

SYNOPSIS OF COUNTY BENEFITS

CORRECTIONAL OFFICER/911 SUPERVISORS' UNIT

PROBATIONARY PERIOD

All newly hired or rehired employees will be subject to a twelve-month (12) probationary period. Promoted employees shall be subject to a six month (6) probationary period.

COMPENSATION

Starting salaries are determined by hiring department head in accordance with County policy. Annual general increases and progression through salary range are based on union contract language.

SHIFT DIFFERENTIAL

Employees assigned to work shifts shall receive the appropriate shift differential pay.

PAYROLL DEDUCTIONS

When required, Washington County withholds the following mandatory deductions: Social Security, Medicare, Minnesota State and Federal income taxes.

PAY DATES

New employees will normally receive their first payroll within 30 days of their date of hire. Paydays thereafter are processed bi-weekly to the employee's direct deposit account.

HOLIDAYS

The County will observe the following eleven holidays:

New Year's Day	Martin Luther King Day	Presidents' Day
Memorial Day	Independence Day	Labor Day
Veterans' Day	Thanksgiving Day	Day after Thanksgiving
Christmas Day	Christmas Eve	

Part-time employees also receive holiday pay at a pro-rated amount equivalent to their full-time equivalencies. (i.e., a .75 FTE would receive 6 hours of holiday pay).

PTO – PAID TIME OFF PLAN

<u>YEARS OF SERVICE</u>	<u>ANNUAL ACCRUAL</u>
Hired on or after January 1, 2019	160 hours/20 days
Hired on or prior to December 31, 2018: Less than 5 years of service	168 hours/21 days
Completed 5 years but less than 10	192 hours/24 days
Completed 10 years but less than 15	216 hours/27 days
Completed 15 years but less than 20	240 hours/30 days
Completed 20 years of service	288 hours/36 days

A part-time employee accrues on pro-rated basis.

PTO CASH OUT

Employees may elect to cash out up to 90 hours of PTO annually, subject to IRS regulations and in accordance with County policy.

Click [here](#) to access your Labor Contract for additional information.

INSURANCE BENEFITS PROGRAM

The County's Cafeteria Benefit Plan gives employees an opportunity to design a benefit package that fits their personal needs and goals. Employees whose FTE is .50 or greater are eligible to participate in all insurance benefits. Some benefits have been negotiated via the collective bargaining agreement:

- Basic life in the amount of 1X's annual earnings plus \$10,000 (\$200,000 max) is provided at no cost to the employee.
- Accidental Death and Dismemberment (AD&D) coverage in the amount of 1X's annual earnings plus \$10,000 (\$200,000 max) is provided at no cost to the employee.
- Long Term Disability (LTD) at a 60% income replacement level to a \$2,500 per month maximum benefit is provided at no cost to the employee.

Please refer to the Design your Benefits booklet for additional information regarding your benefit offerings, available at WashNet under Human Resources/Benefits or click [here](#).

COUNTY-PROVIDED FLEX CREDITS

The County provides \$75.00 per month toward the purchase of benefits to employees whose full-time equivalency is .50 FTE or above.

RETIREMENT PROGRAM

PERA: Public Employee Retirement Association

Participation in PERA is mandatory, automatic and contributions are based on your position and the associated plan.

<u>JOB CATEGORY</u>	<u>PERA PLAN</u>	<u>COUNTY CONTRIBUTION</u>	<u>EMPLOYEE CONTRIBUTION</u>
Correctional Sergeants	Correctional	8.75% of salary	5.83% of salary
911 Supervisors	Coordinated	7.5% of salary	6.5% of salary

SECTION 457(b) DEFERRED COMPENSATION PLAN

Washington County offers two §457(b) voluntary deferred compensation plans through payroll deductions on a pre-tax and/or post-tax basis: MNDCP and Nationwide.

POST EMPLOYMENT HEALTH CARE SAVINGS PLAN

Participation in the Health Care Savings Plan (HCSP) is required. The (HCSP) is an employer-sponsored program that allows employees to save money, tax-free, to use upon termination of employment to pay for eligible health care expenses. Assets in the account will accumulate tax-free, and since payouts are used for approved health care expenses they will remain tax free. This program is offered through the Minnesota State Retirement System (MSRS).

Effective January 1, 2018, employees will contribute to their individual HCSPs as follows:

- All employees participating in PTO shall have their PTO hours over 460 as of December 1st each year, deposited in their individual HCSP.
- A percentage of gross pay per payroll:

Correctional Officer Sergeants

Hired before 1993	4% of employee's gross wage
Hired 1993 and after	2% of employee's gross wage

PSAP Coordinators

Hired before 2000	4% of employee's gross wage
Hired 2000 and after	2% of employee's gross wage

- All severance eligible employees will have 100% of their 50% unused extended leave sick upon separation, up to 400 hours and not to exceed \$12,000, deposited in their HCSP.
- All termination eligible employees will have their PTO leave termination benefits, when available, deposited in their HCSP.

PUBLIC SERVICE LOAN FORGIVENESS (Federal Direct Loan) FOR INCOME-DRIVEN REPAYMENT PLANS

Washington County qualifies as a "public service organization" to help you qualify for this partial student loan forgiveness program. www.StudentAid.gov/publicservice.

LEARNING PARTNERSHIPS

Washington County has partnered with the following to offer tuition discounts for county employees for Washington County has partnered with the following to offer tuition discounts for county employees for select programs and professional development opportunities:

- Bethel University - To learn more about Bethel admissions and apply, <https://www.bethel.edu/admissions/>
- Concordia University – To learn more about the accelerated cohort-driven programs eligible for this scholarship. https://info.online.csp.edu/partnerships/?utm_source=ELSEvent&utm_medium=intranet&utm_campaign=Washington%20County&utm_term=ltw&utm_content=MBA
- Hamline University - For more information on Hamline University Learning Partner Benefits visit <http://www.hamline.edu/business/mpa/scholarships/learning-partner>
- St. Catherine University - For more information on St. Catherine University Partner Benefits visit <https://www.stkate.edu/admission-and-aid/corporate-partner-scholarships>
- St. Mary's University - For more information on St. Mary's University Partner Benefits visit <https://www.smumn.edu/admission>

Benefit questions: Contact Benefits via e-mail at HRbenefits@co.washington.mn.us or at 651-430-6079. For all other questions please contact Human Resources at 651-430-6081.

All new employees meet with a Human Resources staff member during their first day of employment and are scheduled to attend New Employee Orientation within the first two (2) months of employment.

*Statements in this synopsis are not to be considered binding upon the County except when they are restatements of terms and conditions of employment as contained in labor agreements. This synopsis may be revised from time to time as Washington County deems appropriate without prior notice. **This synopsis of County Benefits does not constitute a contract.***

Thank you for choosing Washington County as a great place to work today...and tomorrow

