

EMPLOYMENT BENEFITS FULL TIME EMPLOYEE

**Lake Cumberland District Health Department
500 Bourne Avenue Somerset, Kentucky 42501
(606) 678-4761 or 1-800-928-4416**

5 DAY WORK WEEK (Monday - Friday), unless otherwise directed 8:00 AM to 4:30 PM (37-1/2 hours per week)

11-1/2 paid **HOLIDAYS** per year plus Presidential Election Day (every 4 years)

- 1st day in January (New Year), plus 1 extra day
- 3rd Monday in January (Martin Luther King, Jr's birthday)
- 1/2 day, Good Friday (3.75 hours)
- Last Monday in May (Memorial Day)
- 4th day in July (Independence Day)
- 1st Monday in September (Labor Day)
- 11th day of November (Veteran's Day)
- 4th Thursday in November (Thanksgiving), plus one (1) extra day
- 25th day in December (Christmas) plus one (1) extra day

ANNUAL LEAVE ACCRUAL (for vacation or other personal absence)

<u>YEARS OF SERVICE</u>	<u>HOURS/PAY PERIOD</u>	<u>APPROX. DAYS/YEAR</u>
0-5	3.5	12
5-10	4.4	15
10-15	5.2	18
15-20	6.1	21
20 & UP	7.0	24

SICK LEAVE ACCRUAL (for illness or other allowable system absences) After ten (10) years service, additional 75 hours sick leave credited to employee's account. After 20 years service, employee gets another 75 hours sick leave credited to their account.

<u>HOURS/PAY PERIOD</u>	<u>APPROX. DAYS/YEAR</u>
3.5	12

COMPENSATORY OVERTIME ACCRUAL (personal absence usage)

Exempt employee: Eligible to accrue compensatory time. Time worked in excess of 37.5 hours per week is accrued and taken on hour/hour basis.
(Max. 200 hours)

Non-Exempt employee: Time worked in excess of 40 hours per week paid at the rate of time and half. Ineligible to accrue compensatory time.

GROUP LIFE INSURANCE

Employer-paid \$20,000 term life/accidental benefits

GROUP HEALTH INSURANCE

Employer paid single plans available

2-Person Plan as well as Family Plan available at group rates.

Visit <http://kehpn.ky.gov/> to view information regarding plans and cost.

GROUP DENTAL INSURANCE

Delta Dental -- Employer paid single plan

2-Person Plans and Family Plans available at group rates

FLEXIBLE SPENDING AND/OR HEALTH REIMBURSEMENT ACCOUNTS

Medical expenses and dependent care deductions/reimbursement programs for lowering taxable income

RETIREMENT PLAN*

Kentucky Retirement System mandates fulltime employees will contribute a total of 5% or 6% (depending on previous employment) of all their creditable compensation to KRS. For those contributing 6%, 1% will be deposited to the KRS Insurance Fund and the remaining contribution will be deposited to the individual employee's account.

Employer contributes a percentage rate of creditable compensation as determined by KRS Board of Trustees to the Retirement Allowance Account and the insurance fund.

TRAVEL/PROFESSIONAL EXPENSE REIMBURSEMENT PROVISIONS

Subject to administrative policy manual standards under authority of applicable Kentucky statutes

CREDIT UNION SAVINGS/LOAN PROGRAM (Optional)

Member owned/oriented financial institution providing an array of financial services through Commonwealth Credit Union, Frankfort, KY

KENTUCKY DEFERRED COMPENSATION (Optional supplemental retirement program)

Income and tax deferred retirement/investment plan

Opportunity for Advancement through allowable personnel policies and procedures in accordance with Merit System regulations and administrative guidelines

*See KRS Summary Plan Description at <http://kyret.ky.gov/> for further explanation