

Employee Benefits

Benefit Package for Full-Time Salaried and Hourly Staff Members

The benefit package above applies to full-time salaried MTD staff members who are not a member of the collective bargaining agreement. It was approved by the Board of Directors on February 14, 2011. Newly hired full-time salaried and hourly staff members are eligible for benefits on the first of the month following their date of hire. Accruals begin with active service.

Active Employees

Accrual of Benefits:

Benefits for full-time, salaried and hourly staff members are based on 2000 paid hours per year. All benefits for regular, active employees will be pro-rated if the employee has less than the amount of paid hours required.

Benefits begin accruing the first day of the month following the first day employment. Health insurance is effective the first day of the next month.

Health

Full-time salaried and hourly staff members receive a family medical and dental insurance package. Employees currently contribute \$40 monthly for the package. Employee may elect to pay an additional amount (\$12.20 month) for optional vision coverage for themselves (increase amount for additional family members). MTD determines the benefit plan.

Employees are responsible for deductibles and co-payments at the time of medical or dental service.

Holidays

Full-time salaried staff members enjoy ten paid holidays per year:

Christmas Eve	July 4th
Christmas Day	Labor Day
New Year's Day	Thanksgiving
Martin Luther King	Day after Thanksgiving
Memorial Day	Presidents' Day

Some holidays require full or minimum staffing. A list of the staffing requirements for holidays is available. If a staff member works a holiday due to staffing requirements, he may take an alternate day off with pay which must be authorized by the department manager.

Holidays

Holidays hardly ever fall on weekends, but when they do it affects staff differently than the union member employees.

Holidays Continued

If you are a member of salaried staff, the Holiday is paid instead of the day before (or after) the weekend. Salaried staff may float the holiday during the current (vacation) year only and, with authorization from the manager, may trade it for a different day with pay.

If you are a staff member who is paid hourly, you have an extra day of pay coming during that pay period. For example on the pay period including July 4th this year, you will get 88 hours of pay. If you prefer to have a day off, request that through your manager. Put in a Request Off (RO). If that RO is for any date during the pay period (and the manager authorizes your RO), you would then receive pay for 80 hours during that period and have the extra day off.

Vacation

Full-time salaried and hourly staff members are entitled to accrue and take vacation as follows:

after	up to
1 year of employment	2 weeks of vacation
5 years of employment	3 weeks of vacation
12 years of employment	4 weeks of vacation
20 years of employment	5 weeks of vacation

Accrual of vacation hours is based on 2000 paid hours in the previous year and will not exceed the amount set out above.

Staff are required to take at least two weeks of available vacation each calendar year. If an employee does not take all of the vacation hours earned, the surplus hours will be paid out at the end of the vacation year.

Scheduling Vacations

Department managers must schedule their vacations through the General Manager. A minimum of two department managers must be on duty on all scheduled work days. Also, on each of the scheduled work days the General Manager or one of the Assistant General Managers must be on duty.

Vacations of other staff members must be scheduled through their department managers. For every absent staff member, there must be another member of that department available who is able to carry out the required duties.

Sick Leave

Full-time salaried and hourly staff members receive 80 hours of sick leave per year. These sick leave hours will accumulate from year to year. There is no cash value or conversion.

Personal Time Off

Full-time salaried staff members may use up to five personal leave days each calendar year, if needed. The following applies to personal days:

- For personal business related to self, family and home
- No accumulation from year to year
- No cash value/ no conversion
- Not to be used to work a second job
- Not to be used in conjunction with or in place of vacation.
- Use is optional based on personal need
- Bereavement days count as personal days

Personal time off must be authorized by the manager of the department. In case of managers, time off must be authorized by the General Manager.

An employee who uses more than five days of personal time off in any calendar year will lose the benefit in the following year.

Life Insurance

Full-time salaried and hourly staff members receive a term life insurance policy with a death benefit of \$50,000.

Retirement Benefits for Full-time Staff Salaried and Hourly Employees

401(k)

Full-time salaried and hourly staff members are eligible to join the District's 401(k) and profit sharing plan based on IRS and plan rules.

Medical Insurance

Full-time salaried and hourly staff members are entitled to a medical plan premium paid by MTD for them and their spouse until death of the staff member, if they meet the following qualifications:

1. Employed for 20 full-time years at MTD
2. At least 65 years old at retirement

Deductibles and co-payments are the responsibility of the retired employee.

MTD determines the benefit plan. MTD may choose to co-pay the premium cost to a federal or state retiree medical benefit program.

Sick Leave Pay

Full-time salaried staff members who:

- are employed on March 1, 1998
- retire after 25 full-time years of service to MTD
- are at least 60 years of age

Sick Leave Pay Continued

- have 400 hours of accumulated sick leave
may convert their accumulated sick leave to cash at a rate of 2:1 for each hour.

Benefits are subject to change by the Board of Directors at their discretion.