

**SUMMARY OF WORK CONDITIONS AND BENEFITS FOR FULL-TIME
BARGAINING UNIT EMPLOYEES – Effective 1/01/20**

Hours of Work The standard work week is 40.00 hours (Monday through Friday). With the approval of their supervisors, employees may elect to participate in a modified “9/80” (flex time) schedule, or “4/10” (compressed work week) schedule.

Union Membership Each employee shall, within 31 days of employment, become a member of Social Services Union Local 1021 or tender to the union a monthly service fee equal to the membership dues. Dues are 1.65% of gross pay (\$52.62 maximum biweekly; initiation fees eliminated 3/14/18).

Probationary Period All new employees are considered a probationary employee during their first six – (6) months of employment. Flex time “9/80” schedule, “4/10” compressed work week schedule, professional conference leave, vacation leave in excess of three days, personal business leave and floating holidays may not be used during probation.

Paydays Employees’ paychecks will be issued biweekly every other Friday, or the working day immediately prior thereto, if Friday is a holiday.

Holidays Thirteen – (13) paid *holidays (*see contract if “4/10” schedule selected) per year plus three - (3) floating holidays per calendar year.

Vacations Three – (3) weeks paid vacation annually (4.62 hours per biweekly pay period) during the first four years of employment; four – (4) weeks annually (6.15 hours per biweekly pay period) during the fifth through eight years; five – (5) weeks annually (7.69 hours per biweekly pay period) thereafter. Vacation leave may be accumulated **up to 280.00 hours**. At employee’s option, RCEB will “buyout” up to one day of vacation for each week of vacation earned (at 15 years of service may “buyout” one additional day). This may be done once during the first six months of the year (Jan – Jun) and once during the second six months (Jul – Dec).

Sick Leave Accrues at the rate of twelve - (12) paid days per year (8.00 hours per month) with no limit on accumulation. Up to 40.00 hours of accrued sick leave hours per calendar year may be used for personal business leave (PBL).

Professional Conference Leave Four – (4) days per calendar year. Additional time off, equal to one-half of the State required continuing education credits for license is granted to employees for whom possession of a current California license is a requirement for employment. RCEB will provide \$10 to cover parking and other expenses per conference. If for any reason other than illness or emergency, an employee does not attend a conference they signed up for, the employee must reimburse RCEB for the full conference cost. If professional conference registrations are submitted later, employees must pay the late fees. Employees are also required to provide RCEB with an evaluation of the conference and copies of attendance certificate within 5 days after attending.

Use of Private Automobile Reimbursement will be 57.5 cents per mile (the “2020 IRS Standard Mileage Rate”) for employees who use their personal automobile in the course of their duties.

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Medical Coverage Administered through CalPERS, employees have a choice of four HMO plans and three PPO plans: Kaiser, Anthem Select, Anthem Traditional, Health Net Smart Care, “PERS Choice”, “PERS Select” and “PERS Care” effective the first day of the month following employment. RCEB pays the cost for the employee at the Kaiser rate. Employees pay a percentage of the premium for eligible dependent coverage and for any difference between the Kaiser premium and other HMO/PPO premiums. **“Opt-Out” option available for employees that can provide proof of medical insurance through another family member/partner.**

Dental Insurance Coverage under the Delta Dental Plan begins on the first day of the month following employment. RCEB pays the cost for the employees and the employee pays a small percentage of the premium for eligible dependents.

Employee Assistance Program (EAP) Work-life balance assistance program is only a call or a click away. Employees have access to professional consultants 24 hours a day, 365 days a year through a toll-free number and a website address. This coverage is provided through UNUM, as part of our group disability/Life Insurance in partnership with Ceridian. Coverage begins the first day of the month following employment.

Life and Accidental Death and Dismemberment Insurance \$10,000 life and \$10,000 AD&D insurance protection is provided to all employees at no cost, effective the first day of the month following employment.

Retirement Plan RCEB’s pension plan is administered through CalPERS. Employees are 100% vested after 5 years of full-time service. Contributions begin on the employees hire date.

Long Term Disability Plan Coverage under the UNUM Life Insurance Company begins the first day of the month following employment. Benefits are payable after a waiting period of 365 days and will pay monthly benefits up to 66.67% of salary. RCEB pays the cost for the employee.

OPTIONAL BENEFITS:

Credit Union Membership in the Golden 1 Credit Union is available with a one time non-refundable fee of \$1.00 and a minimum deposit of \$25.00 in an insured savings account.

Tax Sheltered Annuity Voluntary TSA contributions (403)(b) can be made through payroll deduction.

457 Deferred Compensation Plan Voluntary contributions of additional pre-tax dollars into a *separate* retirement account. This plan is administered by CalPERS and would act as a supplemental retirement fund for those who choose to participate.

Direct Deposit RCEB employees may choose direct deposit of their paychecks. A thirty – (30) day processing period is required.

Section 125 “Flexible Spending Plan” RCEB offers voluntary participation in a flexible benefit plan. This plan allows employees to pay for any of the following using pre-taxed dollars: out-of-pocket health care expenses not covered by an insurance plan, dependent care cost and insurance premiums. New or probationary employees may not participate in the out-of-pocket health expense plan until the first open enrollment following employment.

Vision Service Plan (VSP) RCEB offers a voluntary participation in a vision benefit plan through VSP.