

# WASHINGTON STATE BAR ASSOCIATION

## Your Benefit Package at the WSBA

(Please refer to the Employee Handbook for complete descriptions)

### Insured Benefits

All coverage starts on the first day of the month following the date of hire, unless employment begins on the first working day of the month. For additional information about WSBA benefits, please visit the Washington State Health Care Authority website.

Medical/Dental/Vision – The WSBA participates in the State of Washington medical and dental plans, which include a choice of coverages. WSBA pays the majority of the premium and employees pay a small monthly premium for coverage based on the chosen plan and coverage. Vision coverage is included.

Life/A.D.&D. – The WSBA pays for a \$35,000 life insurance policy and a \$5,000 accidental death and dismemberment policy on each employee. Employees have the option to purchase additional coverage for themselves or their families through payroll deductions.

Long Term Disability – The WSBA pays for a basic plan that provides \$50-240 per month if an employee becomes disabled. Additional long-term disability coverage is available at the employee's expense.

### Retirement Plan

All full-time regular employees are required to participate in the Washington State Employees' Retirement System (PERS Plan 2 or 3). The WSBA pays approximately 10.39% of the gross salary, while the employee contributes approximately 6.36% for Plan 2. For Plan 3, the employee chooses the percentage rate they wish to contribute. Employees are 100% vested in Plan 2 after 5 years of service and Plan 3 after 5 or 10 years of service, dependent on their age. The retirement plan also provides participants with a \$150,000 life insurance benefit should their death result from injuries sustained in the course of employment.

### Deferred Compensation Program

This 457-tax advantaged savings plan allows employees to defer part of their income into an investment account until retirement or separation from service, in order to supplement future retirement and/or social security benefits. Deferrals also reduce current taxable income and are invested in several options offered, growing tax free until withdrawn. Employees are automatically enrolled into a 3% gross pay savings plan but may increase, decrease, or opt out at their discretion.

### Time Off Benefits (All leave benefits are prorated for part-time employees)

Holidays – There are eleven paid holidays.

Float Days – Two float days accrue each January 1 that expires on December 31st of each year.

Vacation – Vacation accrues at the rate of 12 days per year for the first 36 months of employment, 15 days per year from 37 to 60 months of employment, 18 days per year for 61 to 120 months of employment, 20 days per year for 121 to 180 months of employment, 23 days per year for 181 to 240 months of employment, and 25 days per year after 241 months of employment.

Sick Leave – Sick leave accrues at the rate of 8 hours per month. There is no maximum on the amount of sick leave that can be accrued. Sick leave may also be used for sickness of an employee's immediate family member.

Emergency Leave – Each employee has up to 24 hours available each calendar year for the death or funeral of a member of the employee's immediate family, or the birth or adoption of a child.

### Professional License Fees

The WSBA will reimburse employees for fees paid for professional licenses that the employees legally must have to perform their job at the WSBA, or that are determined to be in the interest of the WSBA for the employee to have.

### Transportation Incentive

As an environmentally conscious employer, the WSBA provides an ORCA Card or transportation voucher to employees who qualify.

### Employee Assistance Program

WSBA provides the services of an EAP for short-term, confidential counseling for employees and their families

*The WSBA is committed to fostering a diverse & equitable work environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*