

JEFFERSON COUNTY DEPARTMENT OF HEALTH
EMPLOYEE BENEFITS
Quick Glance

Benefit	Cost	When Eligible	What You Get
Health Insurance Dental Insurance	Health insurance rates are reviewed annually and adjusted as needed to keep this self-funded plan sound. Dental insurance included with health insurance plan.	As soon as employed for full-time employees only.	Blue Cross Blue Shield medical and dental benefits. Managed by LGHIB (Local Government Health Insurance Board)
Health Reimbursement Account (HRA)	Employer provides \$1000 in an HRA for employees and their dependents.	Awarded January 1st of each year to all full-time employees and part-time employees that worked an average of 30+ hours per week the previous year.	- Funds are loaded on a debit card - Employees and their dependents can use the funds to purchase IRS-approved medical care expenses.
Group Term Life Insurance (Full-time employees only)	The Department pays the total premium.	First day of the month after 3 months of full-time employment.	Coverage equivalent to 2 times annual salary. \$150,000 maximum
Short-Term Disability Insurance (Full-time employees only)	The Department pays the total premium.	First day of the month after 3 months of full-time employment.	Coverage equivalent to 60% of salary.
Retirement	Tier I - The employee pays mandatory 5% of earnable compensation. Tier II - Employees hired after January 1, 2013 pay mandatory 6% of earnable compensation. The employer's contribution rate is established annually.	As soon as employed for employees who work an average of 20 hours or more per week.	Tier 1 -Eligible for benefits after 25 years of service at any age or 10 years of service at age 60. Tier 2 - If the member has at least 10 years of service, may apply for service retirement to be effective the first of the month following attainment of age 62.
Voluntary Benefits			
Voluntary Benefits	The employee pays the total premium.	First day of the month after 30 days of employment. Available to employees who work a minimum of 20 hours per week.	- Accident Insurance - Whole and term life insurance - Critical Illness Insurance - Individual Long-term Disability - Vision coverage - Pet insurance
Voluntary Term Life Insurance	The employee pays the total premium.	First day of the month after 3 months of employment.	- Supplemental employee, spouse, and child life insurance
Flexible Spending Accounts	The employee pays the total deduction.	As soon as employed.	Allows the employee to pay for qualified dependent care or certain IRS-approved medical care expenses not covered by your insurance plan with pre-tax dollars.
Southland Supplemental Coverage	The employee pays the total premium.	First day of the second month after the LGHIB's receipt of enrollment form.	- Supplemental dental coverage - Vision coverage
Deferred Compensation Plan	The employee pays the total deduction.	As soon as employed.	Two vendors – Nationwide or RSA-1

PERSONAL LEAVE BENEFITS

VACATION

We consider vacation time a necessity for rest and relaxation. We want to provide greater incentive and reward to employees as their length of service grows. Our vacation policy allows flexibility, within reason, to choose and enjoy your earned vacation time. Please schedule this time with your supervisor, as business conditions must be taken into consideration when vacations are scheduled. Your number of provided vacation days depends upon your length of service.

Service at JCDH	Number of Hours Accrued Per Month
0-12 years	8
12-25 years	12
Over 25 years	16

Temporary and part-time employees are not eligible for vacation benefits.

***Please note:** New JCDH employees do **not** receive vacation accrual credit for service at another merit system jurisdiction. Employees will only receive accrual credit for full-time JCDH-specific service. Additionally, JCDH does **not** accept accrued vacation and/or sick time from other jurisdictions.*

SCHEDULING VACATION

Vacation leave may not be taken before it is earned.

VACATION ELIGIBILITY

Accrued vacation time may be used after three (3) months of service.

HOLIDAYS DURING VACATION

Holidays that fall on a vacation day do not count against your vacation time.

MILITARY LEAVE

Military Reserve or National Guard leave is available with pay upon presentation of official orders. In no case shall an employee granted military leave with pay be paid for more than 21 working days per calendar year.

TERMINATION

If you leave the Department in good standing and give a two week notice, you will be paid your accrued leave on your last paycheck.

HOLIDAYS

We observe several holidays. Generally, these are:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day

Plus two variable/designated holidays that can be used during the year.

WEEKEND HOLIDAYS

Generally, when a holiday falls on Saturday, it is observed on Friday; or if a holiday falls on Sunday, it is observed on Monday, unless otherwise provided for by the Board of Health.

HOLIDAYS FOR PART-TIME EMPLOYEES

Classified and unclassified part-time, temporary, seasonal provisional and emergency employees who are regularly scheduled to work 20 hours or more per week will be eligible for 4 hours of paid holiday time for each holiday and one variable holiday.

JURY DUTY

We promote good citizenship by granting time off with pay for jury duty. You must furnish proof of jury duty to your supervisor to receive necessary time off. You should report back to work as soon as you have been dismissed from jury duty.

If you are subpoenaed to testify on behalf of the Department, we will pay for approved related expenses over and above your regular pay. An employee summoned as a witness in a proceeding, which was not brought by the employee, and to which the employee is not a party shall be granted leave.

PAID SICK LEAVE

The Department provides a sick leave policy for full-time employees who have completed 3 months of service. Sick time accrues at a rate of 8 hours per month. The purpose of this policy is to allow you time off, with pay, for medical and dental appointments, illness and injuries. Paid sick leave may also be used for illness, injury, or death of the employee's child, spouse, parent, and other specified relatives where that person's

condition warrants the presence of the employee (subject to approval by the employee's supervisor).

The Department can request a statement from your doctor at any time.

We reimburse all unused earned sick leave in the event of resignation or retirement to any permanent employee in good standing.

We encourage you to use this time wisely. No one can anticipate illness, and you need to conserve your sick time so that when the unexpected occurs, you're prepared. Misuse of sick time is a cause for corrective action.

FAMILY/MEDICAL LEAVE OF ABSENCE

Paid sick leave benefits may be combined with Family/Medical Leave benefits in certain cases. This combined paid and unpaid leave can be used if needed for the following reasons:

- for the birth, adoption, or foster care placement of a child or to care for that child, provided the leave is taken within 12 months of the birth, adoption, or foster care placement
- to care for employee's child, spouse or parent with a serious health condition
- when the employee has a serious health condition

You must exhaust all paid leave time before taking the remaining family/medical leave time without pay.

Paid sick leave and vacation do not accumulate while you are on non-paid family/medical leave unless your leave is less than half the month. If you do not return to work at the end of the leave and do not have approval for an extended leave, we'll consider you terminated as of the last day of your approved leave.

BEREAVEMENT LEAVE

In addition to the ability to use accrued sick time for bereavement of immediate family, full-time employees will be provided eight (8) hours of bereavement leave and part-time employees provided with four (4) to use for anyone.

PAID PARENTAL LEAVE

Full-time employees will receive 100% of their pay for up to six continuous weeks in a rolling 12 month period for the birth, adoption, or foster care placement of a child.

OTHER BENEFITS

Blue Cross Blue Shield Costs

	Employee monthly premium	
Family	\$297(tobacco)	\$247(non-tobacco)
Individual	\$132(tobacco)	\$82(non-tobacco)

TUITION ASSISTANCE PROGRAM

JCDH provides educational assistance through its Tuition Assistance Program. The Tuition Assistance Program allows eligible employees to receive reimbursement for eligible college courses up to \$4000 per calendar year. The course must be applicable to the employee's current job duties in order to be eligible. The availability of funds for tuition assistance is based on the fiscal year budget so reimbursement will be based on a first come first serve basis.

EMPLOYEE ASSISTANCE PROGRAM

Benefits provided by UpriseHealth. JCDH employees have access to a variety of benefits including up to six (6) free counseling or coaching visits per year.

PARKING

JCDH employees are provided free parking at each location.