



**TERRIFIC PEOPLE.  
REWARDING WORK.  
COMPETITIVE PAY.  
EXCELLENT REPUTATION.  
GREAT BENEFITS!**

At the Denver Regional Council of Governments (DRCOG), 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.

## WHO RECEIVES BENEFITS?

Full-time employees are eligible for: credit union membership; 457 deferred compensation; Roth IRA; 401(a) retirement; dental, health and vision insurance; flexible spending account; life and accidental death and dismemberment, short-term disability, long-term disability, voluntary life, auto, homeowners, group universal life, group accident, LifeLock identity theft protection and pet insurance; employee assistance program; tuition reimbursement; direct deposit; pre-tax parking; workers’ compensation; EcoPass and Guaranteed Ride Home; and on-site fitness center membership.

Part-time employees who are normally scheduled to work fewer than 40 hours a week are eligible for: employee assistance program; credit union membership; 457 deferred compensation; Roth IRA; direct deposit; pre-tax parking; workers’ compensation; auto, homeowners, LifeLock identity theft protection and pet insurance; on-site fitness center membership.

## THE FOLLOWING BENEFITS ARE AVAILABLE TO PART-TIME EMPLOYEES BASED ON HOURS WORKED PER WEEK:

Hours worked per week	Insurance benefit	Employee-paid premium	Employer-paid premium
30 to 39	Health	15%	85%
24 to 39	Dental Vision	60% 50%	40% 50%
24 to 29	Health	57.5%	42.5%

Temporary employees are eligible for: direct deposit; pet, auto and homeowners insurance; credit union membership; workers’ compensation; and on-site fitness center membership.

# KEY DRCOG BENEFITS

## HOLIDAYS | Eligible upon employment

Paid holidays for full-time employees (pro-rated at 50 percent 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
- Independence Day
- Floating day (designated by the executive director)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

## LEAVE BENEFITS | 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 to 39 hours per week receive 5.25 hours of general leave each month. Leave hours increase over time to a maximum of 8.25 hours accumulated monthly.
- Full-time employees accrue sick leave at a rate of six hours each month. Part-time employees who work an average of 24 to 39 per week accrue three hours of sick leave each month.

## 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 percent of an employee's monthly salary, while the employee contributes 3 percent.

**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.

## 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 HMO plans available providing in-network medical and prescription drug coverage with co-payments at lower premiums to the employee. The PPO is designed to allow in-and out-of-network services and requires participants to meet the deductible before the insurance company pays for major services. DRCOG pays 85 percent 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 PPO plans. DRCOG pays 80 percent 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 percent for full-time employee's single coverage.

## **EMPLOYEE ASSISTANCE PROGRAM** | Eligible upon employment

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

## **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.

## **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 percent 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 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 percent 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.

## **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.

## **FITNESS CENTER** | Eligible first day of employment

DRCOG employees can use the 1290 Fitness Center, conveniently located in the building. The center has workout equipment, showers and lockers.

## **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.

## **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.

## **ECOPASS** | Eligible upon employment

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

## **GUARANTEED RIDE HOME** | Eligible upon employment

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.

## **BIKE PARKING** | Eligible upon employment

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

## **OTHER BENEFITS**

- Auto and homeowners insurance discounts
- Credit union membership
- Deferred compensation (457)
- Job-related training
- Direct payroll deposit
- Flex-time
- Telework
- LifeLock identity theft protection
- Compressed workweek
- Casual dress
- Bonus and recognition program
- Roth IRA
- Qualified transportation expense program
- Professional membership
- Pet insurance
- Annual health fair

*All employees are covered by workers' compensation insurance.*

## 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 near the Denver Art Museum, the Denver Public Library and the Colorado History Museum. 1290 Broadway is just blocks from the Capitol, Denver's 16th Street Mall and a host of restaurants 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 LEED-certified building.

## BENEFITS QUESTIONS

If you have questions, please contact DRCOG 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.*



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