

Summary of Wayne County Benefits

FULL TIME EMPLOYEE BENEFIT INFORMATION

All benefits are based on a date – date of hire, benefit date of hire, retirement date of membership.

NEW YORK STATE RETIREMENT SYSTEM: It is mandatory that full time employees be a member of the NYS Retirement System. Part time employees have the option of joining the Retirement System. If you were part time and have gone full time and have not completed the paperwork please come to Personnel as soon as possible. Death Benefit up to 3x's annual salary. New hires effective after 1/1/2012 will be a Tier 6 member (unless prior membership) Retirement will send additional information directly to employee.

ANNUAL LEAVE: One half day of annual leave time is accrued each payroll period for a total of 13 days annual. Additional time granted explained in union contract.

No accumulation of annual leave credits in excess of thirty (30) days shall be permitted to be carried over from one calendar year to another.

Leave Accruals may not be utilized until employee has completed six (6) months of service.

SICK LEAVE: 13 days of sick leave each year are accrued. You may use sick time as you earn it. After 3 days out on sick time a department head may request a doctor's certificate. Please refer to union contract for maximum accrual amount.

SICK LEAVE INCENTIVE: After the last payroll period in November eligibility for the sick leave conversion will be established. A form will be sent to each department with the eligible candidates. Employees must sign the form accepting or declining the sick leave incentive. It is the employees' responsibility to complete this form.

For eligibility, after the first payday in December, an employee has used five or less sick days for the previous 12-month period, also must maintain a balance of at least twenty (20) days after the conversion.

Various descriptions per union contracted, please refer to your contract for more information

HEALTH INSURANCE: The County is Self Insured, benefit is administered by LIFETIME BENEFIT – Plan books are available upon request. Wayne County offers a \$15 co-pay plan and Value 25

Single plan employee pay 10% county pays 90% **2 person/Family** – employee pays 20% county pays 80% of premium

HEALTH INSURANCE INCENTIVE: If any employee chooses not to participate in either the negotiated health plan or HMO for a full fiscal year, the employee shall be paid a Stipend. See appropriate Union Contract for Stipend amount details. Note: Stipend for family (only if a family policy was cancelled or as stated in union contract).

A form will be sent to each department with the eligible candidates for the Health Insurance buyout. Employees must sign the form accepting or declining the buyout. It is the employees' responsibility to complete this form. **PROOF OF INSURANCE MUST BE SUBMITTED WITH FORM.**

HEALTH INSURANCE SICK LEAVE INCENTIVE: An employee who shall retire from the County with at least 10 consecutive years prior to retirement and who shall retire from the county under NYS Retirement Plan, and who at the time of retirement were members of the County health insurance plan shall be entitled to apply the cash value of his/her accumulated unused sick leave to his/her medical insurance premium payments. The cash value of accumulated sick leave shall be equal to the number of hours credited to the employee on the date of retirement multiplied by the employee's job rate plus longevity. The employee may apply this credit towards monthly premiums at any rate, must pay at least 10% of single and 20% of the family full cost of insurance. The credit can only be used towards the cost of a county sponsored health care plan and shall cease upon the death of the employee.

FAMILY MEDICAL LEAVE ACT: You have a right under the FMLA for up to 12 weeks of paid or unpaid leave in a 12 month period. Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work and you must be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment on your return from leave. If unpaid you will be responsible for the same health insurance rate as if you were on the payroll for the first twelve weeks. After the twelve week period and off payroll, you are then responsible for the full monthly premium cost. It is the employee's responsibility to complete the FMLA request form.

DISABILITY BENEFIT: Non-work related injury or illness. If you are out for more than 5 work days, file for disability. You must use your sick accruals and have the option of using leave accruals. If you remain on the payroll throughout your disability the county receives your disability payment which is divided by your hourly rate and sick time accruals are credited (\$340 biweekly maximum benefit). If you go off the payroll the disability check is then mailed directly to you. Once off payroll, you are then responsible for health insurance premium if applicable; you will not receive retirement credit for time off payroll.

WORKERS COMPENSATION: Injury that occurs at work; must complete a C-2 form. You must use your sick accruals and have the option of using leave accruals. If you remain on the payroll, at some point the county is reimbursed for wages paid at which time you will be credited with the appropriate accruals. If you go off the payroll you will receive a check from the Workers Compensation carrier.

MILITARY LEAVE: Employees will be paid for military leave in accordance with the Military Law of the State of New York.

LONGEVITY: In the payroll period in which the anniversary date falls you receive an additional money increment based upon that anniversary plateau and bargaining unit. That annual amount is divided by the number of hours worked that year and then added to the "step" in the salary schedule that you are on. Managerial Staff are paid a bi-weekly stipend in their bi-weekly check.

DEFERRED COMPENSATION PLAN: This is the employees own private retirement savings plan based solely on what the employee contributes. The amount you choose is deducted from your gross wages on a pre-taxed basis, saving you the social security tax of 7.65% plus State and Federal taxes. Mass Mutual is the administrator of this plan. If you would like more information you may contact Ben Sparacino at 585-385-0440 or bsparacino@457plangroup.com

DIRECT DEPOSIT: Employees can have direct deposit to any Bank and as many banks as they would like! Forms must be completed at Personnel and a voided check must be attached.

EAP – EMPLOYEE ASSISTANCE PROGRAM: This is a confidential counseling program available to employees for various reasons. Confidential and not county affiliated. All inquires for EAP counseling should be directed to 1-800-225-2527

CAFETERIA / FLEX SPENDING ACCOUNT: Open window period is in November for next year's program. Employees may choose any amount of money to be deducted bi-weekly to pay for medical/dental/optical up to \$2700 or child care expenses up to \$5000. Monies deducted are on a pre-taxed basis. You save the Social Security amount of 7.65%.

This is meant only as a brief summary of benefits that are offered through Wayne County employment.. Additional information is noted in the Union Contract. Do not hesitate to contact the Wayne County Human Resource Department if you have any questions or concerns.