



# Human Services of Faribault & Martin Counties

"An Equal Opportunity Employer"

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## 2022 Employee Benefits Summary

### MEDICAL INSURANCE – Public Employee Insurance Plan (PEIP)

- (1) Choose your Plan Level – High, Medium, or Low (see below)
- (2) Choose your Health Plan/Network – Blue Cross Blue Shield, HealthPartners, or Preferred One
- (3) Choose your Primary Care Clinic

Plan Option	Monthly Total Cost	Monthly Employer Contribution	Monthly Employee Cost
<i>Coverage is effective the first day of the month after you have worked 30 days, under usual conditions.</i>			
<b>PEIP HSA Plan – Low Plan (Base Plan)</b>			
Employee (see note below)	\$740.80	\$740.80	\$0
Employee & 1 Dependent	\$1,539.18	\$1,318.21	\$220.97
Employee & 2+ Dependents	\$2,136.72	\$1,774.81	\$391.91
<b>PEIP Advantage Plan – High Plan</b>			
Employee	\$1,052.50	\$907.47	\$145.03
Employee & 1 Dependent	\$2,193.70	\$1,318.21	\$875.49
Employee & 2+ Dependents	\$3,047.86	\$1,744.81	\$1,303.05
<b>PEIP Value Plan – Medium Plan</b>			
Employee	\$947.68	\$907.47	\$40.21
Employee & 1 Dependent	\$1,973.66	\$1,318.21	\$655.45
Employee & 2+ Dependents	\$2,741.48	\$1,744.81	\$996.67

NOTE: For the PEIP HSA Plan, Employee only, Employer contributes \$2000 to HSA or VEBA Account.

### DENTAL INSURANCE – Standard – 100% Employee Funded

Plan Option	Single Coverage	Employee + Children	Employee + Spouse	Employee + Family
High Plan	\$48.52	\$108.40	\$91.96	\$151.76
Low Plan	\$25.56	\$62.88	\$52.68	\$89.84

*Coverage is effective the first day of the month after you have worked 30 days, under usual conditions.*

### VISION INSURANCE – MET Life – 100% Employee Funded

Plan Option	Single Coverage	Employee + One	Family Coverage
High Plan	\$8.84	\$16.62	\$23.67
Low Plan	\$6.09	\$11.44	\$16.27

*Coverage is effective the first day of the month after you have worked 30 days, under usual conditions.*

## LIFE INSURANCE

Human Services provides Basic Term Life Insurance to all benefit eligible employees of \$20,000. Employee's coverage begins on the first day of employment.

## PROFESSIONAL LIABILITY INSURANCE

Human Services provides Professional Liability Insurance as appropriate to your position. Employee's coverage begins on the first day of employment.

## VOLUNTARY SUPPLEMENTAL INSURANCE BENEFITS – 100% Employee Funded

Voluntary Supplemental Insurance Benefits include:

- Short-term disability
- Long-term disability
- Identity protection/legal services coverage
- Accident insurance
- Critical care insurance
- Additional life insurance

## FLEXIBLE SPENDING ACCOUNTING – Further

Provides employees with the option to set aside pre-tax money to be used for health care (up to \$2,750) and dependent care (\$5,000 annual limit per household) expenses. Employees are eligible on the first day of employment. (2022 limits)

## MANDATORY WITHHOLDINGS including PERA – Public Employees Retirement Association

Human Services complies with payroll requirements for mandatory tax and Medicare withholdings. Participation in PERA is mandatory for most employees. Contributions begin immediately. Employees are fully vested after five years of service (after three years for employees hired prior to July 1, 2010).

Employer Contribution	Employee Contribution
7.50% gross salary	6.50% gross salary

## DEFERRED COMPENSATION

Employees have the opportunity to enroll in deferred compensation via payroll deductions through Nationwide or VALIC. Employees may enroll at any time through the year.

## DIRECT DEPOSIT

Employees are required to have their paychecks directly deposited into the bank of their choice. Additionally, employees may elect to have a specified amount directly deposited to Affinity Plus Federal Credit Union (for savings, checking, loan payments, etc.). Employees will receive an on-line earnings statement showing gross salary, taxes, other deductions, net pay, and leave balances. Employees may also elect to have their expense reimbursement checks directly deposited into the bank of their choice.

## EXPENSES/MILEAGE/VEHICLE USE

Employees will receive expense reimbursement for costs incurred while conducting business for the agency. The agency has a fleet of vehicles that can be checked out by employees for use and employees are encouraged to use these vehicles when appropriate. The mileage reimbursement rate for use of personal vehicles is at the mileage rate set by the IRS, but this may be reduced when choosing not to use an agency vehicle.

## PAYROLL DATES

12/31/21	1/14/22	1/28/22	2/11/22	2/25/22	3/11/22	3/25/22	4/8/22
4/22/22	5/6/22	5/20/22	6/3/22	6/17/22	7/1/22	7/15/22	7/29/22
8/12/22	8/26/22	9/9/22	9/23/22	10/7/22	10/21/22	11/4/22	11/18/22
12/2/22	12/16/22	12/30/22					

## PAID TIME OFF

PTO Earning Schedule			
YEARS EMPLOYED	HOURS PER 80 HOUR PAY PERIOD	ANNUAL WORKING DAYS	ANNUAL WORKING HOURS
0 through 4 years	5.85 hours	19 days	152 hours
5 through 7 years	6.47 hours	21 days	168 hours
8 through 9 years	7.08 hours	23 days	184 hours
10 through 12 years	7.70 hours	25 days	200 hours
13 through 15 years	8.31 hours	27 days	216 hours
16 through 19 years	9.23 hours	30 days	240 hours
20+ years	10.77 hours	35 days	280 hours

Benefit eligible employees begin to earn PTO immediately according to this schedule.  
PTO may be accrued to a balance of 360 hours.

## OTHER LEAVES

- Bereavement Leave – In the event of the death of an immediate family member, employees will be granted three (3) days of Bereavement Leave. This time will be paid and will not be deducted from other accrued paid leave.
- Short-Term Disability Leave - At the beginning of each calendar year, each eligible employee will receive forty (40) hours of short-term disability leave to be used for the employee's illness, injury, or disability based upon policy criteria.
- Eligible employees may use up to twelve weeks leave of absence (unpaid) to fulfill family obligations relating to childbirth, adoption, or placement of a foster child; to care for a child, spouse, or parent with a serious health condition; or for their own serious health condition. Other qualifications are described in the Family Medical Leave Policy.
- Unpaid Leave or Personal Leave (an extended unpaid leave) may be granted when all paid leave has been exhausted.
- Other leaves of absences may include time off to vote, bone marrow or organ donation leave, or school conference leave.
- As appropriate, employees are granted up to 15 working days per calendar year paid leave for active duty military training.
- See the Employee Handbook for a complete listing of leaves.

## **HOLIDAYS**

Ten holidays are granted per year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. When Christmas Eve falls on a regular work day, the afternoon is a holiday. When Christmas Eve falls on a Monday, the whole day is a holiday.

When New Year's Day, Independence Day, Veterans' Day, or Christmas Day fall on Sunday, the following Monday shall be a holiday. When these holidays fall on Saturday, the preceding Friday shall be a holiday.

## **EMPLOYEE ASSISTANCE PROGRAM**

Human Services offers all employees and family members the Employee Assistance Program (EAP). EAP helps employees find professional assistance for personal problems, offers short-term counseling for employees and their dependents, uses pre-approved qualified counselors throughout Minnesota, assists in identifying long-term resources, and provides referrals for long-term care. Employees and dependents are eligible for up to four counseling sessions for each identified problem at no cost. EAP Contact: 1-800-550-6248. .

## **ON-CALL PAY**

Child Protection professional employees that assume on-call responsibilities will receive on-call pay at the rate of \$275.00 for a non-holiday week and \$325.00 for a holiday week.

## **RESIDENCY**

Employees are permitted to live outside of county boundaries while employed with the agency. On-call employees must be able to respond by phone within 15 minutes and face-to-face within 1.5 hours when deemed appropriate.

## **TRAINING**

With prior authorization for training, conferences, and workshops, the agency provides you training leave while you remain on full salary, provide all actual training fees and costs, all actual room and meal costs (up to established limits), and travel reimbursement.

See Employee Handbook for full benefits information.

This Summary is designed as a quick reference to acquaint you with Human Services of F&M Counties' working conditions, employee benefits, and some of the policies affecting your employment. Human Services of F&M Counties reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion with or without prior notice.

If at any time there is a difference between a statement in this Handbook and applicable federal, state, or local laws, rules, and policies (regulations), such current regulations will take precedence.