



THE BASICS

INSURANCE BENEFITS AND SOCIAL SECURITY

INSURANCE BENEFITS



Employees and families are covered by medical, vision, dental, and basic life insurance. Employees are also covered by long term disability insurance, with the option to purchase additional coverage amounts. To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#).



SOCIAL SECURITY

State employees are covered by the federal Social Security and Medicare systems. The state and employee pay an equal amount into the system.



MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA)

The Medical FSA allows you to set aside pretax money from your paycheck to pay for out-of-pocket health care costs.



DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)

The DCAP allows you to set aside pretax money from your paycheck to help pay for qualifying child care or elder care expenses.

RETIREMENT



RETIREMENT

Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer-contributed retirement programs. For additional information, check out the [Department of Retirement Systems' web site](#).



DEFERRED COMPENSATION PROGRAM (DCP)

Employees also have the ability to participate in [DCP](#). This is a supplemental retirement savings program (similar to an IRA) that allows control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

LEAVE



VACATION LEAVE

Vacation accrual begins the first month of employment. Accrual begins at 9.33333 hours per month and increases the longer an employee works with us. Washington State supports members of the armed forces with 21 days paid military leave per year. Vacation accrues for full-time employees per [WAC 357-31-165](#).



SHARED LEAVE PROGRAM

The state leave sharing program permits state employees to come to the aid of another state employee who is likely to take leave without pay or terminate employment. Employees may donate their own sick or vacation leave to the eligible employee in need.



SICK LEAVE

Full-time employees earn eight hours of sick leave per month. Paid sick leave may be used for reasons included in [WAC 357-31-130](#).



HOLIDAYS

12 [paid holidays](#), including an elective personal holiday that must be used by Dec. 31 of each year.



WORK LIFE



COMMUTE TRIP REDUCTION (CTR) PROGRAM

The purpose of the CTR Program is to reduce employees' drive-alone commutes. The WSIB offers non-taxable van pool vouchers, taxable cash subsidy, transit passes, and ORCA cards for King County employees to encourage employees to use alternatives to a drive-alone commute.



TELEWORK

The WSIB operates in a hybrid environment, availing staff of the option to work from home 40% of the time, as well as options for extended remote work in certain locations for 4 weeks each year.



FLEX SCHEDULES

WSIB employees may be eligible for flexible schedule options, which might mean adjusting start and end times that suit their needs without altering the number of hours in a day. Other options for flexibility include a variety of compressed work week schedules.



BUSINESS RESOURCES GROUPS (BRGS)

Employees have access to a variety of BRGs and may use work time to participate in the events and meetings offered. BRGs provide employees with space to build community, engage in skill development, provide visibility for cultural events, and much more!



WELLNESS

Our workplace includes a Wellness Committee, flu shot clinics, and a [SmartHealth Wellness](#) incentive program.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

[EAP](#) offers enhanced Work/Life Resources legal assistance, financial and family counseling, and an employee support website.

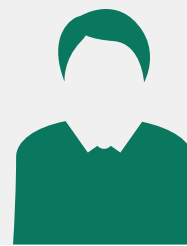
RESEARCH SHOWS AND THE WSIB BELIEVES
THAT EMPLOYEES WILL BE AT THEIR BEST
PROFESSIONALLY WHEN THEY ARE WELL RESTED
AND HAVE TIME AWAY FROM WORK

WALK
MY
POOCH

YOGA

VANPOOL?

PILATES



EMPLOYEE DEVELOPMENT



TUITION ASSISTANCE

Exempt employees with six months or more state service and permanent classified employees are eligible to receive tuition assistance. The WSIB may provide an employee up to \$6,000 in tuition assistance per fiscal year. Assistance is limited to tuition and fees only, subject to availability of funds.



TRAINING AND CONFERENCES

The WSIB pays up to 100 percent of training or conferences relevant to the employee's position.



CERTIFICATIONS

The WSIB pays up to 100 percent of the application fee, program registration (if applicable), study materials, and the exam for each level required for final certification. Payment will not be contingent upon successful passage of the exam; however, payment for all above items will only be provided one time per level of exam.



INDIVIDUAL DEVELOPMENT PLAN (IDP)

An IDP is a tool to assist employees in professional development. Its primary purpose is to help employees identify short and long-term career goals and development activities to ensure employees possess the skills for excellent job performance and career growth.



RECOGNITION

The WSIB hosts several recognition events throughout the year to honor employees. Additionally, a Peer Recognition Committee was created for employees to recognize peers who have demonstrated outstanding service, or who have provided a significant benefit to staff or the agency.

BE A
COACH

PROMOTION?

GET MY
CFA

BE THE
BOSS

**"AN INVESTMENT IN KNOWLEDGE
ALWAYS PAYS THE BEST INTEREST."**

BENJAMIN FRANKLIN

COST SAVINGS PROGRAM



PUBLIC SERVICE LOAN FORGIVENESS (PSLF)

The Public Service Loan Forgiveness Program offers complete federal student loan forgiveness benefits in return for qualifying public service work, meaning outstanding federal loan balances may be forgiven in exchange for working in a public service field. The PSLF program is open to all qualified public service employees, including Washington State government employees.



AUTO AND HOME INSURANCE

Employees may receive a discount of up to 12 percent off Liberty Mutual's auto insurance rates and up to 5 percent off Liberty Mutual's home insurance rates.



GYM MEMBERSHIPS

A number of local and nationwide gyms offer discounted memberships as low as \$28/month or waived initiation fees to state employees directly or as a benefit of state-sponsored health insurance plans. Check with your gym of choice to determine if you may qualify!

**THE ONLY "FREE LUNCH" OPPORTUNITIES
IN INVESTING ARE DIVERSIFICATION AND
COMPOUNDING YOUR EARNINGS.**

PAY
MYSELF
FIRST

SAVE
MORE

BE
MONEY-WISE

SPEND
LESS