# COMPENSATION AND BENEFITS

All full-time employees are eligible for the benefits as provided by the Employer, subject to the rules and regulations governing the same, with the understanding that these benefits can be changed at any time by the Employer.

In connection with health benefits, the employer may require employees to re-enroll on an annual basis in order to verify proper coverage for employees and their eligible dependents.  Employees shall notify the Employer of any change in circumstances affecting their coverage, e.g. birth, death, divorce, or a covered dependent reaching the age of twenty-six (26).  The Employer reserves the right to conduct a coverage audit to verify proper coverage for employees and eligible dependents.



* - JIF Policy

## CHANGING VITAL INFORMATION

The MMUA, Human Resource Department is held responsible for maintaining a centralized record of vital information. Failure on the part of an employee to report said changes to the Human Resource Department, may adversely affect the employee's status with the Authority. It is the responsibility of each employee to notify the Human Resource Department of all changes in vital information as listed below:

- Family Status
- Marital Status
- Dependent Children
- Name
- Address
- Telephone Number
- Withholding Tax – Both State and Federal
- Health Benefits
- Pension
- Insurance, etc.

In the case of all other vital information changes, notify the Human Resource Department, and an appointment will be made in order that the necessary changes can be appropriately documented.

## PAY PERIOD AND PAY DAY

Employee shall be paid each week. Pay day shall be every Thursday. When the regular pay day occurs on a holiday the employer shall pay the employees on the regular work day immediately preceding the holiday.



* - JIF Policy

## LICENSES

If the Employee obtains a water and/or sewer license, the Employer shall reimburse the Employee for the cost of any course taken and the Employee shall receive an hourly rate increase of: $0.60 per hour (effective July 1, 2019). The water and sewer licenses for which an employee will receive compensation for include, but are not limited to, a Collections (C) License, Distribution (W) License and Treatment (T) License up to a Class III only.

If the Employee obtains their Commercial Driver's License (CDL) Class A, the Employer shall reimburse the Employee for the costs associated with application and exams and the Employee shall receive an hourly rate increase of: $1.00 per hour.

## OVERTIME POLICY

In order to meet the demands of work, employees may be required to work in excess of the hours of work designated as the normal work week for their class title. Any employee salaried or hourly who is authorized or required to work beyond the normal work week for his class title shall be compensated.

All authorized overtime must be recorded on weekly time sheets. Overtime payment will be included in the paycheck of the employee covering base wages for the respective time period.

**Weekly Standby Duty**

At least one employee shall be assigned to weekly standby duty. He or she shall be scheduled on a rotating basis, based on classification (seniority). Such senior employee asked may refuse, but the junior-most employee may not refuse. Employees scheduled for weekly standby duty may be given a primary duty cell phone when scheduled and it shall be said employee's responsibility to respond to all off-hour calls.

Any employee who is required to be on standby duty shall be compensated two (2) hours pay per day at his time and one-half hourly rate of pay for his responsibility of carrying the cell phone, in addition to any call-in pay (for seven (7) days at time and one-half).

**Holiday Pay**

The scheduled On-Call employee will receive 8 hours (7AM to 3PM) of Time and a half (Regular Overtime Rate), plus the day's pay = totaling double-time-and-a-half for any observed holiday that falls during the normal work week.

The scheduled On-Call employee will receive 8 hours (7AM to 3PM) of Time and a half (Regular Overtime Rate) for any holiday that falls on the weekend.

If the scheduled On-Call employee gets called in outside of the 8-hour work-day (before 7AM or after 3PM) – their hours worked will be computed at Double time and a half (Holiday Pay Rate).

An employee who reports to work on a Holiday and was not scheduled to be on-call will receive their number of hours worked computed at Double time and a half (Holiday Pay Rate), plus the day's pay.

***This will apply to all paid holidays***

For each holiday, there is a midnight cutoff time of 11:59pm. (An employee who works Christmas Day and gets called in 11PM until 3AM the next day, will receive 1 hour paid at holiday rate with the remaining 3 hours at regular OT rate.)

## HEALTH INSURANCE POLICY

The Employer will provide, in full, the New Jersey State Health Benefit Plan, Prescription Plan, Dental Plan, Vision Plan, and Life Insurance for the Employee and family. Employee is subject to contributions for health benefits in accordance with the P.L. 2011 c. 78, which allows for the medical contributions to be deducted from the Employee's paychecks pre-tax. The Section 125 Plan is also available to pay for deductibles and other health care costs incurred in accordance with IRS Regulations.

The Employer agrees to provide Employee with retirement benefits (PERS) in accordance with applicable New Jersey Statutes. Employees who retire with a minimum of 25 years with the Authority will receive continued medical, prescription, dental, vision, and life insurance coverage for the employee and spouse and/or family. The Employer will only be responsible for payment of health insurance as stated above until the Employee is retirement eligible. Once the Employee is retirement eligible, the provisions regarding retirees under P.L. 2011 c. 78, shall apply. Retirees will be required to contribute toward the cost of health insurance as set forth in Chapter 2, P.L. 2010.

The Employer shall continue to have Employee enrolled in the State disability plan. If Employee is receiving double coverage due to Employee's spouse being employed, Employee shall annually have the option to decline enrollment of Employee's Health Insurance benefits with Employer and receive a cash allotment of $25% of the amount saved by the employer because of the waiver or $5,000.00 or whichever is less. This waiver of coverage is for State Health Benefits and Prescription Plan only. This waiver incentive covers from July 1st to June 30th. If an employee decides to re-enroll in State Health Benefits or Prescription before the year end of the waiver, the Employee must reimburse the Authority the difference. In accordance with Chapter 2, P.L. 2010, the Employee is not eligible for the waiver incentive if the other coverage is with State Health Benefits. All employees are grand fathered in for the waiver incentives amounts that they were receiving prior to the Chapter 2, P.L. 2010 other than double State Health Coverage.