

GRAHAM COUNTY SUMMARY OF BENEFITS

Medical, Dental and Vision Insurance

Insurance coverage begins on the first day of the month following 30 days of employment. For example: Your first day of Graham County employment is January 12, your insurance coverage effective date will be March 1. As a full time employee of Graham County, you are eligible for the following benefits:

Medical Insurance: Two plans to choose from PPO or High-Deductible Health Plan with Health Savings Account

Single Coverage: Employees pay \$50.00 per month, \$25.00 per pay period

Dependent Coverage: Employees pay \$250.00 per month, \$125.00 per pay period for this coverage.

Medical, Short Term Disability (Ameriben claims administrator/Blue Cross/Blue Shield Network)

Dental (Ameritas), **Life Insurance** (Mutual of Omaha) \$40,000 Employee/\$5,000 Spouse/Dependent coverage, **Prescription** (Navitus)

Vision-Vision Service Plan (VSP/Ameritas)

Employee Assistance Program-Holman Group-There are 3 counseling sessions in your EAP benefits. You and those living in your home, are eligible. The 3 sessions are per household unit, per issue, per benefit year. "Per household unit" is you and anyone living in your home. "Per incident" is each new issue. "Per benefit year" is your benefit year. For each issue, you and your house mates share the allotted number of sessions.

Telemedicine provided by Teladoc.

***EMPLOYEES WILL RECEIVE THREE INSURANCE CARDS**

AZLGEBT the Sweet Savings Diabetes Program

Arizona Local Government Employee Benefit Trust (AZLGEBT) sponsors the Sweet Savings Diabetes Program. This program is designed to help you improve your health and save you money by teaching you how to manage your diabetes.

AZLGEBT Wellness Program

Arizona Local Government Employee Benefit Trust (AZLGEBT) offers a broad based wellness program to all individuals covered on the medical benefit plan. The wellness program focuses on three key categories: Early Detection, Lifestyle Modification, and Disease Management.

Probationary period

There is a 1 year probationary period for new employees. An employee who has satisfactorily completed the required probationary period, shall receive a salary increase of one step within their assigned range.

Experience Step Increases

The purpose of experience step increases is to recognize the acquisition of additional experience within an employee's scope of work and to maintain the competitiveness of County salaries, thereby encouraging the employee to remain in County service. After completion of the original

probationary period, regular status employees shall be awarded a one step increase for additional years of service based on the following intervals: two years of service, five years, eight years, eleven years, fourteen years, and every three year interval thereafter, until reaching the final step of their assigned pay range.

Retirement

Mandatory participation in either ASRS or PSPRS (Public Safety or CORP) **is required**. Employees pay a percentage of their salary with Graham County also paying a percentage. For more information regarding retirement benefits you can visit their website for ASRS www.azasrs.gov; for PSPRS/CORP www.psprs.com.

FY 21-22 RETIREMENT RATES

ARIZONA STATE RETIREMENT SYSTEM

Employee's & Employer's Rates: 12.22% Long Term Disability: .19%

Corrections Officer Retirement Plan-For employee's in the System before 7/1/2018:

Detention Staff & Detention Nurse Position

Employee's Rate: 7.65% Employer's Rate: 6.65%

Corrections Officer Defined Contribution Plan-For employees hired on 7/1/2018 and after:

Employee's Rate Pre-Tax: Default rate is 7.00%.

Employee may choose any rate between 5.00% and 40.00%.

Long Term Disability-0.70% After-Tax

Employer's Rate Pre-Tax: 5.00% Long Term Disability-0.49% After-Tax

Probation Officers/Juvenile Detention Officers Positions-For employee's in the system before 7/1/2018:

Employee's Rate: 8.41% Employer's Rate: 35.97%

Probation Officers/Juvenile Detention Officers Positions-For employee's in the system after 7/1/2018:

Employee's Rate: 10.18% Employer's Rate: 36.66%

Public Safety Personnel Retirement System-Pensions:

Tier 1 Employee's Rate: 7.65% Employer's Rate: 35.52%

Tier 2 Employee's Rate: 11.65% Employer's Rate: 35.52%

Tier 3 Employee's Rate: 9.94% Employer's Rate: 31.53%

Public Safety Personnel Retirement System Defined Contribution Plan:

Tier 3 Employee's Rate: 9.00% Long Term Disability-After Tax: 1.51%

Tier 3 Employer's Rate: 18.20% Long Term Disability-After Tax: 1.51%

PSPRS/CORP MEMBERS also have a Cancer Insurance Policy per ARS 38-641 thru 38-645

The retirement plans are no longer mailing the annual statements out to members. Please log on to the retirement website to create an account. This way you will be able to print and review your account balance. You can also complete a retirement estimator to make a plan for how long you will need to work until retirement.

Long Term Disability

Employees covered under ASRS are also covered on Long Term Disability. Those under PSPRS Pensions (Public Safety or CORP) are not covered.

Commutation Insurance

Each full time employee is covered by commutation insurance.

Holidays, Annual and Sick Leave

Holidays- Graham County recognizes 10 paid holidays a year. Employees in essential services, refer to Administrative Policy #1-2012. All employees are compensated for 8 hours of Holiday pay, if the employee is on the four ten schedule, the two hours will need to either be made up during that pay period or vacation time can be used. **This is the only time during the first six months of service that vacation time can be utilized.**

2021 HOLIDAYS

New Year's Day 12-31-2020 (*only for employees on the four ten work week* 1-1-2021(*only for employees on a five eight work week*), MLK 1-18-2021, Presidents Day 2-15-2021, Memorial Day 5-31-2021, 4th of July 7-5-2021, Labor Day 9-6-2021, Columbus Day (*only for employees on the four ten work week*) 10-11-2021, Veterans Day 11-11-2021, Thanksgiving Holiday 11-25-2021, Thanksgiving Holiday (*only for employees on a five eight work week*) 11-26-2021, Christmas holiday 12-24-2021 (*only for employees on the four ten work week*, Christmas holiday 12-24-2021 (*only for employees on a five eight work week*).

Annual Leave

Eligible full time employees shall accrue annual leave at the following rates for **24 pay periods**:

<u>Years of Continuous Service</u>	<u>Hours per pay period</u>	<u>Hours per Calendar Year</u>
Less than Five	4	96
Five to less than Ten	5	120
Ten to less than Fifteen	6	144
Fifteen or over	7	168

Employees on one year probation are not eligible to use annual leave until completion of six months of service. Employees who have passed six months of service are paid for vacation time upon leaving employment. Employees will also receive an additional 8 hours of annual leave during the month of their birthday.

Regardless of an employee's accrual rate, a maximum of 320 hours of annual leave may be carried over into the next calendar year – all hours in excess of 320 will be forfeited.

Sick Leave

Eligible part time employees, which also includes temporary employees, shall accrue one (1) hour of sick leave for every thirty hours worked. The maximum amount a part time employee may accrue is 40 hours per calendar year.

Full-time Employees accrue 4 hours of sick leave for the first **24 pay periods** worked annually for a total of 96 hours yearly. Probationary employees can use sick leave. Employees may be eligible to be paid a percentage of sick leave **upon retirement only**.