees per calendar year. All other exempt employees are eligible to receive a maximum of forty (40) hours of Compensatory Time Off For Exempt Employees per calendar year.</p>	<p><i>The maximum balance for Compensatory Time Off For Exempt Employees if 64 hours.</i> <i>This leave may not be used in the first 6 months of employment.</i></p>
D	<p>DENTAL INSURANCE</p> <p>The Authority pays 100% of the premium for employee and dependent coverage.</p> <p>The plan becomes effective the same day as health plan coverage (first day of the month following hire date).</p> <p>Contact Delta Dental at 1(888) 335-8227.</p> <p>Enrollment Fax (415) 972-8334</p>	<p>Dental Plan <i>Delta Dental Premier</i> <i>\$2,000 Annual Maximum</i> <i>Pays 75% for basic, diagnostic, and preventative care</i> <i>Pays 75% for crowns, jackets, inlays</i> <i>Pays 60% for orthodontic care -- \$2,000 lifetime maximum</i></p>
D	<p>DEFERRED COMPENSATION</p> <p>The Authority provides one deferred compensation plan for all employees.</p> <ul style="list-style-type: none"> • 457(k) <p>Participation in the plan is optional and the employee makes those contributions.</p> <p>Contact ICMA-RC at 1(866) 886-8020.</p>	<p>Plan Administrator <i>ICMA-Retirement Corporation</i> <i>Contributions are pre-tax</i> <i>Maximum Annual Contribution Amounts:</i> 457(k) <i>\$19,500 (employees less than 50 years old)</i> <i>\$26,000 ("catch-up" provision for employees more than 50 years old)</i></p>
E	<p>EMPLOYEE ASSISTANT PROGRAM</p> <p>The Authority pays 100% of benefit cost. Magellan Behavioral Services; 6 visits per problem per year; Covers employee and immediate family members.</p>	
H	<p>HOLIDAYS</p> <p>Employees receive 10 (ten) paid holidays per year.</p> <p>For full time employees, one day is equal to 8 hours. For part time employees, one day is calculated as a percentage of hours worked in a week. Part-time employees not scheduled to work on the holiday can take the "holiday" within the work week of the actual holiday. Holiday time cannot be banked.</p>	

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LI	LIFE INSURANCE The Authority pays the premium cost for basic life insurance.	Life Insurance Plans <i>The Standard Insurance Company: \$25,000</i>
LO	LONG TERM DISABILITY INSURANCE Enrollment in the plan is optional and the employee pays for 100% of premium.	Plan Administrator <i>The Standard Insurance Company</i>
M	MEDICAL INSURANCE The Authority will pay 100% of premium cost for full-time employees to cover benefits for the employee and their dependents in participating medical plans. Part-time employees who work 30 hours or more per week will pay a pro-rated amount towards the premium based on the percentage of their part time status. Plan becomes effective the first day of the month following the hire date.	Santa Clara County Health Plans <i>Kaiser, HealthNet, Valley Health</i>
P	PERSONAL LEAVE 3 days of personal leave per year (based on an 8-hour day). Part-time employees who work 20 hours or more per week will receive a pro-rated amount of personal leave.	<i>Initial distribution of Personal Leave is pro-rated from start date.</i>
R	RETIREMENT CalPERS The Authority participates in the California Public Employee's Retirement System (CalPERS). The Authority offers 2% @ 55 for classic members; CalPERS 2% @ 62 for new members.	Plan Administrator <i>CalPERS</i>
RE	RETIREE MEDICAL The Authority does not participate in a retiree medical plan	
S	SHORT TERM DISABILITY INSURANCE The employees of the Authority have elected to participate in the State of California's State Disability Insurance program. Includes Paid Family Leave as provided by the State of California. Employee contributes .08% of salary toward program.	Short-term Disability <i>Funded by employee contributions</i> <i>Approximately 50% wage-replacement after 7-day waiting period.</i>
S	SUPPLEMENTAL LIFE INSURANCE Employees may elect more life insurance. Amount elected cannot exceed amount available in relation to annual salary. Benefit can be elected at hire without medical review. Thereafter, if employee chooses to participate, he/she may be subject to medical review. Enrollment in the plan is optional and the employee pays 100% of premium.	Plan Administrator <i>The Standard Insurance Company</i> <i>Maximum benefit amount is 10 X Annual Salary</i>
S	SICK LEAVE Employees of the Authority accrue up to 10 days of sick leave per year. Accumulation of sick leave is unlimited. Sick leave may also be applied to years-of-service for the purposes of CalPERS calculations. See Human Resources for more information regarding Sick Leave Conversion.	Sick Leave Conversion Plan <i>Upon retirement, workers in good standing with five (5) or more years of OSA employment shall receive a payment of the equivalent cash value of one-third of their accrued sick leave, not to exceed fifteen (15) days of earnings.</i>
T	TUITION REIMBURSEMENT The OSA's Tuition Reimbursement plan may assist employees in paying the cost of courses taken, which relate to their jobs with the OSA. (\$600 per fiscal year).	

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V	<p>VISION</p> <p>OSA pays 100% of the premium for employee and dependent coverage. The plan becomes effective the first day of the month following the hire date.</p>	<p>Vision Plan</p> <p><i>Vision Service Plan</i></p> <p><i>Eye Exam – every 12 months -- \$20 co-pay</i></p> <p><i>Lenses – every 12 months -- \$20 co-pay</i></p> <p><i>Frames – every 24 months - \$20 co-pay (\$115 allowance toward frames plus 20% off amount over allowance.)</i></p>										
V	<p>VACATION LEAVE</p> <p>Employees of the Authority who work 30 hours per week or more accrue vacation based on actual hours worked. See the Vacation Accrual Chart to understand the accrual rate.</p>	<p>Vacation Accrual Chart</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Days/Year (Full-Time)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - 5</td> <td style="text-align: center;">12 days</td> </tr> <tr> <td style="text-align: center;">6 – 10</td> <td style="text-align: center;">15 days</td> </tr> <tr> <td style="text-align: center;">11 – 15</td> <td style="text-align: center;">18 days</td> </tr> <tr> <td style="text-align: center;">16+</td> <td style="text-align: center;">21 days</td> </tr> </tbody> </table> <p><i>The maximum balance for Vacation Leave is 240 hours. This leave may not be used in the first 6 months of employment.</i></p>	Years of Service	Days/Year (Full-Time)	0 - 5	12 days	6 – 10	15 days	11 – 15	18 days	16+	21 days
Years of Service	Days/Year (Full-Time)											
0 - 5	12 days											
6 – 10	15 days											
11 – 15	18 days											
16+	21 days											
W	<p>WORKER'S COMPENSATION</p> <p>The Authority provides worker's compensation insurance for all employees. The Authority participates in the Special District Risk Management Association risk pool. If you are injured on the job, contact your supervisor immediately. If it is an emergency, go to the nearest clinic or hospital or call 911.</p> <p>Clinic: Concentra – (408) 288-3800</p>	<p>Eligibility</p> <p><i>If unable to work due to industrial injury, employee must use sick leave for 3-day waiting period for Worker's Compensation temporary disability payments, unless the employee is unable to work more than 14 days. Worker Disability Coverage (WDC) will also apply to follow-up medical appointments that occur during work time as a result of an industrial illness or injury.</i></p>										

WHO TO CONTACT – 408-224-7476

Elizabeth Loretto	Office & Human Resources Administrator	General Human Resources related questions, Worker's Compensation, Benefits, Evaluations, Training, Recruitment, Miscellaneous
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