



**LOS ANGELES COUNTY  
SANITATION DISTRICTS**  
*Converting Waste Into Resources*

# 2025 BENEFITS GUIDE



*The Los Angeles County Sanitation Districts offers a comprehensive benefit package. Use this reference guide to learn about the benefits programs and resources available to Districts' employees.*

*This guide summarizes the benefit plans and programs. This is not intended to take the place of the Summary Plans, personnel policies, or any Memorandum of Understanding (MOU). In the event of any discrepancy, the Plans, policies, or MOU will prevail. LACSD reserves the right to change or make exceptions to the information contained in this guide at any time and without notice.*

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# Introduction

Benefits play an important part in the lives of you and your family. Human Resources is dedicated to providing information to assist you in making the best choices based on your needs. This guide is intended to be a reference to the benefits available to eligible Districts' employees.

You have specific deadlines to enroll in benefits from the date of hire or when a "qualifying life event" occurs. A qualifying life event is a change in your personal circumstance such as marriage, birth of a child, etc. The events may allow different changes for different benefits. Contact Human Resources-Employee Benefits to find out what changes can be made and the deadline for your specific life event.

Some benefits are paid by the Districts for Monthly and Hourly employees, while some benefits require that you pay a portion or the full cost of the benefit. Review your [Memorandum of Understanding](#) and/or [Salary Resolution](#) for specific details. These documents, along with the [Salary Schedule](#) and [Salary Resolution](#), are located on the Districts' intranet page (Departments > Human Resources).

You can access the intranet only from a computer on the Districts' network. Click on your web browser and the intranet home page will appear. The Employee Benefits intranet page is accessed by clicking on Departments > Human Resources > Employee Benefits. The Employee Benefits page is dedicated to providing information on each benefit. The page includes checklists of benefit-related actions for employees to take when faced with various life events.

The Employee Benefits webpage can be accessed from your home or a public computer. Go to [www.lacsd.org](http://www.lacsd.org) and click on *Employee Portal*.

You can use the Districts' Oracle E-Business System (EBS) to review your benefits, ensure personal and dependent information is accurate, and obtain contact information for each benefit plan.

If you have questions and are not sure who to talk to, contact Mimi Miller-Banales who is the Ombudsperson/Employee Liaison in Human Resources. Mimi can be reached at extension 1337.



# Benefits At-A-Glance

BENEFIT PLAN	ELIGIBLE EMPLOYEE	COST and ENROLLMENT ELIGIBILITY
<b>Medical</b>	Monthly	<ul style="list-style-type: none"> <li>Districts provide monthly contribution.</li> <li>Rates based on county in which you live.</li> <li>Enroll/change during open enrollment or when qualifying life events occur.</li> <li>Eligible dependents may be enrolled. Eligible child dependents covered to age 26.</li> <li>HMO and PPO plans available.</li> </ul>
<b>Dental</b>	Monthly	<ul style="list-style-type: none"> <li>No Cost: Districts cover 100% premium for employee and eligible dependents.</li> <li>Enroll/change during open enrollment or when qualifying life events occur.</li> <li>Eligible dependents may be enrolled. Eligible child dependents covered to age 26.</li> <li>HMO Plans: Delta Care USA or Cigna</li> <li>PPO Plan: Cigna</li> </ul>
<b>Vision</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Enroll at any time. 12-month enrollment required.</li> <li>Eligible dependents may be enrolled. Eligible child dependents covered to age 26.</li> <li>Administrator: MetLife (VSP Network)</li> </ul>
<b>Flexible Spending Accounts (FSA)</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Medical Care Account, Dependent Care Account</li> <li>Enroll/change during open enrollment or when applicable life events occur.</li> <li>Administrator: IGOE</li> </ul>
<b>Employee Assistance Program (EAP)</b>	Monthly	<ul style="list-style-type: none"> <li>No Cost: Five (5) counseling sessions per year per topic area for employee and eligible dependents.</li> <li>Automatic enrollment.</li> <li>Administrator: The Holman Group</li> </ul>
<b>Accidental Death &amp; Dismemberment (AD&amp;D)</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Enroll at any time.</li> <li>Administrator: MetLife</li> </ul>
<b>Long-Term Disability</b>	Monthly	<ul style="list-style-type: none"> <li>No Cost: Districts provide coverage based on Bargaining Unit.</li> <li>Automatic enrollment.</li> <li>Administrator: New York Life</li> </ul>
<b>Basic Life Insurance</b>	Monthly	<ul style="list-style-type: none"> <li>No Cost.</li> <li>Automatic enrollment.</li> <li>Administrator: New York Life</li> </ul>
<b>Optional Life Insurance</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Enroll at any time. Evidence of Insurability required after initial enrollment eligibility.</li> <li>Eligible dependents may be enrolled. Eligible child dependents covered to age 23, provided that ages 19-23 they are full-time students.</li> <li>Administrator: New York Life</li> </ul>
<b>457 Deferred Compensation Retirement Savings</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Enroll at any time.</li> <li>Districts provides match up to 3% for eligible employees.</li> <li>Administrator: Mission Square</li> </ul>
<b>Retirement - Pension</b>	Monthly	<ul style="list-style-type: none"> <li>Districts and Employee Paid based on CalPERS status (Classic or PEPR).</li> <li>Retirement Formula based on Classic/New Member as determined by CalPERS.</li> <li>Automatic enrollment.</li> <li>Administrator: CalPERS</li> </ul>
<b>Long-Term Care Plan</b>	Monthly	<ul style="list-style-type: none"> <li>Employee Paid.</li> <li>Enroll at any time.</li> <li>Administrator: CalPERS</li> </ul>
<b>Leaves of Absences</b>	Monthly	<ul style="list-style-type: none"> <li>Varies based on Employee Status, years of service, and length of employment.</li> <li>Includes vacation, sick, personal, partial sick, or absence without pay.</li> </ul>

# Benefits Plans Contact List

BENEFIT PLAN	CUSTOMER SERVICE #	GROUP # POLICY #	WEBSITE / E-MAIL
<b>MEDICAL INSURANCE – HMO</b>			
Anthem Blue Cross (Select/Traditional)	(855) 839-4524	--	www.anthem.com/ca/calpers
Blue Shield of California (Access+/Trio)	(800) 334-5847	--	www.blueshieldca.com/calpers
Health Net of California (Salud y Mas)	(888) 926-4921	--	www.healthnet.com/calpers
Kaiser Permanente	(800) 464-4000	--	www.kp.org/calpers
Sharp Health Plan (San Diego County Only)	(855)995-5004	--	www.sharphealthplan.com/calpers
UnitedHealthcare (Alliance/Harmony)	(877) 359-3714	--	www.uhc.com/calpers
<b>MEDICAL INSURANCE – PPO</b>			
Blue Shield of California (PERS Platinum and PERS Gold)	(855) 633-4436	--	https://includedhealth.com/microsite/calpers
<b>PRESCRIPTION PLAN</b> (Anthem Blue Cross HMO, Blue Shield PPO, HealthNet, UnitedHealthcare, Sharp)			
OptumRx	(855) 505-8110		www.optumrx.com/calpers
<b>DENTAL INSURANCE</b>			
Cigna DHMO/Managed Care	(800) 244-6224	3345188	www.cigna.com/dental
DeltaCare USA HMO	(800) 422-4234	75606-0001	www.deltadentalins.com
Cigna PPO	(800) 244-6224	3345188	www.cigna.com/dental
<b>VISION INSURANCE</b>			
MetLife (VSP Network)	(855) 638-3931	121040	www.metlife.com
<b>FLEXIBLE SPENDING ACCOUNTS (FSA)</b>			
IGOE	(800) 633-8818, Option 1	Co. PIN: 0003	www.goigoe.com Email: flex@goigoe.com
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>			
The Holman Group	(800) 321-2843	--	www.holmangroup.com LACSD Username: holmangroup Password: LAS8359
<b>ACCIDENTAL DEATH &amp; DISMEMBERMENT (AD&amp;D)</b>			
MetLife	(800) 638-6420	121040	
<b>LONG-TERM DISABILITY</b>			
New York Life	(800) 362-4462	--	www.mynylgbs.com
<b>BASIC LIFE INSURANCE</b>			
New York Life	(800) 732-1603	FLX-961973	
<b>OPTIONAL LIFE INSURANCE</b>			
Cigna	(800) 732-1603	FLX-961974	
VOYA (Variable Life Insurance)	(877) 882-5050		
<b>457 DEFERRED COMPENSATION</b>			
Mission Square	(800) 669-7400	307510	www.missionsq.org/LASanCA
<b>RETIREMENT</b>			
CalPERS	(888) 225-7377	--	www.calpers.ca.gov
CalPERS: Health Account Services P.O. Box 942715 Sacramento, CA 94229-2715	Fax: (800) 959-6545	--	
<b>LONG-TERM CARE (LTC)</b>	(800) 982-1775 (Current Participants)		(800) 908-9119 (Prospective Applicants)
<b>SOUTHLAND CREDIT UNION</b>	(800) 426-1917		www.southlandcu.org

# Qualifying Life Events

Certain life events may affect your enrollments and may allow for changes to plans, plan options, and/or beneficiaries. Contact Employee Benefits when you have any of the following changes: changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; changes in Medicare eligibility; change of residence address; death of a spouse, registered domestic partner, or dependent; becoming disabled or terminally ill; filing for retirement; leaving employment; death of an employee. **Contact Employee Benefits to discuss your life event and what changes can be made.**

## Medical Insurance

Medical insurance is offered to eligible employees upon hire. Two types of medical insurance are offered to employees: HMO (Health Maintenance Organization) and PPO (Preferred Provider Organization).



With the HMO choices you have the option to change the primary care physician each month by contacting the customer service number on the back of your insurance card.

With the PPO choices you do not need to select a primary care physician.

The differences between each medical insurance plan are detailed in the [CalPERS Health Benefit Summary Guide](#). This guide provides details on covered benefits and costs such as deductibles, co-pays, emergency services, physician services, prescriptions, and hospitalization.

The medical insurance plan premiums are determined by the Region/Zip Code of which the employee resides. The costs of the medical plans vary between regions.

The Districts provide a maximum monthly contribution towards the cost of medical insurance for Monthly and Hourly employees. The *Medical Rate Sheet* lists each Plan and Option (Employee Only, Employee + 1 Dependent, Employee + 2 or More Dependents), the Gross Monthly Premium, the Districts' Contribution, and the Employee Cost. The rate sheet is provided to employees upon hire and each open enrollment period. The rate sheet is located on the Employee Benefits webpage – [Monthly](#).

Employees may be able to use the employer zip code if the employee's physician services are provided in the Los Angeles Region. Refer to the [CalPERS Health Program Guide](#) for full details.

Employees can elect to enroll their eligible dependents at the time of hire, during open enrollment, or when a qualifying life event occurs. Eligible dependents include spouse, registered domestic partner, children (up to age 26), certified disabled dependent children, and economically dependent children (where a parent-child relationship exists). Examples of some of the required documentation to enroll eligible dependents include a marriage certificate, domestic partnership certification (by the State of California), birth certificate and/or a Parent-Child Affidavit. Additional details are found in the [CalPERS Health Program Guide](#).

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period. Medical cards are mailed to the employee directly by the medical insurance plan.

Once the medical insurance plan is selected, you must stay enrolled in that plan until open enrollment. If you have a qualifying life event, you may be able to make changes to your plan. Contact Employee Benefits if you have a qualifying life event (see page 5 of this guide). Open enrollment occurs in the fall of each year (usually September).

## Dental Insurance

The Districts provides dental insurance to Monthly status employees and eligible dependents at no cost.



Employees should review the dental plan summary of benefits for each of the plans offered. The detailed benefits booklet for each plan is available in the Dental Insurance section of the Employee Benefits webpage. Employees must provide proper documentation to enroll eligible dependents. Contact Employee Benefits for more details.

For the HMO plans, employees must select an in-network dentist upon enrollment. If a selection is not made, the dental insurance carrier will assign a dentist automatically. You may call the customer service number on the back of the enrollment card to make changes to your dental office assignment after your initial enrollment.

The DPPO plan allows an enrollee to visit any dentist. However, the enrollee may save money if they visit an in-network dentist.

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period. Enrollment cards are mailed to the employee directly by the dental insurance plan.

Once the dental insurance plan is selected, you must stay enrolled in that plan until open enrollment. If you have a qualifying life event, you may be able to make changes to your plan. Contact Employee Benefits if you have a qualifying life event (see page 5 of this guide). Open enrollment occurs in the fall of each year (usually September).

## Vision Insurance

Vision insurance is available for Monthly employees as a voluntary/employee paid benefit. Two plans are available: High Plan and Low Plan.



The plans vary between the allowances the insurance plan provides towards eye exams, frames, corrective lenses, lens enhancements, and contacts.

Employees are able to enroll themselves and eligible dependents at any time throughout the year. Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment form. Employees must be enrolled for 1 year before canceling enrollment.

The detailed plan descriptions and benefit allowances are available in the brochure titled [Summary of Vision Insurance and Rates](#) in the Vision Insurance section of the Employee Benefits web page.

# Flexible Spending Accounts (FSAs)

Flexible Spending Accounts provide you with the ability to pay for child care and/or medical expenses and some insurance premiums with pre-tax dollars. Monthly and Hourly employees can enroll in FSAs.



The Dependent Care Account allows you to place pre-tax dollars in an account to pay for child care or disabled family members' care. The account will reimburse you each month after submitting proper documentation verifying payment to your child care individual or facility. The child care expenses must be for children under the age of 13. Maximum limits are set by the IRS for each plan year.

The Medical Care Account can directly pay for medical necessary expenses such as co-pays, prescriptions, dental expenses, etc. You may also pay eligible expenses through a pre-loaded debit card of the amount you designate for the year. Payroll deductions are made on a pre-tax basis to fund your account. Maximum limits are set by the IRS for each plan year.

It's important to choose contribution amounts that you know you will use. A portion of your unused contributions may carry over to the next plan year. Any remaining funds in excess of the carry over amount may be forfeited at the end of the plan year.

**Employees must enroll during open enrollment each year to participate in the flexible spending accounts.** Enrollments do not automatically carry over from year to year. Plan changes can only be made when certain qualifying life events occur (see page 5 of this guide). Additional information can be reviewed in the [FSA Plan Highlights & FAQ's](#).

# Employee Assistance Program (EAP)



The EAP is a resource to assist you and your family members in managing issues which may affect your daily life. Through face-to-face counseling sessions with a licensed clinician, community referrals, legal and financial resources, the EAP is the first step to regaining control and improving life quality.

In addition to counseling sessions with a licensed clinician, you can also obtain referrals to a variety of wellness-related community resources such as 12-step programs, parenting classes and elder care referral lines. You can also take advantage of legal and financial services.

This benefit is available to Monthly employees at no cost and no enrollment is required. Employees can utilize the plan immediately upon hire. Contact Employee Benefits for additional information or review the brochure on the Employee Benefits web page titled [EAP Benefit Brochure](#) in the Employee Assistance Program section.

## Accidental Death & Dismemberment (AD&D)

AD&D insurance pays you benefits if you suffer a covered accident that results in paralysis; the loss of a limb, speech, hearing or sight; brain damage; or coma. If you suffer a covered fatal accident, benefits will be paid to your beneficiary.



You can choose to cover your dependent spouse/domestic partner and child(ren) with Voluntary AD&D coverage. Your dependents will be eligible for the following coverage:

- Spouse/Domestic Partner — 40% of your coverage amount
- Child(ren) — 10% of your coverage amount
- Dependent Spouse/Domestic Partner only: 50% of your coverage amount
- Dependent Child(ren) only: 15% of your coverage amount

Monthly status employees are able to enroll themselves and eligible dependents at any time throughout the year. Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment application.

The detailed plan descriptions and benefit allowances are available in the brochure titled [Summary of AD&D Insurance & Rates](#) in the Other Insurance section of the Employee Benefits web page.

Keep your beneficiary(ies) updated by contacting Employee Benefits if you have life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

## Long-Term Disability

The Long-Term Disability benefit is available to Monthly employees when faced with a disability keeping them off work for at least 90-days.



The benefit provides two-thirds of the employee's base salary and is effective after 90-day waiting period. The length of time an employee can be on the approved leave is a maximum of 24-60 months, depending on the bargaining unit.

Eligible employees are automatically enrolled in this employer-paid benefit upon hire. Contact Employee Benefits for information on how to file a long-term disability claim if you find yourself in this situation.

## Basic Life Insurance

The Districts provide a basic life insurance policy to Monthly status employees at no cost. The policy pays your beneficiary(ies) a benefit to provide financial protection for your family if you should pass away.

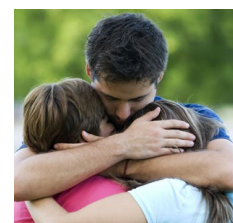


Keep your beneficiary(ies) updated by contacting Employee Benefits if you have life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

## Optional Life Insurance

Monthly status employees are eligible to purchase optional life insurance as another protection for their family. This plan will become an addition to the basic life plan.



You can choose coverage levels in the amount of either one-times, two-times, or three-times your CalPERS salary (refer to [Salary Schedule](#)). Eligible dependents can also be insured. Spouse coverage is 50% of employee's benefit (up to a maximum of \$100k). Eligible children can be insured at \$2,500 or \$5,000 each. Children are covered from birth to age 23, but must be full-time students from ages 19-23.

If an employee chooses to enroll in this benefit outside of their eligibility period, an Evidence of Insurability/medical evaluation will need to be approved by the insurance company in order to enroll. If within the eligibility period, no evaluation is required.

Enrollment will begin the first of the month following the date Employee Benefits receives and approves the enrollment application.

The plan descriptions, coverage allowances, and rates are available in the brochure titled [Summary of Optional Life Insurance & Rates](#) in the Other Insurance section of the Employee Benefits web page.

Keep your beneficiary(ies) updated by contacting Employee Benefits if you have any life events that may cause a change (changes in marital status or domestic partnership (marriage, divorce, or death); birth/adoption of a child; change of residence address; death of a spouse, registered domestic partner, or dependent; or death of an employee).

Beneficiary(ies) should contact Employee Benefits to obtain the life insurance claim form in the event of an employee's passing.

# Deferred Compensation



The Districts' 457 Deferred Compensation Plan is a supplemental retirement savings program that allows the participant to make contributions before taxes are deducted. Contributions are handled through payroll deduction, reducing taxes each pay period. Maximum limits are set by the IRS for each calendar year. The Districts provide a contribution match of up to 3% for eligible employees.

## With a 457 Deferred Compensation Plan:

- Participants may reduce current income taxes while investing for retirement
- Earnings are tax-deferred until withdrawn
  - It's portable - contributions can be rolled into a new public sector Employer's retirement plan.
  - Nothing in the account is forfeited in the event of death. The designated beneficiaries receive the remaining funds.

## The Advantage for Employees

- Contributions may be increased, decreased, stopped and restarted without restriction and without fees or penalties.
- There are no restrictions or charges for participant reallocation of their investment mix and all funds offered are no-load.
- Contribution options are flexible. Employees determine the monthly contribution schedule that's right for their lifestyle.
- Even while receiving benefits, participants still direct the investments of the remaining funds in their account. During retirement, the account has earnings potential.
- Most of the mutual funds offered are low-cost institutional share classes.
- You have the flexibility to contribute either pre-tax or after-tax (Roth) dollars, or a combination of both.
  - Pre-tax contributions are not considered taxable income in the year contributions are made. However, contributions and any earnings are both subject to ordinary income tax when they are withdrawn from your account.
  - After-tax (Roth) contributions are included in your taxable income in the year contributions are made. Both Roth contributions and earnings are exempt from taxes when they are withdrawn from your account.

## Taking Distributions (Withdrawals)

- Withdrawals from your account may take place only when one of the following occurs:
  - You reach age 59.5 while still an active employee
  - You retire, resign or permanently leave active service with the Districts;
  - You die (your beneficiary will receive the distribution);
  - You suffer an unforeseeable emergency that causes extreme financial hardship.
- Once you completely separate from Districts' service, you are allowed the following choices:
  - Leave your funds in your account untouched until you reach the mandatory distribution age;
  - Set up a periodic payment (monthly, quarterly, annually);
  - Take lump-sum distributions (partial or full);
  - Roll over funds (fully or partially) into another account, but be aware that the IRA fees are likely to be much greater than the fees paid in the Districts' plan.

Monthly and Hourly status employees may enroll at any time for deferred compensation. Percentage contributions can be changed throughout the year. Catch-up provisions are available.

Additional information about the deferred compensation match can be found in the employee's respective [Memorandum of Understanding](#) and in the [Frequently Asked Questions and Answers](#).

Contact Human Resources-Employee Benefits for additional information about the plan.

## Retirement

The Districts contract with the California Public Employees' Retirement System (CalPERS) for retirement benefits. Eligible employees will be automatically enrolled in CalPERS. Full retirement benefits are detailed in the [Local Miscellaneous Member Benefits Brochure](#) given to all eligible employees at the time of hire. The booklet is also available on the Human Resources-Employee Benefits web page.



Most new hires will be enrolled in the defined benefit formula of **2% @ 62** in accordance with the Public Employees' Pension Reform Act (PEPRA) and are required to contribute to the plan (currently 7.75%).

Those who qualify based on current or previous public service may be enrolled in the defined benefit formula set in place on December 31, 2012, which was **2% @ 55** and are considered "classic" members. For "classic" members, the Districts pay some or all of the "employee share."

Although Districts employees are exempt from Social Security, employees are required by federal law to contribute a percentage of their salary for Medicare coverage.

CalPERS provides members' survivors an allowance for surviving dependents of employees whose death occurs before retirement. The cost of this benefit is a mandatory deduction of \$2.00 per month for all employees enrolled in CalPERS.

Retirement planning workshops are available at no cost for employees and spouses to attend throughout the year. Visit the CalPERS website for webinars and workshop dates and locations at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## Long-Term Care

CalPERS offers members the ability to enroll in a Long-Term Care program. According to the federal government, seven out of ten people ages 65 and older will need long-term care at some point. While some people assume that their family will care for them if they need it, the fact is that even the most dedicated family members are unable to care for someone around the clock for a long period of time.



Long-term care refers to the services provided to people who have difficulty managing the activities of daily living due to illness, injury, disability, cognitive disorder, or aging. People of all ages may require long-term care for a variety of reasons.

The comprehensive plans allow you to design coverage that best meets your personal needs: plans tailored to different needs and budgets, affordable options to keep up with the rising costs of receiving long-term care, benefits designed to help cover the cost of receiving long-term care at home, limited benefits that are available if you need care outside the United States, and a marital discount that is available when both spouses or eligible domestic partners apply and at least one is approved.

Obtain a CalPERS Long-Term Care application kit by visiting [www.CalPERSLongTermCare.com](http://www.CalPERSLongTermCare.com) or by calling (800) 908-9119. **Note: At the time this guide was developed, CalPERS had suspended open enrollment due to current uncertainty in the long-term care market and is no longer accepting applications.**

## Performance Management System

The Districts' Performance Management System is focused on continued improvement by identifying goals and development opportunities for employees. The system is a tool to enhance productivity and establish continuing and open dialogue between employees and their supervisors about work performance. Employees have the ability to complete an Input Form prior to the annual review to discuss development and training opportunities they may be interested in.



## Salary Adjustments and Promotions

Job classifications are compensated on a 5-step salary range. New Monthly status employees may receive a 5.5% step increase after successfully completing a 6-month probationary period and yearly thereafter until step 5 is reached. Other increases within the salary range may be granted for certain job-related certification or education. The Districts typically promote qualified internal applicants before considering outside candidates.



## Longevity Incentives

This benefit applies to Monthly status employees. The incentive is an increase to base pay based on years of service with the Districts.



After attaining 10 years of service with the Districts, there will be a 1% increase of base wages (minimum increase is \$500). After attaining 15 years of service, an additional 2% increase of base wages (3% total). After attaining 20 years of service and when age 56 or older, an additional 3% increase of base wages (6% total). After attaining 25 years and when age 61 or older, an additional 4% increase of base wages (10% total).

## Educational Assistance and Professional Development



Employees in specific units may be eligible for tuition reimbursement and student loan payment reimbursement.

For tuition reimbursement, the institution must be accredited and approved by the Districts. The reimbursable annual maximum is \$5,250. Tuition and instruction-related fees are the only reimbursable expense. Reimbursement will be for tuition and mandatory fees (such as lab fees), but not for books, supplies, or parking.

All Confidential, Management, Professional, Professional Supervisory, Supervisory, Technical Support, and White Collar Unit employees may be reimbursed for membership dues/fees for job-related professional organizations, seminars or workshops, technical books, and approved computer software.

Employees must use available vacation, personal leave, accumulated overtime, or floating holiday to attend continuing education and professional development events. Please check your unit's specific MOU for eligibility and details.

Employees in the Confidential, Management, Professional, Professional Supervisory and Supervisory Units may be reimbursed for principal or interest paid by the employee on any qualified education incurred by the employee for education of the employee.

## Rideshare Program

The Districts participates in the State of California's Rideshare Program to protect the environment and reduce the number of cars on the road driven by Districts' employees.



Employees who participate in Rideshare may be eligible for cash incentives and/or reserved carpool parking. Employees may also be eligible if they walk to work, use public transportation, or bicycle to work.

You must contact the Rideshare Coordinator in Human Resources to see if your work location is eligible for the Rideshare Program benefits.

## Credit Union

Districts' employees are eligible for membership with [Southland Credit Union](#). The credit union provides a wide range of financial services and discounts/incentives.



Employees can enroll online or contact Human Resources-Employee Benefits to request an enrollment package.

## Employee Promotions & Discounts

Districts' employees can take advantage of a wide array of promotions and discounts. Some promotions are available online and some are available only as coupons. Contact Human Resources-Employee Benefits to find out what coupons may be available.



The Districts have partnered with the following services to provide discounts to employees:

- **Fun Express:** Fun Express offers discounts to most major Southern California theme parks like Disneyland, Universal Studios, Knott's Berry Farm, and Sea World. Other promotions include discounts at See's Candies, movie theaters, and other products and forms of entertainment. Visit [www.FunEx.com](http://www.FunEx.com). **PROMO CODE: 11-5043**
- **TicketsatWork:** Tickets at Work is an entertainment benefit platform that offers you exclusive discounts on sports, concerts, theater, movie tickets and theme park tickets nationwide. Create an account and start saving today. Visit [www.ticketsatwork.com/tickets](http://www.ticketsatwork.com/tickets). \*If prompted, enter the company identifier: **LACSD**
- **Benefit Hub** from Wild at Work: Benefit Hub from Wild at Work offers discount tickets to major California theme parks, water sports, and family attractions. Other discounts include dining, wireless services, travel, resorts, and hotel accommodations. Visit: <https://losangelescountysanitationdistricts.benefithub.com> to receive exclusive discounts. You may have to register and use "Los Angeles County Sanitation Districts" in the Register field.

The Human Resources-Employee Benefits web page has a link to a full page dedicated to the events and discounts, titled [Promotions and Discounts Listing](#).

# Leaves of Absences

**HOLIDAYS:** Monthly employees are eligible for 13 paid holidays depending on employee's work schedule.

**VACATION:** Monthly Hourly employees earn vacation time. 80-88 hours of paid vacation time is available after one full calendar year of service, increasing to 120-128 hours per year after five years, 160-168 hours after 15 years and up to 200-208 hours after 25 years. Prior to one year of full service, employees are given partial vacation time on January 1, based on the time worked in the preceding year. Maximum limits are set on accumulated hours based on bargaining units.



**SICK LEAVE:** Monthly employees earn eight hours of full-pay sick leave per month or 96 hours a year. Proof of illness may be required for usage. Maximum limits are set on accumulated hours based on bargaining units.

Hourly employees are allotted 5 days or 40 hours of paid sick leave at the beginning of each 12-month period. There is no compensation for unused accrued paid sick leave for hourly employees upon leaving the Districts.

**PERSONAL LEAVE:** Monthly employees may use a portion of their current year sick leave for personal reasons.

**FAMILY CARE LEAVE (FMLA/CFRA):** Employees are entitled to 12 weeks within a 12-month period of non-paid FMLA/CFRA-protected leave after 1 year of service and with at least 1,250 hours of service. Calculating leave eligibility is a 12-month period measured backward from the date the employee requests the leave to begin. Reference the [Family Care Leave \(FMLA\) and California Family Rights Act \(CFRA\) Leave](#) provisions for additional details.

**PARENTAL LEAVE/BIRTH OF A CHILD:** A Monthly employee is eligible for parental leave-birth of a child. A parental-birth of a child leave shall not extend beyond one year. Reference the [Memorandums of Understanding](#) for additional details.

**MILITARY LEAVE:** An employee shall be granted a leave not to exceed 30 calendar days per year at their regular pay while performing ordered military duty. If an employee is involuntarily called for active duty or training, they shall be entitled to the difference between their military salary and Districts' pay starting from the 31<sup>st</sup> calendar day of active service and not to extend beyond 365 consecutive calendar days of active service.

**JURY SERVICE:** A Monthly employee ordered to serve on a jury is entitled to regular pay.

**BEREAVEMENT:** A Monthly employee is allowed 27 hours for bereavement time. The listing of relatives that constitute approved bereavement leave is listed in the [Memorandums of Understanding](#). More time may be available based on the bargaining unit.

**WITNESS LEAVE:** A monthly employee who is subpoenaed by a court as a witness is allowed the time off provided the fees received for service are paid back to the Districts.

**WORKERS' COMPENSATION:** Employees are eligible for benefits when absence from work is a result of an illness or injury compensable under the Workers' Compensation Act of the State of California. Specific benefits are outlined in the [Memorandums of Understanding](#). Pay practices and leave time is described in detail in the [Salary Resolution](#) and MOUs.



Detailed information on each type of leave is outlined in the Districts' [Salary Resolution](#) and [Memorandums of Understanding \(MOUs\)](#).

Employees who are faced with needing to take a leave of absence are advised to contact Human Resources to discuss full leave details and the best option for their situation.

The [Salary Resolution](#), [Memorandums of Understanding \(MOUs\)](#), and additional leave of absence resources and information can be obtained on the Districts' Intranet.

## Life Events



You are responsible for ensuring the enrollment information for you and your family members is accurate, and for reporting changes in a timely manner. The following is a listing of life events that may occur in the course of your career at the Districts. In each of these instances, please be sure to contact Employee Benefits to see how the life event affects your benefits.

- Getting married, entering into a domestic partnership
- Having or adopting a child
- Getting divorce
- Moving of a primary residence
- Becoming disabled
- Becoming terminally ill
- Death of a family member
- Leaving employment
- Retiring

Keep your beneficiaries updated with Employee Benefits. You should always request new beneficiary forms to update when life events occur. Keep copies of all beneficiary forms for your records.

## COBRA (Consolidated Omnibus Budget Reconciliation Act)



COBRA allows you and your dependents to continue health coverage for a limited time under certain circumstances such as job loss (for reasons other than gross misconduct), reduction in hours worked, death, divorce, attainment of allowable age (dependents), and other life events. Your cost under COBRA may include additional fees, but will not exceed 102% of the monthly group premiums. You or your dependent will be mailed a COBRA notification when eligible. Refer to the [CalPERS Health Program Guide](#) for full details.

## Effective Dates & Benefit Deductions

Employees are paid on the 10th and 25th of each month. If payday should fall on a holiday or a weekend, then checks will be distributed on the preceding workday. Employees may authorize direct deposit of their net pay into designated bank account(s) in lieu of receiving a check.



Benefit enrollments will begin the first of the month following the date Employee Benefits receives and approves the enrollment form within the eligibility period. Benefit deductions will be displayed on the 10<sup>th</sup> check of each month for Monthly employees. Hourly employees will see deduction line items on both the 10<sup>th</sup> and 25<sup>th</sup> pay checks.

Contact your timekeeper or Human Resources-Payroll for questions about your paycheck.