



# Union County Summary of Benefits for Full-Time Employees

## Holidays

Union County observes eleven paid holidays per calendar year: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Juneteenth, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

## Vacation Leave

Full-time employees are entitled to paid vacation leave according to the following eligibility guidelines:

After 1 year of service .....	2 weeks (up to 80 hours)
After 8 years of service.....	3 weeks (up to 120 hours)
After 15 years of service.....	4 weeks (up to 160 hours)
After 25 years of service.....	5 weeks (up to 200 hours)

Full-time employees accrue vacation leave at a rate proportionate to the number of hours in active pay status per pay period, according to the following schedule:

2 weeks’ vacation – earn 3.1 hours of vacation per each biweekly pay period
3 weeks’ vacation – earn 4.6 hours of vacation per each biweekly pay period
4 weeks’ vacation – earn 6.2 hours of vacation per each biweekly pay period
5 weeks’ vacation – earn 7.7 hours of vacation per each biweekly pay period

Union County acknowledges prior public-sector employment for purposes of establishing your anniversary date and vacation accrual rate. Prior service need not be continuous; however, completion of a total of one (1) year of service is required before eligibility for vacation leave is established. New employees must provide written verification from previous employers for any qualifying employment. Employees with at least one (1) year of qualifying prior service are not required to serve one (1) year with Union County before using vacation leave. Such an individual may begin accruing (and using) vacation benefits immediately upon employment with the County.

## Sick Leave

Sick leave is accrued each pay period effective on the employment start date. Employees accrue .0575 hours of sick leave for each hour in active pay status. For purposes of this policy, active pay status is defined as hours worked (including overtime), hours on vacation, hours on holiday leave, and hours in paid sick leave. Sick leave is not accrued during an unpaid leave of absence. In general, full-time employees will accrue about three weeks of sick leave per year.

## Sick Leave Transfer

Employees who transfer between county departments or agencies, or who were previously employed by another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation, reappointment, or transfer does not exceed 10 years and provided the employee has not cashed in any portion of that balance under ORC 124.39.

## Sick Leave Payout Upon Retirement

A county employee may elect at the time of retirement from active service and with 10 or more years of service with the state, any political subdivision, or a combination thereof, to be paid for one-fourth (¼) the value of the employee’s accrued but unused sick leave credit not to exceed 30 days of accrued but unused sick leave. Certain restrictions apply individuals who have retired and were subsequently hired by the County.

## Life Insurance

Union County provides paid Basic and AD&D life insurance coverage to each eligible full-time employee. Coverage in the amount of \$50,000 is provided for employees, \$5,000 is available for spouses, and \$2,500 for each dependent child.

## **Health & Wellness, Dental, and Vision Insurance Programs**

Full-time employees are eligible to participate in the County's health, dental, and vision insurance programs. Insurance is effective on the first day of the month following employment (in rare instances, coverage may begin sooner). Please note that spousal coverage for health insurance is only available in instances where health coverage is otherwise not available to the employee's spouse. Union County also has a robust wellness program and invites all employees to participate in wellness events and activities. Through successful completion of the wellness program, employees can earn a discount on their health insurance premiums for the upcoming benefit year. The Union County Commissioners have authorized new employees participating in the health insurance program, to join under the discounted rate structure. Additional details about this provision can be found in Resolution No. 19-420. Eligibility for participation in the insurance/wellness programs, as well as rates, will be reviewed during the new employee onboarding and orientation programs.

## **Employee Assistance Plan**

Through the County's Employee Assistance Plan (EAP), all employees and their families are eligible to receive confidential personal counseling services to assist with a variety of concerns and difficulties. This benefit is provided at no cost to all County employees.

## **Flexible Spending Account**

Through participation in a Flexible Spending Account, you can pay for things you are already buying...before you pay taxes. Eligible expenses include group insurance premiums withheld from your paycheck, Health Care expenses not covered by insurance and Work-Related Dependent Care. Employees may contribute up to \$3,050 in the Health Care Reimbursement Account and/or up to \$5,000 in the Dependent Care Reimbursement Account per calendar year. Tax restrictions may apply. Re-enrollments are conducted annually.

## **Ohio Public Employee Retirement System (OPERS)**

The County contributes 14% your salary and you contribute 10.0% of your salary to OPERS. OPERS representatives are available to provide you with information and counseling services to familiarize you with this retirement benefit.

## **Supplemental Fringe Benefits**

Full-time employees may also enroll in voluntary benefits with Aflac and Allstate, through the convenience of payroll deductions. A variety of benefits are available, including short-term disability, cancer care, and life insurance.

## **Deferred Compensation**

Employees are eligible to participate in deferred compensation programs through the Ohio Public Employees Deferred Compensation Program or the County Commissioners Association of Ohio (CCAO) Deferred Compensation Program. Any employee who wishes to enroll in one of these programs must contact the organization directly. The Program will submit paperwork to the Union County Auditor's Office directing deduction amounts, changes or cancellations.

## **Direct Deposit**

Direct deposit is a convenient, automatic way for your payroll check to be deposited into a checking or savings account of your choice, at the financial institution of your choosing. Union County offers the service of direct payroll deposit in an effort to provide employees with a reliable, consistent, and efficient cash management tool.

## **Family Leave**

Family leave will be administered in accordance with the Family and Medical Leave Act of 1993.

## **Military Leave**

Any full-time employee shall be entitled up to 176 hours per year of military leave for military training. The employee shall be paid the difference between regular pay and military pay, with presentation of satisfactory documentation.

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*This summary serves as a general outline of benefits available to the identified full-time candidate for employment. In the event that there is conflicting data, the terms and conditions as outlined in Union County Personnel Policy Manual and Insurance Plan Documents shall prevail. Benefits are subject to change at any time, enrollments are time sensitive and certain restrictions apply. Additional employment benefits may be available, subject to the approval of the Appointing Authority.*