

**BENEFITS FOR
PART-TIME REGULAR EMPLOYEES**
(Scheduled for less than 30 hours per week)
Anoka County, Minnesota
Effective 01/01/2012

FLEXIBLE TIME OFF (FTO)

Flexible Time Off is accrued according to the following schedule.

Pro-rated on part-time hours based on:

Hire date to five year anniversary	24 working days per year
Fifth anniversary to ten year anniversary	27 working days per year
Tenth anniversary to fifteen year anniversary	30 working days per year
Fifteenth anniversary and thereafter	33 working days per year

HOLIDAYS

The County will observe the following eleven (11 1/2) paid holidays:

New Year's Day	-January 2
Martin Luther King Jr.'s Birthday	-Third Monday in January
President's Day	-Third Monday in February
Good Friday	-Friday before Easter
Memorial Day	-Last Monday in May
Independence Day	-July 4
Labor Day	-First Monday in September
Veteran's Day	-November 12
Thanksgiving Day	-Fourth Thursday in November
Friday After Thanksgiving	-Friday after the fourth Thursday in November
Christmas Eve (half day when falls on Mon-Thurs)	-December 24
Christmas Day	-December 25

**Regular Part-Time Employees are compensated on a pro-rated basis.*

EXTENDED MEDICAL BENEFIT (EMB)

An income protection insurance to be used after the first five consecutive, work days of an absence for the employee's illness or injury. Accrued at 8 working days per year prorated for part-time hours.

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

Anoka County contributes 7.25% of total salary; Employee contributes 6.25% of total salary; Vested after 5 years of service.

(Police & Fire: Employer (part-time & full-time) contributes 14.4%; Employee contributes 9.6%; Vested 50% after 5 years of service and 10% each year thereafter until 100% vested at year 10.)

(Detention and Correctional Employees: Employer contributes 8.75%; Employee contributes 5.83%; Vested 50% after 5 years of service and 10% each year thereafter until 100% vested at year 10.)

EMPLOYEE ASSISTANCE PROGRAM

Free access to independent, confidential and professional assessment and short-term counseling services available to employee and family members.

FLEXIBLE BENEFIT PLAN

Pre-Tax Health Care and Dependent Care Flexible Spending Accounts – Employee may annually designate a salary reduction amount (up to \$3,000 for health care; up to \$5,000 for dependent care) into accounts on a pre-tax basis, to be reimbursed for health care/dependent care expenses incurred while you are working with the County.

(OVER)

Pre-Tax Parking - Non-Union employees who pay for a parking spot in the Government Center ramp or lot through payroll deduction can have the payment taken out before taxes (Federal, State and FICA) and PERA.

DEFERRED COMPENSATION PLAN (Section 457)

Optional programs offered by MN State Deferred Compensation Plan (MNDGP) and VALIC allows employees to set aside up to \$17,000 to accumulate on a tax-deferred basis.

STABILITY PAY

When employees begin their 8th, 12th, 15th, and 20th years of service, they are eligible to earn toward higher salary range maximums referred to as Stability Ranges 1,2,3 and 4 respectively. Stability ranges are established to recognize performance and longevity.

ADOPTION ASSISTANCE

After 12 full consecutive months of employment, Adoption Assistance reimbursement of up to \$1,500 not to exceed to the actual cost of the qualifying expenses of the adoption, plus any required Social Security and Medicare contributions.

SAVINGS BONDS

Employees with a TreasuryDirect account may set-up a direct deposit deduction through their paycheck to purchase savings bonds.

DIRECT DEPOSIT

Payroll will be directly deposited to employee checking or savings account.

CREDIT UNION

Optional enrollment in Affinity Plus Credit Union offering savings plans, money market/certificate accounts, checking, IRAs, installment loans, payroll deduction.

SALARY

Completion of Probation – Upon the satisfactory completion of the probation period (usually 6 to 12 months), regular employees may be eligible for a salary increase of up to 5% of their base salary. Eligibility for this probationary increase is based on satisfactory job performance and will not exceed the midpoint of the appropriate salary range for newly hired employees, and will not exceed the appropriate maximum for promoted employees.

Performance Based Range Movements – Employees who have passed probation are evaluated annually on their performance levels. Performance reviews occur during the fall season and approved increases, if any, are effective at some point the following calendar year.

General Increases – The Human Resources Department reviews the County's compensation plan at least annually, and whenever conditions require, they recommend changes to the County Board for review and approval.

Exceptional Service Pay – To recognize an employee's outstanding contributions, additional pay may be granted for exceptional service, up to \$1,000 during employment with Anoka County.

Please Note: The benefits listed above apply to non-bargaining unit positions. For any benefit differences relating to bargaining units, refer to the contract for your unit.