



Vacation

Employees can accrue up to 320 hours. Once the maximum has been reached, no additional vacation leave time will be accrued until the balance drops below the maximum. Accrual rates are based on years of service.

Sick Leave

All employees accrue sick leave. Full-time employees at the rate of eight hours per month and part-time employees at a rate of one hour for every 30 hours worked. Sick leave is allowed only in the case of necessity due to actual sickness, disability, or a specific permitted use.

Holidays

The Agency observes ten paid holidays, plus three paid floating holidays.

Overtime

Maximum accrual is 40 hours which is compensated at one and one-half (1 ½) times the regular hourly wage rate or in accordance with Fair Labor Standards Act, and is by ½ hour increments. Overtime pay can be accrued (banked) in lieu of pay, but must be requested in advance of working overtime. Employee may receive cash upon request for compensatory time.

Leave of Absence

A regular or probationary employee may request that the General Manager grant a Leave for Jury Duty, Military Duty, Maternity/ Baby Bonding, and Bereavement.

Catastrophic Leave

Employees can donate a portion or all of their accrued vacation, sick leave, floating holiday, and/or administrative leave to another employee when that other employee, or a member of the employee's immediate family, has suffered a catastrophic illness or injury.

RETIREMENT

CalPERS Retirement

CMSA offers a comprehensive retirement benefits package to all eligible Agency employees, through the Public Employees Retirement System (PERS).

Sick Leave Incentive Program

The Agency provides all employees retiring from the Agency pension service credit for all unused or non-cashed-out sick leave toward years of service, a benefit option that the Agency has contracted with CalPERS to provide. An employee who has at least the equivalent of ten years of Agency service will be eligible to receive one-half of his/her accrued sick leave, up to 500 hours, as cash upon retirement.

Retirement Savings Plans

For those employees wishing to open a pre-tax retirement savings account, there is a choice of two 457 plans, MissionSquare (formerly ICMA-RC) and Nationwide. Also available is a 401(a) plan through Nationwide, which must be set up within the first thirty days of employment. They all offer an automatic pre-tax deduction from your paycheck and are voluntary plans.

For **MORE** detailed information on your CMSA employee benefits and the policies associated with each benefit please take a look at the:

CMSA Benefits Reference Guide 2025



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BENEFITS QUICK REFERENCE GUIDE FOR CMSA EMPLOYEES



BENEFITS





HEALTH & WELLNESS

Healthcare

The Agency fully pays health insurance through CalPERS for employee and eligible dependents (up to the current Kaiser Bay Area family rate). For more information, register and log on to the CalPERS site at: my.calpers.ca.gov.

Post-Employment Health Plan

Upon hire, CalPERS PEPRA employees are automatically enrolled in Nationwide's PEHP (Post Employment Health Plan). CMSA contributes one and one-half percent (1.5%) of the employee's base salary into the account at the end of each pay period at www.nrsforu.com.

Dental Insurance

E.D.I.S. manages CMSA's self-insured dental benefits providing coverage up to \$2,500 per beneficiary per year. For more information, register and login at: www.yourbenportal.com.

VSP Vision Care

VSP manages CMSA's employee vision benefits and the Agency pays the full cost of the plan premium for the employee and qualified family members. Employees can set up a user name and password on the VSP website at: www.vsp.com

Employee Assistance Program

The Agency provides a free Employee Assistance Program (EAP) confidentially, which is administered by Claremont. Their staff provides advice and consultation on a wide variety of topics. They are available to call at 1-800-834-3773 or at: www.claremonteap.com.

Disability Insurance

Disability Insurance (DI) is a component of the State Disability Insurance (SDI) program, designed to partially replace wages lost due to a non-work-related disability. The SDI program is administered through the Employment Development Department at: www.edd.ca.gov/Disability.

Pregnant Employee Rights

Employees wishing to expand their family by having a new child are allowed Pregnancy Disability Leave and Baby Bonding Time. Pregnancy Disability Leave may be granted up to 4 months, and Baby Bonding Time may be granted up to 3 months. Baby Bonding Time may be further in intermittent 2-week periods or taken all at once.



OTHER BENEFITS

NAVIA Flexible Spending Account

A Flexible spending account is an approved IRS Section 125 Reimbursement account for Health and Dependent Care. Employee participation is voluntary with employee payroll contributions as pre-tax deductions. For more information, contact 1-800-669-3539 or customerservice@naviabenefits.com.

Lincoln Financial Life

All staff members are automatically enrolled in Lincoln Financial's Life Insurance, Accidental Death & Dismemberment, and Long-term Disability programs while employed at CMSA for ease of mind.

Carpool/Alternative Commute Program

Employees can commute together using either a CMSA vehicle or their own vehicle. A minimum of three employees are required for an Agency vehicle and two employees for a personal vehicle.

Commuter Check Program

To encourage the use of transportation alternatives. Employees who take public transportation to work can set aside pre-tax dollars from their paycheck, and then use those dollars to pay the commuting costs.

Computer Purchase Assistance Program

Employees needing financial assistance to purchase a home computer, software, and accessories can enter into an interest-free loan (min. \$250 to a max of \$1,750). It is to be paid back within two years and repayment can be made through payroll deductions. Only one loan is allowed every two years.

Cost Savings Award Program

The Agency encourages employees' to identify and implement ways to continuously improve CMSA's operations and business practices. A portion of the proven savings up to \$10,000 will be shared with the employee(s) who developed the cost saving proposal.



Employee Award Recognition

Monetary awards are given to employees for the National Association of Clean Water Agencies (NACWA) - Peak Performance Award, the California Water Environment Association (CWEA) - Regional and State Awards, and the Government Finance Officers Association (GFOA) - Financial Reporting and Budgeting award.

Employee Professional Development Program

CMSA encourages and supports training and professional development for its employees to improve their knowledge, skills, and abilities for on-the-job performance. Work-appropriate classes, training events, conferences, and webinars are provided to employees to achieve this endeavor.

Cost-Of-Living Adjustment

CMSA provides a Cost-of-Living adjustment (COLA) for each Agency classification on the first day of the first pay period, based on the SF Bay Area CPI.

Meal Allowance

A meal allowance is provided for employees who are required by their supervisor to work overtime. An employee can receive a meal allowance for each four hours of overtime worked, based on the current Agency lunch per diem amount.

Personal Protective Equipment

The Agency provides all protective clothing determined by management to be necessary for employees to perform their jobs. All employees in the Maintenance, Operations, and Technical Services Departments are provided clothing and shoes. Safety glasses and ear protection are also provided.

Reimbursement for Certifications

With prior approval of the General Manager, fees for examinations, certificates and certificate renewal in the wastewater field will be reimbursed for the passed exam.