

2022 SUMMARY OF EMPLOYMENT INFORMATION
AND
EMPLOYEE BENEFITS
(AFSCME Union Employees of Houston County)

The following is only a summary of benefits and information contained in Houston County's Personnel Policy or Collective Bargaining Agreements. *Specific provisions relating to collective bargaining agreements or special rules established for particular departments are not covered here.*

EMPLOYMENT STATUS

Houston County is an Equal Opportunity Employer and does not discriminate on any basis whatsoever. The position you are interviewing for may be covered by a collective bargaining unit, or Union Contract. However it should be noted that neither the provisions of the Personnel Policy or Collective Bargaining Agreements are to be construed as an employment contract or a guarantee of employment. Employment with Houston County is "At Will" and both the employee and the employer are free to terminate employment at any time. This provision, however, does not apply to elected officials or political appointments.

HOURS OF WORK

The normal work day is eight consecutive hours per day; and the normal work week is five work days during the calendar week, Monday through Friday, 8:00 a.m. to 4:30 p.m. During the scheduled work day, employees receive one-half hour unpaid lunch period; and two paid fifteen minute rest periods, one period in the morning and one period in the afternoon, as designated by the Department Head.

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. Net pay can be deposited to any financial institution that processes ACH transactions.

PROBATIONARY PERIOD

An individual who is on original appointment to a job position shall serve a probationary period of six months (1040 hours) if the position is non-exempt or 12 months (2080 hours) if the position is exempt. 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 vacation credits*, nor may employees be paid for earned vacation if employment is terminated during the probationary period.

VACATION

Full-time employees earn paid vacation in accordance with the following schedule, which is based on years of continuous service:

<u>Years Employed</u>	<u>Hours Earned</u>
0 - 1	3.08 hr./pay period, = 10 days per year
2 - 5	3.70 hr./pay period, = 12 "
6 - 10	4.31 hr./pay period, = 14 "
11 - 15	4.93 hr./pay period, = 16 "
16 - 20	5.54 hr./pay period, = 18 "
21 - 25	6.16 hr./pay period, = 20 "
26+	6.76 hr./pay period, = 22 "

Part-time employees scheduled to work 20 or more hours per week earn pro rata vacation benefits.

SICK LEAVE

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

Part-time employees who work 20 or more hours per week earn pro rata sick leave.

HOLIDAYS

Twelve days during the work year are considered paid holidays for full-time employees. These holidays include New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. In the event that a holiday falls on a Saturday, the preceding Friday is considered a paid holiday. If a holiday falls on a Sunday, then the holiday will be observed on Monday.

Part-time employees, who work 20 or more hours a week, earn pro rata holiday pay.

INSURANCE

Houston County currently offers eligible employees a high deductible health plan with an employer funded HSA/VEBA option. 2022 employee premiums are \$36.32 per month for single coverage and \$284.00 per month for family coverage. Medica is be our insurance provider.

The County also has a term life insurance program for employees, which provides a \$10,000 death benefit at no cost for full-time workers. For a minimal amount, dependent coverage is also available; \$5,000 on spouses; and \$2,500 on minor children.

PLEASE NOTE: Part-time employees who work 20 or more hours a week may elect to enroll in the insurance benefits with the County, paying a pro-rated portion of the monthly premium cost for the elected coverage.

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

All employees earning over \$5,100.00 annually, are automatically enrolled in PERA (Public Employees Retirement Association). This is a mandatory pension plan to which all employees contribute 6.50% of their gross earnings. The employer matches this contribution plus an additional 1.00% on behalf of the employee. You are vested after working 60 months and are eligible to receive a pension upon retirement. Your PERA retirement benefit is a product of your age, average salary and years of credited service. For more information, go to: www.mnpera.org.

ADDITIONAL BENEFITS

There are also several voluntary plans which employees may choose to take part in:

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|-----------------------|-----------------------------------|
| Dental Insurance | Additional/Spousal Life Insurance |
| Deferred Compensation | Long-term Disability |
| Critical Illness | Accident Insurance |

Note: This is a generalization of the benefits available through Houston County.

12/10/21