



Employee Benefits QuickLook®

Plan Year July 1, 2021 – June 30, 2022

For information on benefit plans or enrollment, contact the General Manager.

Insurance Benefits - FT

Eligibility for All Insurance Benefits:

- Regular full-time employees working an average of 30 hours/week or more.
- Eligibility Date: After 90 calendar days of employment

**Annual Renewal of Benefits is on July 1 Each Year;
Details Announced in June.**

| DESCRIPTION | PREMIUM PAYMENTS | | | | | | | | | | | | | | | |
|--|--|---------------------|-----------------------------|---------------------|---------------|----------|---------|------------------|----------|----------|----------------------|----------|----------|---------------|---------|----------|
| Medical & Prescription & Vision | | | | | | | | | | | | | | | | |
| <p>Kaiser Permanente, Group No. 1447800, Customer Service: call 800.813.2000 or visit www.kp.org</p> <p>Deductibles: \$600/individual; \$1,200/family (In-network only) Out-of-pocket max: \$7,900/individual; \$15,800/family Co-pays/Co-insurance: \$25/\$35 office visit (Primary Care/Specialist) \$20 Outpatient Lab/X-Ray excluding complex images; 25% (coinsurance) for all else Prescription Coverage: \$15 generic; \$45 preferred brand; 40% non-preferred brand/specialty drugs. Pediatric vision included; pediatric dental not included. Vision: \$100 per calendar year (adults 19+) Full coverage 18 & under One in-network exam/year</p> <p><i>Refer to Summary of Benefits Coverage and Summary Plan Description for more detailed information or contact customer service as shown above.</i></p> | <p>BBVCC pays 89% of premiums for employee only coverage. Cost for enrolled dependents is paid 100% by the employee. Eligible family members include spouse, registered domestic partner and dependent children up to age 26, regardless of marital or student status.</p> <table> <thead> <tr> <th></th> <th>Company Contribution/ Month</th> <th>Employee Cost/Month</th> </tr> </thead> <tbody> <tr> <td>Employee only</td> <td>\$533.59</td> <td>\$65.95</td> </tr> <tr> <td>Empl plus 1@21+</td> <td>\$533.59</td> <td>\$665.49</td> </tr> <tr> <td>Empl plus child <21</td> <td>\$533.59</td> <td>\$375.70</td> </tr> <tr> <td>Per child <21</td> <td>\$0</td> <td>\$309.75</td> </tr> </tbody> </table> | | Company Contribution/ Month | Employee Cost/Month | Employee only | \$533.59 | \$65.95 | Empl plus 1@21+ | \$533.59 | \$665.49 | Empl plus child <21 | \$533.59 | \$375.70 | Per child <21 | \$0 | \$309.75 |
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| Dental | | | | | | | | | | | | | | | | |
| <p>Delta Dental, Customer Service: call 800-776-9446</p> <p>Dental Deductible: \$50/individual Dental Calendar year max.: \$1,500/individual; \$1,000/Lifetime Ortho Maximum Covered Dental Services:</p> <ul style="list-style-type: none"> • 100% coverage for diagnostic & preventive services • 80% coverage for basic after deductible (you pay 20% after deductible) • 50% coverage for major after deductible • 50% orthodontia <p><i>Refer to Summary of Benefits Coverage and Certificate of Coverage for more detailed information or contact customer service as shown above.</i></p> | <p>BBVCC pays 89% of premiums for employee only coverage. Cost for enrolled dependents is paid 100% by the employee. Eligible family members include spouse, registered domestic partner and dependent children up to age 26, regardless of marital or student status.</p> <table> <thead> <tr> <th></th> <th>Company Contribution/ Month</th> <th>Employee Cost/Month</th> </tr> </thead> <tbody> <tr> <td>Employee only</td> <td>\$39.56</td> <td>\$4.35</td> </tr> <tr> <td>Empl plus spouse</td> <td>\$39.56</td> <td>\$74.78</td> </tr> <tr> <td>Empl plus child(ren)</td> <td>\$39.56</td> <td>\$94.72</td> </tr> <tr> <td>Family</td> <td>\$39.56</td> <td>\$158.18</td> </tr> </tbody> </table> | | Company Contribution/ Month | Employee Cost/Month | Employee only | \$39.56 | \$4.35 | Empl plus spouse | \$39.56 | \$74.78 | Empl plus child(ren) | \$39.56 | \$94.72 | Family | \$39.56 | \$158.18 |
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| Flexible Spending Plan | | | | | | | | | | | | | | | | |



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| DESCRIPTION | PREMIUM PAYMENTS |
|--|---|
| <p>Allegiance, Customer Service: call 877-424-3570 or visit www.allegianceflexadvantage.com</p> <p>Employee can choose to contribute pre-tax dollars to a Flexible Spending Account to use for approved health-related expenses or dependent care.</p> <ul style="list-style-type: none"> • Health-related annual limits: Up to \$2,750 per calendar year • Dependent-care related annual limits: Up to \$10,500 per calendar year, or \$5,250 if single. <p>All expenses must occur in the plan year, which is July through June; expenses must be submitted for reimbursement no later than 90 days after the end of the plan year.</p> <p>If you separate from BBVCC during the plan year, only expenses incurred on or before your separation date will be eligible for reimbursement; expenses must be submitted for reimbursement no later than 90 days after your date of separation.</p> <p><i>See more detailed summaries for other limits and/or restrictions.</i></p> | <p>BBVCC contributes \$350 into a health FSA for each employee who participates in the Company medical plan. Additionally, employees may contribute pre-tax dollars to the Health FSA or a dependent care FSA by identifying an amount to be deducted from each paycheck.</p> <p>Health FSA: You may carryover up to \$500 from one year into the next. Any dollars you have set aside in excess of \$500 that are not used in the calendar year, you will lose those dollars.</p> <p>Dependent Care FSA: If you do not use the dollars you have set aside in the calendar year, you will lose those dollars.</p> |
| <h3>Additional Coverages</h3> | |
| <p>AFLAC – Larry Vanderpol call 360-354-7733</p> <p>Packages include & are based on individual employee background. Open enrollment after 90 days of employment.</p> <ul style="list-style-type: none"> • Injury/Accident • Cancer • Hospitalization • Disability • Catastrophic Events • Life • Dental • Major illness | <p>100% employee paid</p> |
| <h3>Workers Compensation</h3> | |
| <p>Labor & Industries through State of Washington</p> <p>Provides medical and income assistance to all employees who experience a work-related illness or injury. In the event of a work-related illness or injury, report it to a manager immediately.</p> | <p>100% employer paid</p> |

Time Away from Work

| ELIGIBILITY | DESCRIPTION | GUIDELINES |
|---|---|--|
| <h3>Holidays</h3> | | |
| <ul style="list-style-type: none"> • Eligibility: Regular full-time and part-time employees. | <p>Work week employees will receive 9 paid holidays per year, including the following days:</p> <p>New Years' Day – Sat 01/01/2022 Thanksgiving Day – Thurs 11/24/22</p> | <p>Holiday pay is prorated for employees working less than 40 hours per week. If the Company Holiday</p> |



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|--|--|---|--------------|-----------------|-------|--|----------|-----|--|----------|----|---|-----------|---|
| <ul style="list-style-type: none"> Eligibility Date: Date of hire. | <p>Presidents' Day – Mon 2/21/22 Memorial Day – Mon 5/30/22 Independence Day – Mon 7/4/22 Labor Day – Mon 9/5/22</p> <p>Day After Thanksgiving – Fri 11/25/22 Christmas Eve Day - Sat 12/24/22* Christmas Day – Sunday 12/25/22* Floating Holiday – Birthday (to be taken in same month as birthday)</p> <p>*Office will observe Christmas Eve and Christmas Day 12/23 & 12/26 respectively. Employees who do not work weekends may elect to observe these days as paid holiday time off or select an alternate 2 floating days, but working on these days will not be eligible for double pay.</p> <p>Please note: If an employee is required to work on a holiday, they may opt for holiday pay or receive a floating holiday to be used within the same calendar year.</p> <p>Veterans of the Armed Services who served on active duty in the armed forces for at least six months and received an honorable discharge (excluding reserve or National Guard units with no active duty) may also request time off for Veteran's day (unpaid or using vacation time) if timely request is made.</p> | <p>does not fall on a day regularly worked by a part-time employee, that employee will not be paid for that Holiday.</p> <p>Holiday pay is not included in overtime calculations, and is not paid to employees on disability leave or unpaid leaves of absence.</p> | | | | | | | | | | | | |
| <h3>Vacation Time</h3> | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Eligibility: Regular full-time and part-time employees. Eligibility Date: Date of Hire for accrual. | <p>PTO accruals are based on years of service as illustrated below. Hours are pro-rated for employees working less than 40 hours per week.</p> <table border="1" data-bbox="520 894 1272 1182"> <thead> <tr> <th>Years of Services</th> <th>Accrual Rate</th> <th>Maximum Accrual</th> </tr> </thead> <tbody> <tr> <td>0 - 1</td> <td>.0208 hrs per hour worked (Equivalent to 40hrs)</td> <td>40 hours</td> </tr> <tr> <td>1-5</td> <td>.0425 hrs per hour worked (Equivalent to 80hrs)</td> <td>80 hours</td> </tr> <tr> <td>6+</td> <td>.0651 hrs per hour worked (Equivalent to 120hrs)</td> <td>120 hours</td> </tr> </tbody> </table> <p>"Year 1" starts on the 1st anniversary of an employee's date of hire.</p> | Years of Services | Accrual Rate | Maximum Accrual | 0 - 1 | .0208 hrs per hour worked (Equivalent to 40hrs) | 40 hours | 1-5 | .0425 hrs per hour worked (Equivalent to 80hrs) | 80 hours | 6+ | .0651 hrs per hour worked (Equivalent to 120hrs) | 120 hours | <p>All vacation requests must be submitted and approved by the direct supervisor and should be submitted at least two weeks in advance whenever possible.</p> <p>Accrual will not occur while an employee is out on disability leave or unpaid leave.</p> <p>Vacation pay is based on regular straight time rate of pay and does not count towards overtime.</p> <p>Hours must accrue before they are used. Deficit hours are not allowed.</p> <p>Vacation balance is payable upon termination.</p> |
| Years of Services | Accrual Rate | Maximum Accrual | | | | | | | | | | | | |
| 0 - 1 | .0208 hrs per hour worked (Equivalent to 40hrs) | 40 hours | | | | | | | | | | | | |
| 1-5 | .0425 hrs per hour worked (Equivalent to 80hrs) | 80 hours | | | | | | | | | | | | |
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| <h3>Sick Time</h3> | | | | | | | | | | | | | | |



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| <ul style="list-style-type: none"> • Eligibility: Regular full-time and part-time employees. • Eligibility Date: Date of hire. | <p>Sick time accrues at 1 hour per 40 hours worked. Sick time may be accumulated year-to-year</p> | <p>Sick time may be taken for any of the following reasons for either the employee or family members:</p> <ul style="list-style-type: none"> • A mental or physical illness, injury, or health condition. • To diagnose, care for, or treat a mental or physical illness, injury, or health condition. • To receive preventive medical care. • For leave that qualifies under the state's Domestic Violence Leave Act. • If an employee's workplace, or their child's school or place of care, has been closed by order of a public official for a health-related reason. <p>Sick time will not be paid out upon termination or voluntary separation</p> |
| Paid Family & Medical Leave Act | | |
| <ul style="list-style-type: none"> • Eligibility: Any employee who works at least 820 in the State of Washington. • Eligibility Date: Date of hire. | <ul style="list-style-type: none"> • Allows up to 12 weeks of paid leave, or up to 18 weeks in certain circumstances. • Workers receive between \$100 and \$1,206 per week, depending on income. | <p>Funding is through payroll tax. Visit paidleave.wa.gov for more information</p> |
| Jury & Witness Duty | | |
| <ul style="list-style-type: none"> • Eligibility: All employees. • Eligibility Date: Date of hire. | <p>Unless an employee's job responsibilities require it, BBVCC will not ordinarily ask or encourage an employee to request to be excused from or postpone a call to jury duty. If an employee is required to perform jury duty, he or she will be granted paid leave.</p> <p>Employees required to appear in court in compliance with a subpoena or to serve as a witness will be allowed time off to do so, provided the employee is not a party to the case, appearing</p> | <p>An employee will be expected to work any part of a regularly scheduled work day during which he or she is not required to be present in court.</p> <p>To receive compensation during jury or witness duty, the employee may be asked to provide his or her</p> |



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|--|---|--|
| | as an expert witness for compensation; and receiving compensation for such appearances (other than normal witness fee paid by the court), and their appearance is not directly related to any outside employment or business activities. | supervisor with a letter or other confirmation regarding time served. |
| Bereavement Leave | | |
| <ul style="list-style-type: none"> • Eligibility: All employees • Eligibility Date: 90 days after date of hire. | <p>Employees will receive up to five days of paid leave related to the death of an immediate family member.</p> <p>This time off may be used to arrange for and attend a funeral or memorial service and to attend to other related family matters. Immediate family includes an employee's spouse, child, parent, sibling, grandparent, a parent-in-law, a step-child, son-in-law, daughter-in-law or other immediate family member or other person with whom the employee has had a similar close personal relationship.</p> | <p>Employees may be asked to submit documentation verifying the death of the immediate family member.</p> <p>Please notify your supervisor as soon as practicable if you will be taking bereavement leave.</p> |
| Protected Leaves of Absence | | |
| <ul style="list-style-type: none"> • Eligibility: Depends on type of leave. • Eligibility Date: Depends on type of leave. | <p>BBVCC provides unpaid protected leaves of absence for the following additional reasons, as mandated federal and state law.</p> <ul style="list-style-type: none"> • To undergo a medical procedure to donate bone marrow, and related activities. • To attend criminal proceedings related to a personal felony that you or an immediate family member has experienced and as a result has suffered financial, social, psychological or physical harm. • For medical treatment, counseling, and other services to ensure health and safety of employees and/or their dependents who are victims of domestic violence, harassment, sexual assault or stalking. • Attending required annual military reserve training or other active military duty. <p>Protected leaves protect your job or position for a period of time established by federal and state laws. BBVCC may or may not continue to subsidize the cost of any or all of your insurance benefits while you are on leave depending on the reason for and length of leave.</p> <p>Generally, if you accept any employment with another organization, or go into business, while on a protected leave, do not return from a leave, you will be considered to have voluntarily resigned from employment as of the day on which you began your leave.</p> | <p>Employees may be required take PTO concurrently with this leave.</p> <p>Employees may be required to submit documentation regarding the reason for requested leave.</p> <p>PTO time does not accrue and holiday pay is not paid while on a leave of absence.</p> <p>Additional information about these protections is posted in the workplace as required by law. If you believe you may be eligible for a protected leave of absence, please see the Executive Director for more details and required forms for requesting this leave.</p> |
| Personal / Un-Protected Leaves of Absence | | |
| <ul style="list-style-type: none"> • Eligibility: All regular employees. Does not include temporary or seasonal employees. • Eligibility Date: One year of employment. | <p>Eligible employees may request an unpaid personal leave of absence for up to 4-weeks for personal reasons.</p> <p>Employees must exhaust their current accrual of PTO and/or sick leave before taking unpaid personal leave.</p> | <p>Employees may be required to submit documentation regarding the reason for requested leave.</p> <p>PTO time does not accrue and holiday pay is not paid while on a leave of absence.</p> |



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| | <p>Employees returning from unpaid personal leave are not guaranteed a return to their former job or position. BBVCC's staffing needs, the reason for the leave and the length of the leave will dictate what position, if any, will be offered to an employee upon returning from leave.</p> <p>Employees may continue your benefits coverage at their own expense during a personal leave of absence.</p> | <p>Please see the General Manager for more details and required forms for requesting this leave.</p> |

Retirement Benefits

| ELIGIBILITY | DESCRIPTION | GUIDELINES |
|--|--|---|
| Simple IRA | | |
| <ul style="list-style-type: none"> Eligibility: Employees who are age 18 or over and who: <ul style="list-style-type: none"> Earn a gross income of at least \$5,000 in their previous calendar year, and Are expected to earn a gross income of at least \$5,000 in the current year. Eligibility Date: 90 days after hire | <p>Vanguard, call 800-608-8607 or visit www.vanguard.com</p> <p>Provides pre-tax salary deferral savings for retirement. BBVCC will contribute 2% of an employee's contributions.</p> <p>Employees should refer to the Participant Notice and Summary Description for specifics on all contributions and rules related to breaks in service, what constitutes a service year, annual maximum limits on employee contributions, and additional details regarding this benefit.</p> | <p>Vesting:</p> <ul style="list-style-type: none"> Employee contributions: 100% Employer contributions: 2% of wages |
| Social Security | | |
| <ul style="list-style-type: none"> Eligibility: All employees. Eligibility Date: Date of hire. | <p>Financial protection for employees and their families when earnings are lost because of retirement, disability, or death.</p> | <p>BBVCC and employee pay the applicable FICA withholding.</p> |

Other Benefits

| ELIGIBILITY | DESCRIPTION | GUIDELINES |
|---|--|--|
| Job-Related Education Reimbursement | | |
| <ul style="list-style-type: none"> Eligibility: Regular full-time and part-time employees. | <p>Furthering the education (continuing education classes and certification courses in association/community management and CAI) of employees is a</p> | <p>Employees must present a copy of grade or a certificate indicating satisfactory completion of the</p> |



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| <ul style="list-style-type: none"> Eligibility Date: Date of hire. | <p>benefit to both the BBVCC and the employee. When approved in advance by the General Manager, BBVCC will reimburse the tuition costs for educational/vocational courses to eligible employees, provided the course is related to the employee's current position.</p> <p>Employees must receive prior approval for registration and/or renewal. Some training may be mandatory.</p> | <p>course before reimbursement can be made. Should an employee terminate employment at BBVCC within one year of course completion, he/she must repay a prorated portion of the tuition reimbursement (based on the amount of time that has passed since the reimbursement).</p> |