

**STa**  
*Solano Transportation Authority*  
**Employee Benefit Summary**  
**January 1, 2013**

**TERM**

This summary shall remain in effect until amended by STA Board action or mandated by law.

**SALARY**

Salary schedule – Attachment A (Available upon request.)

**AT-WILL EMPLOYMENT** (Policy #102)

Employees shall be considered as at-will employees and may be terminated at anytime by the Executive Director.

**WORKWEEK** (Policy #210/211)

The workweek shall be forty (40) hours per week for all employees. Overtime will be granted at time and one-half for all hours worked in excess of the normal workweek. In accordance with the Fair Labor Standards Act (FLSA),

Compensatory time may be granted in lieu of pay at the employee's request and the Executive director's approval. The Executive Director established a flexible work schedules (9-day Alternate Work Schedule) in order to meet the needs of the agency and the employee's job responsibilities. An employee may elect, by so stating, in writing, on the appropriate time card, a preference to earn compensatory overtime in lieu of overtime pay. An employee may accumulate up to a maximum of sixty (60) hours of compensatory time. Those hours reflect thirty (30) hours of straight time worked. An employee who has reached the maximum balance shall be paid overtime until such time that the accrual is below the stated ceiling. A supervisor or the Executive Director must approve overtime in advance.

**RETIREMENT** (Policy #301)

***Employees hired on or before 12/31/12***

*PERS Retirement Plan*

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). Solano Transportation Authority (STA) shall pay seven percent (7%) of PERS Employee Contribution Rate to PERS. General benefits include the following:

- Section 21354 – 2% @ Age 55 Full Formula for Local Miscellaneous Members
- Section 20037 – Three-Year Final Compensation
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

***PARS SUPPLEMENTAL RETIREMENT PLAN***

Effective July 1, 2011, STA Employees are also covered under a supplemental retirement plan under the Public Agency Retirement System. The employee shall contribute a total of 2.0% of salary and STA shall contribute the employer share to be determined by actuarial. Employees meeting eligibility requirements shall receive benefits equivalent to 2.7% @ Age 55 when combined with PERS. See Plan Summary for details.

***Employees hired on or after 1/1/13 and deemed "CLASSIC" member  
(Prior PERS/reciprocal employment with less than a six (6) month break in service)***

***PERS RETIREMENT PLAN***

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). Solano Transportation Authority (STA) shall pay seven percent (7%) of PERS Employee Contribution Rate to PERS. General benefits may include the following:

- Section 21354 – 2% @ Age 55 Full Formula for Local Miscellaneous Members
- Section 20037 – Three-Year Final Compensation
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

***Employees hired on or after 1/1/13 and deemed "NEW" member  
(No Prior PERS/reciprocal employment or more than a six (6) month break in service)***

***PERS RETIREMENT PLAN***

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). Under Section 7522.30, Solano Transportation Authority (STA) and the employee shall pay 6.25% each as the PERS Contribution Rate to PERS for FY 2013-14. General benefits may include the following:

- Section 7522.20 – 2% @ Age 62 Benefit Formula for Non-Safety Members
- Section 7522.32 – Three-Year Final Compensation
- Section 7522.30 – Equal Sharing of Normal Cost
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 21027 – Military Service Credit for Retired Persons
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

***All Employees***

***457 DEFERRED COMPENSATION PROGRAM (Optional)***

STA Employees have the option to enroll in the 457 Deferred Compensation Plan with Nationwide Retirement Solutions. This deferred compensation plan is optional and is 100% Employee contributions. \*PENDING Board Approval, effective July 1, 2013, employees hired after January 1, 2013 may receive a matching contribution into a deferred compensation plan, maximum amount to be determined.

***SOCIAL SECURITY***

Effective July 1, 1997, fulltime employees will no longer be covered under Social Security; however the Medicare portion will remain in effect. The employer and the employee shall contribute the mandatory 1.45% each.

**HEALTH & WELFARE (Policy #302)**

STA will contribute an amount for employee plus family towards health, dental, vision, life and long term disability insurance. Employees are responsible for amounts that exceed the maximum amount. Employees who can provide proof of other insurance coverage may elect to receive cash in lieu of the STA's health and dental coverage.

Employees electing to decline the health coverage will receive \$350 per month and for dental coverage \$50 per month, for a maximum total of \$400 per month, if both the Health and Dental benefit are declined.

**HEALTH INSURANCE**

STA shall contribute an amount equal to the Kaiser rate. Premium contributions shall be based on the number of eligible dependents enrolled on the employee's plan. Beginning January 1, 2013, the health plan benefit is offered to dependent children up to age 26. The amounts as of 01/01/13 are as follows:

Employee Only	\$ 668.63
Employee Plus One Dependent	\$1,337.26
Employee Plus Two or More	\$1,738.44

**DENTAL INSURANCE**

STA shall contribute an amount based on the employee's number of eligible dependents. The amounts as of 01/01/13 are as follows:

Employee Only	\$ 53.57
Employee Plus One Dependent	\$ 91.07
Employee Plus Two or More	\$139.29

**VISION INSURANCE**

STA shall contribute an amount based on the employee's number of eligible dependents. The amounts as of 01/01/13 are as follows:

Employee Only	\$ 5.39
Employee Plus One Dependent	\$10.78
Employee Plus Two or More	\$17.35

**LIFE INSURANCE**

STA provides a monthly premium of \$7.50 sufficient to maintain \$50,000 basic life insurance.

**LONG TERM DISABILITY**

STA will provide an LTD plan to cover all employees. The plan includes a 30 day waiting period, and pays 60% of the first \$3,333 of earnings, 5 year + ADEA maximum benefit period.

**HOLIDAYS** (Policy #304)

Paid holidays include the following:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Birthday	Day after Thanksgiving Day
Memorial Day	4 Hours Christmas Eve*
Independence Day	Christmas Day
Labor Day	4 Hours New Year's Eve*
Columbus Day	

Three floating holidays shall be credited July 1<sup>st</sup> of each year to the employee's vacation balance. \*If Christmas Eve and New Year's Eve falls on a Friday, Saturday or Sunday an additional eight (8) hours of vacation shall be credited on July 1<sup>st</sup>. Employees hired between July and December shall receive credit for three floating holidays and Christmas Eve and New Year's Eve, if applicable. Employees hired between January and June shall receive credit for two floating holiday.

**VACATION** (Policy #305)

Vacation is accrued monthly in accordance to the following schedule for full-time employees:

<b>Years of Service</b>	<b>Annual Entitlement</b>	<b>Annual Vacation Hours</b>	<b>Maximum Balance</b>
0 through 5 years	10 working days	80	320
5+ through 10	15 working days	120	320
11 years	16 working days	128	320
12 years	17 working days	136	320
13 years	18 working days	144	320
14 years	19 working days	152	320
15+ years	20 working days	160	320

**SICK LEAVE** (Policy #306)

Regular full-time employees accrue 12 days sick leave per year. Sick leave may be accrued up to ninety (90) working days, or 720 hours. The minimum sick leave taken at any one time shall not be less than one (1) hour. Employees may be required to provide a doctor's note for absences more than three days in length, more than five days in any 30-day period, or on a day adjacent to a holiday weekend.

**SICK LEAVE BUYBACK** (Policy #306)

Upon Service retirement –25% may be paid to the employee for the remaining sick leave balance.

Employees are eligible to participate in an annual cash-out program. Employees with at least 30 days (240 hours) of accrued but unused sick leave who used less than 4 days (32 hours) of 12 days (96 hours) earned in the fiscal year, can elect to receive 50% in cash of the unused portion earned, in excess of 30 days. Eligible employees electing to participate shall be paid in July of every year.

**BEREAVEMENT LEAVE** (Policy #307)

A maximum of three (3) consecutive days in California or five (5) consecutive days outside California to attend funeral of employee's spouse, child, parent, brother, sister, grandparent, mother or father-in-law, or household dependent or relative.

**MILEAGE ALLOWANCE/REIMBURSEMENT** (Policy #310)

Under the policy, the board approved amounts for mileage allowance are: Executive Director shall receive a monthly mileage allowance of \$500 per month, Deputy Executive Director/Director for Projects shall receive a monthly mileage allowance of \$400 per month, and the Director for Planning shall receive a monthly mileage allowance of \$200 per month.

STA uses the standard Internal Revenue Service (IRS) mileage rate for travel reimbursement.

**COMMUTER TRANSIT INCENTIVE** (Policy #310)

STA offers financial incentive for employees using a commute alternative mode limited to: trains, buses, vanpool, and ferry. Eligible employees who can provide proof of their monthly commute cost and use of any transit mode of transportation can receive up to \$75 per month travel incentive.

In addition to the above, STA shall comply with all employment regulations mandated by state and federal laws.

The benefits listed above are Board approved policy. Additional information can be found in the Human Resources Policy manual or may be supplemented by administrative guidelines issued by the Executive Director.