



# Employee benefits

May 2024

A black and white photograph of a diverse group of business professionals in a meeting. A woman in the center is smiling while talking on a mobile phone. A man to her right is also smiling and looking towards her. In the foreground, another man is smiling and looking towards the camera. They are gathered around a table with documents and a laptop. A whiteboard with a bar chart is visible in the background.

**Terrific people.  
Rewarding work.  
Competitive pay.  
Excellent reputation.  
Great benefits!**

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At the Denver Regional Council of Governments, employees are key partners in fulfilling the organization's goal of enhancing and protecting the Denver region's quality of life. DRCOG's comprehensive benefits package shows its commitment to employees and their families. DRCOG offers a range of benefits to employees to assist with their physical and mental health and wellness, financial planning and well being, work-life balance, career development and transportation assistance.



## Physical and mental health and wellness

### Medical coverage | Eligible first day of the month following date of hire

DRCOG provides comprehensive health insurance options for employees to meet their individual and family needs. There are two health management organization plans available providing in-network medical and prescription drug coverage with co-payments at lower premiums to the employee. The preferred provider organization plan allows in- and out-of-network services and requires participants to meet the deductible before the insurance company pays for major services. DRCOG pays 85% of the premium for full-time employees.

### Dental coverage | Eligible first day of the month following date of hire

Employees may enroll in DRCOG's dental plan, choosing from two preferred provider organization plans. DRCOG pays 80% of the premium for full-time employees.

### Vision coverage | Eligible first day of the month following date of hire

DRCOG offers vision coverage to help employees pay for routine vision services and vision supplies. Employees may see any vision provider, but enjoy significant savings when using in-network providers. DRCOG pays 100% for full-time employees' single coverage.

## Employee Assistance Program | Eligible upon employment

The Employee Assistance Program is available to all employees and eligible dependents. DRCOG pays 100% of the premium for this confidential and wide-ranging counseling program.

## On-site fitness center | Eligible first day of employment

DRCOG employees can use the fitness center conveniently located in the building. The center has workout equipment, showers and lockers.

## Headspace | Eligible first day of the month following date of hire

DRCOG offers employees a fully paid membership to the Headspace app. The Headspace app is a mental health/mindfulness support tool for everyday life.



## Work/Life balance

### General leave | Eligible upon employment

- Full-time employees receive 10.5 hours of general leave each month. Leave hours increase over time to a maximum of 16.5 hours accumulated monthly.
- Part-time employees working an average of 24-39 hours weekly receive 5.25 hours each month. Leave hours increase over time to a maximum of 8.25 hours per month.

## Holidays | Eligible upon employment

Paid holidays for full-time employees (pro-rated at 50% for part-time employees regularly scheduled to work 24 to 39 hours per week)

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Two floating holidays

## Adaptable work environment | Eligibility dependent upon job duties

Employees may be eligible for telework (up to three days per week), flex-scheduling, compressed work week or a combination of the three.



## Financial planning and well-being

### Retirement benefits | Eligible to full-time employees on the first day of month following six months of employment

DRCOG's 401(a) retirement plan is mandatory for full-time employees on the first of the month after six months of employment. Through the plan, DRCOG contributes 9% of an employee's monthly salary, while the employee contributes 3%.

**Vesting:** The employee must be vested to receive DRCOG's contributions. Incremental vesting begins after three years of employment and full vesting occurs at seven years.

### Flexible spending accounts | Eligible first day of the month following date of hire

DRCOG offers two types of flexible spending accounts: medical and dependent care. Through each account, employees can redirect a set amount of their earnings to pay for applicable expenses with pre-tax dollars.

### Sick leave | Eligible upon hire

Full-time employees accrue leave at a rate of six hours each month to a maximum of 384 hours. Part time employees accrue leave at a rate of four hours per month to a maximum of 384 hours.

### Employer-paid family leave

Family and medical leave insurance allows employees working in Colorado paid time away from work for certain qualifying events. Benefits are available if you have earned at least \$2,500 in the last four months from the date you apply for leave. Benefits include paid medical leave, family leave, leave to manage family affairs while a family member is on active-duty service and safe leave. Up to 12 weeks of any combination of medical, family, qualifying exigency or safe leave. Up to four additional weeks for complications related to pregnancy or childbirth.

### Employer-paid short-term disability | Eligible first day of the month following date of hire

DRCOG provides a short-term disability benefit for full-time employees that, if approved, replaces a portion of weekly income should the employee be unable to perform their job due to an illness or injury unrelated to work. As long as the employee remains disabled and meets the plan's disability requirements, the employee will continue to receive 60% of basic weekly earnings up to a weekly maximum benefit of \$1,200 up to 22 weeks. Benefits may be subject to pre-existing condition limitations.

### Employer-paid long-term disability | Eligible first day of the month following date of hire

DRCOG provides a long-term disability benefit for full-time employees. If an employee is unable to perform their job for a continuous 180-day period due to illness or injury, if approved, the long-term disability benefit will take effect. The income replacement benefit equals 66.67% of the employee's basic monthly earnings, up to a maximum of \$6,000. Benefits may be subject to pre-existing condition limitations.

### Employer-paid life insurance | Eligible first day of the month following date of hire

DRCOG provides basic life and accidental death and dismemberment insurance equal to two times an employee's annual salary up to \$300,000.

**Supplemental, voluntary life insurance**  
| Eligible first day of the month  
following date of hire

Supplemental, voluntary life insurance for employees and their families is available through payroll deduction.

**Public Service Student Loan Forgiveness** | For eligibility requirements, speak with Human Resources

DRCOG is a qualified employer for the Public Service Student Loan Forgiveness program.

Credit Union membership, Deferred Compensation (457), Roth Retirement savings, Auto and Homeowner insurance discounts, pet insurance, direct payroll deposit and workers compensation insurance.



**Career development**

**Tuition reimbursement** | Eligible after six months of employment

Full-time DRCOG employees enrolled in academic courses related to their work may receive tuition loans for continuing education. The loans are then forgiven progressively with continued employment and proof of passing grades.

**Higher Education Tuition Discount Program** | Eligible upon hire

Employees and their immediate family members are eligible to receive tuition discounts through several institutions of higher learning.

**Professional certification and memberships** | Eligible upon hire

DRCOG will pay for employees holding professional certifications membership fees up to \$400 annually.



**Transportation assistance**

**EcoPass** | Eligible upon hire

DRCOG offers each full-time employee an EcoPass that provides unlimited use of RTD's bus and rail service.

**Bike parking** | Eligible upon employment

For employees who bike to work, DRCOG provides conveniently located, locked bicycle parking and lockers in the building.

**Guaranteed Ride Home** | Eligible upon hire

Through this unique program, full-time employees can receive a free taxi ride from work to home for an emergency or unplanned work schedule change if the employee used transit, carpooled, vanpooled, walked or biked to work that day.



## More about DRCOG

DRCOG has an extensive training and professional development program for employees. Employees are strongly encouraged, and provided time, to take the training classes they need to update their skills and re-energize themselves.

DRCOG has a group that plans employee gatherings and get-togethers for employees and their families.

DRCOG's downtown location offers employees convenient access to transit, pedestrian and bike routes. The office is located just blocks from Union Station and Coors Field. It is also one block from Denver's 16th Street Mall and a host of restaurants, retail stores and other amenities.

With its focus on the future and the region's quality of life, DRCOG is environmentally aware, and reduces, reuses and recycles. The office is located in a Leadership in Energy and Environmental Design certified building.

## Benefits questions

**If you have questions, please contact Human Resources at 303-480-6708.**

## We are an equal opportunity employer Gender/Minority/Disabled/Veteran

*This brochure only summarizes the availability of certain benefit plans, policies and programs available as a DRCOG employee. The details of these plans, policies and programs are contained in the official plan, policy and program documents. This brochure is meant only to summarize availability. It does not contain all of the details included in a summary plan description. DRCOG reserves the right to change these benefits at any time without prior notice.*



1001 17th St.  
Suite 700  
Denver, CO 80202

Main 303-455-1000  
Fax 303-480-6779  
[drcog.org](http://drcog.org)