



# COG TOTAL REWARDS compensation

work-life balance,  
lifestyle, and mobility

health & wellness benefits

financial security  
and retirement

benefits

continuous learning opportunity

leave for self renewal  
and other personal needs

other perks and resources  
for daily living

education and tuition  
assistance

remote work

annual leave

life insurance

public transit  
assistance program

disability plan



# COG TOTAL REWARDS

The Metropolitan Washington Council of Governments (COG) is committed to providing a competitive total rewards package comprised of compensation, rewards and recognition, benefits for your health and wellness, learning opportunities, financial security and retirement, lifestyle and mobility, and access to resources for your daily living.



## COMPENSATION

*COG salaries are based on position level, knowledge, skills and abilities, and other job requirements. Once employed additional compensation may be provided based on merit, continued learning to sharpen your core competencies in the position you were hired for, and achievement of performance goals. Compensation is comprised of base salary, bonuses, and imputed cost of life insurance benefits. Subject to budget, a Cost of Living Adjustment (COLA) may also be provided. Your total compensation determines future benefits such as your pension.*

COG recognizes pay challenges in the marketplace. Every year, OHRM conducts a compensation survey and makes necessary salary range adjustments to keep our compensation competitive with benchmark organizations in the region. COG management endeavors to address cost of living in making compensation decisions affecting everyone.

### PAY INFORMATION

COG employees are paid on a biweekly basis (every other Friday) and there are 26 pay periods per year. Pay periods begin on Sunday and end on the following second Saturday. The pay day is the first Friday following the Saturday that ends a pay period .

### EMPLOYEE SELF-SERVICE

Easy access to your pay and benefits, along with W2 and pay stubs, are available through [ADP Workforce Now](#). You may also make changes to your basic information through this portal. Please contact OHRM for access and a personal demo.



## HEALTH AND WELLNESS BENEFITS

*COG offers a comprehensive benefits package for health and wellness offering physical and mental health programs for you and your family.*

### GROUP HEALTH INSURANCE

Depending on position, COG employees generally pay about 15% to 20% of the total cost of health insurance. The majority of the cost is paid for by COG. Contributions may change based on an annual assessment of COG's health insurance cost. Contact OHRM for design plans and rates that meet your individual and family needs.

### VISION AND DENTAL PLANS

A vision plan is available as part of the health care plan at discounted savings. A separate stand-alone dental and vision plans are available. COG pays for 100% of the cost for single coverage. You may buy coverage for your spouse or family.

### DISABILITY PLAN

COG pays 100% of short-term and long-term disability premiums. Participation is automatic.

**Short-term Disability (STD)** coverage provides the employee with disability compensation at 60% of basic weekly earning to a maximum of \$1,000 per week. Short-term disability begins on the 8<sup>th</sup> day of an accident or sickness and covers the employee for 22 weeks.

**Long-term Disability (LTD)** provides an employee with disability compensation at 60% of basic monthly salary to a maximum of \$8,000 per month. Long-term disability begins at the completion of short-term disability coverage (after six months of continuous disability)

### FLEXIBLE SPENDING ACCOUNT (FSA)

COG offers a Flexible Spending Account for both dependent care and medical expenses.

The above terms for STD, LTD and FSA may change. Check with OHRM for any changes.

## PHYSICAL HEALTH PROGRAMS

A fitness center is located in the building and is available to all staff. COG also offers benefits to those who enroll in our Bike to Work Program.

## EMPLOYEE ASSISTANCE PROGRAMS

A personal and confidential counseling service for employees and their dependents/family members. Program offerings include EAP Counseling, Legal Assistance, Financial Consultation, Free Ride Home services, and more. Professional counselors are available 24/7 to employees at no charge.



## LEAVE FOR SELF RENEWAL AND PERSONAL NEEDS

COG supports health and wellness by offering paid vacation leave, personal wellness and sick leave plus paid holidays.

### ANNUAL LEAVE

Employees with 0-3 years of service earn 13 days per year; with 4-15 years of service, 20 days per year; and more than 15 years of service, 26 days per year.

[Check HR Handbook for details.](#)

### HEALTH, PERSONAL, AND EMERGENCY NEEDS

- Sick Leave
- Personal Wellness
- Family Medical Leave Act (FMLA) \* DC Paid Leave
- Military Leave
- Parental Leave
- Voluntary Leave of Absence
- Administrative Leave
- Bereavement Leave
- Jury Duty

### PAID HOLIDAYS *(Eleven holidays per year+ one optional)*

- New Year's Day - January 1
- Inauguration Day (U.S)- January 20, after election \*
- Martin Luther King, Jr - 3rd Monday of January
- Presidents Day - 3rd Monday of February
- Memorial Day - Last Monday of May
- Juneteenth - June 19
- Independence Day - July 4

- Labor Day - 1st Monday of September
- Indigenous People's Day - 2nd Monday of October \*\*
- Veterans Day - November 11
- Thanksgiving Day - 4th Thursday of November
- Christmas Day - December 25
- Year-End Holiday Break (Bet. Christmas & New Year) \*\*\*

*\*At the discretion of the Executive Director \*\*Floating Holiday. \*\*\*Combined leave and holiday. See HR for details.*



## CONTINUOUS LEARNING OPPORTUNITIES

### TRAINING

Various online, inhouse and offsite training are available including mandatory training, self-directed courses and HR curated courses.

### PROFESSIONAL ASSOCIATION DUES

COG will reimburse employees up to half the annual cost of membership dues in one job-related professional association.

### EDUCATION/TUITION ASSISTANCE

Employees who have successfully completed their introductory period and have maintained satisfactory job performance are eligible for tuition assistance. Each eligible employee may receive up to \$1,000.00 per calendar year.

### LEADERSHIP DEVELOPMENT

COG's Institute for Regional Excellence provides management and leadership development to qualified employees.

In-house supervisory and management training are also available.





# FINANCIAL SECURITY AND RETIREMENT

*We care about your long-term financial security. COG provides a retirement pension plan and other benefits to address loss of income due to unforeseen events.*

## DEFINED BENEFIT PENSION PLAN

COG offers a defined benefit pension plan with benefits calculated based on your contributions, years of service, average three highest annual salaries, and other actuarial factors. When you retire, you can choose an annuity, 100% cash out, or split distribution for your accrued benefits and vested COG paid contributions. Each employee contributes a mandatory 7% of annual salary to COG's pension retirement plan, through bi-weekly payroll deductions. COG contributes 9% of annual salary to COG's pension retirement plan. Participation is mandatory. Subject to COG Board's approval, contributions may change. This pension plan assures your financial security after you retire from COG.

## VOLUNTARY TAX-DEFERRED COMPENSATION

COG offers two plans for income deferral through Mission Square Retirement (formerly known as International City/County Management Association- Retirement Corporation (ICMA-RC) and Lincoln National Life Insurance Company. These investment options allow employees the opportunity to participate in pre-tax savings and investment programs.

- 1. Lincoln National 403(b) Tax Deferred**- employees may elect to defer a portion of their salary, up to maximum amount allowed by IRS and catch-up contributions for age 50 or older. Lincoln also offers ROTH 403(b). For details, contact Karen DuVon, Financial Advisor (703) 430-1348.
- 2. MISSION SQUARE RETIREMENT (ICMA-RC) 457 Deferred Compensation** – Employees can contribute tax deferred annually up to maximum allowed by IRS and catch-up contributions for age 50 or older. Contact ICMA-RC Retirement Plan Specialist at (202) 545-0280

## RETIREE HEALTH INSURANCE

Retiring COG employees who have completed a minimum of 15 years of service may elect one of the following options for health insurance coverage.

## SUPPLEMENTAL RETIREMENT SUBSIDY & COLA

If you retire while you are an employee, you will receive a supplemental monthly payment. If you qualify for early retirement, the subsidy is paid in an actuarial equivalent amount. Retirees may also get a COLA increase up to 3% each year based on CPI as calculated by Office of Finance and Administration.

## SOCIAL SECURITY

No deduction is taken for Social Security. Participation in the Medicare portion of Social Security is required at the rate is 1.45% of annual salary.

## LIFE INSURANCE

COG offers both group and individual life insurance to you and your family.

- 1. GROUP TERM LIFE INSURANCE:** COG pays 100% of the life insurance premium for Group Term Life Insurance for employees. Coverage is 300% of your annual salary, not to exceed \$400,000. There is a 35% benefit reduction at age 65, with a reduction as you get older.
- 2. SUPPLEMENTAL LIFE INSURANCE:** Employee Life & Accidental Death & Dismemberment (AD&D) Employee may elect to pay additional. Contact OHRM for details

## WORKERS' COMPENSATION

Workers' Compensation provides benefits for all COG employees for medical payments (including rehabilitation) and payments for loss of income due to a compensable work-related injury caused by accident or disease.

## UNEMPLOYMENT COMPENSATION

COG makes quarterly contributions to the District of Columbia for unemployment compensation. Employees eligible for unemployment compensation will receive an amount specified by the District's compensation schedule, or the compensation level specified by the State in which they may collect such compensation.



## WORK-LIFE BALANCE, LIFESTYLE AND MOBILITY

### FLEXIBILITY AND REMOTE WORK

COG offers a flexible telework opportunity to work from home and at COG offices. This flexibility saves commuting time and can improve work-life balance.

### REMOTE TOOLS

The Information Technology Department provides tools for you to do your job from home. A monthly stipend for cell/Internet access, provision of laptop and other accessories are just some of the assistance IT provides.

### PUBLIC TRANSIT ASSISTANCE PROGRAM

To encourage staff to use public transit in their commute to and from work, all COG employees who use public transit on a regular basis, are eligible for a monthly transit subsidy. COG will reimburse employees up to \$300 per month for transit and parking expenses.

### BIKE TO WORK PROGRAM

COG encourages biking to work. A dedicated space is provided for bike users. COG provides bike benefits of \$75 per quarter.

COG also coordinates the region's annual Bike to Work Day with stops in DC, VA, and MD with giveaways like free T-shirts, food, and beverages.

### TRAVEL LIABILITY INSURANCE

For automobile travel on COG business, each employee is insured for property damage, liability, and bodily injury. In addition, COG has a business travel accident insurance policy for each employee covering non-automobile travel. All of the above are in addition to your regularly provided life and disability coverage.

### FITNESS CENTER

The Fitness Center is available for COG staff. To use the Fitness Center, please contact Facility for details.



## OTHER PERKS AND RESOURCES FOR DAILY LIVING

COG provides other benefits and resources to perk up your life through social events, awards and recognition, special day honoring administrative support and diversity celebrations. If you need legal and will writing assistance, Employee Assistance Programs and other resources please contact OHRM.

## Office of Human Resources Management (OHRM)

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### Important Note:

Fringe benefits are not available to temporary employees or for employees working less than 30 hours. Compensation and benefits may change. Check with OHRM for any changes on benefits, terms and cost of participation.



### Download the ADP mobile app

Scan the QR code to access your pay and benefits info on your mobile device through ADP's secure and simple mobile app.