



## Employee Benefits Summary

The Housing Authority provides competitive salaries and a comprehensive package. This summary will briefly outline the benefits that are provided to its employees. These benefits are one way of expressing our appreciation for our employees' contributions which supports the mission of the Santa Clara County Housing Authority (SCCHA). All regular full-time employees shall be eligible to receive the listed benefits. Should you have any questions about this summary please feel free to contact the Human Resources Department at (408) 993-2934.

<b>9/80 WORK SCHEDULE</b>	The Housing Authority operates on a 9/80 work schedule, thus closing its offices every other Friday and giving employees an added day off every other week. (Monday through Thursday is a nine (9) hour day and the Friday that is worked is an eight (8) hour day.)
<b>MEDICAL</b>	<ul style="list-style-type: none"> <li>▪ <b>Kaiser Permanente HMO</b></li> <li>▪ <b>Blue Shield, Anthem, United Healthcare and Health Net HMO</b></li> <li>▪ <b>Anthem Blue Cross PPO</b></li> <li>▪ <b>PERS Select PPO, PERS Choice PPO and PERS Care PPO</b></li> </ul> <p>The Agency is enrolled in the Public Employees Medical Health Care Act (PEMHCA) and covers the medical premium with a monthly maximum cap (cap varies by plan selection) for employee and dependents. The Agency will pay a maximum of \$1,780 per month (Employer Coverage Cap) for all classifications towards premiums for medical coverage. Medical coverage will be for the employee and his/her eligible dependents. The medical contribution includes the CalPERS statutory minimum.</p> <p><b>Medical Waiver:</b> An employee who waives medical coverage will be compensated as follows:</p> <ul style="list-style-type: none"> <li>▪ \$150 per month for employee only</li> <li>▪ \$325 for employee plus one</li> <li>▪ \$425 for employee plus 2 or more dependents</li> </ul>
<b>DENTAL</b>	<b>Delta Dental of California</b> - the Agency pays the premium for employee and eligible dependents for the dental insurance.
<b>VISION</b>	<b>Vision Service Plan (VSP)</b> – the Agency pays the premium for employee and eligible dependents for the vision insurance.
<b>BILINGUAL/ BILITERATE</b>	As designated by management, qualified and certified employees providing bilingual <b>and</b> bi-literate services will be granted a \$200 differential per month. If the employee only provides one of the services bilingual (verbal translation) or bi-literate (written translations) services, then the differential will only be \$100 per month.
<b>RETIREMENT</b>	<p><b>CalPERS:</b> The Agency is enrolled in the California's Public Employees Retirement System (PERS). The Agency offers CalPERS Miscellaneous Plan, 2% @ 55 Supplemental Formula to all classic employees. Classic employees are required to pay a portion of wages toward their CalPERS contribution as defined in the Employee Handbook.</p> <p>For new employees who have not participated in CalPERS or other eligible plans, the Agency offers CalPERS Miscellaneous Plan, 2% @ 62 as defined California Public Employees' Pension Reform Act of 2013 (PEPRA) that took effect January 1, 2013. New members as defined by PEPRA are required to contribute up to 50 percent of the normal cost of the CalPERS pension plan.</p>

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<b>RETIREMENT</b>	<p><b>Social Security and Medicare:</b> The Agency contributes to social security and Medicare. Employees are required to pay a portion of wages towards their social security and Medicare tax as defined by IRS regulations.</p> <p><b>Deferred Compensation Plan:</b> The Agency provides a voluntary Supplemental income 457 plan. This plan is 100% funded by an employee's pre-tax contribution as defined by IRS contribution limits.</p>
<b>LIFE AND AD&amp;D INSURANCE</b>	<p><b>Hartford Life: \$50,000 of life insurance coverage</b> is provided by the Agency at no cost to the employee. Supplemental Life/AD&amp;D insurance is available on a voluntary basis at group rates, waiver coverage for the employee, spouse or domestic partner, and/or dependent child(ren).</p>
<b>LONG TERM DISABILITY INSURANCE</b>	<p>Long term disability insurance is provided by the Agency at no cost to the employee. The coverage provides 66 2/3% of the employee's regular monthly salary, to a \$7,500/mo. Maximum, after 90 days of disability. The benefit is payable until the end of disability; death; voluntary retirement; or the end of the maximum benefit period (at least age 65), whichever is earlier.</p>
<b>VACATION</b>	<p>Vacation accruals range from 80 to 240 hours annually, based on the vacation tiers as outlined in the Employee Handbook. Employees may not accrue more than three times their yearly accrual rate.</p> <p><b>Vacation Payout in Lieu of Time Off:</b> Employees may request a vacation payout in lieu of time off three (3) times during the year, February 15<sup>th</sup>, June 15<sup>th</sup> and October 15<sup>th</sup>; the total annual payout may not exceed 240 hours. The employee must have taken at least 8 vacation days off within the immediate previous 12 month (roll-back) period, in which five (5) were consecutive</p>
<b>SICK LEAVE</b>	<p>Employees accrue 96 hours of sick leave per year.</p>
<b>BEREAVEMENT</b>	<p>Employees will be allowed three (3) days paid leave and up to an additional five (5) days of non-paid leave taken from the employee's accrued leave balances because of the death of any member of his/her immediate family. If an employee is required to travel in excess of 350 miles one way for the bereavement leave, the employee will be provided with an additional two (2) days of paid leave.</p>
<b>HOLIDAYS</b>	<p>The Agency closes its offices for the major holidays. Please refer to the attached Office and Holiday Schedule.</p>
<b>FLEXIBLE SPENDING ACCOUNT</b>	<p>The Agency provides a Flexible Spending Account (FSA) Program, under Section 125 of the Internal Revenue code. FSAs allow employees to set aside money on a pre-tax basis to pay for medical expenses, dependent care expenses, or privately held health or disability premiums. Income directed into these accounts is not subjected to federal, state, Social Security or Medicare taxes.</p>
<b>EMPLOYEE ASSISTANCE PLAN</b>	<p><b>Managed Health Network Employee Assistance Program</b> is available to employees and their family at no cost. The EAP is designed to help with any concern or problem affecting your behavioral health, well-being, or even job performance.</p>
<b>OTHER BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ <b>Educational Reimbursement Program:</b> Up to <b>\$5,250.00</b> per calendar year per employee. The Agency's Education Assistance/Tuition Reimbursement Program is designed to encourage employees to increase skills and knowledge for better performance.</li> <li>▪ <b>Credit Union:</b> Employees may participate in the Santa Clara County Federal Credit Union.</li> <li>▪ <b>Commuter Benefits:</b> SCCHA offers two types of commuter benefit plans — parking and transit. These plans allow you to set aside pre-tax dollars for work-related parking and/or public transit expenses such as subways, buses, and commuter rail.</li> </ul>