



ACWWA

Total Rewards & District Program

Vacation:

Vacation accrual per pay period			
Years	Months in Service	Hours/Pay Period	Days
0-2	0-24	3.7	12.025
2-5	25-60	4	13
5-7	61-84	4.62	15.15
7-10	85-120	5.53	18
>10 years	>120	6.16	20.2

Sick leave:

Eligible regular full-time earn a flat allotment of 12 days per calendar year, regardless of years of service – accrued at 3.7 hours per pay period. Carry-over up to 480 hours (cap) will be allowed, and hours over this amount will be paid back at 50%.

Floating Holidays:

All regular full-time employees are granted three (3) additional eight (8) hour “floating” holiday day. Regular part-time employees are granted four (4) hours of “floating” holiday time

Holidays:

11 observed paid holidays each year. If the holiday falls on a Saturday, the day off will be on Friday. If the holiday falls on Sunday, the day off will be on Monday.

Insurance:

Employees are eligible for insurance the first of the month after 30 days of employment.

Medical Insurance: Three options from United Healthcare are offered: an EPO plan and 2 PPO plans.

Dental insurance: Delta Dental

Vision: VSP

Health Reimbursement Account (HRA): ACWWA contributes to the plan

Flexible Spending Account (FSA): Employee contribution only.

Life Insurance: Paid by ACWWA through Standard and is equal 2x employee’s annual salary. Optional voluntary life insurance is available at a cost to employee.

Short Term Disability (STD): Income protection in case of disability provided through Lincoln paid by ACWWA. Can replace 66 2/3 of weekly income and had a 14 days elimination period.

Long Term Disability (LTD): Income protection in case of disability provided through Lincoln paid by ACWWA. Can replace 66 2/3 of weekly income with a maximum benefit of \$5000.

Retirement:

401(a) Defined contribution plan (social security replacement). ACWWA contributes 9.5% of employee's total wage. 6.5% of employee's wages are withheld from employee paycheck and put into the account for the employee. The money withheld are pre-tax.

457 plan: Voluntary retirement plan for employee to contribute. ACWWA matches employee's contribution up to 5%.

Both plans are managed by Empower Retirement.

Other benefits:

Employee Assistance Program (EAP): Through Lincoln and Triad. Programs designed to help employees lead a happier and more productive life.

Tuition reimbursement: The district will reimburse up to a maximum of \$2,600 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities

Wellness Program: ACWWA encourages employees to achieve and maintain a healthy lifestyle through physical fitness. ACWWA will reimburse employees up to an aggregate maximum of \$500 per calendar for eligible expenses. Reimbursement is available to all full-time employees who have been employed a minimum of one (1) month.

Volunteer Time Off (VTO): The purpose of this ACWWA philanthropic program is to support activities that enhance and serve communities in which we live and work and the issues that impact quality of life. employees can volunteer 16 hours per year during working hours to a charity of their choice.

CHIP recognition program: This is a peer recognition program provides opportunity to immediately recognize a co-worker. CHIPS are redeemed at the end of the year.

Note: This document is for reference only and it doesn't serve as a contract of employment. Content is subject to change.