



EMPLOYEE BENEFITS

Not all employees are eligible for all benefits. Contact the Personnel Department for eligibility information.

<u>BENEFIT</u>	<u>WHAT DOES IT MEAN TO YOU?</u>	<u>WHO PAYS FOR IT?</u>	<u>WHEN ARE YOU ELIGIBLE?</u>	<u>WHO DO YOU CONTACT?</u>
GROUP DENTAL INSURANCE	Basic Dental Benefits Up To 80% Of Covered Expenses. Employee Only or Full Family Coverage Available	Included in medical premium	Coverage is effective first of the month after a 30-60 day waiting period depending on hire date. Open enrollment is in November of each year.	Personnel Department
GROUP LIFE INSURANCE	Your Dependents Or Beneficiaries will receive a benefit in the event of your death	County Provides \$15,000 on every employee. Additional insurance may be purchased by the employee	Coverage Is Effective First Of Month. After a 30-Day waiting period	Personnel Department
GROUP MEDICAL INSURANCE	Comprehensive Major Medical benefits for the care of injury, illness and maternity. \$30 copay, \$3 lab fees. Benefits up to 80% of covered expenses. \$200 deductible. Dependent coverage available	Employee Pays \$29.79/Per Pay for Single Coverage or \$131.42 per pay period for Family Coverage	Coverage Is effective the first of the month following 30 days of service. The group healthcare plan booklet should be consulted concerning insurance coverage for your dependents	Personnel Department
DISCOUNTED VISION CARE PROGRAM	Routine Vision Exam \$40. Eyewear (1 Per Year):Lenses (Plastic or glass) Single Vision, Bifocal, Trifocal- 25% off; frames 25% off	Employee Pays	CHECK YOUR PROVIDER OR VISIT WWW.LGHIP.ORG	WWW.LGHIP.ORG OR 866.836.9137
HOLIDAYS	See Annual Approved Holiday Schedule	Houston County	Eligibility Is Immediate Upon Employment	Department Head or Personnel
HOUSTON COUNTY WEB PAGE	Instant Access To Information and Forms www.houstoncounty.org .	Houston County	Immediately	Personnel Department
EMPLOYEE ASSISTANCE PROGRAM	Confidential Counseling Services Offered Free of charge to include personal, marital, financial ...	Houston County	Eligibility Is Immediate Upon Employment	334.702.9745
JURY DUTY LEAVE	You will be given necessary time off without loss of pay when performing jury duty by presenting summons	Houston County	Eligibility Is Immediate Upon Employment.	Department Head

MILITARY LEAVE	You may be granted military leave up to 168 hours/calendar year for active military training. All military leave is subject to presentation of your military orders to your Department Head and Personnel Director	Up to 168 hours in a calendar year will be paid by Houston County	Eligibility is immediate upon employment provided you have completed a military leave request form	Department Head Or Personnel Department
AFLAC LIBERTY NATIONAL	Supplemental Insurance Programs Are Available	You Pay Your Premium	Eligibility Is Immediate Upon Employment	Aflac- John Sheppard 334.200.9423 Liberty National-John Brooks 334.797.1737
ANNUAL LEAVE	You Accrue 3.08-6.16 Hours of Annual Leave each completed pay period(depending upon length of service). Up to a maximum of 240 hours. Annual leave time earned in excess of the maximum accumulation must be used by the last pay period in the calendar year	Houston County	You are eligible to begin accruing after completion of six months of service	Supervisor And Department Head for use. Personnel Department for questions about personnel rules
BONUS ANNUAL LEAVE	You may receive 24 To 32 BONUS VACATION leave hours based on non-use of your sick leave and a minimum balance of 480 hours will have 32 hours of bonus annual leave added. A balance of less than 480 hours will have 24 hours of bonus annual leave added.	Houston County	Once you begin accruing sick leave, you are eligible to receive bonus annual hours each year you complete one(1) year of service without using any sick leave and have the minimum hours of sick leave required	Your Supervisor, Department Head for use. Personnel Department for questions about personnel rules.
SICK LEAVE	You accrue 3.69 hours of sick leave each completed pay period up to a maximum of 960 hours	Houston County	You are eligible to begin accruing immediately upon employment but not eligible for use after completion of six months of service	Supervisor And Department Head for use. Personnel Department for questions about personnel rules
CAFETERIA PLAN	A voluntary payroll program allowing you to exempt a portion of your income from federal, state, and social security taxes through a medical expense reimbursement account, and/or dependent care reimbursement account	You may elect to contribute through payroll deduction	Coverage is effective first of the month after 30-60 day waiting period depending on hire date for new employees	Personnel Department
CREDIT UNION & BANK SERVICE	Basic Service Includes Payroll Deduction For Savings and Loans	You pay depending upon the transaction	Eligibility Is Immediate Upon Employment	Alabama Telco Credit Union,1900 West Main Street and/or Five Star Credit Union, 411 N. Foster Street
DEFERRED COMPENSATION PLAN Nationwide (RSA-1) *Voluntary	A Voluntary Individual Retirement Program (A Section 457 Plan) for government employees that allows you to defer receipt of a portion of your income and defer paying federal income tax on that portion		Eligibility Is Immediate Upon Employment.	Nationwide Retirement Solutions; Retirement systems of Alabama
DIRECT DEPOSIT	Employees may elect to have their payroll check deposited directly to their checking account	N/A	Eligibility Is Immediate Upon Employment	Personnel Department
HEALTH SCREENING	Blood Pressure - Annual Health Fair tetanus shots, flu shots, & glucose exam (Based on available funding)	Houston County	Eligibility Is Immediate Upon Employment	Personnel Department

<p>RETIREMENT PLAN - Teir 1 Employees</p>	<p>Individuals employed by the County may retire after 25 years creditable service at any age, at 60 with 10 years service. Disability, death, and survivors benefits are also available.</p>	<p>You Pay 7.5% of your bi-weekly salary and the County matches a portion</p>	<p>Members Hired before 01-01-2013 Enrollment is mandatory and immediate upon employment. You are fully vested after 10 years</p>	<p>Personnel Department</p>
<p>RETIREMENT PLAN - Teir 2 Employees</p>	<p>Retirement benefits begin at age 62. Benefit based on the average of the highest five years out of the last ten years</p>	<p>You Pay 6.00% of your bi-weekly salary</p>	<p>Members Hired After 01-01-2013 Enrollment is mandatory and immediate upon employment. You are fully vested after ten years.</p>	<p>Personnel Department</p>
<p>SOCIAL SECURITY</p>	<p>Provides for monthly benefits at retirement age, certain medical benefits after retirement. Survivors benefits and disability benefits</p>	<p>You and the County each pay 7.65% of covered salary. Payment made through bi-weekly payroll deduction</p>	<p>Enrollment is immediate upon employment (mandatory federal income tax)</p>	<p>Social Security Office</p>
<p>VOLUNTARY DRUG REHAB</p>	<p>If, before an incident of suspected chemical abuse, or being selected for a random drug/alcohol screen or being subject to being tested for post accident or reasonable suspicion, an employee may volunteer for rehabilitation</p>			<p>See Rule 12, <i>Drug And Alcohol Abuse Policy</i>, In Employee Handbook</p>