



## Employee Benefits Summary

### Full-Time Employees

### **Healthcare Benefits**

#### **Medical, Dental, Orthodontic, and Vision Coverage and Premiums**

- Columbia River PUD pays 95% of the premiums for employees, covered spouses, and dependents for employees working for the PUD on a regular basis of 30 hours or more.
- Coverage begins the first day of the month following or coinciding with date of hire.
- Use of Preferred Providers for maximum medical coverage. Participants in the plan receive 90% medical coverage if a Preferred Provider is utilized, 70% if a non-preferred provider is utilized.
- Employees make a co-payment based on a tiered co-pay schedule for prescription drugs.

#### **HRA VEBA**

- A “Health Reimbursement Arrangement” (HRA) “Voluntary Employee Beneficiary Association Plan” (VEBA), which is an employee sponsored, tax-exempt health and welfare trust allowed by Internal Revenue Code, Section 501(c)(9).

#### **Voluntary 125 Flexible Benefits Plan**

- Medical Reimbursement Plan that allows employees to pay annual medical deductibles, co-payment, and other non-covered medical, dental, or vision expenses with pre-tax dollars.
- Dependent Care Plan allows employees to pay child and elder care expenses with pre-tax dollars.
- Per IRS regulatory code, flexible spending is a use-it-or-lose-it program.

### **Retiree Benefits**

#### **Oregon Public Service Retirement Plan (OPSRP or PERS)**

- Under this program, no social security (FICA) is deducted from the employee’s paycheck after 6 months of employment.
- There is no employee contribution; Columbia River PUD makes both the employer and employee’s contribution, which is based on a percent of the employee’s gross wages each month.
- Eligible the first of the month, following 6 months of continuous employment.

#### **Defined Contribution Matching Plan – 401(a)**

- Upon meeting eligibility requirements, employees will be eligible for an employer contribution of up to 6% to a qualified retirement plan (the 401(a) Plan).
  - Eligibility Requirements:
    - Complete one year of continuous employment (at least 1,040 hours)
    - Make a minimum 1% employee deferral to a qualified retirement plan

#### **Voluntary Deferred Compensation – Traditional & Roth 457(b) and Traditional & Roth 401(k)**

- Optional investment/retirement plan.
- Contributions up to the current maximum amount allowed by IRS.
- Eligible beginning with the first day of employment.

### **Insurance Benefits**

#### **Life and AD&D Insurance**

- Columbia River PUD pays 100% of the premium for 1X annual salary up to \$200,000 for Life Insurance and for 1X annual salary up to \$200,000 in cases of Accidental Death and Dismemberment.
- Coverage begins the first day of the month following or coinciding with date of hire.

#### **Short & Long-Term Disability Insurance**

- Columbia River PUD pays 100% of the premium for 66 2/3% of an employee’s weekly salary up to a maximum of \$1,500 per week for short-term disabilities.
- Columbia River PUD pays 100% of the premium for 66 2/3% of an employee’s monthly salary up to a maximum of \$7,000 per month for long-term disabilities.

- Elimination period is 30 days for short-term disabilities and 90 days for long-term disabilities.

### **Voluntary UNUM Life and AD&D Insurance**

- Voluntary life insurance and accidental death and dismemberment is available for employees, their spouses, and their dependents.

### **Voluntary AFLAC Insurance**

- Voluntary supplemental insurance is available for employees, their spouses, and their dependents for medical related expenses for such items as cancer, personal accident coverage, personal intensive care, personal recovery, heart attacks, coma, stroke, paralysis, major third-degree burns, and organ transplants.
- Some premiums are eligible for pre-tax payroll deduction under Section 125 of the IRS regulations.

## **Personal Leave**

### **Vacation and Sick Leave**

- Vacation and sick leave are combined into “Personal Leave” whereby employees have the option of using accrued hours for either vacation or sick leave with paid time off.
- Eligible after 90 calendar days of continuous employment.
- Accrual for part-time employees will be pro-rated based on actual hours worked per pay period.
- Accrual is as follows for a full-time employee at 40 hours per week:

#### **Personal Leave Accrual**

Years	Day Per Year	Days Per Month	Hours Per Month	Hours Per Pay Period
1 -5	20.40	1.70	13.60	6.80
6	21.48	1.79	14.32	7.16
7	22.44	1.87	14.76	7.48
8	23.40	1.95	15.60	7.80
9	24.48	2.04	16.32	8.16
10	25.44	2.12	16.96	8.48
11	26.40	2.20	17.60	8.80
12	27.48	2.29	18.32	9.16
13	28.44	2.37	18.96	9.48
14	29.40	2.45	19.60	9.80
15	30.48	2.54	20.32	10.16
16	31.44	2.62	20.96	10.48
17	32.40	2.70	21.60	10.80
18	33.48	2.79	22.32	11.16
19	34.44	2.87	22.96	11.48
20	35.40	2.95	23.60	11.80

### **Holidays**

- Nine (9) paid holidays per year as follows:
  - New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, Employee Birthday (floating), and one floating holiday in lieu of Martin Luther King Jr Day, provided employee is employed prior to January 15<sup>th</sup>.

## **Employee Assistance**

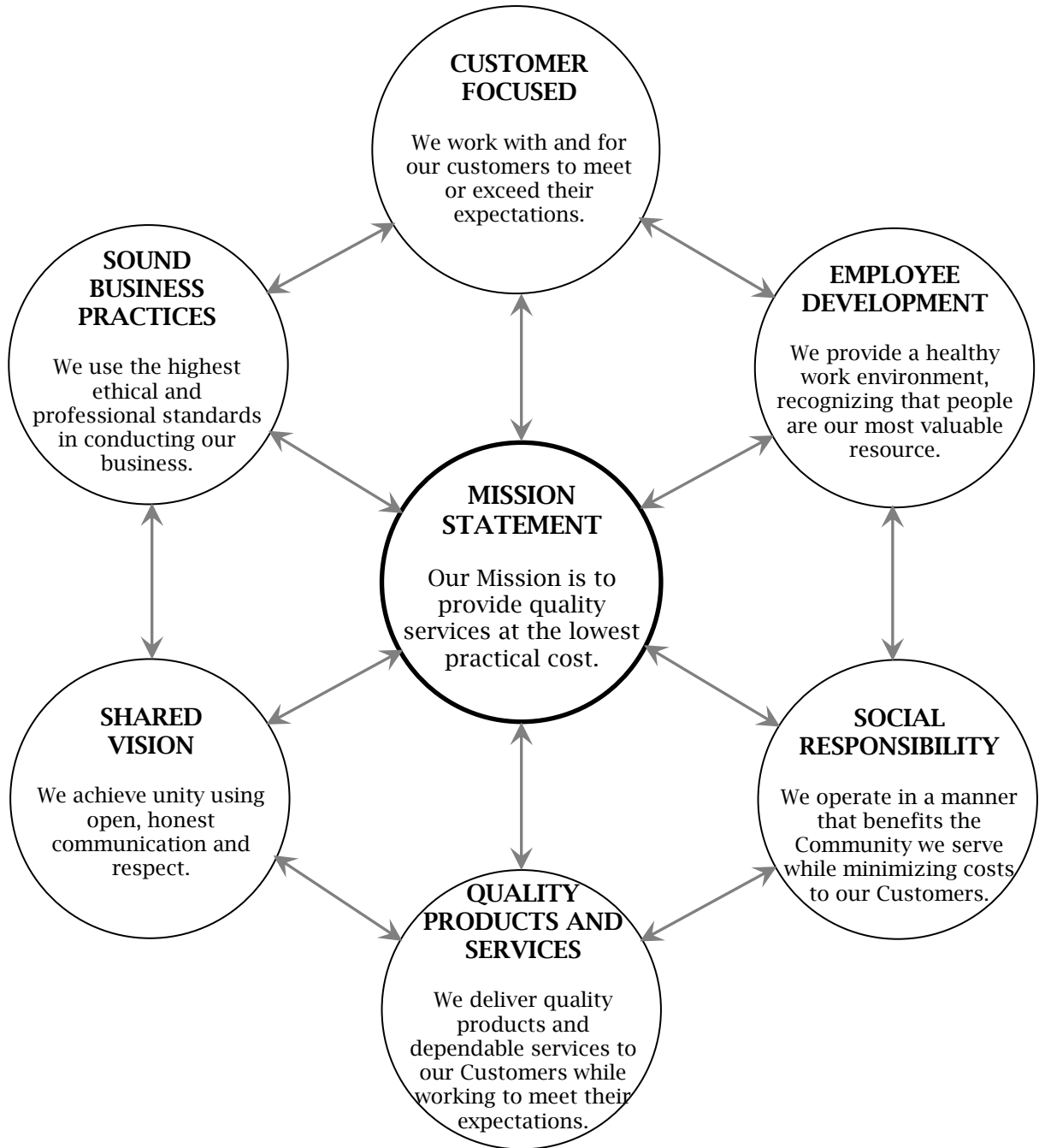
### **Employee Assistance Program**

- Confidential counseling assessment and referral service.
- Available 24-hours a day, seven days a week by calling the toll-free number or by visiting their website.
- Benefit is available to the employee, dependents, and anyone living in the same household.
- Some of the assistance provided includes: Legal advice, alcohol/drug abuse, family/relationship concerns, occupational adjustments, personal/emotional concerns, financial, etc.

### **Education Assistance**

- Educational assistance may be available.

## Values Philosophy



# *Columbia River PUD*

## *Value Statements*

### **Customer Focused**

#### **Value Statement:**

We work with and for our Customers to meet or exceed their expectations.

#### **Organizational Vision:**

- We listen to our Customers so we fully understand their needs.
- We respond promptly to customer feedback and meet every request in a courteous manner remembering that our tone of voice and body language is also a form of communication.
- When our Customers' needs cannot be met, we deliver the information with compassion and concern, offering other options and solutions to help.
- We are aware that our co-workers are our Customers too. We are respectful of one another, knowing that we each bring our own special insight and knowledge to each situation.
- We encourage and use Customer ideas and advisory committee recommendations for improving our way of doing business.
- We are positive, enthusiastic, and committed employees. We strive to make every customer contact a positive experience.

#### **Measurements:**

- Customer complaints
- Customer surveys

### **Shared Vision**

#### **Value Statement:**

We achieve unity using open, honest communication and respect.

#### **Organizational Vision:**

- We share a unity of purpose that encourages employee involvement and teamwork in establishing and working towards our mission, goals, and strategies as well as resolving current issues.
- We act, think, and work together as a team.
- We take personal responsibility for being open and honest in our communication. We address issues in a direct, respectful, and timely manner. We accept and support the final decision.
- We treat everyone with dignity and respect.
- We deal directly with the person with whom we have a concern. If we raise an issue, we agree to work with others to reach a solution.
- We value employees' input and agree to participate in regular department meetings by listening, asking questions, and discussing issues.
- We view new ideas and suggestions as a positive step toward improvement. We accept change and are flexible to improve our jobs, the utility, and ourselves.
- We share a unity of purpose that encourages employee involvement and teamwork in establishing and working toward our mission goals and strategies as well as resolving current issues.

- We enjoy the work we do and the people we serve. We form positive working relationships and support one another.
- We acknowledge and respect the sensitivity of confidential issues.

**Measurements:**

- Employees follow the Communication Expectations.

## **Quality Products and Services**

**Value Statement:**

We deliver quality products and dependable services to our Customers while working to meet their expectations.

**Organizational Vision:**

- We maintain adequate staffing, who are properly trained, equipped, and empowered to perform their job responsibilities.
- We have a well-designed and properly maintained electrical system and equipment.
- We fulfill our Customers' perception of optimum service levels and expectations of future products and services.
- We obtain least cost sources of supply to meet current and future customer needs by acquiring resources that are cost effective.
- We implement conservation programs that maximize customer returns.

**Measurements:**

- Customer surveys
- Employee training

## **Sound Business Practices**

**Value Statement:**

We use the highest ethical and professional standards in conducting our business.

**Organizational Vision:**

- We evaluate short-term and long-term cost effectiveness in making investment and financial decisions.
- We optimize the productive use of personnel, equipment, and financial assets.
- We seek employee and customer input for decision making.
- We conduct short-term and long-term business, resource, and system planning.
- We maintain a dynamic and evolving management reporting system to meet the changing needs of the Board of Directors and employees.

**Measurements:**

- Monitor and evaluate organizational performance against the Business Plan standards.
- Provide timely and accurate monthly financial, budget, and organizational issues reports.

## **Employee Development**

### **Value Statement:**

We provide a healthy work environment recognizing that people are our most valuable resource.

### **Organizational Vision:**

- We provide a safe, innovative, cooperative, and inspiring work atmosphere where employees are empowered to contribute at a level maximizing their potential and ability.
- We are treated fair and equally.
- We have employee internal policies and procedures that are equitable and are in compliance with appropriate law and regulations.
- We are empowered to be flexible and creative as we solve problems and perform our jobs.
- We maintain job descriptions that are accurate and performance reviews that are factual and unbiased.
- We have compensation and benefits, which are competitive with the marketplace, to attract and retain highly qualified employees.
- We appreciate, recognize, and value employee ideas, and acknowledge superior performance.
- We provide internal and external training and cross training to further develop employees and to help them meet changing job requirements.
- We are kept current and informed of utility related business.
- We care about the physical and mental well-being and safety of our employees.
- We provide an equal opportunity for training for all employees.

### **Measurements:**

- Employee surveys
- Employee training
- Salary survey

## **Social Responsibility**

### **Value Statement:**

We operate in a manner that benefits the Community we serve while minimizing costs to our Customers.

### **Organizational Vision:**

- We proactively educate and inform customers on utility issues. We solicit and respond to their needs and expectations and involve them in planning and decision-making.
- We are environmentally responsible in our efficient use of resources.
- We participate in the community through service and involvement.
- We ensure public safety.

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.