

2018 BENEFITS GUIDE



The Sanitation Districts of Los Angeles County offers a comprehensive benefit package. Use this reference guide to learn about the benefits programs and resources available to Districts' employees.

This guide summarizes the benefit plans and programs. This is not intended to take the place of the Summary Plans, personnel policies, or any Memorandum of Understanding (MOU). In the event of any discrepancy, the Plans, policies, or MOU will prevail. LACSD reserves the right to change or make exceptions to the information contained in this guide at any time and without notice.

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Introduction

Benefits play an important part in the lives of you and your family. Human Resources is dedicated to provide information to assist you in making the best choices based on your needs. This guide is intended to be a reference to the benefits available to eligible Districts' employees.

You have specific deadlines to enroll in benefits from the date of hire or when a "qualifying life event" occurs. A qualifying life event is a change in your personal circumstance such as marriage, birth of a child, etc. The events may allow different changes for different benefits. Contact Human Resources-Employee Benefits to find out what changes can be made and the deadline for your specific life event.

Some benefits are paid by the Districts for Monthly and Hourly employees, while some benefits require that you pay a portion or the full cost of the benefit. Review your [Memorandum of Understanding](#) and/or [Salary Resolution](#) for specific details. These documents, along with the [Salary Schedule](#) and [Salary Resolution](#), are located on the Districts' intranet page (Departments > Human Resources).

You can access the intranet only from a computer on the Districts' network. Click on Internet Explorer and the intranet home page will appear. The Employee Benefits intranet page is accessed by clicking on Departments > Human Resources > Employee Benefits. The Employee Benefits page is dedicated to providing information on each benefit. The page includes checklists of benefit-related actions for employees to take when faced with various life events.

The Employee Benefits webpage can be accessed from your home or a public computer. Go to www.lacsd.org, click on *Employee Portal*, enter your Employee Number, and the password will be *password1*.

You can use the Districts' Oracle E-Business System (EBS) to review your benefits, ensure personal and dependent information is accurate, and obtain contact information for each benefit plan.

If you have questions and are not sure who to talk to, contact Mimi Miller who is the Ombudsperson/Employee Liaison in Human Resources. Mimi can be reached at extension 1337.



Benefits At-A-Glance

BENEFIT PLAN	ELIGIBLE EMPLOYEE	COST and ENROLLMENT ELIGIBILITY
Medical	Monthly Hourly	<ul style="list-style-type: none"> Districts provide monthly contribution based on Employee Status. Rates based on county in which you live. Enroll/change during open enrollment or when qualifying life events occur. Eligible dependents may be enrolled. Eligible child dependents covered to age 26. HMO and PPO plans available.
Dental	Monthly	<ul style="list-style-type: none"> No Cost: Districts cover 100% premium for employee and eligible dependents. Enroll/change during open enrollment or when qualifying life events occur. Eligible dependents may be enrolled. Eligible child dependents covered to age 26. Some plans require full-time student status between ages 19-23. HMO Plans: Delta Care USA or Cigna Dental Care PPO Plan: Employees are eligible to enroll in PPO after 3 years in Monthly status.
Vision	Monthly	<ul style="list-style-type: none"> Employee Paid. Enroll at any time. 12-month enrollment required. Eligible dependents may be enrolled. Eligible child dependents covered to age 26. Administrator: MetLife (VSP Network)
Flexible Spending Accounts (FSA)	Monthly Hourly	<ul style="list-style-type: none"> Employee Paid. Medical Care Account, Dependent Care Account, Insurance Premium (Pre-Tax Deductions). Enroll/change during open enrollment or when applicable life events occur. Administrator: IGOE
Employee Assistance Program (EAP)	Monthly	<ul style="list-style-type: none"> No Cost: Five (5) counseling sessions per year per topic area for employee and eligible dependents. Automatic enrollment. Administrator: The Holman Group
Accidental Death & Dismemberment (AD&D)	Monthly	<ul style="list-style-type: none"> Employee Paid. Enroll at any time. Administrator: MetLife
Long-Term Disability	Monthly	<ul style="list-style-type: none"> No Cost: Districts provide coverage based on Bargaining Unit. Automatic enrollment. Administrator: Cigna
Basic Life Insurance	Monthly	<ul style="list-style-type: none"> No Cost: Districts provide coverage based on Bargaining Unit. Automatic enrollment. Administrator: Cigna
Optional Life Insurance	Monthly	<ul style="list-style-type: none"> Employee Paid. Enroll at any time. Evidence of Insurability required after initial enrollment eligibility. Eligible dependents may be enrolled. Eligible child dependents covered to age 23, provided that ages 19-23 they are full-time students. Administrator: Cigna
457 Deferred Compensation Retirement Savings	Monthly Hourly	<ul style="list-style-type: none"> Employee Paid. Enroll at any time. Administrator: TIAA (thru 1/23/2018)
Retirement - Pension	Monthly Hourly	<ul style="list-style-type: none"> Districts and Employee Paid based on Bargaining Unit. Retirement Formula based on Classic/New Member as determined by CalPERS. Automatic enrollment. Administrator: CalPERS
Long-Term Care Plan	Monthly Hourly	<ul style="list-style-type: none"> Employee Paid. Enroll at any time. Administrator: CalPERS
Leaves of Absences	Monthly Hourly	<ul style="list-style-type: none"> Varies based on Employee Status, years of service, and situation. Includes vacation, sick, personal, partial sick, or absence without pay.

Benefits Plans Contact List

BENEFIT PLAN	CUSTOMER SERVICE #	GROUP # POLICY #	WEBSITE / E-MAIL
MEDICAL INSURANCE – HMO			
Anthem Blue Cross (Select/Traditional)	(855) 839-4524	--	www.anthem.com/ca/calpers
Blue Shield of California (Access+)	(800) 334-5847	--	www.blueshieldca.com/calpers
Health Net of California (Salud y Mas/SmartCare)	(888) 926-4921	--	www.healthnet.com/calpers
Kaiser Permanente	(800) 464-4000	--	http://my.kp.org/calpers
Sharp Health Plan (San Diego County Only)	(800) 359-2002	--	www.sharphealthplan.com/calpers
UnitedHealthcare (SignatureValue Alliance)	(877) 359-3714	--	www.uhc.com/calpers
MEDICAL INSURANCE – PPO			
Anthem Blue Cross (PERSCare, PERS Choice, PERS Select)	(877) 737-7776	--	www.anthem.com/ca/calpers
PRESCRIPTION PLAN (Anthem Blue Cross HMO/PPO, HealthNet, UnitedHealthcare, Sharp)			
OptumRx	(855) 505-8110		www.optumrx.com/calpers
DENTAL INSURANCE			
Cigna Dental Care HMO	(800) 244-6224	3336107	www.cigna.com
DeltaCare USA HMO	(800) 422-4234	05606-0001	www.deltadentalins.com
Cigna Dental PPO	(800) 244-6224	3336107 Radius Network	www.cigna.com
VISION INSURANCE			
MetLife (VSP Network)	(855) 638-3931	121040	www.metlife.com
FLEXIBLE SPENDING ACCOUNTS (FSA)			
IGOE	(800) 633-8818, Option 1	Co. PIN: 0003	www.goigoe.com Email: flex@goigoe.com
EMPLOYEE ASSISTANCE PROGRAM (EAP)			
The Holman Group	(800) 321-2843	--	www.holmangroup.com LACSD Username: holmangroup Password: LAS8359
ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)			
MetLife	(800) 638-6420	121040	
LONG-TERM DISABILITY			
Cigna	(800) 362-4462	--	https://dmswebintake.group.cigna.com
BASIC LIFE INSURANCE			
Cigna	(800) 732-1603	FLX-961973	
OPTIONAL LIFE INSURANCE			
Cigna VOYA (Variable Life Insurance)	(800) 732-1603 (877) 882-5050	FLX-961974	
457 DEFERRED COMPENSATION			
TIAA (thru 1/23/2018)	(800) 842-2888	407021	www.TIAA.org/lacsd
ICMA-RC (after 1/24/2018)	(800) 669-7400	307510	www.ICMARC.org/LASanCA
RETIREMENT			
CalPERS	(888) 225-7377	--	www.calpers.ca.gov
CalPERS: Health Account Services P.O. Box 942715 Sacramento, CA 94229-2715	Fax: (800) 959-6545	--	
LONG-TERM CARE (LTC)	(800) 982-1775 (Current Participants)		(800) 908-9119 (Prospective Applicants)
SOUTHLAND CREDIT UNION	(800) 426-1917		www.southlandcu.org

Qualifying Life Events

Certain life events may affect your enrollments and may allow for changes to plans, plan options, and/or beneficiaries. Contact Employee Benefits when you have any of the following changes: changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; changes in Medicare eligibility; change of residence address; death of a spouse, registered domestic partner, or dependent; becoming disabled or terminally ill; filing for retirement; leaving employment; death of an employee. **You may only change your medical, dental, or vision plans, when you move, when you retire, when you qualify for Medicare, or during the annual open enrollment period. Other life events may allow the adding/dropping of dependents and/or changes in flexible spending accounts. Contact Employee Benefits to discuss your life event and what changes can be made.**

Medical Insurance

Medical insurance is offered to eligible employees upon hire. Two types of medical insurance are offered to employees: HMO (Health Maintenance Organization) and PPO (Preferred Provider Organization).



The HMO choices include Anthem (Select and Traditional), Blue Shield (Access+), Kaiser Permanente, Health Net (Salud y Mas and SmartCare), UnitedHealthcare (Alliance), and Sharp Health Plan (San Diego County only). If choosing an HMO (excluding Kaiser Permanente), you should select a primary care physician or one will be assigned to you by the medical insurance plan. You have the option to change the primary care physician each month by contacting the customer service number on the back of your insurance card.

The PPO is managed by Anthem Blue Cross and the plan choices are PERSCare, PERS Choice, and PERS Select. If choosing a PPO, you do not need to select a primary care physician.

The differences between each medical insurance plan are detailed in the [CalPERS Health Benefit Summary Guide](#). This guide provides details on covered benefits and costs such as deductibles, co-pays, emergency services, physician services, prescriptions, and hospitalization.

The medical insurance plan premiums are determined by the Region/Zip Code of which the employee resides. The costs of the medical plans vary between the Los Angeles Region and Other Southern California Region. The Los Angeles Region includes zip codes within Los Angeles, San Bernardino, and Ventura counties. The Other Southern California Region includes zip codes within Fresno, Imperial, Inyo, Kern, Madera, Riverside, Orange, San Diego, San Luis Obispo, Santa Barbara, and Tulare counties.

The Districts provide a maximum contribution towards the cost of medical insurance each calendar year for Monthly and Hourly employees. The *Medical Rate Sheet* lists each Plan and Option (Employee Only, Employee + 1 Dependent, Employee + 2 or More Dependents), the Gross Monthly Premium, the Districts' Contribution, and the Employee Cost. The rate sheet is provided to employees upon hire and each open enrollment period. The rate sheet is also located on the Employee Benefits webpage – [Monthly](#) and [Hourly](#).

Employees may be able to use the employer zip code if the employee's physician services are provided in the Los Angeles Region. Refer to the [CalPERS Health Program Guide](#) for full details.

Employees can elect to enroll their eligible dependents at the time of hire, during open enrollment, or when a qualifying life event occurs. Eligible dependents include spouse, registered domestic partner, children (up to age 26), certified disabled dependent children, and economically dependent children (where a parent-child

relationship exists). Examples of some of the required documentation to enroll eligible dependents include a marriage certificate, domestic partnership certification (by the State of California), birth certificate and/or a Parent-Child Affidavit. Additional details are found in the [CalPERS Health Program Guide](#).

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period. Medical cards are mailed to the employee directly by the medical insurance plan.

Once the medical insurance plan is selected, you must stay enrolled in that plan until open enrollment. If you have a qualifying life event, you may be able to make changes to your plan. Contact Employee Benefits if you have a qualifying life event (see page 5 of this guide). Open enrollment occurs in the fall of each year (usually September). Open enrollment information is mailed to employees' mailing addresses on file with Human Resources.

Dental Insurance



The Districts provides dental insurance to Monthly status employees and eligible dependents at no cost. Two HMO Plans are offered: [DeltaCare DHMO](#) and [Cigna DHMO](#).

Employees should review the dental plan summary of benefits for each of the plans offered. The detailed benefits booklet and provider directory for each plan is available in the Dental Insurance section of the Employee Benefits webpage. Employees must provide proper documentation to enroll eligible dependents. Contact Employee Benefits for more details.

Employees must select a preferred dentist upon enrollment. If a selection is not made, the dental insurance will assign a dentist automatically. You may call the customer service number on the back of the enrollment card to make dentist changes after your initial enrollment.

The [Cigna DPPO Plan](#) is available to employees after 3 years of service in a Monthly status. Employees must request enrollment within 60 days of completing the 3rd year of Monthly status to change to the PPO dental plan.

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period.

Enrollment cards are mailed to the employee directly by the dental insurance plan. The PPO dental plan does not issue dental cards. The plan number and employee's unique identifier with the plan or social security number are used to access the plan with the dentist office. Refer to the [Benefit Plans Phone Listing](#) on the Human Resources-Employee Benefits web page for the current policy/plan numbers and customer service phone numbers for all dental plans.

Once the dental insurance plan is selected, you must stay enrolled in that plan until open enrollment. If you have a qualifying life event, you may be able to make changes to your plan. Contact Employee Benefits if you have a qualifying life event (see page 5 of this guide). Open enrollment occurs in the fall of each year (usually September). Open enrollment information is mailed to employees' mailing addresses on file with Human Resources.

Vision Insurance

Vision insurance is available for Monthly employees as a voluntary/employee paid benefit. Two plans are available: High Plan and Low Plan.



The plans vary between the allowances the insurance plan provides towards eye exams, frames, corrective lenses, lens enhancements, and contacts.

Employees are able to enroll themselves and eligible dependents at any time throughout the year. Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form.

Employees must be enrolled for 1 year before cancelling enrollment. Once the vision insurance plan is selected, you must stay enrolled in that plan until open enrollment. Contact Employee Benefits if you have a qualifying life event (see page 5 of this guide). Open Enrollment occurs in the fall of each year (usually September). Open enrollment information is mailed to employees' mailing addresses on file with Human Resources.

The detailed plan descriptions and benefit allowances are available in the brochure titled [Schedule of Benefits, Costs, and Enrollment Kit](#) in the Vision Insurance section of the Employee Benefits web page.

Flexible Spending Accounts (FSAs)



Flexible Spending Accounts provide you with the ability to pay for child care and/or medical expenses and some insurance premiums with pre-tax dollars. Monthly and Hourly employees can enroll in FSAs.

The Dependent Care Account allows you to place pre-tax dollars in an account to pay for child care or disabled family members' care. The account will reimburse you each month after submitting proper documentation verifying payment to your child care individual or facility. The care expenses must be for children under the age of 13. Maximum limits are set by the IRS for each plan year.

The Medical Care Account can directly pay for medical necessary expenses such as co-pays, prescriptions, dental expenses, etc. You may also pay eligible expenses through a pre-loaded debit card of the amount you designate for the year. Payroll deductions to the account are made on a pre-tax basis to fund your account. Maximum limits are set by the IRS for each plan year.

It's important to choose contribution amounts that you know you will use. Any remaining funds at the end of the plan year are forfeited.

You can also elect the Insurance Premium plans which allow your eligible benefit deductions to become pre-tax deductions. Setting up your benefit deductions as pre-tax items will increase your take-home pay each month.

Employees must enroll in the flexible spending accounts each year during open enrollment. Plan changes can only be made when certain qualifying life events occur (see page 5 of this guide). Additional information can be reviewed in the [FSA Plan Highlights & FAQ's](#).

Employee Assistance Program (EAP)



The EAP is a resource to assist you and your family members in managing issues which may affect your daily life. Through face-to-face counseling sessions with a licensed clinician, community referrals, legal and financial resources, the EAP is the first step to regaining control and improving life quality.

In addition to counseling sessions with a licensed clinician, they also provide referrals to a variety of wellness-related community resources such as 12-step programs, parenting classes and elder care referral lines. You can also take advantage of legal and financial services.

No enrollment is required. Employees can utilize the plan immediately upon hire. Contact Employee Benefits for additional information or review the brochure on the Employee Benefits web page titled [EAP Benefit Brochure](#) in the Employee Assistance Program section.

Accidental Death & Dismemberment (AD&D)

This valuable coverage is available to you even if you already have accident insurance. It provides benefits beyond your disability or life insurance for losses due to covered accidents — while commuting, traveling by public or private transportation, and during business trips. AD&D insurance pays you benefits if you suffer a covered accident that results in paralysis; the loss of a limb, speech, hearing or sight; brain damage; or coma. If you suffer a covered fatal accident, benefits will be paid to your beneficiary.



You can choose to cover your dependent spouse/domestic partner and child(ren) with Voluntary AD&D coverage. Your dependents will be eligible for the following coverage:

- Spouse/Domestic Partner — 40% of your coverage amount
- Child(ren) — 10% of your coverage amount
- Dependent Spouse/Domestic Partner only: 50% of your coverage amount
- Dependent Child(ren) only: 15% of your coverage amount

Employees are able to enroll themselves and eligible dependents at any time throughout the year. Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment application.

The detailed plan descriptions and benefit allowances are available in the brochure titled [Summary of AD&D Insurance & Rates](#) in the Other Insurance section of the Employee Benefits web page.

Keep your beneficiary(ies) updated by contacting Employee Benefits if you have life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; changes in Medicare eligibility; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

Long-Term Disability

The Long-Term Disability benefit is available to Monthly employees when faced with a disability keeping him/her off work for at least 90-days. The length of coverage the plan offers varies by the employee's bargaining unit.



The benefit provides two-thirds of the employee's CalPERS salary and is effective after 90-day waiting period. The length of time an employee can be on the approved leave is a maximum of 24-60 months, depending on the bargaining unit.

Eligible employees are automatically enrolled in this benefit upon hire. Contact Employee Benefits for information on how to file a long-term disability claim if you find yourself in this situation. The brochure titled [Long Term Disability \(Cigna\)](#) in the Other Insurance section of the Employee Benefits web page provides a detailed description of this information.

Basic Life Insurance

The Districts provide a basic life insurance policy to Monthly status employees at no cost. The benefit pays your beneficiary(ies) a benefit to provide a financial protection for your family if you should pass away. Refer to your [Memorandum of Understanding](#) for your specific benefit levels.



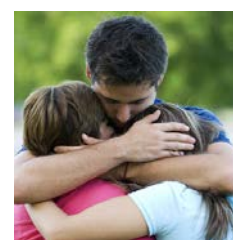
Keep your beneficiary(ies) updated by contacting Employee Benefits if you have life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; changes in Medicare eligibility; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

Optional Life Insurance

Monthly status employees are eligible to purchase optional life insurance as another protection for his/her family. This plan will become an addition to the basic life plan.

You can choose coverage levels in the amount of either one-times, two-times, or three-times your CalPERS salary (refer to [Salary Schedule](#)). Eligible dependents can also be insured. Spouse coverage is 50% of employee's benefit (up to a maximum of \$100k). Eligible children can be insured at \$2,500 or \$5,000 each. Children are covered from birth to age 23, but must be full-time students from ages 19-23.



If an employee chooses to enroll in this benefit outside of his/her eligibility period, an Evidence of Insurability/medical evaluation will need to be approved by the insurance company in order to enroll. If within the eligibility period, no evaluation is required.

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment application.

The plan descriptions, coverage allowances, and rates are available in the brochure titled [Summary of Optional Life Insurance & Rates](#) in the Other Insurance section of the Employee Benefits web page.

Keep your beneficiary(ies) updated by contacting Employee Benefits if you have any life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; changes in Medicare eligibility; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

Deferred Compensation

The Districts' 457 Deferred Compensation Plan is a supplemental retirement savings program that allows the participant to make contributions before taxes are deducted. Contributions are handled through payroll deduction, reducing taxes each pay period. Maximum limits are set by the IRS for each calendar year.



With a 457 Deferred Compensation Plan:

- Participants reduce current income taxes while investing for retirement
- Earnings are tax-deferred until withdrawn
 - It's portable - contributions can be rolled into a new public sector Employer's retirement plan.
 - Nothing in the account is forfeited in the event of death. The designated beneficiaries receive the remaining funds.

The Advantage for Employees

- Contributions may be increased, decreased, stopped and restarted without restriction and without fees or penalties.
- There are no restrictions or charges for participant reallocation of their investment mix and all funds offered are no-load.
- Contribution options are flexible. Employees determine the monthly contribution schedule that's right for their lifestyle.
- Even while receiving benefits, participants still direct the investments of the remaining funds in their account. During retirement, the account has earnings potential.
- Most of the mutual funds offered are low-cost institutional share classes.
- You have the flexibility to contribute either pre-tax or after-tax (Roth) dollars, or a combination of both.
 - Pre-tax contributions are not considered taxable income in the year contributions are made. However, contributions and any earnings are both subject to ordinary income tax when they are withdrawn from your account.
 - After-tax (Roth) contributions are included in your taxable income in the year contributions are made. Both Roth contributions and earnings are exempt from taxes when they are withdrawn from your account.

Taking Distributions (Withdrawals)

- Withdrawals from your account may take place only when one of the following occurs:
 - You retire, resign or permanently leave active service with the Districts;
 - You die (your beneficiary will receive the distribution);
 - You suffer an unforeseeable emergency that causes extreme financial hardship.
- Once you completely separate from Districts' service, you are allowed the following choices:
 - Leave your funds in your account untouched until you reach the mandatory distribution age;
 - Set up a periodic payment (monthly, quarterly, annually);
 - Take lump-sum distributions (partial or full);
 - Roll over funds (fully or partially) into another account, but be aware that the IRA fees are likely to be much greater than the fees paid in the Districts' plan.

Monthly and Hourly status employees may enroll at any time for deferred compensation. Percentage contributions can be changed throughout the year. Catch-up provisions are available. Contact Human Resources-Employee Benefits for enrollment, change forms, and additional information about the plan.

Retirement

The Districts contract with the California Public Employees' Retirement System (CalPERS) for retirement benefits. Monthly and Hourly status new hires will be automatically enrolled in CalPERS. Full retirement benefits are detailed in the [Local Miscellaneous Member Benefits Brochure](#) given to all eligible employees at the time of hire. The booklet is also available on the Human Resources-Employee Benefits web page.



Most new hires will be enrolled in the defined benefit formula of **2% @ 62** in accordance with the Public Employees' Pension Reform Act (PEPRA) and are required to contribute to the plan (currently 5.75%).

Those who qualify based on current or previous public service may be enrolled in the defined benefit formula set in place on December 31, 2012, which was **2% @ 55** and are considered "classic" members. For "classic" members, the Districts pay some or all of the "employee share."

Although Districts employees are exempt from Social Security, employees are required by federal law to contribute a percentage of their salary for Medicare coverage.

CalPERS provides members' survivors an allowance for surviving dependents of employees whose death occurs before retirement. The cost of this benefit is a mandatory deduction of \$2.00 per month for all employees enrolled in CalPERS.

Retirement planning workshops are available at no cost for employees and spouses to attend throughout the year. The Employee Benefits web page lists upcoming workshops. In addition, review the CalPERS' website for webinars and workshop dates and locations at www.calpers.ca.gov.

Long-Term Care

CalPERS offers members the ability to enroll in a Long-Term Care program. According to the federal government, seven out of ten people ages 65 and older will need long-term care at some point. While some people assume that their family



will care for them if they need it, the fact is that even the most dedicated family members are unable to care for someone around the clock for a long period of time.

Long-term care refers to the services provided to people who have difficulty managing the activities of daily living due to illness, injury, disability, cognitive disorder, or aging. People of all ages may require long-term care for a variety of reasons.

The comprehensive plans allow you to design coverage that best meets your personal needs: plans tailored to different needs and budgets, affordable options to keep up with the rising costs of receiving long-term care, benefits designed to help cover the cost of receiving long-term care at home, limited benefits that are available if you need care outside the United States, and a marital discount that is available when both spouses or eligible domestic partners apply and at least one is approved.

Obtain a CalPERS Long-Term Care application kit by visiting www.CalPERSLongTermCare.com or by calling (800) 908-9119.

Performance Management System

The Districts' Performance Management System is focused on continued improvement by identifying goals and development opportunities for employees. The system is a tool to enhance productivity and establish continuing and open dialogue between employees and their supervisors about work performance. Employees have the ability to complete an Input Form prior to the annual review to discuss development and training opportunities he/she may be interested in.



Salary Adjustments and Promotions

Job classifications are compensated on a 5-step salary range. New Monthly status employees may receive a 5.5% step increase after successfully completing a 6-month probationary period and yearly thereafter until step 5 is reached. Other increases within the salary range may be granted for certain job-related certification or education. The Districts typically promote qualified internal applicants before considering outside candidates.



Full-time Hourly Employees may be granted a 5.5% salary step increase after working 1,000 hours with a performance evaluation rating of Meets Expectations (competent) or higher. Additional step increases may be granted if the employee is rated as Meets Expectations (competent) or higher after each additional

2,000 hours of work until they reach the equivalent of the top step of the salary range for their classification. Hourly Employees may apply for a “promotional” monthly status job in a different classification after 12 months of service, and may be converted in-place to monthly status on the first of the month following 18 months of full-time Districts service.

Longevity Incentives

This benefit applies to Monthly status employees. The incentive is an increase to base pay based on years of service with the Districts.



After attaining 10 years of service with the Districts, there will be a 1% increase of base wages (minimum increase is \$500). After attaining 15 years of service, an additional 2% increase of base wages (3% total). After attaining 20 years of service and when age 56 or older, an additional 3% increase of base wages (6% total). After attaining 25 years and when age 61 or older, an additional 4% increase of base wages (10% total).

Tuition Reimbursement and Professional Development



Employees in specific units may be eligible for tuition reimbursement for approved accredited course work to obtain additional skills and knowledge beneficial to employee and the Districts.

The institution must be accredited and approved by the Districts. The reimbursable maximums are \$600 per semester unit or \$400 per quarter unit. The annual maximum is \$5,280. Tuition and instruction-related fees are the only reimbursable expense. Books, supplies, parking fees, health fees, etc., are not reimbursable.

All Professional, Confidential, Professional Supervisory, and Supervisory Unit employees may be reimbursed for membership dues/fees for job-related professional organizations, seminars or workshops, technical books, and approved computer software.

The fees for professional seminars and conferences are included in the Professional reimbursement benefit. The maximum allowance used towards Professional dues and expenses is \$1,250 per year (offset by the maximum tuition reimbursement allotment). Eligible expenses are fees and transportation; meals, lodging, incidentals, etc., are not permissible expenses.

Employees must use available vacation, personal leave, accumulated overtime, or floating holiday to attend continuing education and professional development events. Please check your unit's specific MOU for eligibility and details.

Rideshare Program

The Districts participates in the State of California's Rideshare Program to protect the environment and reduce the number of cars on the road driven by Districts' employees.



Employees who participate in Rideshare may be eligible for cash incentives, a modified work week, and/or reserved carpool parking. Employees may also be eligible if they walk to work, use public transportation, or bicycle to work.

You must contact the Rideshare Coordinator in Human Resources to see if your work location is eligible for the Rideshare Program benefits.

Credit Union

Districts' employees are eligible for membership with [Southland Credit Union](#). The credit union provides a wide range of financial services and discounts/incentives:



- Earn \$50 when you open account
- Earn \$10/month for one year for using Debit card
- Receive up to \$20/month in ATM fee rebates
- Earn \$5/year for using eStatements
- Free VISA® debit card
- Direct deposit for your paycheck
- Savings, CDs, Money Market Accounts
- Loans with lower rates than banks offer
- Over 57,000 surcharge-free ATMs

Contact Human Resources-Employee Benefits to request an enrollment package.

Employee Promotions & Discounts

Districts' employees can take advantage of a wide array of promotions and discounts. Some promotions are available online and some are available only as coupons. Contact Human Resources-Employee Benefits to find out what coupons may be available.



The Districts have partnered with the following services to provide discounts to employees:

- **Fun Express:** Fun Express offers discounts to most major Southern California theme parks like Disneyland, Universal Studios, Knott's Berry Farm, and Sea World. Other promotions include discounts at See's Candies, movie theaters, and other products and forms of entertainment. Visit www.FunEx.com. **PROMO CODE: 11-5043**

- **Ticket Monster Perks:** Ticket Monster Perks is an entertainment benefit platform that offers you exclusive discounts on ALL sports, concerts, theater, movie tickets and theme park tickets nationwide. Follow three easy steps and start saving today. Visit www.ticketmonsterperks.com. *If prompted, enter the company identifier: **LACSD**
- **Benefit Hub** from Wild at Work: Benefit Hub from Wild at Work offers discount tickets to major California theme parks, water sports, and family attractions. Other discounts include dining, wireless services, travel, resorts, and hotel accommodations. Visit: www.wildatwork.com to receive exclusive discounts. You will have to register and use "Los Angeles County Sanitation Districts" in the Register field.

The Human Resources-Employee Benefits web page has a link to a full page dedicated to the events and discounts, titled [Promotions and Discounts Listing](#).

Leaves of Absences



HOLIDAYS: Monthly employees are eligible for 12 paid holidays depending on employee's work schedule.

VACATION: Monthly and Hourly employees earn vacation time. 80-88 hours of paid vacation time is available after one full calendar year of service, increasing to 120-128 hours per year after five years, 160-168 hours after 15 years and up to 200-208 hours after 25 years. Prior to one year of full service, employees are given partial vacation time on January 1, based on the time worked in the preceding year.

SICK LEAVE: Monthly employees earn eight hours of full-pay sick leave per month or 96 hours a year. Proof of illness may be required for usage. Current year sick leave, up to 96 hours, may be sold back to the Districts if the employee has accrued sick leave in excess of 240 hours. Maximum limits are set on accumulated hours based on bargaining units.

Hourly employees are allotted 3 days or 24 hours of paid sick leave at the beginning of each 12-month period. There is no compensation for unused accrued paid sick leave for hourly employees upon leaving the Districts.

PERSONAL LEAVE: Monthly employees may use up to 24 hours per calendar year from current year sick leave for personal reasons.

FAMILY & MEDICAL LEAVE (FMLA): Employees are entitled to 12 weeks within a 12-month period of non-paid FMLA-protected leave after 1 year of service and with at least 1,250 hours of service. Calculating leave eligibility is a 12-month period measured backward from the date the employee requests the leave to begin. Reference the [Family Care Leave \(FMLA\) and California Family Rights Act \(CFRA\) Leave](#) provisions for additional details.

MATERNITY LEAVE: A Monthly employee is eligible for maternity leave. A maternity leave shall not extend beyond one year. Reference the [Birth of a Child: Summary and Leave Provisions](#) for additional details.

MILITARY LEAVE: An employee shall be granted a leave not to exceed 30 calendar days per year at his/her regular pay while performing ordered military duty. If an employee is involuntarily called for active duty or training, he/she shall be entitled to the difference between his/her military salary and Districts' pay starting from the 31st calendar day of active service and not to extend beyond 365 consecutive calendar days of active service.

JURY SERVICE: A Monthly employee ordered to serve on a jury is entitled to regular pay.

BEREAVEMENT: A Monthly employee is allowed 24 hours for bereavement time. The listing of relatives that constitute approved bereavement leave is listed in the [Memorandums of Understanding](#). More time may be available based on the bargaining unit.

WITNESS LEAVE: A monthly employee who is subpoenaed by a court as a witness is allowed the time off provided the fees received for service are paid back to the Districts.

WORKERS' COMPENSATION: Employees are eligible for benefits when absence from work is a result of an illness or injury compensable under the Workers' Compensation Act of the State of California. Specific benefits are outlined in the [Memorandums of Understanding](#). Pay practices and leave time is described in detail in the [Salary Resolution](#) and MOUs.



Detailed information on each type of leave is outlined in the Districts' [Salary Resolution](#) and [Memorandums of Understanding \(MOUs\)](#).

Employees who are faced with needing to take a leave of absence are advised to contact the Human Resources-Workers' Compensation, Injuries and Leaves Analyst to discuss full leave details and the best option for his/her situation.

The [Salary Resolution](#), [Memorandums of Understanding \(MOUs\)](#), and additional leave of absence resources and information can be obtained on the Districts' intranet at [Human Resources-Workers' Compensation, Injuries and Leaves](#)

Life Events



You are responsible for ensuring the enrollment information for you and your family members is accurate, and for reporting changes in a timely manner. The following is a listing of life events that may occur in the course of your career at the Districts. In each of these instances, please be sure to contact Employee Benefits to see how the life event affects your benefits.

- Getting married, entering into a domestic partnership
- Having or adopting a child
- Getting divorce
- Moving of a primary residence
- Becoming disabled
- Becoming terminally ill
- Death of a family member
- Leaving employment
- Retiring

Keep your beneficiaries updated with Employee Benefits. You should always request new beneficiary forms to update when life events occur. Keep copies of all beneficiary forms for your records.

COBRA (Consolidated Omnibus Budget Reconciliation Act)



COBRA allows you and your dependents to continue health coverage for a limited time under certain circumstances such as job loss (for reasons other than gross misconduct), reduction in hours worked, death, divorce, attainment of allowable age (dependents), and other life events. Your cost under COBRA may include additional fees, but will not exceed 102% of the monthly group premiums. You or your dependent will be mailed a COBRA notification when eligible. Refer to the [CalPERS Health Program Guide](#) for full details.

Effective Dates & Benefit Deductions



Employees are paid on the 10th and 25th of each month. If payday should fall on a holiday or a weekend, then checks will be distributed on the preceding workday. Employees may authorize direct deposit of their net pay into designated bank account(s) in lieu of receiving a check.

Benefit enrollments will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period. Benefit deductions will be displayed on the 10th check of each month for Monthly employees. Hourly employees will see deduction line items on both the 10th and 25th pay checks.

Contact your timekeeper or Human Resources-Payroll for questions about your paycheck.