

# 2025 Employee Benefits Summary



Highlands  
Ranch  
WATER

# HIGHLANDS RANCH WATER

Our mission is to provide safe, sustainable and reliable water and wastewater utility services to our customers with superior quality and value. Our vision is to set the standard of excellence for community-based water and wastewater utility services through innovative practices in finance, operations and resource management.

Our team believes in five key core values:

- Safety
- Teamwork
- Vision
- Excellence in Service
- Integrity

Every employee contributes directly to our mission and vision and we hope that you will take pride in being a member of the team.

Highlands Ranch Water will make every effort to encourage your success and create an atmosphere in which you can achieve your highest level of excellence. We hope that your experience here will be challenging, enjoyable and rewarding.



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# BENEFITS PLAN OVERVIEW

- Employee Assistance Program
- Health Insurance
- Life/Accidental Death & Dismemberment (AD&D) Insurance
- Long-term Disability Insurance
- Retirement Program
- Paid Time Off
- Section 125 Flex Plan (FSA)
- Tuition Reimbursement Program
- Employee Discount Programs



# HEALTH INSURANCE ELIGIBILITY TIMELINE

## When will benefits start?

The effective date of coverage is the first day of the month following 30 days from the date of hire.

## When will benefits end if I leave the District?

Insurance coverage will terminate the last day of the month in which you separate from employment with Highlands Ranch Water. Flex Spending Account participation will continue through the last day of employment.

## Eligible dependents

Dependents eligible for coverage under Highlands Ranch Water's insurance include a spouse, civil union partner, and children under the age of 26. Children can be covered through the end of the month in which the child turns 26.

## Special enrollment options

You are eligible to enroll in the future as long as you apply within 30 days of the loss of other coverage. Written proof of the loss of other insurance coverage is required. New dependents need to be added to insurance within 30 days of getting them, whether it is a result of a marriage, birth, adoption, or placement for adoption. If you do not enroll within 30 days, you must wait for the next open enrollment period.

## Annual open enrollment

You are given the opportunity to change medical plans or add dependents during the annual open enrollment period each fall. This is the only time you can make these changes, except when a dependent's coverage is lost or a change in family status occurs, according to HIPAA guidelines. Contact Human Resources if any of these events occur.

# MEDICAL, DENTAL & VISION INSURANCE

Medical, dental, vision and prescription - Colorado Employer Benefit Trust (CEBT)



## FOUR COVERAGE TIERS

Employee  
Only

Employee &  
Spouse

Employee &  
Child(ren)

Family

## MEDICAL INSURANCE

See medical plan information on page 6.

## DENTAL INSURANCE

Delta Dental PPO Plus Premier Plan. There are three levels of dentists. You will receive the best benefits by choosing a PPO dentist. Insurance is optional.

## VISION INSURANCE

Vision Service Plan (VSP). You will receive the best benefits by using a provider in the VSP network. There are lesser benefits when using an out-of-plan provider. Insurance is optional.

# MEDICAL, DENTAL & VISION INSURANCE (cont.)

## MEDICAL PLAN OPTIONS

Full-time employees working a minimum of 40 hours per week are enrolled in health insurance. Participation is required. Highlands Ranch Water pays 100% of the employee only premium for all plans. Highlands Ranch Water pays a percentage of the dependent premium for dependent coverage.

### EPO4

Exclusive Provider Organization  
Similar to an HMO

- Co-pays only, no deductible and no referrals needed.
- The provider network MUST be used, otherwise charges may not be covered. The only exceptions are charges for out-of-network emergency treatment.

### KP-HMO40

Kaiser Permanente  
HMO

- Co-pays only, no deductible.
- Prescription coverage.
- Contracted Kaiser Permanente providers MUST be used, otherwise charges may not be covered. The only exceptions are charges for out-of-network emergency treatment.

### PPO4

Preferred Provider Organization

- Co-pays, deductible, and co-insurance apply.
- The PPO plan is designed to offer flexibility in and out-of-network with a comprehensive nationwide network of physicians and hospitals.
- Any provider may be seen, but the benefits are greater when choosing in-network providers.

# LIFE/ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

All employees working 20 or more hours per week are enrolled. Highlands Ranch Water pays 100% of the premiums.

## LIFE INSURANCE

	AMOUNT*	*The amount of life insurance is reduced as follows:
Employee	Two times your basic yearly earnings or \$450,000, whichever is less.	
Covered Spouse	\$5,000	Age 65 40%
Covered Child(ren)	\$2,000	Age 70 65%
		Age 75 75%
		Age 80 80%

Benefit reduction begins at age 65. Insurance is portable; upon separation from employment, you may keep the same amount of coverage at your own expense.

## ACCIDENTAL DEATH & DISMEMBERMENT

	AMOUNT
Employee	Two times your basic yearly earnings or \$450,000, whichever is less.

## LONG-TERM DISABILITY INSURANCE

Waiting Period	90-day waiting period before benefits begin.
Benefit Percentage	60% of the first \$10,000 of pre-disability earnings, up to a maximum of \$6,000.

This is only intended to highlight some of the pertinent provisions of the group plan.



# RETIREMENT PLANS

Highlands Ranch Water does not pay into Social Security. The pension plan is a Social Security replacement plan.

## PENSION PLAN - Principal Financial Group

Highlands Ranch Water contributes 6.2% of your salary each pay period with a mandatory employee pre-tax contribution of 6.2% of salary through payroll deduction.

You are 100% vested in the employer's contribution after three calendar years of employment in which at least 1,000 hours are worked each year.

You may direct your contributions into a choice of investment options offered with the plan.

- 414h Pension Plan
- Social Security Replacement Plan

## 457 DEFERRED COMPENSATION PLAN - Principal Financial Group

This plan is available to save either pre-tax dollars or post-tax dollars (Roth IRA). You will be automatically enrolled at a 6% pre-tax contribution rate but have the option to opt-out of contributing or to change your contribution rate at any time.

If you choose to contribute post-tax dollars, it will allow your money to grow tax-free. If you fund a Roth IRA with after-tax dollars, meaning you've already paid taxes on your contributions. Your money grows tax free and when you take withdrawals at retirement, you pay no taxes.

The District will match up to 6% of the employees' salary; 100% match for the first 3%, 50% match on the next 4% (See chart below).

Contributions are made through payroll deduction, up to a maximum amount determined by the IRS each year. Your contribution, plus Highlands Ranch Water's match, are subject to the annual maximum.

**457 Deferred Compensation Match Breakdown**

Employee % contribution	1st 3% is matched at 100%	4-6% is matched at 50%	Employer % total match
0.00%	0.00%	0.00%	0.00%
1.00%	1.00%	0.00%	1.00%
2.00%	2.00%	0.00%	2.00%
3.00%	3.00%	0.00%	3.00%
4.00%	3.00%	0.50%	3.50%
5.00%	3.00%	1.00%	4.00%
6.00%	3.00%	1.50%	4.50%
7.00%	3.00%	2.00%	5.00%
8.00%	3.00%	2.50%	5.50%
9.00%	3.00%	3.00%	6.00%
10.00%	3.00%	3.00%	6.00%

Employees who are aged 50 or older may make additional contributions, not subject to match. You are 100% vested in Highlands Ranch Water matching contributions with the initial contribution.

You direct contributions into the same choice of investment options offered within the Pension Plan.



## PAID TIME OFF

Holidays	There are ten paid holidays in 2025. Approved holidays are determined each year by the Board of Directors.
Vacation	Regular full-time employees accrue vacation from the date of hire, and it can be used as accrued. The accrual for new hires starts at 80 hours annually and increases with years of service, up to 160 hours annually. The full vacation policy, pay period accrual, and maximum accrual schedule are outlined in the Personnel Practices and Policies Guidelines document.
Personal Leave	<p>Employees receive a total of 32 hours of paid personal leave during each full calendar year worked, receiving eight hours at the beginning of each quarter. New hires, after 60 days of employment, will begin receiving eight hours each quarter.</p> <p>Hours are to be used at your discretion, for reasons such as personal business, extended weekends, observance of religious beliefs, etc. Leave must be approved in advance. The minimum increment of use is <b>one</b> hour. Unused leave is not carried forward at the end of the year.</p>
Bereavement	Up to 24 hours of paid leave is available, upon supervisor approval, due to the death of an immediate family member.

## SICK LEAVE PROGRAM

Annual Sick Leave	New hires receive 80 hours of sick leave. On their anniversary date, unused sick leave is transferred to Extended Illness Pay.
Extended Illness Pay	New hires receive 200 hours of extended illness pay. Each year on your anniversary date, unused sick leave is transferred to Extended Illness Pay. In addition, Highlands Ranch Water contributes an additional 80 bonus hours per year to reach a total maximum of 520 hours. On your anniversary date, 50% of unused sick leave over the maximum 520 hours is converted to dollars and deposited into the Post Employment Health Plan (PEHP).
Post Employment Health Plan (PEHP) - Nationwide Retirement Solutions	<p>Upon hire, a tax-free PEHP account is established in your name. This account is funded with your unused sick leave and district contributions.</p> <p>Highlands Ranch Water deposits \$10 per month into this account.</p> <p>On your anniversary date each year when you have accumulated the maximum number of hours (520) in Extended Illness Pay, 50% of unused sick leave in excess of 520 hours is converted to salary dollars and deposited into your PEHP account.</p> <p>Upon separation from employment or retirement, these dollars become available to you for reimbursement of qualified out-of-pocket medical expenses and medical insurance premiums.</p>

# EMPLOYEE PERKS

## Training

Training provided according to each department's budget and needs.

## Education reimbursement

Upon approval, Highlands Ranch Water will reimburse 80% of tuition and 100% of books and lab fees for job related classes, up to a maximum of \$2,000 per calendar year. If you attend a private institution, reimbursement is made for comparable classes at a Colorado supported college or university.

## Employee Assistance Program (EAP)

Work/life and employee assistance services include confidential support, guidance and resources to help you, and your family resolve personal work/life issues. Telephone, online and face-to-face assessment and counseling are available.

## Performance evaluation/compensation

Employees hired prior to June 30 will have their first performance evaluation in October of that year. Employees hired between July 1 and Dec. 1 will have their first performance evaluation in April of the following year. Wage increases will be based on the Compensation Plan Guide, approved annually by the Board of Directors.



## Section 125 - American Fidelity Assurance Company

This is a voluntary annual plan that reduces taxes and increases spendable income. Current after-tax expenses are reimbursed with pre-tax dollars (payroll deduction). Enroll with American Fidelity. Plans offered include:

- Flexible Spending Accounts (Healthcare, Limited Purpose and Dependent Care)
- Short-term Disability Income Insurance
- Term Life Insurance
- Whole Life Insurance
- Hospital Indemnity Insurance
- Cancer Insurance
- Accident Only Insurance

## Travel Assist

### Standard Insurance Co.

Travel Assist is included as part of the basic life and AD&D insurance plan. The program offers 24-hour, toll-free access to emergency assistance services for you and your family who are traveling more than 100 miles from home for businesses or pleasure. Some of the services include emergency medical evacuation, medical repatriation, medical referrals, emergency medical payments, repatriation of remains, replacement of medications and eyeglasses, emergency personal services and pre-travel information. The program brochure has complete details.

## Workers' Compensation Insurance

Workers' Compensation Insurance provides payment for medical expenses arising from job-related injuries and illnesses of an employee for which Highlands Ranch Water's insurance carrier has admitted liability. You have a choice of providers you may see. Benefits are payable for permanent-partial disability, temporary-total disability and permanent total disability up to the maximum benefits as established by law.

# SPECIAL MEMBERSHIP PROGRAMS, EMPLOYEE DISCOUNTS & DISCOUNTTICKETS

Banking	Eligible to join Air Academy Federal Credit Union, Red Rocks Federal Credit Union and Wells Fargo Bank at Work program. Show district ID to join.
Cell phone plans	Discounts are available with AT&T through First Net. Contact Human Resources for details.
LifeMart	Offered through ADP. There are thousands of discounts on travel, electronics, wireless service, childcare, food, home security, pet insurance and more.
College Invest - 529 College savings program	Contributions are Colorado state income tax deductible. Payroll direct deposit is available. Contact Human Resources for a form.
LegalShield Insurance	Group discount on legal insurance and identity theft insurance through payroll deduction. Enroll through Human Resources.
Recreation Centers	Employees who live outside of Highlands Ranch are eligible for single or family memberships at Highlands Ranch recreation centers.
Highlands Ranch Senior Center	Discounts are available to those who are eligible for membership.
PNC Financial Wellness Achievement Center	<p>Join now for financial education to match your needs. PNC Financial Wellness Achievement Center is a personalized tool to help employees meet the unique goals of every financial stage of their life. It is a customized online learning experience offered at no cost.</p> <p>Employees can learn more about the areas that mean the most to them through how-to videos, engaging articles, worksheets and calculators.</p> <p>Learning categories include:</p> <ul style="list-style-type: none"> <li>■ Budgeting and saving</li> <li>■ Helping to protect you against the unexpected</li> <li>■ Managing debt and credit</li> <li>■ Investing</li> <li>■ Planning for life stages</li> <li>■ Preparing for retirement</li> </ul> <p>Contact Human Resources to learn how to enroll.</p>

*Benefits are subject to change at any time. See Human Resources for enrollment information.*