

# SYNOPSIS OF COUNTY BENEFITS CONFIDENTIAL SUPERVISORS

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## **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.

## **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	Juneteenth	Independence Day
Labor Day	Veterans' Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	One Floating Holiday

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**

### YEARS OF SERVICE

Hired on or after January 1, 2019

Hired on or prior to December 31, 2018: Less than 5 years of service

Completed 5 years but less than 10

Completed 10 years but less than 15

Completed 15 years but less than 20

Completed 20 years of service

### ANNUAL ACCRUAL

160 hours/20 days

168 hours/21 days

192 hours/24 days

216 hours/27 days

240 hours/30 days

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.

## 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.

- 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 \$4,000 per month maximum benefit 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](#).

## RETIREMENT PROGRAMS

PERA: Public Employee Retirement Association

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

<u>PERA PLAN</u>	<u>COUNTY CONTRIBUTION</u>	<u>EMPLOYEE CONTRIBUTION</u>
Police/Fire	17.7% of salary	11.8% of salary
Correctional Officers	8.75% of salary	5.83% of salary
Coordinated	7.5% of salary	6.5% of salary

## POST EMPLOYMENT HEALTH CARE SAVINGS PLAN

Participation in the Post Employment 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).

DATE OF HIRE	PTO UPON SEPARATION	EXTENDED SICK LEAVE UPON SEPARATION	PTO ABOVE THIS # ON DECEMBER 1 EACH YEAR	LUMP SUM PER PAY PERIOD
Hired prior to January 1, 1992	25%	100%	450 Hours	0%
Hired on or after January 1, 1992	25%	100%	450 Hours	2%

## 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.

## 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](http://www.StudentAid.gov/publicservice).

### LEARNING PARTNERSHIPS

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](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](mailto: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***

