

EMPLOYEE BENEFITS SUMMARY

Clay County, Missouri

The following information is presented as a summary of benefits available to eligible employees of Clay County. This is not an official County document - the Human Resources Manual is the official County document which outlines benefits.

Revised: 1/16

Paid Holidays

Regular full-time employees are eligible for holidays as recognized by the State of Missouri. The recognized holidays are:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln Day
- President's Day [Recognized in Missouri as Washington's Birthday]
- Truman Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving and day after
- Christmas

Employees who work on a holiday will be compensated for time actually worked plus eight (8) hours holiday pay.

Paid Vacation

Regular full-time employees begin accruing vacation on the date of hire in accordance with adopted policy.

| | |
|-------------------------|----------------------------------|
| 1 - 48 months | 3.08 hours per pay period |
| 49 - 108 months | 4.62 hours per pay period |
| 109 - 168 months | 6.15 hours per pay period |
| 169 - 228 months | 7.69 hours per pay period |
| 229 + months | 9.23 hours per pay period |

Department Heads accrue at a slightly higher rate and should refer to the Human Resources Manual for full details.

Accrued vacation may be used after 90 days full-time employment. Maximum accrual rate is 2X annual accrual.

Paid Sick Leave

Regular full-time employees accrue eight (8) hours of sick leave per month to a maximum of 1000 hours. Sick leave is used in the event of an employee's illness or, as part of approved FML or for the illness of an immediate family member. Employees must properly report any intended absence in accordance with the departmental policy. Unreported absences due to illness may not be paid as sick leave. Employees who separate in good standing from the County are eligible for a percentage pay out of accrued but unused sick. Current maximums apply.

OTHER LEAVE

Regular full-time employees may request and/or be eligible for other types of leave which include:

- Jury Duty
- Military Leave
- FML
- Workers' Compensation
- Funeral Leave

HEALTH AND DENTAL INSURANCE

The County offers group health and dental insurance for full-time employees and part-time employees regularly scheduled 20 hours or more per week. A complete schedule of premiums is available in the Human Resources department.

Individuals wishing to participate in the County health and/or dental coverage must enroll within 30 days from date of hire or other eligibility. Coverage becomes effective the first day of the month following 60 days of employment.

To enroll or for general questions about the health and dental insurance plans, you may contact Human Resources at (816) 407-3663.

CAFETERIA PLAN

Section 125 of the IRS code allows employees to purchase certain benefits through payroll deduction with pre-tax earnings. Eligible benefits include employee portions of health and dental insurance premiums, childcare expenses, unreimbursed medical expenses, and certain other benefits offered through the 125 plan provider. Enrollment in this plan is subject to the same requirements as outlined for health and dental.

Maximum Employee Contribution

Unreimbursed Medical Expense Account is \$2550

Dependent Care Expense Account is \$5000

More information regarding Flex Savings Accounts, including a list of eligible expenses, claim forms, and current account status, is available on WageWork's website at www.takecareWageWorks.com.

WageWorks contact Information: phone (800) 950-0105

LIFE INSURANCE

Regular full-time employees are eligible for County paid life and accidental death & dismemberment insurance in the amount of two [2] times the current annual rate of pay.

VOLUNTARY BENEFIT PROGRAMS

Vision

Long Term Disability

Short Term Disability

Additional life insurance

Cancer insurance

More...

RETIREMENT PLANS

Regular full-time employees (and part-time employees who work at least 1000 hours per year) are eligible for two retirement plans. LAGERS retirement funding is County paid and available to employees who complete five, full consecutive years of service.

LAGERS Information Sources

www.molagers.org

Telephone: 800-447-4334

Fax: 573-636-9671

701 West Main Street

P.O. Box 1665

Jefferson City, Missouri 65102

Employees are eligible for an additional retirement benefit, CERF, upon completion of their eighth consecutive year of service according to the following formula. County contributes at an annual rate of 4% for all eligible employees.

CERF information Sources

Telephone: 877-632-2373

Fax: 573-761-4404

Web: www.mocerf.org

Address: 2121 Schotthill Woods Drive
Jefferson City, MO 65101

DEFERRED COMPENSATION

Eligible employees may elect to participate in the CERF 457B plan which is a voluntary retirement savings program. The County matches a portion of the employee's savings. Some positions/departments are not eligible. Please check with Human Resources about eligibility.

EMPLOYEE ASSISTANCE PLAN

The County sponsors an Employee Assistance Plan through Deer Oaks. The EAP is designed to help strengthen the health and wellness of employees and their families through confidential short-term counseling and referral services. Assistance is available to employees and their families in areas such as stress, substance abuse, and family or marital conflicts. The EAP provides up to six visits annually at no cost to the employee. Contact Dear Oaks directly (1-866-EAP-2400), at Deeroaks.com, or Human Resources for a brochure outlining these services.

TUITION REIMBURSEMENT

Regular full-time employees and elected office holders are eligible for tuition reimbursement up to \$2000 per calendar year. The reimbursement is available for courses that are directly related to an employee's current position or for courses that are job related in another area of the County for which an employee may apply. Reimbursement covers tuition cost, fees, textbooks, etc. Applications for tuition reimbursement must be received and approved prior to the beginning of the course. Forms are available on the Intranet. 100% reimbursement up to \$2000.00 is available for a grade "A" and 75% reimbursement is available for a grade "B".

TRAINING / PROFESSIONAL DEVELOPMENT

The County provides resources necessary for proper performance of job duties and for enhancement of job related skills through either on-site or through outside training.

EMPLOYEE DISCOUNTS

Visit the Clay County Connection for a complete list of available discounts.