



NEWTON COUNTY

EMPLOYEE BENEFITS

2018

SUMMARY OF BENEFITS

NEWTON COUNTY | HUMAN RESOURCES DEPARTMENT
1113 USHER STREET, SUITE 203 COVINGTON, GA 30014
678-625-1212



Benefits Eligibility

All full-time employees are eligible for coverage under Newton County's group and voluntary benefit plans. New hires have 30 days to enroll in coverage using the County's online benefits system, bswift. Benefits for new hires are effective the first day of the month after 30 days of employment. Regular employees may only enroll in benefits during Open Enrollment time in June of each year with the effective date of July 1st. When an employee separates from the County, benefits will be terminated the last day of employment.

Medical Coverage

Newton County offers a very comprehensive health plan, administered by Cigna Healthcare. Employees can choose to have the OAP Local Plus Plan or the Open Access Plan.

Below is a table showing premium rates for employees and the contribution from employers for both plans.

EMPLOYEES HIRED PRIOR TO 7/1/2017					
OAP LOCAL PLUS					
	MONTHLY MEDICAL RATES	EE MONTHLY	EMPLR MONTHLY	EMPLR BIWEEKLY	EE BIWEEKLY
EE	\$492.92	\$46.99	\$445.93	\$205.81	\$21.69
FAMILY	\$1,203.00	\$78.21	\$1,124.79	\$519.13	\$36.10
OAP					
EE	\$505.26	\$65.76	\$439.50	\$202.85	\$30.35
FAMILY	\$1,233.21	\$119.54	\$1,113.67	\$514.00	\$55.17

EMPLOYEES HIRED AFTER 7/1/2017					
OAP LOCAL PLUS					
	MONTHLY MEDICAL RATES	EE MONTHLY	EMPLR MONTHLY	EMPLR BIWEEKLY	EE BIWEEKLY
EE	\$492.90	\$98.58	\$394.32	\$181.99	\$45.50
EE + SPOUSE	\$983.04	\$196.61	\$786.43	\$362.97	\$90.74
EE + CHILD(REN)	\$836.19	\$167.24	\$668.95	\$308.75	\$77.19
FAMILY	\$1,387.08	\$277.42	\$1,109.66	\$512.15	\$128.04
OAP					
EE	\$505.26	\$101.05	\$404.21	\$186.56	\$46.64
EE + SPOUSE	\$1,001.75	\$200.35	\$801.40	\$369.88	\$92.47
EE + CHILD(REN)	\$852.14	\$170.43	\$681.71	\$314.64	\$78.66
FAMILY	\$1,421.88	\$284.38	\$1,137.50	\$525.00	\$131.25

Dental Coverage

The County offers dental insurance through Cigna as well. Dental coverage includes diagnostic, preventive, and basic services, as well as providing major services.

EMPLOYEES HIRED PRIOR TO 7/1/2017				
	MONTHLY MEDICAL RATES	EMPLOYEE MONTHLY	EMPLOYER MONTHLY	EMPLOYEE BIWEEKLY
EE	\$21.12	\$0.00	\$21.12	\$0.00
FAMILY	\$59.32	\$0.00	\$59.32	\$0.00

EMPLOYEES HIRED AFTER 7/1/2017				
	MONTHLY MEDICAL RATES	EMPLOYEE MONTHLY	EMPLOYER MONTHLY	EMPLOYEE BIWEEKLY
EE	\$21.12	\$21.12	\$0.00	\$9.75
EE + SPOUSE	\$41.19	\$41.19	\$0.00	\$19.01
EE + CHILD(REN)	\$42.04	\$42.04	\$0.00	\$19.40
FAMILY	\$71.82	\$71.82	\$0.00	\$33.15

Flexible Spending Account

Employees also have the option to sign up for Flexible Spending Accounts for health and dependent care-related expenses. FSAs allow employees to "reimburse" themselves for eligible expenses and not pay taxes on the reimbursements. FSA is only available during open enrollment in November-December and FSA benefits will be effective January 1st.

Vision Coverage

Vision care is voluntary and employee paid through Ameritas Group/EyeMed. The employee bi-weekly pre-taxed premium is as follows:

VISION PLAN PRICES (per biweekly paycheck)	
Employee	\$3.56
Employee & Spouse	\$6.87
Employee & Children	\$5.78
Employee & Family	\$9.08

Life & Supplemental Insurance Coverage

Newton County provides a Term Life Basic Life Insurance Policy of \$50,000 for all full time employees. The county also provides a \$2,000 policy for employees' spouse and children up to the age of 25. Premiums are paid by Newton County. County life insurance is provided by Mutual of Omaha. You may also elect voluntary life insurance and disability benefits through Mutual of Omaha. Additional Supplemental policies like cancer and critical illness is available through Colonial Life and Aflac.

Retirement

Newton County will automatically contribute an amount of 4% of your salary into the county sponsored 401A Defined Contribution Plan sponsored by ICMA-RC. Employees are encouraged to maximize this benefit by electing to make a contribution of their own into a separate 457B retirement account either through ICMA-RC or GEBCorp. The county offers an additional match of 50% of the amount deferred into the 457B plan up to a maximum of 2%. Employees are encouraged to defer at least 4% of their salary to the 457B plan to yield the maximum County contribution of 6%.

Additional Benefit Information

If you are needing any additional benefit information please refer to the benefits summary information given to you during New Hire Orientation in your flash drive. If you have anymore questions, please contact Human Resources at 678-625-1212 or hr@co.newton.ga.us.



Leave Time

Newton County offers leave time and paid holidays for all full time and part time employees. New hires will have access to sick and vacation time after six months of employment. Extra leave programs are subject to the availability of funds within the approved budget.

Holiday

Newton County currently grants the following holidays for all full time and part time employees. The Board of Commissioners approves an annual Holiday schedule, therefore the below holidays may change per fiscal year.

New Years	Labor Day	Christmas Day
Martin Luther King Jr. Day	Veterans Day	Day after Christmas
Good Friday	Thanksgiving Day	1/2 Day New Years Eve
Memorial Day	Day after Thanksgiving	Personal Floating Holiday
Independence Day	1/2 Day Christmas Eve	

Sick Leave

All regular and probationary full and part time employees shall accrue sick leave from the date of employment in a covered position. Below is the accrual tables for sick leave.

GENERAL EMPLOYEE SICK LEAVE	
CLASSIFICATION	HOURS EARNED PER YEAR
Part Time	40
Full Time	80

FIRE SERVICES SICK LEAVE	
CLASSIFICATION	HOURS EARNED PER YEAR
Part Time	60.00
Full Time	120.00

LAW ENFORCEMENT SICK LEAVE	
CLASSIFICATION	HOURS EARNED PER YEAR
Part Time	42.75
Full Time	85.50

Perfect Attendance

An employee who has Perfect Attendance, meaning he or she is a full time employee and has not called out of work for any reason during the previous 12 months, may be granted 24 hours compensation as discretionary pay for perfect attendance at the end of the calendar year.

Catastrophic Leave Bank Program

Sick leave is non-transferable, except in cases of extreme life-threatening (catastrophic) illness or injury, such as cancer, heart attack, stroke and/or other major illness or accident. An employee who chooses to donate his or her sick leave, may donate a maximum of 40 hours to the catastrophic leave bank per calendar year.

Annual Leave

All regular and probationary full and part time employees shall accrue annual leave from the date of employment in a covered position. Below is the accrual tables for annual leave.

GENERAL EMPLOYEES ANNUAL LEAVE

Years of Service	Hours Per Year for Full Time	Hours Per Year for Part Time
0-5	80	40
6-10	120	60
11-15	144	72
16-20	160	80
21-24	176	88
25+	200	100

LAW ENFORCEMENT EMPLOYEES ANNUAL LEAVE

Years of Service	Hours Per Year for Full Time	Hours Per Year for Part Time
0-5	86	43
6-10	129	64.5
11-15	155	77.5
16-20	172	86
21-24	189	94.5
25+	215	107.5

FIRE PROTECTION EMPLOYEES ANNUAL LEAVE

Years of Service	Hours Per Year for Full Time	Hours Per Year for Part Time
0-5	120	60
6-9	162	81
10	180	90
11-15	194	97
16-20	250	125
21-24	266	133
25+	270	135

Annual Leave Buy-Back

If an employee has not exhausted accrued annual leave by the end of the calendar year, he or she may elect to be paid for unused accrued annual leave up to forty (40) hours per year. To be eligible for this benefit, employees must retain an annual leave balance of two hundred (200) hours after a buy-back request.

Bereavement Leave

Leave with pay for a maximum of up to three (3) working days, or six continuous 12-hour shifts for Fire suppression personnel, shall be granted to any employee in the event of a death in the employee's Immediate Family.

Parental Leave

Upon the birth or adoption of an employee's child/children, full-time regular employees will receive one (1) week of paid parental leave.

Additional Benefits

Newton County offers a variety of extra benefits to employees. Employees are encouraged to participate in extra programs that the county sponsors, like our EAP and NEW programs.

Newton Employee Wellness

Newton County provides an employee driven wellness program named Newton Employee Wellness or NEW to help you and your family get healthy and stay healthy. NEW offers prize driven challenges, educational classes, exercise classes, and counseling to help with your wellness goals.

Employee Assistance Program (EAP)

Newton County offers an Employee Assistance Program through CorpCare. EAP provides work and life resources for you and your eligible family members. The program is employer paid, confidential and available 24/7.

Tuition Reimbursement Program

It is the policy of Newton County to provide tuition reimbursement benefits in order to promote the following: development of a skilled workforce; a culture that supports employee development; financial assistance to eligible County employees in pursuing personal and professional growth in a fair and equitable manner; and improvement of employee hiring, retention, and satisfaction. Employees are limited to \$3,000 per employee per fiscal year of reimbursement for tuition and required text books.

Retirement Sick Leave Pay

Employees who are at least 62 years old and have provided at least 20 years of continuous service will be eligible for payment of 120 hours of accrued sick leave upon retirement

Questions?

If you have any questions regarding the benefits listed in this summary please contact Human Resources at 678-625-1212 or hr@co.newton.ga.us.

