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| **BENEFIT** | **ELIGIBILITY** | **DESCRIPTION** | |
| Longevity Pay | Full-time and part-time (20 hours or more) permanent, probationary, trainee and time-limited employees who have at least ten (10) years of total State service are eligible for longevity pay. | |  |  | | --- | --- | | **Years of Qualifying Service** | **Longevity Pay Rate** | | 10 but less than 15 years | 1.50% of annual salary | | 15 but less than 20 years | 2.25% of annual salary | | 20 but less than 25 years | 3.25% of annual salary | | 25 or more years | 4.50% of annual salary | | |
| Holidays | Full-time or part-time (half-time or more) permanent, probationary, trainee and time-limited employees are eligible for holidays. *(A half-time employee receives 4 hours for a holiday.)* | * 12 Paid Holidays * Holidays observed; visit www.oshr.nc.gov * Holiday premium pay & equal time off for work on holiday | |
| Vacation Leave | Full-time permanent, probationary, trainee and time-limited employees are granted leave based on length of total State service as shown to the right.  *(Part-time employees who work half-time or more are granted prorated leave.)* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Years Worked** | **Monthly** | **BEACON Displays** | **Hrs. per Yr.** | **Days per Yr.** | | Less than 5 | 9 hrs. 20 mins. | 9.33 mins. | 112 | 14 | | 5 but less than 10 | 11 hrs. 20 mins. | 11.33 mins. | 136 | 17 | | 10 but less than 15 | 13 hrs. 20 mins. | 13.33 mins. | 160 | 20 | | 15 but less than 20 | 15 hrs. 20 mins. | 15.33 mins. | 184 | 23 | | 20 or more | 17 hrs. 20 mins. | 17.33 mins. | 208 | 26 |   *Note: Vacation leave in excess of 240 hours (prorated for part-time employees) on December 31*  *of each year shall be converted to sick leave.* | |
| Sick Leave | A full-time permanent, probationary, trainee and time-limited employees are eligible for leave at the rate of 8 hours per month. *[Part-time (half-time or more) permanent, probationary, trainee and time-limited employees are eligible for leave at a prorated amount.]* | Sick leave is cumulative indefinitely. | |
| Other Types of Leaves | *Refer to specific policy.* | Civil | Family and Medical Leave |
| Community Service | Leave without Pay |
| Compensatory | Military Leave |
| Educational | Voluntary Shared Leave |
| Family Illness Leave | Workers’ Compensation |
| State Health Plan   * Traditional 70/30 * Enhanced 80/20 * CDHP 85/15 | Permanent full-time employees working a minimum of 30 hours per week. *Employees must enroll within 30 days of hire date via BEACON.* | Optional employee-paid spouse and dependent coverage.  Coverage is effective first day of the month following hire date. | |
| Voluntary Benefits -  NC Flex | Newly eligible employees working 20 or more hours per week in a permanent, probationary or time-limited position. *Employees must enroll within 30 days of their hire date via BEACON.* | **NC Flex Benefits**  ***Core Accidental Death & Dismemberment (AD&D) $10k – FREE!! Must enroll via BEACON***  *Dependent Day Care Flexible Spending Account (DDCFSA)*  Health Care Flexible Spending Account (HCFSA)  *Cancer Insurance* - Critical Illness - *Vision Care* - Dental Insurance - *Group Term Life Insurance*  Voluntary Accidental Death & Dismemberment (AD&D) | |

*-See backside-*

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| **BENEFIT** | **ELIGIBILITY** | **DESCRIPTION** |
| Additional Voluntary Benefits | All DNCR employees are eligible to participate.  Available to all benefit eligible employees. | Colonial Life Insurance: Short-term Disability, Cancer, Accident, ICU, Hospital Gap Plan & Life Ins.  Protective Life Insurance: Universal and Term Life Insurance  SEANC: Membership  WeSave Discounts: no-cost (FREE) discounts, coupons, special promotions, etc. |
| Short-term Disability | After one year of membership service. | 60-calendar day waiting period; provides approximately 50% of your income. (TSERS) |
| Long-term Disability | After five years of membership service. | Generally, provides 65% of your income. (TSERS) |
| Retirement System Benefits | A permanent employee of the state and work at least 30 hours per week for 9 months per year. | Automatic membership for eligible employees. (TSERS)  Shared cost between the employee (6% of compensation) and the state for benefits.  *Register online and complete beneficiary information: https://orbit.myncretirement.com* |
| Monthly Retirement Benefit | Employees become vested in the Retirement System once  they have completed a minimum of 5 years of membership  service.  Employees may retire early with a reduced retirement  Benefit. | **Service Retirement (Unreduced Benefits)** (TSERS)  Complete 30 years of creditable service regardless of age  Reach age 60 and complete 25 years of creditable service  Reach age 65 and complete 5 years of membership service  **Early Retirement (Reduced Benefits)** (TSERS)  Reach age 50 and complete 20 years of creditable service  Reach age 60 and complete 5 years of membership service |
| Death Benefit | If an employee dies while still in active service after one  year as a contributing member, the employee’s  beneficiary will receive a single lump-sum payment. | The payment is equivalent to employee’s highest 12 months of salary in a row during  the 24 months before the employee’s death but no less than $25,000, and no more  than $50,000. (TSERS) |
| **Voluntary Retirement Plans:**  NC 401(k)  C:\Users\bsjefferys\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HOXUMBYC\MC900441962[1].wmf  -and-  NC Deferred Compensation 457  C:\Users\bsjefferys\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HOXUMBYC\MC900441962[1].wmf  Both retirement plans offer a Roth feature (post-tax contributions). | Available exclusively to North Carolina public employees who are actively contributing to one of the NC Retirement Systems.  Available exclusively to North Carolina public employees. This includes full-time, part-time and temporary employees; elected and appointed officials, along with rehired retired employees. | **401(k) Retirement Savings Plan**  Employee Contributions; Maximum Contribution = $18,000  Age 50 or older – additional contribution can be made = $6,000  100% vesting; Loans  Traditional pre-tax contributions  Roth after-tax contributions  **457 Deferred Compensation Plan**  Employee Contributions; Maximum Contribution = $18,000  Age 50 or older – additional contribution can be made = $6,000  100% vesting; Penalty –free withdrawals  Traditional pre-tax Contributions  Roth after-tax contributions |

If you have questions, please contact your *division* human resources representative.

Human Resources Division

April 2015