



## Benefits Highlights July 1, 2016 – June 30, 2017

District 19 Community Services Board is committed to building a long and enduring relationship with our employees. We offer a wide range of benefits to support you and your family in maintaining good health, preparing for your future, and safeguarding your wealth and security. **Benefits below are for full-time employees only, and all full-time employees are eligible to enroll in our benefits at hire. In some cases, hourly employees may be eligible to enroll in health care benefits, and will be notified by Human Resources if they become eligible.** If you choose not to enroll at hire, you may enroll during open enrollment or as a result of a Qualifying Mid-year Event. Please contact Human Resources to see if your circumstances qualify and what documentation is required.

### Core Benefits - At no cost to you

**Life Insurance:** Basic coverage is equal to your annual salary rounded to the next highest thousand, then doubled. Includes Accidental Death coverage equal to twice the amount of basic coverage, and Dismemberment coverage.

**Employee Assistance Program:** Confidential access for help with family situations, counseling, and support programs for you and your family.

**Wellness Program:** District 19 encourages employees to participate in our Wellness Challenges. All challenges promote healthy habits and some of them also award prizes!

**For VRS Hybrid Plan Members Only – Short and Long Term Disability Coverage:** You are a Hybrid Plan Member if your membership date is on or after January 1, 2014, you opted into the Hybrid Plan prior to April 30, 2014, or if you took a refund of your VRS benefits. Human Resources will advise you at hire if you are a Hybrid Plan Member.

### Benefits Choices – payroll deduction

**Health/Dental/Vision Insurance:** Anthem Key Advantage Group Health Plans provided through The Local Choice. Dental and Vision Coverage is included. Employees have two plan options and may choose either comprehensive dental coverage or preventive dental coverage, and between single, dual (2 people), or family (3 or more people) coverage. Amounts show below are monthly. Each paycheck will deduct ½ the monthly premium, so divide the monthly premium below by 2 to get the per paycheck amount. No waiting period but effective date of coverage depends on your hire date.

Coverage	Key Advantage 250				Key Advantage 500			
	With Preventive Dental		With Comprehensive Dental		With Preventive Dental		With Comprehensive Dental	
	D19 Pays	You Pay	D19 Pays	You Pay	D19 Pays	You Pay	D19 Pays	You Pay
Single	\$ 513.00	\$ 124.00	\$511.00	\$ 137.00	\$ 507.00	\$ 78.00	\$ 505.00	\$ 91.00
Dual	\$ 774.00	\$ 404.00	\$771.00	\$ 428.00	\$ 763.00	\$ 319.00	\$ 760.00	\$ 343.00
Family	\$ 997.00	\$ 723.00	\$991.00	\$ 759.00	\$ 981.00	\$ 599.00	\$ 975.00	\$ 634.00

**Virginia Retirement System (VRS):** District 19 CSB is a participating employer as a political subdivision in VRS. Membership is mandatory and you cannot opt out. VRS has three membership levels: Plan 1, Plan 2, and Hybrid. Employees contribute a portion of their income to VRS based on their plan membership. Contact Human Resources to find about your plan membership and contribution amounts.

**Optional Life Insurance:** Available through Minnesota Life. Guaranteed coverage for employees if enrolled during the first 31 days of employment. Spouse and/or dependent child coverage is also available.

**Flexible Spending Account (FSA):** WageWorks® FSA offers easy-to-use spending accounts that enable you to pay for essential healthcare, child and elder care, commuter, and wellness benefits through pre-tax payroll deduction.

**Deferred Compensation 457b:** A tax-qualified voluntary retirement option that helps you plan for the future. Coverage is provided through Nationwide Retirement Solutions or VALIC.

**Additional benefit options:**

- **Colonial Life & Accident Insurance and AFLAC:** voluntary supplemental insurance products for life, disability, accident, sickness and cancer insurance, through payroll deduction, with qualified pre-tax dollars.

**Other voluntary benefit options:**

- Pre-Paid Legal/Identity Theft
- Virginia Credit Union
- Vantage Point Federal Credit Union

**Leave Benefits & Pay**

**Pay:** Employees are paid twice per month on the 1<sup>st</sup> and the 16<sup>th</sup>. If this date falls on a Saturday, Sunday, or observed holiday, payday is the last workday preceding those dates.

**Paid Holiday Leave**

Birthday Leave	Memorial Day	Thanksgiving
New Year’s Day	Independence Day	Day After Thanksgiving
Lee-Jackson Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Columbus Day	
George Washington Day	Veteran’s Day	

**Annual Leave:** Accrued based on years of service. Employees hired directly from other Virginia Community Services Board, with no break in service, will be allowed to transfer up to 10 years of their service from that Board for purposes of leave accrual calculation.

	<u>Number of hours annual leave earned per pay period</u>	<u>Number of hours earned each year</u>	<u>Maximum leave hours carry-over</u>
Less than 5 years	4	96	192
5 to less than 10	5	120	240
10 to less than 20	6	144	288
20 or more years	7	168	336

**Sick Leave:** Accrued at the rate of 5 hours per pay period.

**Educational Leave:** Full-time employees with six months of service and satisfactory performance may be granted educational leave for the purpose of advancing professional skills, in conformance with D19 CSB Policies and Procedures.

**Clinical Licensure Incentives:** Master's degreed clinicians who become licensed as a clinical social worker, professional counselor or psychologist while employed at D19 CSB will be offered incentives for doing so. Incentives include supervision, staff training/professional allowance, educational leave for taking the examination, salary increase equal to 5% of the midpoint for their current salary grade. Qualification for incentives are based on D19 Policies.