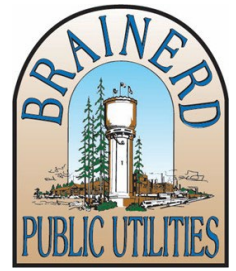


# Public Utilities Director

## *Benefits Package*



1. Exempt Position – Not eligible for overtime.
2. Work Hours: Monday through Friday 7:00 a.m. to 3:30 p.m. May need to attend occasional evening and weekend meetings/emergencies.
3. Eleven paid holidays plus one additional “floating” holiday of your choice.
4. Probationary period is 12 months. Vacation and sick leave are accrued during that time, but vacation is generally not available for use until after the first six months of employment are completed.
5. Vacation is earned at the rate of 10 hours per month (3 weeks per year) for the first year of employment. After the first year, monthly accrual rate is increased per the Employee Policy Manual. Maximum vacation balance is 240 hours.
6. A combination of Sick and Earned Sick and Safe Time (ESST) leave is earned to equal 8 hours per month with a maximum balance of 960 hours. Payout of 100% of Sick and ESST leave balance allowed as severance if immediately eligible to draw PERA pension or due to a written doctor-verified disability.
7. Health Insurance -- Health Partners is our current health insurance provider. Coverage takes effect the 1<sup>st</sup> of the month following the date of hire. We currently offer four High Deductible Health Insurance plans (HDHP) or \$400 per month for an Opt-out election with appropriate group coverage documentation. The following is a summary of the insurance plan options for 2024:
  - Plan 1 is a \$3,200 single/\$6,400 family deductible policy. The employee pays 5% of the single premium with the 2024 monthly cost being \$68.75 per month. The employee pays 20% of the family premium or \$464.52 per month.
  - Plan 2 is a \$1,600 single/\$3,200 family deductible policy. The employee pays 5% of the single premium with the 2024 monthly cost being \$75.83 per month. The employee pays 20% of the family premium or \$512.38 per month.
  - Plan 3 is a \$6,150 single/\$12,300 family deductible policy. The employee pays 3% of the single premium with the 2024 monthly cost being \$35.34 per month. The employee pays 15% of the family premium or \$298.51 per month.
  - Plan 4 is a \$8,050 single/\$16,100 family deductible policy. The employer pays 100% of the single premium. The employee pays 10% of the family premium or \$184.49 per month.

NOTE: For all four of the above HDHP, the employee also receives an additional annual employer HSA contribution based on which plan and coverage level is elected (amount will be prorated and deposited in monthly increments) into the employee's Health Savings Account.

8. A \$100,000 life insurance and long-term disability insurance policy is 100% provided by the employer the first of the month following six months of employment.
9. Required by law to be enrolled in the Minnesota Public Employees Retirement Association (PERA). The 2024 EMPLOYEE contribution rate is 6.5%. The 2024 EMPLOYER contribution rate is 7.5%.
10. All Department Heads are required to contribute 1% of gross pay each payroll period to their Minnesota Health Care Savings Plan.
11. The 2024 Hiring Range is \$56.54 - \$63.00 per hour DOQ. The 2024 Pay Range is \$56.54- \$67.31 per hour. The full pay range includes an opportunity for steps based on exceeding performance expectations.
12. Payroll is paid bi-weekly and is paid a week late, i.e. pay day would be June 21st for the two-week period ending June 16th. Direct deposit into a checking or savings account of your choice is required.
13. Conditional job offers will be subject to successful completion of pre-employment background, credit, physical, & drug exams.