



Credible.
Independent.
In the public interest.

The Pipeline Safety Trust is an organization where you can bring your purpose to life through the work you do. PST focuses on the health and wellness of its employees and prioritizes work/life balance, flextime, and hybrid work schedule.

Benefits Overview 2023-2024

Health Coverage

Initial Enrollment/Eligibility

Regular full-time employees who work a minimum of 24 hours per week are eligible to receive health coverage as of the first of the month following date of hire.

Open Enrollment

If you choose not to enroll when initially eligible, you must wait for the next open enrollment period in the month of February. Coverage would then begin the first of April. However, there are exceptions. Please refer to Qualifying Event section.

Cost to Participate

Pipeline Safety Trust contributes 100% towards employee premiums and 50% towards dependent premiums. Please see below for a breakdown of the per month cost to employees for each enrolled dependent.

2023 Premera Blue Cross Balance 2000 Gold 4/1/23-3/31/24					
Employer contributions:		Employer Contribution Per Month			
Employee	100%	Employee Age 21+	\$487.59	Dependent Age 21+	\$243.79
Dependent	50%	Employee Age 0-20	\$307.13	Dependent Age 0-20	\$153.56
Total Rates:		Employee Responsibility Per Month			
Enrollee 21+	\$487.59	Employee Age 21+	\$0	Dependent Age 21+	\$243.79
Enrollee 0-20	\$307.13	Employee Age 0-20	\$0	Dependent Age 0-20	\$153.56

Employee payroll deduction for a family of four (2 adults + 2 children) is \$524.93/mo. or \$275.46/pay period.

Employees who qualify for medical benefits from the Trust but who can show evidence of existing group coverage outside of the Trust through a spouse or other employment, the extent of which the Executive Director approves, can choose to receive additional taxable wages in lieu of the Trust’s coverage. The amount of this additional wage will be 60% of the contribution the Trust would make for a single employee’s coverage without dependents.

Qualifying Event

Enrolling yourself or dependents outside of initial eligibility or open enrollment can take place only if there is a “Qualifying Life Event.” In some situations, cancellations also require such an event. Examples of Qualifying Life Events include (but are not limited to):

- Change in legal marital status – marriage, legal separation, divorce
- Birth or adoption of a child
- Involuntary loss of current coverage
- Gain/loss of Medicare or Medicaid eligibility

If a Qualifying Life Event occurs and you need to change your benefit elections, enrollment paperwork must be received by the carrier within 30 days (60 days for birth or adoption). Please provide to the Business Manager for processing. Proof of the change will be required.

Benefits Overview 2023-2024 – continued

Dental Expense Reimbursement

Regular employees scheduled to work 24 hours or more per week will be eligible for direct reimbursement of dental care costs from the Trust.

Dental procedure reimbursement rates

Categories the Board sets for dental reimbursement rates for	Maximum Annual Reimbursement Amount
Individual employee	\$1000
Individual employee & spouse	\$1300 for employee and spouse
Individual employee & children	\$1000 plus an additional \$300/child
Individual employee & spouse & children	\$1300 plus an additional \$300/child

Retirement Plan

Currently the Trust provides a 5% of gross wage donation for each employee through a Simplified Employee Pension - Individual Retirement Account (SEP-IRA). Each employee has the choice of what SEP-IRA to invest this money into, but employees over the age of 21 are required as a condition of employment to establish a SEP1. The Trust does not contribute payments into a retirement SEP-IRA for employees under the age of 21, or until an employee has performed service for the Trust in at least 1 year of the immediately preceding 5 years.

Annual Leave

Regular full-time employees will receive up to 96 hours of annual leave in their first two years of employment. This annual leave accrues on a pro-rated basis each month based on the full-time equivalency (FTE) of the position. After two full years of continuous employment, employees receive up to 120 hours of annual leave each year. After four full years of continuous employment, employees receive up to 160 hours of annual leave.

Sick Leave

Regular full-time employees will accrue 96 paid sick leave hours each year beginning with the date of employment. Sick leave accrues on a pro-rated basis each month based on the full-time equivalency (FTE) of the position.

Other Leave

PST complies with every state's leave policies in which we have employees.

Holidays

Holiday pay is based on the full-time equivalency (FTE) of the position. The following paid holidays are observed by the Trust:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
President's Day	Indigenous Peoples' Day
Memorial Day	Thanksgiving Day and the day following
Juneteenth	Christmas Day

Pay

Pay periods are semi-monthly, ending on the (1) fifteenth day of the month, and (2) last day of the month. Paychecks will be prepared and distributed within 3 banking days of the end of each pay period.

Regular Hours

Monday through Friday, 9am to 5pm or as arranged with your supervisor.

PSLF Qualifying employer

Pipeline Safety Trust is a qualified employer for public interest student loan forgiveness.