

# BENEFITS FOR ELLIS COUNTY EMPLOYEES

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## **PAYROLL**

All employees are paid bi-weekly. The pay period starts Sunday and ends Saturday the following week. Payday is the following Friday. Hours are figured weekly. A schedule of pay dates is released annually by Human Resources.



## **DIRECT DEPOSIT**

All employees are required to receive their payroll check through direct deposit.

## **LONGEVITY BONUS**

County employees are eligible for a longevity bonus based on the following schedule:

After 2 years of service	2% of annual salary
After 5 years of service	3% of annual salary
After 10 years of service	4% of annual salary
After 15 years of service	5% of annual salary

## **PAID TIME OFF**

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, volunteerism, funerals, or in any manner of personal choice of the employee.



Paid Time Off (PTO) is available to all classified employees. PTO hours will be accrued for 24 pay periods each year and based on the employee's number of years of service with the County. Upon termination of employment, accrued PTO hours will be paid out at the employee's current hourly rate of pay.

## **EXTENDED LEAVE**

All classified employees will have access to an Extended Leave Account, which will be established when an employee has accrued hours exceeding the maximum PTO accrual of 200 hours (300 Hours EMS) on the first pay period in January. The maximum accrual in this account is 720 hours. Extended Leave can be accessed when the employee has been off work for at least 5 consecutive business days in that year. Upon termination of employment, hours in an employee's Extended Leave Account will be paid out according to the schedule outlined in the Personnel Policy.

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## PAID HOLIDAYS

Classified full-time and part-time employees of Ellis County receive the following 10 days as paid holiday leave:



New Year's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve
Labor Day	Christmas Day

If you work on an observed holiday you will be paid two times your hourly rate.

## HEALTH, DENTAL & VISION INSURANCE

All classified employees are eligible for health insurance through Ellis County. The health insurance premium, which includes health and dental, is paid 92.5% for full-time employees and is prorated for classified part-time employees. The health insurance is through the State of Kansas and includes plans from the following health care networks: Blue Cross and Blue Shield, and Aetna. Each plan is available with a four-tier premium option: single, employee/spouse, employee/children, and family. All plans include Caremark Prescription Drug Benefit and Preferred Lab Benefit Program through Quest Diagnostics.



Dental coverage is provided by Delta Dental and includes two free exams and cleanings per person per year, as well as coverage for basic restorative services at an enhanced benefit of 20% as long as you have taken advantage of at least one of the free exams and/or cleanings that year. Major restorative services are also covered.

Vision coverage is provided through the state by Surency Vision Care and is paid 100% by the employee. The County offers alternative vision coverage through Vision Care Direct, which is paid 100% by the employee.

For more detailed information on the health and dental coverage, as well as vision coverage through Surency Vision Care, please see the State of Kansas website for Non-State Groups at <http://www.kdheks.gov/hcf/sehp/PY2019-Info.htm>.

Open enrollment for the Non-State Employee Health Plan is in October of each year.

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### FLEXIBLE SPENDING ACCOUNT

Ellis County offers the AFLAC Section 125 Cafeteria Plan Flexible Spending Account. This is an employer-sponsored but employee paid program that can save tax dollars by allowing employees to use pre-tax dollars to pay for eligible expenses. Employees may elect to have a specified amount deducted from their salary to handle out-of-pocket medical expenses and/or dependent daycare expenses.



### DEFERRED COMPENSATION PROGRAM

All County employees may participate in the deferred compensation plan offered through Empower Retirement. The amount designated by the employee is invested for the employee and is exempt from federal income tax until withdrawn. The purpose of these plans is to encourage employees to build a financial reserve for retirement. Deferred compensation is an IRS-approved method for deferring federal and some state income taxes on savings until retirement. Taxes are paid on the savings and earnings when withdrawn, usually during retirement when the employee is presumably in a lower tax bracket. A Roth Account is also available.

Contact information:

[Empower Retirement KPERS 457](#)

(formerly ING/Aetna)

Contact: Joe Hillebrand

785-259-8836

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## KPERS / KP&F RETIREMENT BENEFITS

KPERS (Kansas Public Employees Retirement System) is a retirement plan administered by the State of Kansas for public employees. If you are an employee in the Emergency Medical Services (EMS) Department, Sheriff's Department (patrol division), or Fire Department, you



will be a member of KP&F (Kansas Police & Fire). Both provide retirement, long-term disability, and death benefits for Ellis County classified employees. Participation in KPERS / KP&F is required by law for all employees who work over 1,000 hours per year. Both the County and employee contributions to the retirement program are fixed by state statute. KPERS employees contribute 6% and KP&F employees contribute 7.15%. Interest is credited quarterly per the member's account. Employees are eligible to make an application to withdraw their contributions plus interest 30 days after their last day on the County's payroll. HR will give you more information

upon hiring.

**Basic Life Insurance:** Basic Life Insurance is available to all classified employees of the County when they become members of KPERS and is equal to 150% of a member's annual compensation. KP&F members do not have the basic life insurance benefit. (Please see KPERS and KP&F "Benefits at a Glance" brochures for more detailed information.)

**Optional Life Insurance:** Optional Group Life Insurance is available to all employees of the County when they become members of KPERS or KP&F. The insurance is provided through The Standard Insurance Company. Premiums are paid by the employee, and the maximum is \$250,000 of protection.



## ADVANCE LIFE INSURANCE

All classified County employees are eligible for life insurance in the amount of \$15,000 through Advance Life Insurance. This is paid 100% by the county.

## OTHER OPTIONAL SUPPLEMENTAL INSURANCE PLANS

The County offers additional supplemental insurance plans to classified employees through AFLAC and Liberty National Life Insurance Co. including Cancer, ICU, Vision, Dental, Accident, and Specified Health Event. These premiums are deducted on a pre-tax basis. Short-term Disability and Life Insurance are also offered but not on a pre-tax basis.

Contact Information:

AFLAC  
Randy Weber  
785-639-3825

Liberty National  
Bailey Gritzner  
319-404-9269

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## CANCER INSURANCE

Ellis County offers cancer insurance through Loyal American Life Insurance Company and Philadelphia American Life Insurance Company (and AFLAC as stated previously). Premiums for these plans are deducted on a pre-tax basis.



Contact Information:

Loyal American  
Don Copeland  
785-228-1702

Philadelphia American Life Insurance Company  
800-554-0092

## IDENTITY THEFT & LEGAL ADVICE

Legal Shield offers identity theft coverage and legal coverage.

Contact Information:

Morgan Sharp  
316-842-4848  
785-632-6413

## ESCROW PAYMENTS

All County employees can have a specified amount deducted from their earnings to be put in an “E-Z Pay” account to cover their taxes (motor vehicle, personal property, or real estate). The Treasury Department can assist employees in setting up an E-Z Pay Plan.

## FMLA LEAVE

All eligible employees may receive up to a total of 12 weeks of unpaid FMLA leave per calendar year. For more information, please contact the County Administrator’s Office.

## MISCELLANEOUS

### United Way of Ellis County

As part of our community we encourage employees to consider donating to United Way of Ellis County by way of payroll deduction. No amount is too small, but all amounts go a long way to meet the needs of partnered agencies. For more information see HR.

### Hays Recreation Commission

All County employees and their families can receive a discounted rate on monthly memberships to the HRC Fitness Center. Payment is made through payroll deduction.



### Used Batteries

Ellis County Environmental Department accepts used batteries in their office to be recycled. This keeps batteries out of the landfill.