



## Full Time Benefit Synopsis

Life Insurance:	\$20,000 (provided by the Agency) Additional available at group rates
Health Insurance:	Single coverage rates available to non-smoking employees starting at \$25.50/month. Dependent coverage available at group rates. Coverage begins first day of second complete month of employment. (i.e., start June coverage effective August)
Dental Insurance:	Single policy through HRI Dental is \$14.24 per month. Dependent coverage available at group rates. Anthem Dental available through KEHP. Coverage begins first day of second complete month of employment. (i.e., start June coverage effective August)
Vision Benefit:	Vision reimbursement of up to \$150.00 paid by Agency on a calendar year. Anthem Vision available through KEHP. Coverage begins first day of second complete month of employment. (i.e., start June coverage effective August)
FSA and Premium Conversion	Employee may pay their portion of health insurance premiums with pre-tax dollars. Pre-tax flexible spending accounts (FSA's) are available to eligible employees for health care and dependent care expenses. Employees who have other health insurance coverage may elect to have their portion of the employer paid premium allocation contributed to an FSA.
Vacation:	Earn 3.5 hours per pay period if in pay status (full-time). Part-time 100 hour/month employees earn 2.1 hours per pay period if in pay status.
Sick:	Earn 3.5 hours per pay period if in pay status (full-time) (Lump sum of additional 75 hours credited to balance at 10 years & 20 years of service for full-time employee). 100 hour per month employees earn 2.1 hours per pay period if in pay status. (Lump sum of additional 45 hours credited to balance at 10 years of service and at 20 years of service for 100 hour per month employees)
Holidays:	11 ½ paid holidays per year. Must be in pay status day before holiday to receive holiday pay <b>Full-time employees only</b>
Civil Leave:	When summoned by Court to serve as a juror or witness, employees will receive full pay for time in court. Requires "original" statement from Court Recorder.

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Military Leave:	Regular employees may take up to 10 days per year for reserve unit participation with full pay.
Family/Medical: Leave	Qualified employees are eligible up to 12 weeks per year of time off from work in certain circumstances of personal or family illness.
Voting/Blood: Donation	Allowed 4 hours paid leave to vote; must work additional 3.5 hours Allowed up to 3 hours paid leave to donate blood; must work additional 4.5 Hours. May be prorated for 100 hr/month employees.
Tuition Assistance:	Available after completing required probationary period \$1500.00 per semester. Two classes per semester. Must sign tuition agreement.
Professional Development:	Eligible employees seeking to better their work-related skills may receive all or partial assistance for seminars, workshops, computer classes, etc.
Retirement:	Participation in the Kentucky Employees Retirement System is mandatory for full-time and/or 100 hour per month employees. Members become fully vested in KERS after 5 years of service. The employee contribution is tax deferred until the employee receives the funds. Effective 9/1/08, employee contribution will be 6.0 percent. If an employee leaves employment prior to retirement, a refund of the employee's contributions may be requested minus an administrative fee. For more information see <a href="https://kyret.ky.gov/">https://kyret.ky.gov/</a> .
401K/457:	Deferred Compensation is available for employee contribution only. All employees may elect to participate in retirement fund that is paid through pre-tax dollars available through payroll deductions. For more information see <a href="http://www.kentuckydcp.com">http://www.kentuckydcp.com</a>
EAP:	Employee Assistance Program (financial, legal, mental health). Eligible employees and their immediate family members are eligible for up to 6 one-hour sessions through Aetna Resources for Living EAP Program. See HR for brochure.
Direct Deposit:	Payroll is direct deposited. Employees may deposit up to two savings/checking accounts. PNC offers no service fee checking accounts to all employees.
Credit Union:	Employees may join the Commonwealth Credit Union and take advantage of low rates on loans, high rates on savings, no service fee checking and other benefits. For more information see <a href="http://www.ccuky.org">http://www.ccuky.org</a>

*Equal Opportunity Employer*

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