

**CAPITAL AREA TRANSPORTATION
AUTHORITY**

**SUMMARY OF FRINGE BENEFITS
for
ADMINISTRATIVE EMPLOYEES**

PART-TIME HOURLY

INTRODUCTION

This summary describes fringe benefits provided for active part-time administrative employees. Except as otherwise noted, employees become eligible for benefits on satisfactory completion of the ninety (90) day probationary period.

Insurance benefits are governed by the specific terms of each policy or plan and specific carrier requirements. Plan booklets with specific details are available in the Human Resources Department.

All fringe benefits and plans are subject to review, amendment, and termination by CATA.

HOLIDAYS

After thirty (30) days of part-time employment, employees are eligible for time off with pay for the following designated holidays:

New Year's Day	Easter
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	

If a holiday falls on an employee's regularly scheduled day off, then the employee will be allowed a day off as a paid holiday at a later date before the end of the calendar year. This alternate day must be scheduled with the employee's supervisor and cannot be carried over from year-to-year. For the Christmas holiday only, the day off may be scheduled and taken no later than the end of the following year with supervisor approval.

Part-time hourly administrative employees who are required to work a designated holiday will be paid 1-1/2 times their hourly rate for hours worked and will be allowed the same number of hours worked as a paid holiday at a later date to be scheduled with supervisor approval before year end or, if the Christmas holiday was worked, before the end of the following year.

VACATION

Vacations are awarded on January 1 each calendar year based on the employee's years of service from his or her last date of hire with CATA. New employees will be eligible for one week of vacation on their anniversary date. An employee whose years of service increase to the next vacation step during the calendar year will be granted an additional week of vacation time which may be taken after their anniversary date.

The vacation schedule is as follows:

At one year	One week (not prorated)
At two through four years	Two weeks
Five or more years	Three weeks

The vacation week is five (5) days at five (5) hours per day. Vacation time may be scheduled as full weeks or individual days (not less than five (5) hours) with supervisor approval, subject to review and change.

Employees will receive vacation pay when vacation is taken. Employees may request vacation pay the payday before the vacation, by submitting a timely written request to supervision, to be forwarded to Finance.

Unused vacation time may not be carried over from year-to-year. Employees who resign with two (2) weeks prior written notice will be paid unused vacation time (i.e., awarded vacation time as of January 1 that has not yet been taken in the current calendar year). The resignation must be accepted and not be in lieu of discipline. Vacation pay is not paid on termination of employment for service after January 1 in the current calendar year.

Part-time employees who transfer to full-time and complete full-time probation will be eligible for vacation on January 1 of the following year based on their service from their last part-time date of hire.

FUNERAL LEAVE

Employees will be allowed five (5) days off, with pay at five (5) hours per day, following the death of their spouse, child, mother, father, or natural brother or sister. Employees will be allowed three (3) days off, with pay, following the death of other immediate family members. With the approval of the employee's Department Manager and the CEO/Executive Director, additional unpaid leave days may be allowed, if necessary.

Other immediate family members are defined as the employee's natural grandparents, natural grandchildren, spouse's natural parents, and employee's stepparents or stepchildren. Payment will be made only if the employee does not work on these days.

LIFE INSURANCE

CATA provides a life insurance benefit of \$15,000. The insurance plan will pay a double indemnity (\$30,000) for accidental death.

PENSION

The CATA Retirement Plan for Administrative Employees is a defined benefit pension plan. Participation is voluntary. Participating employees contribute 7% of compensation by payroll deduction and CATA contributes additional substantial amounts to fund the pension plan. The pension benefit upon retirement is based upon various factors (i.e., vested years of service, hire date, age at retirement, earnings history, and years of participation in the plan).

Rights of participants in the pension plan are governed by specific plan documents, which are available from the Human Resources Department.

EMPLOYEE ASSISTANCE PROGRAM

CATA provides an Employee Assistance Program which offers short-term counseling and referral services on a variety of personal issues for employees, spouses, and dependents. A third-party licensed facility provides this professional assistance at no cost to employees. See the Human Resources Department for further information.

DEFERRED COMPENSATION

CATA sponsors a Section 457(b) Deferred Compensation Plan for employees to save and invest for their retirement years. Employees who participate make contributions to individual Plan accounts by payroll deduction on a pretax basis. The contributions are invested in mutual funds or other investments selected by the employee. The Plan is intended to be a long-term savings and investment program and is subject to tax rules which limit the right of employees to withdraw funds from the Plan prior to retirement or leaving CATA employment. Taxes and tax penalties may be due if there is a distribution or withdrawal of funds from the Plan prior to retirement or upon termination of CATA employment.

The Human Resources Department has information available regarding enrollment.

PAYROLL DIRECT DEPOSIT

As an alternative to a paper paycheck, arrangements may be made with the Finance Department for direct deposit of pay to a bank or credit union which accepts electronic transfers. There is a maximum of two (2) direct deposit accounts. Pay will not be split between paper paychecks and direct deposit.

EDUCATION REIMBURSEMENT

CATA will reimburse community college tuition expenses and one-half (1/2) of expenses for required books for business related education that are approved in advance for part-time employees with one (1) year of service who are regularly scheduled to work at least twenty (20) hours per week. To qualify, an employee must have made satisfactory progress in courses approved previously and have a good work, attendance, and discipline record. Courses must be with an approved institution and clearly enhance job-related skills and be relevant to the employee's present position or another position at CATA that the employee will be seeking. To be eligible for reimbursement, an employee must make satisfactory progress in the approved classes and course of study, with a grade point of at least 2.5. Maximum reimbursement amounts may be established.

The courses and requests for tuition reimbursement are to be approved by the Department Manager, forwarded to the Human Resources Manager, and then submitted to the CEO/Executive Director for approval.

FREE TRANSPORTATION

CATA provides a bus pass to employees, their spouse, and dependent children up to the age of 19 and up to age 25 if the dependent child is a full-time student.

WORK BREAKS

As work permits, a paid 10-minute break is allowed during a regular shift that is four (4) hours or more and a second paid 10-minute break is allowed during a regular shift that is eight (8) hours or more. Each department will determine how and when each break is to be taken. Break time may not be accumulated or used to shorten the scheduled work day or extend time off for lunch.