

Civilian Salary and Benefits – 2023

(Not Inclusive of E911 Dispatcher)

1. **Starting Salary:** Depends on the position you are hired for and is a contractual item contained in the CSEA Contract.

Other pay:

- ◆ Option of time and one-half pay or compensatory time for overtime work
- ◆ Longevity Increment
- ◆ Vacation sell-back

2. **Vacation:**

<u>Length of service</u>	<u>Vacation time</u>
6 months	5 days
1 year	10 days (minus any used between 6 mos. and 1 yr.)
2 – 5 years	10 days
6 – 12 years	15 days
13 or more years	20 days

20 days of vacation may be carried over to a subsequent year

An employee may sell back up to ten (10) days of their unused vacation days under two conditions: (1) you must have completed six years of continuous service with Tioga County, and (2) you must have a vacation balance of no less than 20 days after sell back.

3. **Sick leave:**

Earn one sick day a month as long as no unpaid leave of absence in excess of five working days or no unauthorized leave is taken. Any employee hired after the fifteenth day of the month will not earn a sick day for that month. Employee may accumulate a maximum of 216 sick days.

4. **Personal leave:**

Employees receive 3 personal days a year to be used during the year, which cannot be carried over to subsequent years. In the first calendar year of employment, personal days are prorated based on the following chart:

<u>Date of Hire</u>	<u>Personal Days</u>
January 1 – April 30	3
May 1 – August 31	2
September 1 – November 30	1
December 1 or after	0

Employees with ten or more years of service shall receive a fourth personal day.

5. **Holidays:**

Employees are entitled to eleven public holidays and two floating holidays.

If the public holiday falls on a Saturday, the preceding Friday will be granted, and if it falls on a Sunday, the following Monday will be granted.

In the first calendar year of employment, floating holidays are prorated based on the following chart:

<u>Date of Hire</u>	<u>Floating Holidays</u>
January 1 – May 15	2
May 16 – September 30	1
October 1 or after	0

6. **NYS Retirement System:**

Tioga County is a participating employer with the NYS Retirement System and all full-time permanent employees and employees that are currently a member of the NYS Retirement must join.

7. **Health & Dental Insurance:**

Health Insurance: Tioga County offers Excellus Blue Cross/Blue Shield Healthy Blue HDHP (High Deductible Health Plan) with a 100% County funded HRA (Health Reimbursement Account). Effective 1/1/2015, bi-weekly premium contributions by the employee is 13.02.5% for either Individual or the Family Health Plan. Once you meet your deductible, an employee is entitled to medical coverage (with no co-pays) and prescription coverage will be \$5 for Tier 1 drugs, \$35 for Tier 2 drugs, and \$70 for Tier 3 drugs.

Health Reimbursement (HRA) services allow an employer to establish a plan under IRC Section 105 that allows employees to pay for certain health care expenses on a tax free basis that are not covered by an insurance plan. The HRA is funded by the employer and is typically used in conjunction with a high deductible health plan.

A Health Reimbursement Account (HRA) is set up for each employee in which the County funds each year to pay 100% of new plan deductibles - \$2,600 for Individual plan or \$5,200 for Family Plan. Employee health insurance contributions are automatically deducted pre-tax unless the employee waives participation in the program.

Optional Dental and/or Vision Plans: The County will arrange for payroll deductions for any employee who elects to enroll into a Dental and/or Vision Plan to be selected by CSEA. This is an optional benefit. The employee shall be responsible for paying 100% of the total annual premium cost plus any administration fee. Said premium payments shall be processed as pre-tax payroll deductions.

8. **Flex Spending Plan:**

Employees may join a flex program to have pre-tax dollars set aside for medical and dependent care expenses not covered by the HRA. Employees must pass their probationary period to be eligible for the medical portion of the program, but may join the dependent care immediately.

9. **Life Insurance:**

Tioga County will cover the premium for a life insurance policy having a face value of \$5,000. This policy would be payable upon the death of the said employee, and would terminate upon the termination of employment with the County.

10. **Short-Term Disability Insurance:**

Eligible employees, must be employed for (4) weeks or more, can receive up to 26 weeks of short-term disability. The benefit is currently 60% of the employees gross up to a maximum of \$170/week for a maximum of 26 weeks in a calendar year.

11. **Deferred Compensation:**

Employees may elect to participate in a pre-tax payroll deduction investment plan administered by Nationwide Retirement Solutions.

12. **Employee Assistance Program:**

This program through ENI, Balance Works provides employees and their family members a free, confidential, 24/7 work/life benefit, which includes: immediate connection to a mental health professional for issues such as depression, substance abuse, relationship or career problems; unlimited use of a Personal Assistant to conduct research, find a contractor, research a college, or assist with planning a vacation or wedding; financial consultations; legal consultations; child/eldercare resources; and online access to work/life tools, articles, videos and interactive courses via your own web portal.

13. **Job-Oriented Training:**

Upon successful completion of a course of training related to an employee's duties, the full-time employee shall be entitled to reimbursement of **one-half** of the cost of tuition, therefore, provided that the attendance at such course shall have had the prior approval of both the department head and the Personnel Officer. This reimbursement shall be limited to eight (8) credit hours per calendar year.