

STAFFORD COUNTY GOVERNMENT BENEFITS

FULL-TIME EMPLOYEES

No Waiting Periods

Annual Leave Accruals:

Annual Leave Accruals							
General Government and Public Safety Administrative Employees							
Bi-Weekly Hours	Full Time Equivalency	0 – 2.9 Years	3 – 5.9 Years	6 – 8.9 Years	9 – 11.9 Years	12 + Years	Maximum Carryover
Full-Time (80+)	1	4	5	6	7	8	280
11-12 Hour Shift Employees							
		0 – 2.9 Years	3 – 5.9 Years	6 – 8.9 Years	9 – 11.9 Years	12 + Years	Maximum Carryover
		5	6	7.25	8.5	10	336
24 Hour Shift Employees							
		0 – 2.9 Years	3 – 5.9 Years	6 – 8.9 Years	9 – 11.9 Years	12 + Years	Maximum Carryover
		5.75	7	8.5	10	11.25	392

Sick Leave Accruals:

Sick Leave Accruals	
General Government and Public Safety Administrative Employees	
Bi-Weekly Hours	Hours Earned
Full-Time (80+)	4
11-12 Hour Shift Employees	
	Hours Earned
	4.5
24 Hour Shift Employees	
	Hours Earned
	5.75

Holidays

(15 Paid):

New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, the day before Thanksgiving, Thanksgiving, the day after Thanksgiving, the Friday before Christmas and Christmas.

Floating:

Calendar year "Use or Lose" day where an employee can use at their discretion (with the prior approval of their supervisor). Employees hired before October 1 will receive one floating holiday for the year.

VRS Membership (all members contribute 5% of their income to their VRS retirement):

- Plan 1 – Hired and vested prior to July 1, 2010.
- Plan 2 – Hired on or after July 1, 2010 or before January 1, 2014 or working in a sworn law enforcement position.
- Hybrid – Employees hired on or after January 1, 2014 (or previously received a refund from the VRS account) will be Hybrid retirement plan members. Members contribute 4% to their defined benefit (D.B.) account and 1% to their 457 defined contribution (D.C.) account. Members can voluntarily increase contributions to their D.C. account quarterly via their VRS member account login. You can create an account and login at www.varetire.org.

Voluntary Retirement Plans Available:

- Mission Square and/or Nationwide 457 Deferred Compensation Plans
- Mission Square Roth Plan

Minnesota Life Basic/Securian and Optional Life Insurance:

All members receive Basic life insurance as part of their VRS member benefits at no cost (Equal to your annual salary rounded to the nearest thousand and then doubled). No application is required for the Basic Life Insurance. Optional Life insurance benefits up to \$375,000 are available to newly eligible employees without provided evident of insurability (EOI) within the first 31 days of employment. Spouse and child coverage are also available. Please refer to the VRS/Securian Life Insurance information in your new hire packet for details and application forms.

Health Plans (Enrollment forms are in your orientation packet. You must complete a Salary Redirection Agreement [included in your packet] to enroll in health and/or dental):

- Premium – Health and Dental
- Core – Health and Dental
- HDHP w/ Health Savings Account (HSA) – Stafford County contributes \$250 twice per year to employee’s health savings account in July and December.
- Opt Out Credit – You will receive an opt out credit of \$75 per pay period/\$150 per month. Proof of coverage under another health insurance is required. If you opt out of health, but elect dental, you will pay the full dental premium. *If you are a covered dependent on a Stafford County employee’s coverage, you are not eligible to receive the opt out credit.*

Mark III Optional Benefits:

Members can enroll in Optional Benefits thru Mark III. Applications can be obtained by requesting them through HR or by contacting Mark III directly. Information about the optional benefits as well as contact information can be found in the Employee Benefits Guide at the following link: <http://www.markiiibrokerage.com/staffordgov/>. Our Mark III representative is Kim Ward and she can be reached at 800-532-1044 x 230.

Pre-Tax Plans	After-Tax Plans
<ul style="list-style-type: none">• Flexible Spending Account: Health Care: up to \$3,050 annually Dependent Care: up to \$5,000 annually• Accident Insurance• Cancer Benefits• Hospital Indemnity	<ul style="list-style-type: none">• Critical Illness• Short Term Disability• Life Insurance: Whole Life

Employee Assistance Program (EAP):

The EAP offers no cost access to counseling services for employees and all household members. For more detailed information call the EAP directly at 800-346-5484. You can also access the EAP online at www.anthemEAP.com and enter ‘County of Stafford’.

Wellness Programs:

Please see information in your packet about our wellness program called Woliba. Anthem also offers programs for wellness and they can be accessed thru your personal Anthem account.

Policies and Regulations:

All Stafford County Policies and Regulations can be found on iStafford (the intranet found through the Employee Portal). iStafford – Intranet Departments – Human Resources – Employee Policy Manual

Sick Leave Bank (SLB):

After one year of service, employees are eligible to participate in the Sick Leave Bank. The application must be completed either within 30 days of Date of Hire 1-year anniversary, or during the SLB open enrollment period in January following the anniversary date. Please see the SLB policy for more information on details.

Tuition Assistance:

- Employees are eligible after one year of employment.
- Reimbursement of up to \$1,500 per fiscal year (up to 75% of the cost of a course, capped at \$750 per course).
- Visit iStafford to obtain more information from the Document Center regarding the Tuition Reimbursement guidelines and the required forms.