

SUMMARY OF EMPLOYMENT INFORMATION
AND
EMPLOYEE BENEFITS
(LOCAL 49ers)

The following is only a summary of benefits and information contained in the County's Personnel Policy or Collective Bargaining Agreements.

EMPLOYMENT STATUS

Houston County is an Equal Opportunity Employer and does not discriminate on any basis whatsoever. The position you are applying for is covered by a Union Contract, this being the Local 49ers. However, it should be noted that neither the provisions of the County's Personnel Policy or Collective Bargaining Agreements are to be construed as an employment contract or a guarantee of employment. These contracts may set conditions of employment, benefits, working conditions, and related factors. Where the contract is silent the County policy will apply. Employment with Houston County is "at will" and both the employee and the employer are free to terminate employment at any time.

HOURS OF WORK

For regular full time employees a forty (40) hour work week is expected, and in this position there will be some departure from the normal work schedule depending upon department needs. Throughout the summer months the workday consists of a ten-hour workday and a four-day week, 6:00 a.m. to 4:30 p.m. The rest of the year, the normal workday is eight consecutive hours per day and the normal work week is five workdays during the calendar week, Monday through Friday, 7:00 a.m. to 3:30 p.m. The status of this position is non-exempt; therefore the employee is eligible for overtime.

PAY PERIODS

The payroll period is bi-weekly with the official payday being the Friday following the completion of each period. Note: Employees are required to enroll in Direct Deposit.

VACATION

Full-time employees earn paid vacation at the employee’s regular straight time rate of pay, in accordance with the following schedule, based on years of continuous service:

| <u>Years Employed</u> | <u>Hours Earned</u> |
|-----------------------|---------------------|
| 0 - 1 | 3.08 hr./pay period |
| 2 - 5 | 3.70 hr./pay period |
| 6 - 10 | 4.31 hr./pay period |
| 11 - 15 | 4.93 hr./pay period |
| 16 - 20 | 5.54 hr./pay period |
| 21 - 25 | 6.16 hr./pay period |
| 26+ | 6.76 hr./pay period |

SICK LEAVE

Full-time employees earn 3.70 hours of paid sick leave for each payroll period, which equals approximately 12 days per year.

PROBATIONARY PERIOD

An individual who is on original appointment to a job position shall serve a probationary period of one year. At any time during the probationary period, an employee may be terminated at the discretion of the employer. During the probationary period, employees earn sick leave and vacation, however, during the *first six months* of the probationary period, employees may not use sick leave or vacation credits. The employee will not be paid for earned vacation if employment is terminated during the probationary period.

HOLIDAYS

Eleven days during the work year are considered paid holidays for full-time employees. These days are: New Year’s Day, Presidents’ Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Christmas Day, and one (1) floating holiday which shall be taken with the approval of the Engineer.

UNIFORM ALLOWANCE

Highway Department employees receive a \$525.00 uniform allowance each year. New employees will receive a prorated uniform allowance calculated using the number of months left in the current year.

SAFETY EQUIPMENT

The employer will provide all safety equipment required by law.

CDL ALLOWANCE

An employee required by the employer to have a Class "A" Commercial Driver's License (CDL) and is in the drug testing pool and obtains such a license prior to December 31st of any year will be paid \$250.00 per year.

INSURANCE

Employees represented by the IUOE Local 49 are eligible to participate in the Operating Engineers Local 49 Health and Welfare Plan. For 2020, the employee's premium cost is \$337.15 per month.

The County also has available a term life insurance program for all full-time employees which provides a \$10,000 death benefit for the full-time employee. For a minimal amount, dependent coverage is available, \$5,000 on spouses and \$2,500 on minor children.

The effective date for insurance coverage will be the 1st of the month following 30 days of employment. For example, if a new employee starts on the 10th of November, the effective date for insurance coverage will be January 1st.

PENSION

PERA - All employees earning over \$5,100.00 per year are automatically enrolled in PERA (Public Employees Retirement Association). This is a mandatory pension plan to which all qualifying employees contribute 6.5% of their gross earnings. The employer matches this contribution plus an additional 1.00%. You are vested after working 60 months and eligible to receive a pension upon retirement. Your PERA retirement benefit is a product of your age, average salary and your years of credited service.

CENTRAL PENSION FUND - Members of the Local 49 Operator's Unit also contribute \$192.00 per pay period to an additional pension plan called the Central Pension Fund.

ADDITIONAL BENEFITS

Other benefits available are additional Life Insurance, Long-term Disability, Deferred Compensation, Critical Illness, Accident Insurance, and Credit Union membership. This is a generalization of the benefits available through Houston County.

Updated 5/14/20