

## **DOUGLAS COUNTY, KANSAS EMPLOYEE BENEFIT PACKAGE**

The following information describes the fringe benefits available to full time Douglas County employees. Part time employees who are scheduled to regularly work at least half time are eligible for these benefits on a pro-rata basis, except health insurance which is provided at the full benefit level.

**HEALTH INSURANCE** Douglas County is self-insured, using FMH Benefit Services as its third party administrator and Preferred Health Professionals as its preferred provider organization. New employees are eligible for this benefit on the first on the month following their employment.

Health insurance coverage is available to individual employees at a cost of \$30 per month. Coverage for family members is also available. These premiums are payroll-deducted; the monthly premiums are as follows:

Employee only: \$30.00    Employee +1: \$186.50    Family: \$258.00

The health insurance plan covers both medical and dental expenses.

**RETIREMENT** The Kansas Public Employees Retirement System (KPERs) is mandatory for eligible employees. The contribution rate is 7.14% of gross salary; upon separation the employee may withdraw all of his/her contributions.

The employer contribution rate varies from year to year and is established by the State. The employee may not withdraw the employer's contributions.

**Life Insurance** A portion of the retirement contribution rate paid by the employee includes a life insurance policy equal to 1 ½ times the employee's gross annual salary. Additional term life insurance is available at the employee's expense through the KPERs affiliated life insurance company. Life insurance for spouse or dependents is not available through payroll deduction.

**Disability** Long term disability is available through the KPERs plan.

## **OTHER SPONSORED PLANS**

**Deferred Compensation** Douglas County offers payroll deduction opportunities for two deferred compensation plans: ING and ICMA. Employees enroll for the plan through company representatives. Contact information and brochures are provided to employees upon request.

**Cancer Policy** Payroll deduction is offered for premium contributions for the Cancer Protection Plan offered by All-American Marketing, Inc. Contact information and brochures are provided to employees upon request.

**Short Term Disability Insurance** Payroll deduction for premiums for income protection coverage because of a covered accident or sickness. Offered by Colonial Supplemental Insurance. Contact information and brochures provided to employees upon request.

**Pre-Paid Legal** A group legal plan offered by Pre-Paid Legal Services, Inc for legal services and consultations. Premiums are payroll deducted. Contact information provided on request.

**Learning Quest** A 529 Education Savings Program administered by the Kansas State Treasurer and managed by American Century Investments as an investment/savings for college expenses. Contributions are payroll deducted. Contact Information and brochures are available upon request.

**Direct Deposit** Employee paychecks will be deposited directly to their bank account by wire transaction. Employees may indicate deposits to several accounts, if desired, and may change deposit choices at any time.

**Flexible Benefits Plan** Employees have the option of deferring eligible expenses (such as non-reimbursed medical expenses, dependent care expenses, and health insurance premiums) under IRS regulations through the flexible benefits plan. Employees sign up annually and are then committed to these payroll deductions for a period of twelve months.

**Athletic Club Membership** Douglas County has contracted with several local athletic clubs to offer memberships at reduced rates. Employees sign membership enrollment forms which commit them through the end of the calendar year. The fees are collected through payroll deduction.

**Credit Union** Douglas County is affiliated with the Midwest Regional Credit Union. Employees may use payroll deduction for their accounts at the credit union.

**PAY PERIOD** Douglas County employees are paid bi-weekly, every other Friday.

## **PAID LEAVES**

**Vacation Leave** New employees earn vacation leave at the rate of 3.75 hours per pay period. (Part time employees earn a pro-rata share of this full time rate). Accumulated leave figures carry forward from year to year until a maximum of 290 hours is reached. Increases in vacation accrual rates occur in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours per Pay Period</u>
0- 4	3.75
5- 9	4.75
10-14	5.50
15+	6.50

**Sick Leave** Employees receive sick leave at the rate of 4.75 hours per pay period. (Part time employees earn a pro-rata share of this full time rate. Sick leave is used for personal illness and may be used to be with immediate family members who are ill. There is no waiting period. Accumulated leave figures carry forward from year to year until a maximum of 1040 hours is reached. An employee who has worked for Douglas County a minimum of two (2) years is eligible for compensation of 1/3 of accumulated sick leave, up to 720 hours, upon separation.

**Well Leave** Employees receive five (5) hours of either vacation leave or pay for every six consecutive pay periods in which they do not use any sick leave. The first 40 hours of sick leave used will not interrupt well leave accrual.

**Funeral Leave** Employees receive three paid work days per funeral for an immediate family member or for an immediate family member of the spouse.

**Holidays** Eight (8) days in 2012 are recognized as paid holidays:

New Year's Day (Monday, January 2)	Labor Day
Martin Luther King Day	Thanksgiving (2 days)
Memorial Day	Christmas (12/24-25)
4th of July	

Additionally, each employee will receive one (1) paid personal discretionary day in 2012, which he/she may schedule during the calendar year on a day of his/her choice.