

STAFFORD COUNTY GOVERNMENT BENEFITS

PART-TIME EMPLOYEES

Part time employees that have worked for 10 consecutive years and work at least 30 hours each week are eligible for health insurance coverage at the same rate full-time employees contribute. The employee is responsible for paying 100% of the full premium of that coverage.

Benefits available to *Regular Part-time Employees* who work more than 20 hours per week.

Annual Leave - Regular part-time employees earn annual leave based on the following table:

Annual Leave Accruals							
General Government and Public Safety Administrative Employees							
Bi-Weekly Hours	Full Time Equivalency	0 - 2.9 Years	3- 5.9 Years	6 - 8.9 Years	9 - 11.9 Years	12 + Years	Maximum Carryover
Part-Time (40-50)	0.5	2	2.5	3	3.5	4	140
Part-Time (51-79)	0.75	3	3.75	4.5	5.25	6	210

Sick Leave - Regular Part-time Employees earn sick leave based on the following schedule:

Sick Leave Accruals	
General Government and Public Safety Administrative Employees	
Bi-Weekly Hours	Hours Earned
Part-Time (40-50)	2
Part-Time (51-79)	3

Health Insurance:

Part-time employees who work an average of 30 hours or more each week are eligible for health insurance coverage but are responsible for paying 100% of the full premium of that coverage. Once a part time employee has worked for 10 consecutive years and work at least 30 hours each week, he or she will be eligible for health insurance coverage at the same rate full-time employees contribute.

457 Deferred Compensation Program (Administered by ICMA Retirement Corporation):

Retirement program that allows employees to defer a portion of their salary on a pre-tax basis (federal and state tax free). ICMA offers various investment options.

Roth IRA Deferred Compensation Program (Administered by ICMA Retirement Corporation):

Supplemental retirement program that allows employees to contribute a portion of their salary on an after-tax basis. ICMA offers various investment options.

Holiday Pay:

Regular part-time employees who work a regular daily schedule and work more than 20 hours per week are eligible to receive holiday pay. Holiday pay is paid at 100% of the regularly scheduled work day.

Employee Assistance Program (EAP):

Free, confidential counseling service available to employees and anyone in their household.

Direct Deposit:

All employees have direct deposit of their bi-weekly paychecks into one or more financial institution(s) of their choice.

Credit Unions:

Marine Federal Credit Union (MFCU) and Virginia Credit Union (VACU) - Employees and family members are eligible to join both credit unions. Checking and savings accounts, various types of loans, and products are available.

Workers' Compensation:

Coverage is at no cost to employees for injury or illness arising out of and in the course of employment.

Flexible Benefits Program:

Medical and Dependent Care Flexible Spending Accounts - Allows employees to contribute pretax dollars to reimbursement accounts from their paychecks for un-reimbursed medical and dependent care expenses.

Voluntary Insurance Programs:

Mark III offers supplemental insurance products that may be available to regular part time employees age 18 and older. Please see the Human Resources Department for more information.

Tuition Assistance:

Regular part-time employees are eligible to receive tuition reimbursement on a first-come, first-serve basis. An employee may be reimbursed for a maximum of two courses per fiscal year.