

SOUTHEAST METRO STORMWATER AUTHORITY  
acting by and through  
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION 24-30  
Approval of Revised Employee Benefits Plan

WHEREAS, the Southeast Metro Stormwater Authority (SEMSWA) was formed by Intergovernmental Agreement (IGA) to plan, fund, construct, acquire, operate, and maintain drainage and flood control facilities; and

WHEREAS, as part of SEMSWA's responsibility for its employees, including their salary and benefits, an outline of an employee benefits program was adopted on January 24, 2007, pursuant to Resolution No. 7, Series of 2007, and revised on June 16, 2010, by Resolution 10-20; and

WHEREAS, SEMSWA is proposing revisions to the Employee Benefits Plan (the Plan), which have been developed in conjunction with the SEMSWA Employee Handbook and attached hereto; and

WHEREAS, such Plan would go into effect on October 1, 2024, and complies with applicable law and is in the best interest of SEMSWA and its employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board adopts the revised Employee Benefits Plan as of October 1, 2024, as attached hereto and incorporates the same into the SEMSWA Employee Handbook.
2. The attached Employee Benefits Plan supersedes all previous employee benefits plans.

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Date: September 18, 2024

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

APPROVED AS TO FORM:  
Attorney for  
Southeast Metro Stormwater Authority

By \_\_\_\_\_  
Edward J. Krisor



## Employee Benefits Plan

SEMSWA employees are currently provided a wide range of benefits, depending upon eligibility.

### Employment Eligibility Categories

- Full-time, benefit-eligible employees (FT/BE) are regularly scheduled to work at least 40 hours per week and are eligible for group benefits.
- Part-time, benefit-eligible employees (PT/BE) are regularly scheduled to work at least 32 hours per week but less than 40 hours per week, are eligible for group benefits, and will be credited with leave on a pro-rated basis. For example, a PT/BE employee scheduled to work 32 hours per week would be credited leave at the rate of .80 of the amounts credited to an FT/BE employee.
- Non-benefit eligible (NBE) are part-time (less than 32 hours per week), temporary, or seasonal employees hired as interim replacements to supplement the workforce or to assist in the completion of a specific project or task and are not eligible for group benefits, other than those prescribed by law.

### Group Insurance

SEMSWA provides FT/BE and PT/BE employees and their dependents access to group benefits which may include medical, dental, and vision insurance, life insurance/accidental death and dismemberment coverage, Section 125 Cafeteria Plan, an employee assistance program, short and long-term disability protection, and other benefits. Please see the SEMSWA Benefits Brochure for details.

### Holidays

SEMSWA will grant eight hours of holiday leave to FT/BE employees and pro-rated holiday leave to PT/BE employees for the holidays listed below:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Francis X. Cabrini Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- One-half day on Christmas Eve
- Christmas Day

SEMSWA will make a reasonable effort to accommodate all employees in observance of a religious holiday not normally recognized as a SEMSWA holiday. Vacation leave, personal leave, or unpaid leave may be granted for this observance.

### **Sick Leave**

SEMSWA provides paid sick leave to FT/BE and PT/BE employees. Sick leave will be credited at the end of the employee's first pay period and can be used only after it has been credited.

- FT/BE employees will be credited sick leave at a rate of eight hours per month, to be capped at 480 hours.
- PT/BE employees will be credited and accumulate sick leave on a pro-rated basis.
- NBE employees will be credited with sick leave at the rate of one hour for every 30 hours worked.
- Upon separation of employment, FT/BE employees hired on or before 10.01.2024 and who have completed five full years of employment at SEMSWA will be paid for one-half of accumulated sick leave at their regular rate of pay, up to 240 hours. This amount will be pro-rated for PT/BE employees. Those employees hired after 10.01.2024 who have completed less than 5 years of service will not be paid for any accumulated sick leave.
- NBE employees will not be paid for any accumulated sick leave upon separation of employment.

### **Annual Leave**

SEMSWA provides paid annual leave benefits to FT/BE and PT/BE employees. Annual leave will be earned and credited at the end of the employee's first pay period and can be used only after it has been earned and credited. Unless otherwise agreed to between SEMSWA and the employee, annual leave for FT/BE employees is earned according to the length of service as follows:

Length of Service	Annual Leave Earned	Annual Leave Maximum Accumulation (cap)
Through 5 full years of service	12 days/year (96 hours)	280 hours
Beginning of 6 <sup>th</sup> thru 10 <sup>th</sup> year	15 days/year (120 hours)	280 hours
Beginning of 11 <sup>th</sup> thru 15 <sup>th</sup> year	18 days/year (144 hours)	320 hours
Beginning of 16 <sup>th</sup> year thru 20 <sup>th</sup> year	21 days/year (168 hours)	320 hours
20+ years	25 days/year (200 hours)	320 hours

PT/BE employees will earn and accumulate annual leave on a pro-rated basis. NBE employees do not earn annual leave.

Upon separation of employment, FT/BE and PT/BE employees will be paid for all accumulated annual leave.

### **Personal Leave**

All FT/BE employees are credited with eight hours of personal leave per calendar year. PT/BE employees are credited personal leave hours on a pro-rated basis. Personal leave cannot be carried over to the next calendar year and is not paid upon separation of employment.

### **Retirement Plans**

SEMSWA currently offers retirement plans that consist of Social Security, a 401(a) defined contribution plan, and 457 regular and 457 Roth deferred compensation savings plans.

FT/BE and PT/BE employees must participate in the 401(a) plan. A six percent (6%) salary contribution from both SEMSWA and FT/BE and PT/BE employees is mandatory, with SEMSWA contributing to the 401(a) plan by payroll deduction.

All employees may participate in the 457 regular and 457 Roth plan, which allows governmental employees to contribute to a tax-deferred retirement account. SEMSWA will match up to three percent (3%) of employee contributions for FT/BE and PT/BE employees.

### **Education**

FT/BE and PT/BE employees are eligible to apply for tuition reimbursement of up to \$1,200 per calendar year. Only courses that are directly related to the employee's current job or required under a degree program related to the employee's job and are a benefit to SEMSWA will be considered. Reimbursement may be approved for tuition, fees, and books for formal classroom or Internet courses taken from an accredited university based on a passing grade of C or better for undergraduate courses. A grade of B or better is required for graduate-level courses. Eligible employees who want to take advantage of this benefit should submit a written request to the Executive Director of SEMSWA for approval prior to the beginning of the course.

### **Training**

SEMSWA encourages employees to participate in job-related training that will promote professional development and career advancement. Training must be directly related to the employee's current job and be a benefit to SEMSWA. The employee's supervisor must approve all SEMSWA paid training in advance.

### **Professional Development**

Upon approval of the Executive Director, SEMSWA may pay for FT/BE or PT/BE employees to attend one training course or educational course for professional certification, up to \$1,200 per calendar year. If a test for certification is given, the employee must pay the testing fee and then will be reimbursed upon receipt of certification up to \$1,200, unless the employee has already met the \$1,200 education allowance for that calendar year.

The maximum reimbursement to any full-time employee per calendar year under any of these reimbursement programs is \$1,200.