



EMPLOYMENT BENEFIT INFORMATION

January 2010
Rev. July 2022

MGSD offers the following benefits for all full-time employees:

- Paid Holidays
- Paid Vacation Leave
- Paid Sick Leave
- PERS Retirement
- 457 Deferred Compensation Plan
- Health Insurance, including Medical, Dental, Vision Plans
- Life Insurance of \$50,000
- Uniforms, Boots, Safety Equipment
- Certification Fee reimbursement
- Nevada Water Environment/Water Environment Federation Membership

These benefits are outlined in more detail below.

PAID HOLIDAYS

The following eleven holidays are observed each year:

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)
- Presidents' Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)



- Thanksgiving Day (4th Thursday in November)
- Friday after Thanksgiving Day
- Christmas Day (December 25th)

If January 1, July 4, November 11, or December 25 falls on a Sunday, the following Monday shall be deemed the holiday in lieu of the day observed. If January 1, July 4, November 11, or December 25 falls on a Saturday, the preceding Friday shall be deemed the holiday in lieu of the day observed.

In the event that work schedules prevent an employee from taking a prescribed holiday, the employee will receive one and one-half times his salary for hours worked, plus holiday pay.

PAID VACATION LEAVE

Vacation will accumulate as follows:

1 - 4 years	10 days per year
5 - 9 years	15 days per year
10 - 14 years	18 days per year
15 - 19 years	20 days per year
20 years and over	25 days per year

No vacation leave will be granted the first six (6) months of employment. Accumulated vacation will be paid at one hundred percent (100%) at the time of retirement or upon termination of employment. Maximum amount of vacation accumulation is two hundred forty hours (240) at the end of the calendar year. No more than two (2) weeks vacation may be taken at any one time without permission of the District Manager.

SICK LEAVE

Sick leave will be accumulated each pay period for a total of 120 hours per year. Maximum accumulation will be seven hundred twenty (720) hours at any time. Accumulated sick leave will be paid at a rate of thirty-five percent (35%) of normal hourly rate for all hours accumulated with a minimum of ten (10) consecutive years of employment at the time of retirement or termination of employment, increasing one percent (1%) for each additional year of service thereafter. Family sick leave, not to exceed forty (40) hours per year, may be taken in the event of the employee's immediate family due to illness, injury, death or exposure to contagious disease. "Immediate family" includes the employee's spouse or domestic partner, child, brother,



sister, and parents of the employee or spouse. At the discretion of the District Manager, in the case of critical illness or injury, an employee's or spouse's grandchildren, grandparents, or other dependents may be included in the "immediate family".

MEDICAL AND LIFE INSURANCE

Accident and Health coverage, as well as Dental and Vision coverage, is provided to employees and typically with a portion of the dependent coverage paid by MGSD. Coverage is available on the first day of the month after the initial date of employment.

Additional voluntary insurance is available through Colonial Life at the employee's expense through a payroll deduction program.

A life insurance policy of \$50,000 is also provided to employees.

RETIREMENT

MGSD pays both the employee and employer share of retirement through the Public Employee Retirement System (PERS).

Retirement Insurance: Accident and Health insurance is available to retirees through MGSD's Accident and Health policy at the retiree's expense. Dental, Vision, and Life Insurance are also available for retirees through MGSD's policies at the retiree's expense.

DEFERRED COMPENSATION

MGSD participates in The State of Nevada Deferred Compensation Program, allowing employees to invest in Voya 457 Deferred Compensation Funds on a pre-tax basis as an additional retirement option. Participation is voluntary, and contributions are made by employees through a payroll-deduction plan.

UNIFORMS, BOOTS, SAFETY EQUIPMENT

Work shirts are provided to employees on an annual basis. Safety boots are provided to employees up to \$200. All other safety equipment is provided by MGSD pursuant to state and federal regulations.

CERTIFICATION FEE REIMBURSEMENT

MGSD will reimburse employees for exam fees upon obtainment of wastewater operator certification. No reimbursement will be granted for exam fees that do not result in certification. MGSD will reimburse employees for certification renewal fees. Late fees, reinstatement fees, or penalties are non-reimbursable.

Additional policies and details may be found in the *Minden-Gardnerville Sanitation District Personnel Policy and Procedures Manual Employee Handbook*.