

**Employee Assistance Program (Deer Oaks)**

The Employee Assistance Program (EAP) provides free and confidential assessment, short-term counseling, prevention, education and referral services for you and your dependents.

**Employees filling regular and grant-eligible positions are eligible for the following:**

**Vacation Leave**

Vacation is accrued from the date of hire but is not available until the employee has completed 6 months and achieved a satisfactory performance evaluation

Vacation Leave accrues per pay period. The rate of accrual is determined by the years of service according to the schedule below.

Years of Service                      Accrual

1-3	3.08
3-5	4.08
5-7	4.62
7-10	5.08
10+	6.15

Maximum carryover per fiscal year is 240 hours.

**Sick Leave**

Sick leave is accrued at 4 hours per pay period. Sick leave has unlimited accrual. After 15 years of service, accrued sick leave is paid out upon retirement.

**Bereavement Leave**

An employee may take up to 5 working days of paid leave as needed in the event of a death of an immediate family member as defined in the policy.

**Military Leave**

Employees on annual military training are entitled to a maximum of 15 paid work days per federal calendar year.

**Jury Duty Leave**

Employees are granted leave with pay when required to be absent from work for jury duty.

**Domestic Abuse Leave**

CRRUA will provide guaranteed leave up to 14 days per calendar year for victims of domestic abuse for the purpose of seeking protection and court time.

**Holidays**

Legal holidays are designated each year by the Regional Authority Board of Directors. For FY 19, CRRUA offers up to 12 paid holidays.



**EMPLOYEE GROUP BENEFITS**

Thank you for considering **Camino Real Regional Utility Authority (CRRUA)** as *your* employer of choice! We are excited at the prospect of having you become part of our results oriented and success driven team of dedicated employees.

**CRRUA** offers a comprehensive and highly competitive range of benefits for our employees. From insurance to retirement, we are confident you will find that we have you covered.

This brochure provides an overview of **CRRUA's** benefit package for employees. For complete details about the benefits offered, please contact Doña Ana County Human Resources Department.

**CRRUA**  
**c/o Doña Ana County**  
**Human Resources Department**  
**845 N. Motel Blvd.**  
**2<sup>nd</sup> Floor; Suite 190**  
**Las Cruces, NM 88007**  
**Phone (575) 647-7210**  
**Fax (575) 525-5888**

**CRRUA** contributes towards the medical, dental, vision, and basic life insurance of its employees as delineated below.

Income	Employee	Employer
<\$50,000	20%	80%
\$50,000-\$59,999	30%	70%
\$60,000 +	40%	60%

All other premiums are the sole responsibility of the employee.

### Medical, Dental and Vision Insurance

#### Blue Cross/Blue Shield New Mexico

Offers two (2) options:

- PPO (Ded \$750, OOPM \$2750)
- HDHP/HSA (Ded \$1,500, OOPM \$6,500)

#### Delta Dental of New Mexico PPO (in network)

- Diagnostic & Preventative Paid 100%
- Basic Services Paid 80%
- Major Services Paid 60%

#### VSP Vision Care

- Eye exam: \$10 copay every 12 months
- Frames and Contact lenses: \$150
- Low out-of-pocket costs
- Access to nationwide network of eye doctors

#### Life Insurance (Dearborn National)

CRRUA offers each employee basic life insurance with an Accidental Death & Dismemberment benefit at no cost. Employees may also purchase dependent life insurance for their spouse and/or dependent children (under age 26) for a nominal fee through payroll deduction.

#### Disability Insurance (MetLife)

Employees temporarily disabled from a personal illness or injury may be eligible to apply for *short-term disability benefits*. The benefit pays 50% of an employee's base salary to maximum benefit of \$1,000 per week. Benefits are available for up to 22 weeks after a 30-day waiting period.

Employees disabled longer than 22 weeks may be eligible to receive *long-term disability benefits*. Employees receive 60% of their weekly wages after a 180-day waiting period. **CRRUA** pays 100% of the disability plan.

#### Workers' Compensation

Workers' Compensation provides temporary, partial pay while an employee is recovering from a work-related injury.

**CRRUA** pays the premium for this insurance

### VOLUNTARY PLANS

In addition to those listed above, **CRRUA** employees also enjoy the following excellent voluntary benefits:

- ❖ **Flexible Spending Accounts (BASIC Flex)**
  - Health Care Spending Account
  - Dependent Care Savings Account
- ❖ **Supplemental Life Insurance (Dearborn)**
- ❖ **Legal Services (ARAG)**
- ❖ **Life Retirement Insurance (Globe)**
- ❖ **College 529 Savings Plan (Oppenheimer)**
- ❖ **AFLAC Plans**
  - 24 Hour Accident
  - Cancer
  - Critical Illness
- ❖ **United Way**

### ADDITIONAL EMPLOYEE BENEFITS

- Direct Deposit Payroll
- Employee Loan Program (True Connect)
- Post-Employment Benefits through COBRA

#### PERA Retirement Plan

**CRRUA** participates in the Public Employees Retirement Association of New Mexico (PERA). Membership is a condition of employment (with limited exception).

PERA Plan	Employee	CRRUA
Municipal 1	8.50%	7.65%

CRRUA employees participate in Municipal Plan 1 with a 30 retirement program (2% Annual Pension Factor for Tier 1 and Tier 2 employees; 90% maximum).

Employees are vested with the plan upon completion of 8 years of service.

PERA will allow you to retire with a combination of years of service and age and offers both personal disability and duty-related disability retirements.

The plan also includes the purchase of service credit for military time, air time, and withdrawn service credit.

#### Voluntary Deferred Compensation Plan (Nationwide)

The plan is offered as a supplement to PERA retirement benefits. The plan allows employees to defer a portion of their salary to help prepare them for financial independence upon retirement, and at the same time, lowering their income taxes.