

Benefits Provided with Employment Stevens County Conservation District

Stevens County Conservation District (SCCD) pays **payroll deductions for all Federal and State taxes** including Social Security, Medicare, Unemployment Benefits, and Labor and Industries taxes.

SCCD also participates in the **Washington State PERS Retirement Program** where the employer pays a percentage of gross towards retirement, as does the employee. A Deferred Compensation Program (additional retirement funds contributed solely by the employee) is optional to eligible employees.

Health insurance is offered to all permanent and qualified part-time employees with the District paying up to \$550.00 per month with any excess covered by the employee. Employee dependents may be added at 100% expense to the employee.

Annual Leave is provided according to the following table:

Each regular full-time and regular part-time employee is granted annual leave at the following rates:

	<i>Monthly Accrual Rate</i>	
<i>Continuous Service Years</i>	<i>40 hour work week</i>	<i>32 hour work week</i>
<i>0-5 years</i>	<i>8 hrs.</i>	<i>6.4 hrs.</i>
<i>6-14 years</i>	<i>13 hrs.</i>	<i>10.4 hrs.</i>
<i>15+ years</i>	<i>17.3 hrs.</i>	<i>13.9 hrs.</i>

Employees are strongly encouraged to take earned paid leave during the benefit year. In the event that employees do not use all their vacation benefits by the end of the benefit year, 240 hours may be carried over to the next year. Time accrued in excess of 240 hours at the end the year will be forfeited.

Upon termination for any reason, an employee shall be paid for unused annual leave that has accrued through their last day of work at his/her final rate of pay. Employees who have been laid off will not accumulate benefits and may not collect paid leave credits unless or until they are terminated. If an employee is re-hired within 30 days of leaving the District, the employee's original hire date will be used to calculate paid leave eligibility.

Sick Leave:

Each full-time permanent employee earns 1 day (8 hours) sick leave per month. Employees are strongly encouraged to take sick leave during personal illness, personal or immediate family medical appointments, or to take care of immediate family. In the event that employees do not use all their sick leave by the end of the year, 640 hours may be carried over to the next year. Time accrued in excess of 640 hours at the end of the year will be forfeited.

Sick leave may only be taken for the following:

- a) Personal illness including maternity leave,
- b) Personal medical appointments,
- c) Care and attendance for member of *immediate family,
- d) Medical appointments of immediate family,
- e) Up to 3 days for bereavement leave.

A physician must validate any claim for more than 3 days of sick leave at a time.

*Immediate family is defined as an employee's spouse, children, parents, and stepchildren, brother, sister, grandparents.

Employees who separate from the District due to their retirement or death shall be compensated for their total unused sick leave accumulations at the rate of 50 percent. Compensation shall be based on the employee's salary at the time of separation. Employees who separate for any reason other than retirement or death shall not be paid for their accrued sick leave.

Paid Holidays:

All regular full-time and part-time employees (calculated same as annual leave—4.8 hrs. for the holiday) are entitled to the following holidays:

New Year’s Day	Martin Luther King Day
Presidents Day (observed)	Memorial Day
Independence Day	Labor Day
Veteran’s Day	Thanksgiving Eve 4hrs
Christmas Eve 4hrs	Thanksgiving
Christmas Day	The day after Thanksgiving

A recognized holiday that falls on a Saturday will be observed on the preceding Friday.

A recognized holiday that falls on a Sunday will be observed on the following Monday.

Travel:

The District Board of Supervisors must grant prior authorization for the employee to use his/her personal vehicle for District business. When authorized by the District Board of Supervisors, reimbursement will be at the current Washington State rate (.56 currently).