

Lakehaven Water and Sewer District Benefits Summary

Non-Represented Employees

Benefits:

- Participation in the State of Washington Department of Retirement Systems PERS Plans [DRS: New Hire \(wa.gov\)](#)
- Optional participation in the State of Washington Department of Retirement Systems Deferred Compensation Program [DCP - Deferred Compensation Program - Plan Guide \(wa.gov\)](#)
- Participation in the State of Washington Health Care Authority's Medical, Dental, and Vision benefit programs and Basic Life and Long Term Disability insurance programs [For newly eligible employees | Washington State Health Care Authority](#) and [PEBB Employee Enrollment Guide | 2025](#)
- Optional participation in the State of Washington Health Care Authority's Life Insurance [Life insurance | Washington State Health Care Authority](#) and Long Term Disability programs [Long-term disability insurance | Washington State Health Care Authority](#)
- Employer paid life insurance in the amount of \$5,000 Accidental Death & Dismemberment Basic Insurance and Basic Life Insurance in the amount of \$5,000.
- Employer paid membership in an Employee Assistance Program.
- Employer contribution of \$150/month to a HRA VEBA account for each employee.
[Home : HRAVeBa](#)

Pay Structure:

- Pay days are the first business day before the 11th and 26th day of the month.
- Employees are paid via direct deposit.
- Pay increases for 2025 - 2026 include:
 - A cost of living adjustment equaling the lesser of 100% of the Seattle-Tacoma-Bellevue Consumer Price Index (CPI-U) calculated from June to June of the prior years, or 4% (not less than 0).
 - Eligible for a merit increase of up to the remainder of 0-7% (less the COLA received on 1/1) in their anniversary month within their salary range.

Required Payroll Deductions:

- Federal withholding – determined by your completion of the form W-4
- FICA and Medicare taxes – 7.65% of gross pay
- Washington State Industrial Insurance premium – based on the hours you work for your job classification
- PERS deduction – currently 6.36% of gross pay (PERS 2)
- Medical, Dental, and Vision benefits deduction – 10% of the cost of the plan and coverage you select above \$525/month (currently \$68.20 - \$119.80/month.)
- Washington Paid Family and Medical Leave premiums (Washington Paid Family and Medical Leave premiums [Individuals and Families – Washington State's Paid Family](#)

[and Medical Leave](#) – Total premium rate is .92%, with the employee paying 71.52% of the .92%

- [Washington Cares Fund](#) Long Term Care Insurance - .58% of gross pay (unless approved for an exemption by WCF)

Paid Time Off:

- Vacation Leave for employees shall be as follows:

| <u>Years of Service</u> | <u>Hours Accrued Per Month</u> |
|--|--------------------------------|
| Less than 5 years of service completed | 8 hours |
| 5 or more years service completed and less than 11 years completed | 12 hours |
| 11 or more years of service completed | 16 hours |

- A maximum of 320 hours vacation time may be accumulated. Any additional time not used will be lost by the employee on his/her anniversary date.
- Sick leave accumulates at the rate of eight (8) hours per month and will accumulate without limit for regular full-time employees.
- In addition to the paid holidays listed below, each employee who has completed his/her probationary period shall, beginning January 1, 2018, be entitled to one paid personal floating holiday per calendar year.
- Regular employees shall be granted the following holidays without loss of pay provided they are in a paid status the regular working day before and the regular working day after the holiday.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth National Independence Day
6. Veteran's Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Day after Thanksgiving Day
11. Christmas Day
12. The day immediately preceding or following Christmas Day (as arranged by the Board of Commissioners or designee).

- 16 hours of unpaid Religious/Faith/Conscience Holidays (as described in resolution and MOU's).
- Position may require after hours, weekend, or holiday work as assigned.

The items discussed in this document are intended to be used for informational purposes only and are subject to change.