Part-Time Employee Benefits Summary

The following benefits are provided to regular part-time employees as defined in the Administrative Code Part 3, Chapter 6 Article 3.2. Part-time employees who are regularly scheduled to work 20 or more hours but less than 40 hours per week are eligible for benefits. With the exception of paid sick leave, part-time employees who work less than 20 hours per week are not eligible for many District benefits, including vacation. Part-time employees should contact Human Resources to determine their eligibility to participate in the various benefit programs offered by the District.

CalPERS Participation

Part-time employees who work 1,000 hours or more in any one fiscal year are eligible for enrollment in the California Public Employees’ Retirement System (CalPERS).

For “classic members” as defined by PEPRA Law: 2% at 55 Formula with Social Security

- Retirement formula is based on 2% of final compensation at age 55 times years of service. For retirement earlier than age 55, the percentage is reduced by each quarter year of age to 2% at age 50. Employees are eligible to retire at age 50 with five years of service credit.
- Employer Paid Member Contribution (EPMC) provides for the District to pay the employee’s retirement contribution.
- The EPMC is reported as additional compensation for retirement purposes.
- Final compensation for retirement formula is based on highest compensation for 12 consecutive months reduced by $133.33 (for Social Security).
- Post Retirement Survivor Allowance provides for 25% of the unmodified allowance to continue to an eligible survivor. The Post Retirement Survivor Allowance payable to a spouse continues if the spouse remarries.
- Military Service Credit provides for the purchase of up to four years of active continuous military service as service credit for retirement purposes.
- Continuation of Death Benefits provides for the death benefits paid to a spouse of a member who died prior to retirement to continue if the spouse remarries.

For “new members” as defined by PEPRA Law: 2% at 62 Formula with Social Security

- Retirement formula is based on 2% of final compensation at age 62 times years of service. For retirement earlier than age 62, the percentage is reduced by each quarter year of age to 2% at age 50. Employees are eligible to retire at age 50 with five years of service credit.
- Employee will pay Member Contribution (EPMC) contribution level set by CalPERS each fiscal year. Such contributions are pre-taxed.
• Final compensation for retirement formula is based on highest compensation for 36 consecutive months reduced by $133.33 (for Social Security). Maximum annual compensation contribution set by CalPERS each calendar year.

• Post Retirement Survivor Allowance provides for 25% of the unmodified allowance to continue to an eligible survivor. The Post Retirement Survivor Allowance payable to a spouse continues if the spouse remarries.

• Military Service Credit provides for the purchase of up to four years of active continuous military service as service credit for retirement purposes.

• Continuation of Death Benefits provides for the death benefits paid to a spouse of a member who died prior to retirement to continue if the spouse remarries.

**Health Insurance**

The District contributes 100 percent of the medical, dental, and vision premiums for employees and their eligible dependents. Employees may elect coverage in the following health plans:

- **Medical**: Choice of several plans offered through the California Public Employees’ Retirement System (CalPERS) Health Benefits Program;
- **Dental**: Delta Dental PPO plan; and
- **Vision**: EyeMed Vision Care Insight Network.

**Health Reimbursement Arrangement (HRA)**

Employees may submit any eligible out-of-pocket health care expense (medical, dental, vision, or hearing) for themselves, or any eligible dependent. The District makes annual contributions at the beginning of each plan year, which runs concurrently with the District’s fiscal year (July 1 to June 30).

**Contribution Tiers:**
- Employee only - $4,000
- Employees with one dependent - $8,000
- Employees with family coverage - $12,000

**Employee Assistance Program (EAP)**

The EAP provides professional counseling services for personal, family, legal, financial, or other problems that affect an employee’s life and work. Services are completely confidential and provided at no cost to the employee.

**Deferred Compensation**

The District offers a choice of two voluntary Section 457(b) deferred compensation plans:
- CalPERS Deferred Compensation Program; and
- Nationwide Deferred Compensation Program.
Employees can defer salary on a pre-tax and post-tax (Roth option) basis up to the limit determined by the IRS each calendar year. Additional “catch-up” contributions are allowed for employees age 50 or older or within three years of retirement.

**Flexible Spending Accounts**

The District offers two voluntary Section 125 Flexible Spending Accounts:
- Health Care Spending Account; and
- Dependent Care Spending Account.

Employees can contribute pretax dollars from their paycheck, up to the limit determined by the IRS each calendar year, for reimbursement of eligible expenses incurred during the calendar year.

**Holidays**

Eligible for holiday pay for each observed holiday for the number of hours you would normally be scheduled to work on that day.

- New Year’s Day: January 1
- Birthday of Martin Luther King, Jr.: Third Monday in January
- Washington’s Birthday: Third Monday in February
- Cesar Chavez Day: Last Monday in March
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans Day: November 11
- Thanksgiving Day: Fourth Thursday in November
- Day after Thanksgiving: Friday after Thanksgiving
- Christmas Eve: December 24
- Christmas Day: December 25
- New Year’s Eve: December 31

**Vacation Leave**

For part-time positions (20 hours per week), vacation leave is earned each pay period at the following annual rates:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>6 – 10</td>
<td>7.5</td>
<td>60</td>
</tr>
<tr>
<td>11-12</td>
<td>8</td>
<td>64</td>
</tr>
<tr>
<td>13-14</td>
<td>8.5</td>
<td>68</td>
</tr>
<tr>
<td>15 or more</td>
<td>10</td>
<td>80</td>
</tr>
</tbody>
</table>

**Sick Leave**

Sick leave is accrued at a rate equivalent to eight hours per month up to a maximum of 12 days (96 hours) per year.
Part-time employees regularly scheduled to work less than 20 hours per week and temporary employees will receive a bank of 24 hours or three days of paid sick leave on the first day of each calendar year. Such accrual may be used beginning the 90th calendar day from commencing employment. Paid sick leave for these employees will not carry over from one year to the next.

**Bereavement Leave**

The District provides five days of paid bereavement leave in the event of a death in the immediate family of the employee or employee’s spouse as defined in Part 3, Chapter 6 Article 12.19 of the Administrative Code.

**Jury Duty**

The District provides for up to 10 days of paid jury duty as defined in Part 3, Chapter 6 Article 12.23 of the Administrative Code.

**Other Leaves**

The District provides paid leave time for time served as a witness when subpoenaed, blood donation, and for active military service.

**Notes:**

Part-time employees are not eligible for personal holiday leave, life insurance, disability leave and tuition reimbursement.

Per Part 3, Chapter 6, Article 1 of the Administrative Code, the District, expressly reserves the right to alter the policies and benefits discussed herein as well as the general terms and conditions of employment with the District. This summary does not constitute an enforceable contract, and is subject to amendment, modification or deletion by the District at any time.