

# SYNOPSIS OF COUNTY BENEFITS

## PROBATION OFFICERS (Local #320)

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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   | Independence Day       | Labor Day              |
| Veterans' Day  | Thanksgiving Day       | Day after Thanksgiving |
| Christmas Day  | Christmas Eve Day      |                        |

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

### SICK LEAVE

*Employees hired prior to January 1, 2019:* Accrues at a rate of .0462 hours for each full hour worked (not to exceed 40 hours in a week). For full-time employees, this is approximately 12 days per year.

### VACATION

*Employees hired prior to January 1, 2019:* Accrues at the following rates for each full hour worked (not to exceed 40 hours in a week). For newly hired, full-time employees, this is approximately 13 days per year.

| <u>YEARS OF SERVICE</u>                                | <u>HOUR per HOURS WORKED</u> |
|--|------------------------------|
| Less than five (5) years of service                    | .0500                        |
| Five (5) but less than twelve (12) years of service    | .0620                        |
| Twelve (12) but less than twenty (20) years of service | .0731                        |
| Twenty (20) years of service                           | .0846                        |

### VACATION CASH OUT

When meeting certain criteria, may cash out a total of up to 60 vacation hours each year.

Click [here](#) to access your Labor Contract for additional information on Sick Leave and Vacation.

### **PTO – PAID TIME OFF PLAN**

**Employees hired January 1, 2019 and after:**

| <u>YEARS OF SERVICE</u>             | <u>ANNUAL ACCRUAL</u> |
|-------------------------------------|-----------------------|
| 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 \$35,000 is provided at no cost to the employee.
- Accidental Death and Dismemberment (AD&D) coverage is not provided under this contract.
- 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 \$70.00 per month toward the purchase of benefits to employees whose full-time equivalency is .50 FTE or above.

### **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> |
|------------------|----------------------------|------------------------------|
| 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 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).

Employees will contribute to their individual HCSPs as follows:

- PTO hours over 475 as of December 1st
- Upon separation with at least 10 years of employment – all eligible Extended Sick Leave Hours (25% of total remaining hours with a maximum of \$4,500 if resigning or \$8,500 if retiring)
- Employees with separate vacation and sick time upon separation with at least 10 years of employment – all eligible Sick Leave Hours (50% of total remaining hours with a maximum of \$4,500 if resigning or \$8,500 if retiring)

#### 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***

