

**The Paid Time Off annual accrual is based on full-time months of service at Denver Water**

- 0 - 48 months = 13 days (104 hours)
- 49 - 108 months = 18 days (144 hours)
- More than 108 months = 23 days (184 hours)

Relevant experience may apply.

**Personal Leave**

1. Nine personal leave days per year. Personal leave days are use it or lose it.
2. New hires will receive pro-rated personal leave starting with the month of hire.

**Holidays**

1. Nine paid holidays
2. If holiday falls on Sunday, Monday is day off.
3. If holiday falls on Saturday, Friday is day off.
4. If a holiday falls on any other day of the week, it will be observed on that day.

**Medical Benefits ([www.mycigna.com](http://www.mycigna.com))****{Dependent verification required}**

Denver Water Health Care Benefit Plans administered by Cigna

•High Plan      •Low Plan      •Basic Plan

Employee is eligible to enroll within 30 days of employment. Denver Water will contribute to the cost of medical and dental benefits. Subsequently, employee and Denver Water share cost of coverage for medical (see medical brochure for details on the plan).

**Vision Coverage ([www.superiorvision.com](http://www.superiorvision.com))****{Dependent verification required}**

1. The vision coverage is administered through Superior Vision Plan as an optional employee paid benefit.
2. \$50 copayment for materials.
3. Coverage includes eye exams at no charge, lenses and frames up to the maximum, and a \$130 allowance for frames and contact lenses. See vision brochure for details on the plan.
4. Can use optometrist, ophthalmologist or optician for services.

**Dental Coverage ([www.deltadentalco.com](http://www.deltadentalco.com))****{Dependent verification required}**

1. Employee and Denver Water share cost of coverage for the PPO Plus Premier dental plan.
2. Diagnostic and preventive services paid in full, with copayment requirements and deductibles for procedures, depending on network.
3. Maximum annual benefit of \$1,250/\$1,500.
4. Orthodontia coverage 50% up to \$2,000, depending on network.

**Employee Physical Examination**

A basic physical examination is provided to employees. Frequency of examinations - less than 30 years old every 3 years, 30 - 39 years old every 2 years and 40+ years old every year.

**Life Insurance Plan****{Dependent verification required}**

1. Life Insurance and Accidental Death and Dismemberment Insurance is provided.
2. Amount Denver Water pays for each employee is approximately 1.5 times annual salary.
3. Coverage becomes effective when regular status is achieved.
4. Employee can purchase up to three times salary or \$350,000, which ever is less, without evidence of insurability.
5. Four times pay, evidence of insurability is required.
6. Life insurance is reduced to 65% at age 70 and 50% at age 75.

**Voluntary Spouse/Child Term Life Insurance Program****{Dependent verification required}**

Employees may purchase voluntary spouse/child term life insurance. Coverage becomes effective when regular status is achieved.

**Spouse:**

1. \$10,000 to \$100,000 increments of \$10,000.
2. Amounts may not exceed 50% of employee life amount.
3. \$50,000 guaranteed issue limit.
4. Age reduction of 70% at age 70.

**Children:**

\$5,000 or \$10,000 for unmarried children from birth to age 26.

**Disability Salary Continuance Plans**

1. Short-Term Disability Insurance.
  - (a) 14 — day waiting period.
  - (b) A benefit level up to a maximum of \$1,500 per week, not to exceed 60% of employee's base weekly earnings.
  - (c) There is no cost to the employee for the coverage.
  - (d) Coverage becomes effective when regular status is achieved.
2. Long-Term Disability Insurance.
  - (a) A benefit level of 60% of pre-disability wages reduced by the amount of Social Security and Workers' Compensation benefits received. Maximum benefit is \$10,000 per month.
  - (b) Benefits commence 12 weeks following last day worked, and continue during disability according to Plan provisions.
  - (c) There is no cost to the employee for the coverage.
  - (d) Coverage becomes effective when Regular status is achieved.

**Employee Assistance Plan — Cigna Behavioral Health**

1. Provides counseling and assessment for all employees and their families with personal problems on a confidential basis.
2. First three visits are free.

**RTD**

RTD Eco Passes are available to all introductory and regular-status employees. Available in Human Resources.

## Retirement Plan

1. Type of retirement:
  - (a) Regular retirement.
  - (b) Early retirement at age 55 with 5 years of service
  - (c) Special early retirement under the Rule of 75 (55 with 20 years of service).
  - (d) Grow-in age 50 with 25 years of service.
2. Optional methods of payment to surviving spouse.
3. Pre-retirement spouse's death benefit providing a monthly retirement benefit of 50% of the employee's accrued pension with eligibility requirement of 5 years of service.
4. \$5,000 death benefit after retirement if pension paid in annuity only.
5. Vesting provision: Five years of service/1,000 hours work each year.
6. Retirement Plan cost is fully paid by Denver Water.
7. Post-retirement adjustments up to a maximum increase of 4.4% per year.

## Supplemental Retirement Savings Plan - 401k Plan

For each pre-tax dollar employees invest through payroll deferral, Denver Water will also invest a dollar, up to 3% of employees published hourly base pay or salary earned while employee is a participant.

## Deferred Compensation Plan — 457 Plan

Through payroll deferral, provides a voluntary supplemental retirement saving vehicle for regular-status employees.

## Flexible Spending Accounts

Allows most employees to use pre-tax earnings to pay dependent care and unreimbursed medical and dental expenses.

## Overtime

1. Time worked over 40 hours in a work week will be paid to employees classified as non-exempt at 1.5 times their salary for overtime worked.
2. PTO, personal leave, deferred holidays, suspension time and no-pay will **not be counted as time worked** for the purpose of determining the 40 hours worked in a week.

## Shift Differential

1. 6:00 p.m. to 11:00 p.m. – additional 7.5% per hourly rate
2. 11:00 p.m. to 6:00 a.m. – additional 10% per hourly rate

## Injury Pay and Workers' Compensation

When employee is injured on the job, state law provides a three-day waiting period before payment will be made by Workers' Compensation. During this three-day period Denver Water continues employee's regular pay and charges time to injury leave.

## Annual Military Leave Pay

1. Leave with pay is granted not to exceed 15 calendar days.
2. If total military pay is greater than pay that would be earned by employee from Denver Water, such leave is without pay. If total military pay is less than the pay that would be earned by the employee from Denver Water, then Denver Water pays employee the difference.

## Social Security

Social Security payments are deducted according to federal law and Denver Water pays an amount equal to employee's contribution.

## Spot Award Program

A program to recognize employees for their efforts by offering awards on the spot in recognition of performance beyond an employee's normal scope of responsibilities.

## WOW (Working on Wellness Program)

Denver Water has a wellness program for employees who choose to participate. Be sure to register at mycigna.com and complete the health assessment to earn additional wellness incentives, including reduced medical rates.

## Jury and Witness Duty Pay

All employees are granted time off for service as jurors or witnesses, as outlined in the Personnel Policies.

## Bereavement Leave

Introductory and regular status employees may request supervisory approval for up to 32 hours of leave to attend the funeral and make any necessary arrangements due to the death of an immediate family member, as outlined in the Personnel Policies.

## Family and Medical Leave Act

The FMLA became effective in 1993 and entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a (Denver Water defined rolling) 12-month period for specified family and medical reasons. FMLA was also amended to allow eligible employees to take up to 26 weeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness and expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.

To be eligible for FMLA benefits, an employee must:

- have worked for Denver Water for a total of 12 months;
- have worked at least 1,000 hours over the previous 12 months.

## Educational Refund

An employee, after obtaining regular status, may take approved course(s), and upon successful completion, be reimbursed for 100% of tuition costs subject to a maximum refund of \$5,250 per year.

## Introductory Period

All new employees are required to serve approximately six months, based on starting date, on introductory status. If an employee, during this period, is determined to be unsatisfactory, dismissal for cause may result, with the employee having a right to respond in writing.

## Regular Part-time Benefits:

Part-time benefits are pro-rated based on the part-time work schedule. The 20-29 hour per week part-time work schedule will have 50% of full-time employee benefits and the 30-39 hour per week part-time work schedule will have 75% of full-time employee benefits.

## Personnel Policies

All benefits are subject to, and all employees must comply with, the rules and regulations as outlined in the Personnel Policies.

## Equal Employment

Denver Water is an Equal Employment Opportunity employer.

## Website

Inflow, Denver Water's Intranet site, is a resource which provides significant detail and summarizes important information about all of the benefit plans.

## Alternative Work Schedules

All employees may be eligible to request an alternative work schedule. To request a AWS, log into Employee Self-Service.