

BENEFITS SUMMARY

As of July 1, 2016

Full-time, regular employees of OSA currently receive the following benefits. Part-time employees are offered the same benefits on a pro-rata basis.

A	ACCIDENTAL DEATH & DISMEMBERMENT (PERSONAL ACCIDENT INSURANCE) Accidental Death & Dismemberment Insurance (or Personal Accident Insurance) is available to all regular employees working one-half time (20 hours) or more per week. Accident insurance can help you pay expenses if those covered by the insurance are seriously injured or killed in a covered accident. You and your family (your spouse, or your unmarried, dependent children) are eligible for coverage under this plan. Enrollment in the plan is optional and the employee pays for all premiums.	Plan Administrator <i>The Standard Insurance Company</i> <i>May elect benefit for yourself or family members</i> <i>Maximum benefit is up to \$500,000 for employee</i>
A	ADMINISTRATIVE LEAVE Leave time for exempt employees. The Executive Leadership Team will receive sixty-four (64) hours of Administrative Leave time per calendar year. Salaried employees shall be eligible to receive a minimum of sixteen (16) hours and a maximum of forty (40) hours of Administrative Leave per calendar year.	
D	DENTAL OSA pays 100% of the premium for employee and dependent coverage. The plan becomes effective the same day as health plan coverage (first day of the month following hire date). Contact Delta Dental at 1(888) 335-8227. Enrollment Fax (415) 972-8334	Dental Plan <i>Delta Dental Premier</i> <i>\$2,000 Annual Maximum</i> <i>Pays 75% for basic, diagnostic, and preventative care</i> <i>Pays 75% for crowns, jackets, inlays</i> <i>Pays 60% for orthodontic care -- \$2,000 lifetime maximum</i>
D	DEFERRED COMPENSATION OSA provides one deferred compensation plan for all employees. <ul style="list-style-type: none"> • 457(k) Participation in the plan is optional and the employee makes those contributions. Contact ICMA-RC at 1(866) 886-8020.	Plan Administrator <i>ICMA-Retirement Corporation</i> <i>Contributions are pre-tax</i> <i>Maximum Contribution Amounts:</i> 457(k) <i>\$17,500 in 2013</i>
E	Employee Assistant Program OSA pays 100% of benefit Magellan Behavioral Services; 6 visits per problem per year; Covers employee and immediate family members	
H	HOLIDAY Employees receive 10 (ten) paid holidays per year. For full time employees, one day is equal to 8 hours. For part time employees, one day is calculated as a percentage of hours worked in a week. Part-time employees not scheduled to work on the holiday must coordinate a schedule change with their supervisor. PT employee can take the "holiday" within the week of the actual holiday. Holiday time cannot be banked. Holiday and work time cannot exceed amount of time regularly scheduled to work in a week.	
LI	LIFE INSURANCE OSA pays for basic life insurance.	Life Insurance Plans <i>The Standard Insurance Company: \$25,000</i>

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LO	LONG TERM DISABILITY INSURANCE Enrollment in the plan is optional and the employee pays for 100% of premium.	Plan Administrator <i>The Standard Insurance Company</i>
M	MEDICAL The OSA will pay 100% of premium for full-time employees for employee and dependent coverage in participating medical plans. Part-time employees who work 20 hours or more per week will pay a pro-rated amount towards the premium based on the percentage of their part time status. Plan becomes effective the first day of the month following the hire date.	Santa Clara County Health Plans <i>Kaiser, HealthNet, Valley Health</i>
P	PERSONAL LEAVE 3 days of personal leave per year (based on an 8-hour day).	<i>Personal Leave is pro-rated from start date and for part-time employees.</i>
R	RETIREMENT CalPERS OSA participates in the California Public Employee's Retirement System (CalPERS). The Authority offers 2% @ 55 for classic members; CalPERS 2% @ 62 for new members.	Plan Administrator <i>Cal PERS</i>
RE	RETIREE MEDICAL OSA does not participate in a retiree medical plan	
S	SHORT TERM DISABILITY INSURANCE The employees of the OSA have elected to participate in the State of California's State Disability Insurance program. Includes Paid Family Leave as provided by the State of California. Employee contributes .08% of salary toward program.	Short-term Disability <i>Funded by employee contributions Approximately 50% wage-replacement after 7-day waiting period.</i>
S	SUPPLEMENTAL LIFE INSURANCE Employees may elect more life insurance. Amount elected cannot exceed amount available in relation to annual salary. Benefit can be elected at hire without medical review. Thereafter, if employee chooses to participate, he/she may be subject to medical review. <i>Enrollment in the plan is optional and the employee pays 100% of premium.</i>	Plan Administrator <i>The Standard Insurance Company Maximum benefit amount is 10 X Annual Salary</i>
S	SICK LEAVE Employees of the OSA accrue up to 10 days of sick leave per year. Accumulation of sick leave is unlimited. Sick leave may also be applied to years-of-service for the purposes of CalPERS calculations. See Human Resources for more information regarding Sick Leave Conversion.	Sick Leave Conversion Plan <i>Upon resignation, separation from service, or retirement, workers in good standing with five (5) or more years of OSA employment shall receive a cash payment of the equivalent cash value of one-third of their accrued sick leave.</i>
T	TUITION REIMBURSEMENT The OSA's Tuition Reimbursement plan may assist employees in paying the cost of courses taken, which relate to their jobs with the OSA. (\$600 per fiscal year).	

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V	VISION OSA pays 100% of the premium for employee and dependent coverage. The plan becomes effective the first day of the month following the hire date.	Vision Plan <i>Vision Service Plan</i> <i>Eye Exam – every 12 months -- \$20 co-pay</i> <i>Lenses – every 12 months -- \$20 co-pay</i> <i>Frames – every 24 months - \$20 co-pay (\$115 allowance toward frames plus 20% off amount over allowance.)</i>										
V	VACATION Employees of the OSA accrue up to 12 days of vacation per year up to the 5 th year of service (4.615 hours per pay period).	Vacation Accrual Chart <table><tr><th><i>Years of Service</i></th><th><i>Days/Year (Full-Time)</i></th></tr><tr><td><i>1 - 5</i></td><td><i>12 days</i></td></tr><tr><td><i>6 – 10</i></td><td><i>15 days</i></td></tr><tr><td><i>11 – 15</i></td><td><i>18 days</i></td></tr><tr><td><i>16+</i></td><td><i>21 days</i></td></tr></table>	<i>Years of Service</i>	<i>Days/Year (Full-Time)</i>	<i>1 - 5</i>	<i>12 days</i>	<i>6 – 10</i>	<i>15 days</i>	<i>11 – 15</i>	<i>18 days</i>	<i>16+</i>	<i>21 days</i>
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W	WORKER'S COMPENSATION OSA provides worker's compensation insurance for all employees. The Authority participates in the Special District Risk Management Association risk pool. Gregory B. Bragg and Associates administers Workers' Compensation claims. If you are injured on the job, contact your supervisor immediately. If it is an emergency, go to the nearest clinic or hospital or call 911. Clinic: U.S. Health Works – (408) 288-3800	Eligibility <i>If unable to work due to industrial injury, employee must use sick leave for 3-day waiting period for Worker's Compensation temporary disability payments, unless the employee is...unable to work more than 14 days. Worker Disability Coverage (WDC) will also apply to follow-up medical appointments that occur during work time as a result of an industrial illness or injury.</i>										

WHO TO CONTACT – 408-224-7476

Elizabeth Loretto	Office & Human Resources Administrator	General Human Resources related questions, Worker's Compensation, Benefits, Evaluations, Training, Recruitment, Miscellaneous
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