Employee Benefits Brochure

IDAHO DEPARTMENT OF WATER RESOURCES

The information provided in this document is subject to change and is intended only for the purpose of providing basic benefit information. This information is not intended to imply any type of contractual relationship. Contact Human Resources for assistance with any questions at HRinfo@idwr.idaho.gov or call (208) 287-4824.

The Idaho Department of Water Resources offers employment statewide: in diversified fields of work including executive, mid-management, professional, and technical jobs. Examples of IDWR professions include:

- Adjudication Analyst
- Administrative Support
- Analyst
- Finance / Accounting
- Floodplain Coordinator
- GIS Analyst
- Hearing Officer
- Human Resources
- Hydrogeologist
- Hydrologist
- Professional Engineer (safety of dams, project management, water delivery, geology, and hydrogeology)
- Project Management / Planner
- Purchasing
- Stream Channel Specialist
- Technical Records Specialist
- Water Master
- Water Resource Agent
- Water Supply Bank Coordinator

Leave Benefits

Benefits are based on full time employment.

Vacation Leave

All benefited employees are entitled to vacation leave based on their FLSA (Fair Labor Standards Act) classification. The following table outlines the accrual rate for hours of service between zero and 10,400 hours. For hours of service above 10,400, review the Vacation Leave policy at dhr.idaho.gov/StateEmployees/Benefits.html.

CLASSIFICATION	CODE	ACCRUAL RATE (per hour paid)	EQUIVALENT DAYS PER YEAR
Administrative	A	0.05769 hour	15
Covered (non-exempt)	C	0.04615 hour	12
Executive	E	0.09615 hour	25
IT Professional	I	0.05769 hour	15
Professional	P	0.05769 hour	15

Vacation accrual rates increase at 5, 10, and 15 years of service with the State of Idaho. There is a maximum accrual at each level of vacation at 5, 10, and 15 years.

- Five years of service: The maximum vacation accrual is 192 hours.
- Ten years of service: The maximum vacation accrual is 240 hours.
- Fifteen years of service: The maximum vacation accrual is 336 hours.

Upon separation from the State of Idaho, any remaining vacation balance is paid out.

Holidays

The State of Idaho provides ten paid holidays throughout the year. If the holiday falls on a Saturday, the preceding Friday shall be observed as a Holiday. If the holiday falls on a Sunday, the following Monday shall be observed as a holiday. For a list of the holidays, go to dhr.idaho.gov/StateEmployees/Benefits.html.

Flexible Schedules

With approval from the direct supervisor and the section manager, you may work a flexible schedule that includes the department's core hours (between 9 a.m. and 3 p.m.).

Sick Leave

Full-time employees earn sick leave at 0.04615 hour per hour worked. Sick leave (SL) accruals are without limit and limited SL may be used for funerals (of family members & close relatives), or approved leave for family members or for one's own illness under the Family Medical Leave Act. For more information about sick leave, go to dhr.idaho.gov/StateEmployees/Benefits.html.

Family Medical Leave

The Family Medical Leave Act (FMLA) entitles eligible employees up to 12 weeks of leave in a 12-month period of paid or unpaid job-protected leave for personal and family medical reasons.

Leave Donation

Annual leave may be transferred from one benefited employee to another in the event of a serious illness or injury of the employee or family member which necessitates absence from work.

Health Benefits

Health insurance is effective on the first of the month following one's date of hire. The State of Idaho pays $1,020.00 per month per full-time employee for medical and dental premiums. For details on the benefits listed in this section, go to ogi.idaho.gov.

Health Insurance (Employee Semi-Monthly Premiums)

Listed below are the pay period amounts deducted from the employee's paycheck (twice per month).

PLAN	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	EMPLOYEE + CHILD	EMPLOYEE + CHILDREN	EMPLOYEE + SPOUSE + CHILD	EMPLOYEE + SPOUSE + CHILDREN
PPO	$29.50	$73.50	$50.50	$71.50	$94.50	$115.50
TRADITIONAL	$36.50	$89.50	$63.00	$89.50	$116.00	$135.50
HIGH DEDUCTIBLE	$11.50	$31.00	$20.50	$29.50	$40.00	$49.00
DENTAL	$4.82	$22.08	$18.60	$28.50	$31.60	$36.54

Medical

Medical coverage is optional. If you wish to decline coverage, you must complete the online medical/dental enrollment form with the declination area marked. If you choose to have medical coverage, Blue Cross of Idaho will send your medical cards. Once you receive the cards, you can register on Blue Cross of Idaho's website (bcidaho.com) to review information regarding your health insurance or to track the status of claims.

Dental

Dental coverage is included with your medical coverage through the Blue Cross of Idaho. Therefore, you cannot decline dental coverage for yourself, but you can decline coverage for your dependents.

Vision

Vision Service Plan (VSP) is our vision benefit provider. The vision benefit is included in the medical plan. The VSP website (vsp.com) allows you to view your benefit plan and track claims.

Use your Blue Cross of Idaho number (minus the alphabetic characters) to register on the VSP website (for example, IDP123456789 →use only 123456789).

Premium-Only Plan

The Premium-Only Plan (POP) is a tax savings for employees. The cost of medical and dental coverage is deducted from your gross pay before taxes are calculated which reduces the taxable income. Participating in the POP plan is optional.

Flex Spending Accounts

Medical and dependent care flexible spending accounts (FSAs) allow you to put tax-free money aside for use on eligible health and dependent care expenses. You may enroll in the FSAs within 30 days of your hire date and during the open enrollment period held each year. Navia Benefit Solutions manage the FSA accounts for State of Idaho employees. The Navia website (www.naviabenefits.com) provides you options to submit and track claims on line and provides detailed information about your FSA benefits.

Mental Health

This plan integrates mental health, substance abuse, and Employee Assistance Program (EAP) services. Blue Cross of Idaho, in conjunction with ComPsych, provides mental health and substance abuse benefits. This benefit is included with your medical coverage through the Blue Cross of Idaho. Employees and dependents who are enrolled in one of the State of Idaho's medical plans are eligible for up to 30 outpatient visits or 8 days of inpatient treatment stays per year for medical mental health benefit for specific conditions.

Employee Assistance Program (EAP)

Blue Cross of Idaho contracts with ComPsych to provide EAP benefits for the State of Idaho's medical plans. The EAP is designed to provide short-term counseling services for you and your dependents (1 to 5 visits per person) with no copayment required.

Wellness Programs

The State of Idaho Wellness programs can be found on the Blue Cross of Idaho website (bcidaho.com).The website lists the wellness benefits in the medical health care plans in addition to discounts offered at local gyms.

Life and Disability Insurance

Go to ogi.idaho.gov for details on the benefits listed in this section.

Basic Life Insurance

This coverage is provided through Principal Life Insurance at no cost to you as part of your employee benefit package. Coverage begins the first of the month following the month of hire. The coverage is equal to your annual salary or $20,000 whichever is greater. At no charge, a

$2,000 life insurance policy is included for your spouse and a $1,000 life insurance policy is included for each of your dependent children.

Voluntary Term Life Insurance

This coverage is offered through Principal Life Insurance and provides employees with the option to purchase up to three times their annual salaries' worth of coverage (maximum of $500,000) and also allows for the purchase of spouse and child coverage. If you elect this coverage, you pay the entire monthly premium. How much you pay depends on your benefit amount and your age group. You may enroll within 30 days of your hire date.

Supplemental Life Insurance

This coverage is offered by the National Conference on Public Employee Retirement Systems (NCPERS). This plan offers low-cost, decreasing-term, group insurance with additional coverage for accidental death and dismemberment as well as life insurance coverage for your spouse and dependent children. You may enroll within 30 days of your hire date and during the open enrollment period held each year (September through November). This plan can be converted to a private policy upon leaving State Service. For more information about this plan, go to ncpers.org.

Short Term Disability Insurance

This coverage is provided by Principal Life Insurance at no cost to you as part of your benefit package. The benefit pays 60% of your monthly salary for 30 continuous days of disability. For details on the disability plan, go to ogi.idaho.gov. To obtain a disability claim packet, contact the Office of Group Insurance at ogi@adm.idaho.gov or (208) 332-1860.

Long Term Disability Insurance

This coverage is provided by Principal Life Insurance at no cost to you as part of your benefit package. The benefit pays 60% of your monthly salary for 26 continuous weeks of disability. For details on the disability plan, go to ogi.idaho.gov. To obtain a disability claim packet, contact the Office of Group Insurance at ogi@adm.idaho.gov or (208) 332-1860.

Direct Deposit, Pay Day, and Paystubs

The State of Idaho is on a bi-weekly payroll system. Your first check will be an actual check mailed to your home from the State Controller's Office (SCO). Thereafter, your paycheck will be deposited directly into a bank of your choice. The State requires employees to use direct deposit. Direct deposit saves the State of Idaho time and money. To enroll in direct deposit and to view or print your paystubs, go to www.sco.idaho.gov and click the Online Logon button.

Credit Union

An employee may use any bank or credit union as long as it is listed with the Federal Reserve. If an employee has an account at a financial institution that is not one of the options in our Payroll system, we can add it to the list.

Retirement and Investments

Listed below are the retirement and investment opportunities included as part of your benefit package.

Public Employee Retirement System of Idaho

The Public Employee Retirement System of Idaho (PERSI) offers two retirement plan options to meet your needs. For more information about either plan, go to persi.idaho.gov.

- **PERSI Base Plan**

  The PERSI Base Plan is a defined benefit retirement plan. As a State of Idaho employee, you contribute a mandatory 6.79% of your gross salary using pre-tax dollars to the PERSI retirement plan, and the State of Idaho contributes 11.32% of your gross salary. You are vested with PERSI after five years of credited state service.

- **PERSI Choice 401k Plan**

  With this optional plan, you may contribute up to $17,500 per year using pre-tax dollars and choose a wide variety of managed mutual funds, bonds, and annuities for investment. If you are over 50 years of age, there is a catch up provision allowing an additional investment of $5,500.

Deferred Comp Program (457 Plan)

This optional plan is offered by Nationwide Retirement Solutions. You may contribute up to $17,500 per year in pre-tax dollars to a wide variety of managed mutual funds, bonds, and annuities. If you are over 50 years of age, there is a catch up provision allowing an additional investment of $5,500. For more information about this plan, go to idahodc.com.

Idaho College Savings Program (529 Plan)

The Idaho College Savings Program (IDeal) is an optional play that offers you a way to save for your children's or grandchildren's education. You may contribute a minimum of $25.00 per pay period to a variety of investment options. Contributions are tax deferred and can be deducted on one's annual taxes. For more information about this plan, go to idsaves.org.

Useful Websites

CONTACT	PURPOSE	WEBSITE
State of Idaho Employee Portal	Employee Resources	employee.idaho.gov
Division of Human Resources (DHR)	Benefits	dhr.idaho.gov
State Controller's Office (SCO)	Payroll	www.sco.idaho.gov
Office of Group Insurance (OGI)	Group Insurance	ogi.idaho.gov
Blue Cross of Idaho	Medical, Dental	bcidaho.com
Vision Services Plan (VSP)	Vision	vsp.com
Navia Benefit Solutions	Flexible Spending	idahoapp.naviabenefits.com
ComPsych	Employee Assistance Plan (EAP)	guidanceresources.com
Public Employees Retirement System of Idaho (PERSI)	Retirement	persi.idaho.gov
Nationwide Retirement Solutions (NRS)	457 Plan	idahodc.com
Idaho College Savings Program (IDeal)	529 Plan	idsaves.org
National Conference on Public Employee Retirement Systems (NCPERS)	Supplemental Life Insurance	ncpers.org