

Las Virgenes Municipal Water District  
**Summary of General Manager (GM) Benefits**

Updated: June 2024

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Health Benefits, Life Insurance &amp; Retirement</b>		
Medical Insurance	The District contributes up to \$1,953.50 per month towards medical monthly premium for employees and eligible dependents and offers HMO and PPO plans.	1 <sup>st</sup> month after Date of Hire (DOH)
Dental Insurance	The District contributes 100% (currently up to \$125.53 per month) towards dental insurance for employees and eligible dependents.	1 <sup>st</sup> month after DOH
Vision Care	The District contributes 100% (currently \$5.09 per month) towards vision insurance for the employee. The employee may elect coverage for dependents by paying for such coverage.	1 <sup>st</sup> month after DOH
Life Insurance	The District provides the sum of \$50,000 coverage plus annual base salary up to \$300,000.	1 <sup>st</sup> month after DOH
CalPERS Retirement	Employees are enrolled in CalPERS. The District contracts for 2% @ 55 full formula with Social Security for “Classic” members; 2% @ 62 for new “PEPRA” members.	DOH
CalPERS Sick Leave Retirement Credit	Employees who leave the District through retirement have the option of being paid for accrued but unused sick leave or to convert it to CalPERS retirement credit.	After five (5) years of service.
CalPERS Contribution	Employee pays employee contribution (currently 7%); The District pays employer contribution to CalPERS.	DOH
Social Security	The District participates in Social Security. Both the District and employees pay equal share of contributions at 6.2%.	DOH
Retiree Medical Insurance	Retiree medical insurance is provided for the employee only. 75% of the least expensive plan offered by the District at the time of retirement, single party rate. When the retiree reaches the age of 65, they must enroll in Medicare Part A & B no later than one month prior to their 65 <sup>th</sup> birthday. Medicare premiums are covered by the retiree.	Age 55 with 10 years of LVMWD service

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Leaves</b>		
Holidays	12 paid holidays are observed per year.	DOH
Vacation Leave	Employee will receive 15 days (135 hours) into accrued vacation leave bank at onset of employment. Employee will accrue 15.75 hours per year during years 2 through 5, not to exceed 22 days (198 hours) per year after 5 years. A maximum of 311 hours may be accrued during any given year.	DOH
Sick Leave	Employee will receive 5 days (45 hours) into accrued sick leave bank at onset of employment. Employee will accrue 8 hours per month up to 96 hours/year. A maximum of 311 hours may be accrued.	DOH
Bereavement Leave	Up to 27 hours per year for death of immediate family member.	DOH
Jury Duty	Up to 40 hours per year will be compensated for service.	DOH
Military Leave	Leave of absences are granted to all full-time employees in accordance with State and Federal laws	DOH
Parental Leave	Up to 1040 hours of unpaid leave will be granted to care for a newly born or adopted child. Must be used concurrently with FMLA/CFRA.	1 year after DOH and employed by the District for at least 1,250 hours
Family & Medical Leave	Up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of leave during any 12-month period. Leave is permitted for the following reasons: <ul style="list-style-type: none"> <li>• the birth or a child or to care for a newborn of an employee</li> <li>• the placement of a child with an employee in connection with the adoption or foster care of a child</li> <li>• to care for a child, parent, spouse or domestic partner who has a serious health condition</li> </ul>	1 year after DOH and employed by the District for at least 1,250 hours

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	<ul style="list-style-type: none"> <li>A serious health condition that makes the employee unable to perform any one or more essential functions of his/her position</li> <li>For a variety of “qualifying exigencies” arising out of the fact that an employee’s spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation</li> <li>To care for a spouse, son, daughter, parent, or “next of kin” who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness.</li> </ul>	
Management Leave	Employee receives 88 hours of management leave, granted each fiscal year beginning July 1 for use within the fiscal year it is granted ending June 30 <sup>th</sup>	DOH

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Other Pay and Compensation</b>		
Short-Term Disability	The District provides coverage for continuation of two-thirds base of the employee’s weekly base pay up to a maximum of \$2,446. Elimination period is 30 calendar days. Coordinated payments shall not exceed the employee’s regular gross income.	1 <sup>st</sup> month after DOH & elimination period.
Long-Term Disability	The District provides coverage for continuation of two-thirds of the employee’s monthly base pay up to a maximum of \$10,600. Elimination period is 180 calendar days with a benefit duration of up to Social Security retirement age. Coordinated payments shall not exceed the employee’s regular gross income.	1 <sup>st</sup> month after DOH & elimination period.
Voluntary Supplemental Benefits	Employees have the option to purchase additional insurance options such as: Short-Term Disability, Accident, Cancer, Life, Hospital Confinement, and Critical Illness Insurance.	
Deferred Compensation	Employee may elect to participate in a 457(b) plan. The District will match up to 3% into a 401(a) account on a \$1 to \$1 basis.	1 <sup>st</sup> month after sign-up
Flexible Spending Account	Employees may allocate up to \$3,250 per year to pre-tax accounts for qualified health care expenses and up to \$5,000 per year for qualified dependent care expenses.	1 <sup>st</sup> month after DOH
Sick Leave Buyback	Employee may cash out sick leave in excess of 215 hours up to twice annually.	
Vacation Leave Buyback Out	Employee has the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months.	
Management Leave Buyback	Employee may sell back up to 60 hours of unused management leave, provided 80 hours of vacation and/or management leave was used within the fiscal year ending June 30.	
Termination of Employment Contract	30-day notification required by either party; severance payment for termination without cause: nine (9) months of salary payment and medical and dental coverage for up to nine months after termination.	DOH

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Programs and Reimbursements</b>		
Employee Assistance Program	Employees have access to a member assistance program (Resource Advisor) for themselves and their dependents.	1 <sup>st</sup> month after DOH
Mental Wellness Platform	Employees have access to a mental wellness platform (Modern Health) for themselves and their dependents.	1 <sup>st</sup> month after DOH
Physical Fitness Program	\$500 is made available every July 1 <sup>st</sup> for qualifying memberships and purchases.	DOH

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Cellular Device Options	Eligible employees have the option to receive a District-assigned cellular device or receive a reimbursement for business use of their personal cellular device (\$60/month for voice and data)	DOH
Wellness Center	Employees have access to an on-site fitness facility at no cost.	DOH
Employee Discounts	Employees have access to discounts on gym memberships, nutrition, mental health, virtual subscriptions, and technology and equipment through HUSK Marketplace	DOH
Service Recognition	Employees are awarded gifts of appreciation on their 1-year anniversary, 5-year anniversary and on 5-year multiples thereafter. Additionally, a 1-time monetary award is given at the 10-year mark and 5-year multiples thereafter.	1 year after DOH
Tuition Reimbursement	Employees may request up to \$685 per class for continuing education reimbursement.	6 months after DOH
California Lutheran University Tuition Discount	Employees are eligible to receive a \$100 per unit discount for qualifying programs at California Lutheran University.	
Professional Organizations	Enrollment in approved professional organizations will be determined by the Board of Directors. With prior Board approval, the employee will be reimbursed for registration, travel, meals, and lodging associated with the attendance of conferences, meetings, short courses, and seminars necessary for the employee's professional development or for the advancement of the District.	
Nine-Eighty Work Schedule	While the General Manager position is salaried, the District operates on a 9/80 hour work schedule with alternating Fridays off in each two-week pay period.	DOH
Flexible Work Schedule	The District offers flexible work schedules based on the position and District operational needs. Occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District may be approved	DOH
Cert Fees	Certifications and licenses required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
Professional Designations & Licenses	Professional designations and licenses not required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
School Education Partnership Leave Policy	Up to 40 hours per year for employees to participate in school activities such as PTA meetings, parent/teacher conferences, or field trips. Employees must use vacation and/or compensatory time off.	DOH
Catastrophic Pay	Eligible employees may receive up to a maximum of 3 months' pay, subject to committee approval	1 year after DOH
Sick Leave Donation	Option to donate a portion of accrued sick leave to assist coworkers experiencing a catastrophic illness in accordance with policy restrictions.	
Vehicle	District vehicle provided for work and commuting.	DOH
Workplace Plug-In Electric Vehicle Charging Stations	Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first served basis for all employees.	DOH

*The information above is intended as a general summary of benefits. This information is not legally binding, nor does it serve as a legal contract. Consult Human Resources for further information.*