

Las Virgenes Municipal Water District  
**Summary of General & Office Unit Benefits**

Updated: March 2025

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Health Benefits, Life Insurance &amp; Retirement</b>		
Medical Insurance	The District contributes up to \$2,051.18 per month towards the medical monthly premium for employees and eligible dependents and offers HMO and PPO plans.	1 <sup>st</sup> month after Date of Hire (DOH)
Dental Insurance	The District contributes 100% (currently up to \$125.53 per month) towards dental insurance for employees and eligible dependents.	1 <sup>st</sup> month after DOH
Vision Care	The District contributes 100% (currently \$5.09 per month) towards vision insurance for the employee. The employee may elect coverage for dependents by paying for such coverage.	1 <sup>st</sup> month after DOH
Life Insurance	The District provides the amount of \$50,000 plus one year's salary up to a maximum of \$150,000.	1 <sup>st</sup> month after DOH
CalPERS Retirement	Employees are enrolled in CalPERS. The District contracts for 2% @ 55 full formula with Social Security for "Classic" members; 2% @ 62 for new "PEPRA" members.	DOH
CalPERS Sick Leave Retirement Credit	Employees who leave the District through retirement have the option of being paid for accrued but unused sick leave or to convert it to CalPERS retirement credit. (Note: retirement separations shall first defer their cashable leave as described in the MOU, Article 24.7).	After five (5) years of service.
CalPERS Contribution	Employees pay the employee contribution (currently 7%); The District pays employer contribution to CalPERS.	DOH
Social Security	The District participates in Social Security. Both the District and the employee pay equal share of contributions at 6.2%.	DOH
Retiree Medical Insurance	<p>The District provides medical insurance for employees who retire in different retirement Tiers. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A &amp; B no later than one month prior to their 65<sup>th</sup> birthday. Medicare premiums are covered by the retiree and their dependent.</p> <p>Tier I: Employees hired prior to March 31, 2006, with at least 5 years of LVMWD service. Retiree medical insurance provided for employee plus one dependent designated as dependent at the time of retirement. 100% of the medical premium cost is covered by the District.</p> <p>Tier II: Employees hired after March 31, 2006, but prior to January 1, 2015, with at least 10 years of LVMWD service and age 55 or older at retirement. Retiree medical insurance provided for employee plus one dependent designated as dependent at the time of retirement. 75% of the Anthem Classic PPO premium cost for 2-party is covered by the District. If there is no dependent, single premium cost will be used.</p> <p>Tier III: Employees hired after January 1, 2015, with at least 10 years of LVMWD service and age 55 or older at retirement. Retiree medical insurance is provided for the employee only. 75% of the Kaiser Permanente Traditional HMO premium cost for single party rate.</p>	Varies by Tiers

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Leaves</b>		
Holidays	12 paid holidays are observed per year.	DOH
Vacation Leave	Vacation leave is accrued based on years served. Hours are earned on a bi-weekly pay period basis starting at 4 hours up to a maximum of 6.46 hours. A maximum of 300 hours may be accrued.	DOH
Sick Leave	Accrued at 8 hours per month.	DOH

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Bereavement Leave	Up to 27 hours of paid bereavement leave as a result of the death of a member of the employee’s immediate family. An employee that must travel more than 500 miles one way to attend services of the employee’s immediate family member shall be provided up to 40 hours paid leave. The employee must use their accrued leave, to the extent available, to cover any bereavement leave not paid for by the District. The District may provide additional bereavement leave upon request on a case-by-case basis, subject to the General Manager’s or designee’s written approval.	DOH
Reproductive Loss Leave	Employees are eligible to take up to five days (including non-consecutive days) of reproductive loss leave. Reproductive loss leave shall be unpaid, however, the employee may use available leave banks (including sick or vacation leave) to cover the unpaid time. The reproductive loss leave must occur within three months of the reproductive loss event, as defined by the Government Code section 12945.6.	DOH
Jury Duty	Up to 80 hours will be compensated less compensation received from the court.	DOH
Military Leave	Leave of absences are granted to all full-time employees in accordance with State and Federal laws	DOH
Pregnancy Leave	Up to 4 months of pregnancy-related disability	
Parental Leave	Up to 1040 hours of unpaid leave will be granted to care for a newly born or adopted child. Must be used concurrently with FMLA/CFRA.	1 year after DOH and employed by the District for at least 1,250 hours
Family & Medical Leave	Up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of leave during any 12-month period. Leave is permitted for the following reasons: <ul style="list-style-type: none"> <li>• the birth or a child or to care for a newborn of an employee</li> <li>• the placement of a child with an employee in connection with the adoption or foster care of a child</li> <li>• to care for a child, parent, spouse or domestic partner who has a serious health condition</li> <li>• A serious health condition that makes the employee unable to perform any one or more essential functions of his/her position</li> <li>• For a variety of “qualifying exigencies” arising out of the fact that an employee’s spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation</li> <li>• To care for a spouse, son, daughter, parent, or “next of kin” who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness.</li> </ul>	1 year after DOH and employed by the District for at least 1,250 hours
Leave Without Pay	Up to 30 calendar days of unpaid leave may be taken with the approval of the General Manager.	DOH

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b>Other Pay and Compensation</b>		
Short-Term Disability	The District provides coverage for continuation of two-thirds of the employee’s weekly base pay up to a maximum of \$1,902. Elimination period is 30 calendar days. Coordinated payments shall not exceed the employee’s regular gross income.	1 <sup>st</sup> month after DOH & elimination period.
Long-Term Disability	The District provides coverage for continuation of two-thirds of the employee’s monthly base pay up to a maximum of \$8,239. Elimination period is 180 calendar days with a benefit duration of up to Social Security retirement age. Coordinated payments shall not exceed the employee’s regular gross income.	1 <sup>st</sup> month after DOH & elimination period.

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Voluntary Supplemental Benefits	Employees have the option to purchase additional insurance options such as: Short-Term Disability, Accident, Cancer, Life, Hospital Confinement, and Critical Illness Insurance.	
Deferred Compensation	Employees may elect to participate in a 401(a) and 457(b) tax deferred retirement investment plans. Employees participating in a 401(a) account contribute \$20 per pay period and receive a \$20 employer contribution match for 24 pay periods. Effective January 1, 2025: Employees are also eligible to have up to 1% of their base salary matched per pay period on a \$1 to \$1 basis. Effective January 1, 2026: Employees are also eligible to have up to 1.5% of their base salary matched per pay period on a \$1 to \$1 basis. Effective January 1, 2027: Employees are also eligible to have up to 2% of their base salary matched per pay period on a \$1 to \$1 basis.	1 <sup>st</sup> month after sign-up
Flexible Spending Account	Employees may allocate up to \$3,300 per year to pre-tax accounts for qualified health care expenses and up to \$5,000 per year for qualified dependent care expenses.	1 <sup>st</sup> month after DOH
Sick Leave Payment	Eligible employees with accumulated sick leave may choose to receive annual cash out payment as per MOU.	
Compensatory Time Off (CTO)	Overtime shall be compensated in cash or time off at the option of the employee. Accumulated CTO may not exceed an accrual of 80 hours.	
Standby Time	Employees on standby time will be compensated as per the rates in the MOU	DOH
Emergency Call-Out	Employees who are required to perform an unscheduled call-out will receive at minimum 2 hours of pay at 1.5 times the regular pay rate	DOH
Computer Call-Out	Employees who are called at home and required to respond to the call by using a computer at home to perform work for the District will receive a minimum of 1 hour of pay at 1.5 times the regular pay rate.	DOH
Pay For Certification Program	Eligible employees will receive an additional 5% in pay for obtaining a qualifying certification above their position's requirement, Grade 3 or above.	DOH
Notary Public/Class A or Class B License Stipend	Eligible employees will receive a monthly stipend of \$25 for holding this certificate or licenses.	DOH

<i>Benefit</i>	<i>Provision</i>	<i>Eligibility</i>
<b><i>Programs and Reimbursements</i></b>		
Employee Assistance Program	Employees have access to a member assistance program (Resource Advisor) for themselves and their dependents.	1 <sup>st</sup> month after DOH
Mental Wellness Platform	Employees have access to a mental wellness platform (Modern Health) for themselves and their dependents.	1 <sup>st</sup> month after DOH
Physical Fitness Program	\$500 is made available every July 1 <sup>st</sup> for qualifying memberships and purchases.	DOH
Cellular Device Options	Eligible employees have the option to receive a District-assigned cellular device or receive a reimbursement for business use of their personal cellular device (\$30/month for voice only or \$60/month for voice and data)	DOH
Wellness Center	Employees have access to an on-site fitness facility at no cost.	DOH
Employee Discounts	Employees have access to discounts on gym memberships, nutrition, mental health, virtual subscriptions, and technology and equipment through HUSK Marketplace	DOH
Service Recognition	Employees are awarded gifts of appreciation on their 1-year anniversary, 5-year anniversary and on 5-year multiples thereafter. Additionally, a 1-time monetary award is given at the 10-year mark and 5-year multiples thereafter.	1 year after DOH

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Tuition Reimbursement	Employees may request up to \$685 per class for continuing education reimbursement.	6 months after DOH
California Lutheran University Tuition Discount	Employees are eligible to receive a \$100 per unit discount for qualifying programs at California Lutheran University.	
Professional Development	Eligible employees will be reimbursed for registration, travel, meals, and lodging associated with the attendance of conferences, seminars, workshops, and training sessions.	
Nine-Eighty Work Schedule	The District operates on a 9/80 hour work schedule. Employees work 8 days of 9 hours each and one 8-hour day with alternating Fridays off in each two-week pay period.	DOH
Flexible Work Schedule	Available for Office Employees. The District offers flexible work schedules based on the position and District operational needs. Up to 2 partial or full days per week of telecommuting may be approved by the Department Director.	DOH
Safety Recognition Awards	Eligible employees in the General Unit may be eligible for either 9 hours off with pay or to receive a cash award of nine hours of pay once per year. Eligible employees in the Office Unit may be eligible for either 9 hours off with pay or to receive a cash award of nine hours of pay once every 2 years.	1 year after DOH
Cert Fees	Certifications and licenses required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
Professional Designations & Licenses	Professional designations and licenses not required for an employee's position may be approved by the District for reimbursement fees and maintenance costs.	
Certification Examination Preparation	Assistance with preparation costs for obtaining certifications issued by the State Water Resources Control Board, California Water Environment Association, and CA-NV AWWA. Eligible employees may receive a max of 3-days salary for attendance at a prep course of exam. The District will pay the tuition for qualified courses. The District will reimburse the expenses including mileage, lodging and meals if the course or exam exceeds 1-day up to a max of \$550 per certification type, level and grade of certification.	
Time off for Licensing Tests, Exams & Certs	Employees may be eligible to take time off to take a certification or licensing exam. Employee would use appropriate paid leave balance.	
Protective Footwear Reimbursement	Employees who require protective footwear will receive up to \$275/calendar year for reimbursement.	DOH
School Education Partnership Leave Policy	Up to 40 hours per year for employees to participate in school activities such as PTA meetings, parent/teacher conferences, or field trips. Employees must use vacation and/or compensatory time off.	DOH
Catastrophic Pay	Eligible employees may receive up to a maximum of 3 months' pay, subject to committee approval	1 year after DOH
Sick Leave Donation	Employees may donate a portion of their accrued sick leave to assist coworkers experiencing a catastrophic illness.	1 year after DOH
Uniforms	Uniforms are provided by the District for eligible employees at no cost to the employee.	DOH
Stewards Program	The Union may appoint 5 stewards.	
Workplace Plug-In Electric Vehicle Charging Stations	Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first served basis for all employees.	DOH

*The information above is intended as a general summary of benefits. This information is not legally binding, nor does it serve as a legal contract. Consult applicable MOU or Human Resources for further information*