

SYNOPSIS OF COUNTY BENEFITS SUPERVISORS

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
Friday 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

<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 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](#).

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	7.50% of salary	6.50% of salary
Correctional	8.75% of salary	5.83% 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 25% of remaining PTO hours
- Upon separation with at least 10 years of employment all eligible Extended Sick Leave Hours (25% of total remaining hours with a maximum of \$4,950 if resigning or \$9,000 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.

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
- 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

