



SUMMARY OF EMPLOYEE BENEFITS – 2025

East-West Gateway Council of Governments (the Council) provides the following benefits to employees. These benefits are subject to change.

1. **Paid Time Off.** The Council provides the following leave to employees, subject to eligibility and the Council's accrual rules described in the Council's then-current Personnel Plan.
 - a) **Sick Leave.** Full-time employees accrue sick leave at a rate of one day (8 hours) per month.
 - b) **Vacation Leave.** Full-time and part-time employees accrue vacation leave based on years of continuous service, as described in the table below.

Maximum Vacation Hours - Accrued Per Calendar Year					
Years of Service	Hours	Days	Weeks	Accrued Per Pay ²	Part-Time Employees ³
0 to <4 years ¹	120	15	3	5.00	Proportional accrual based on the number of hours worked in a month, up to a maximum of 120 hours per calendar year.
≥4 years and <10 years	160	20	4	6.67	Proportional accrual based on the number of hours worked in a month, up to a maximum of 160 hours per calendar year.
≥10 years and <15 years	200	25	5	8.33	Proportional accrual based on the number of hours worked in a month, up to a maximum of 200 hours per calendar year.
≥15 years	240	30	6	10.00	Proportional accrual based on the number of hours worked in a month, up to a maximum of 240 hours per calendar year.

1 - New hire vacation leave also subject to Section 6, Part (c)(iii).

2 - Vacation hours accrued per pay will be adjusted as needed to reflect start date or to ensure the maximum accrued hours per year are not exceeded.

3 - For purposes of vacation accrual for part-time employees, "hours worked" includes holiday hours.

- c) **Sick and Vacation Leave for New Employees.** New, full-time employees will receive 20 hours of vacation leave and 16 hours of sick leave that will be available for use after their 1st day of work. These employees will not accrue vacation or sick leave until the 5th pay period following their start date.
- d) **Holidays.** Full-time employees receive up to 11 paid holidays (88 total hours) per calendar year. Part-time employees receive paid holiday hours in proportion to the number of hours the employee works in a month, up to a maximum of 88 total hours in a calendar year. The Council observes the following holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day



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- e) **Uniformed Service Leave.** Full-time and part-time employees who perform uniformed service may take paid leave to perform their service. A full-time staff person may take up to 160 hours of paid leave in a calendar year. A part-time staff person may take a number of hours of paid leave equal to the number of hours that the staff person is normally scheduled to work, on average, in a 20-day period, up to a maximum of 160 hours of paid leave.
2. **Group Insurance Premium Costs.** These benefits are available to full-time and part-time employees in accordance with the eligibility requirements described in the plan documents.
 - a) **Health, Dental, and Vision Insurance.** The Council pays 100 percent of the individual, employee's premium costs for Council provided health, dental, and vision insurance. The Council pays 50 percent of the employee's dependent premium cost for health and dental insurance.
 - b) **Life Insurance.** The Council provides a life insurance plan for eligible employees through an insurance carrier equal to each full-time employee's yearly salary rounded to the next highest one thousand dollars, not to exceed \$50,000.
 - c) **Disability Insurance.** At no cost to employees, the Council offers a salary continuance plan for full-time employees, effective subsequent to completion of the probationary period of employment, and based on years of service until commencement of a long-term disability plan provided through an insurance carrier.
3. **Health Reimbursement Account (HRA).** The Council provides an HRA to eligible employees to reimburse them for certain out-of-pocket medical expenses. Under the HRA, the Council reimburses eligible employees for 95% of the in-network deductible. The current reimbursement amount is up to a maximum of \$4,750 for individual health insurance coverage and \$9,500 for family health insurance coverage.
4. **Flexible Spending Account (FSA).** Eligible employees can enroll in an FSA to set aside money from their paycheck pre-tax to pay for eligible medical expenses or dependent care costs. The current maximum an employee can set aside is \$3,300/year for eligible medical expenses and \$5,000/year for dependent care costs.
5. **Retirement Savings Plan Match.** These benefits are available to full-time and part-time employees in accordance with the eligibility requirements described in the plan documents. Eligible employees may elect to participate in the Council's retirement savings plan (including pre- and post-tax contributions). The Council provides employer matching contributions up to a maximum of 6% of employee compensation based on employee contributions and years of plan participation; with 20% vesting after 2 years and increasing yearly thereafter up to full vesting after 6 years. The minimum employee contribution is 2.5%. An employee may join on the first day of any month after completing one day of service.
6. **Pre-Tax Transportation Program (PTTP).** The Council provides a PTTP whereby eligible employees can set aside money from their paycheck on a pre-tax basis to pay for certain parking or transit expenses. The current maximum contribution is \$325/month.
7. **Professional Development.** The Council provides reimbursement for job related training for eligible employees and pays for 75% of the cost of membership in a national or regional profession organization and 100% of the cost of membership to a local chapter of a national or regional organization or a local professional organization. The maximum amount the Council pays for professional organization membership is \$200/year.



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8. **Credit Union/Direct Deposit.** Employees are eligible to join a local credit union and set up payroll deductions/deposits. The Council offers direct deposit of an employee's paycheck to a financial institution of their choice.