

CIRCUIT COURT OF JACKSON COUNTY -STATE PAID EMPLOYEES
2019 BENEFITS SUMMARY SHEET

This sheet will provide a compiled general look at the benefits offered by the Court for state-funded employees. A more detailed explanation or informational material can be provided by the Human Resources Department.

LIFE INSURANCE: Each employee is provided with Basic Life Insurance equal to one times your annual salary at no cost. Optional group life insurance is also available in increments of \$10,000 not to exceed the lesser of six times your annual earnings at a minimal cost. Additional life insurance is available for employee's spouse and dependents at group rates.

DENTAL INSURANCE: Dental Insurance may be obtained for employees and dependents at group rates. The state sponsored dental plan with MetLife provides the following coverage after deductibles are met: Preventive coverage at 100%, Basic and Restorative coverage at 80% and Major Services covered at 50%.

GROUP HEALTH INSURANCE: The State offers three choices of health insurance options with UMR: PPO 750, PPO 1250 and High Deductible Health Plan with Health Savings Account. New employees should sign up for the health insurance as soon as possible and no later than thirty days from date of employment. If you choose to wait you may not sign up until open enrollment which is approximately October of each year, with coverage not effective until January of the following year. Health insurance premiums are deducted one pay period in advance, i.e.; deductions taken on March 31 pays the April 1-15 premium.

CAFETERIA BENEFITS PLAN: The Cafeteria Benefits Plan is a pre-tax deduction plan which reduces your taxable income. Give yourself a pay increase and enroll in the Cafeteria Benefits Plan.

YOU ARE REQUIRED TO ENROLL IN THE BENEFITS YOU CHOOSE FROM ABOVE WITHIN 30 DAYS FROM YOUR DATE OF EMPLOYMENT

DEFERRED COMPENSATION: The Deferred Compensation Program is a tax shelter investment program, which provides for retirement and reduces your current income taxes at the same time. You may enroll at any time. Employee cost is 1%, however you may opt out during enrollment.

RETIREMENT SYSTEM: A contributory pension plan is provided for all full-time and qualifying part-time employees. Employees cost is 4% and are 100% vested after five (5) years of creditable service.

CREDIT UNION: Employees are eligible to join the Missouri State Employees Credit Union (a payroll deduction) or Community America Credit Union. Brochures and applications are available in the Human Resources Office. You may enroll at any time.

COBRA: Qualified terminated employees are eligible to continue medical coverage (at a higher premium) for up to 18 months after termination. The continuation of coverage is also available to dependents no longer eligible for coverage through your policy.

LONG-TERM DISABILITY PLAN: A Long-Term Disability Insurance Plan is available at no cost to employees. It provides protection and security to employees.

MISCELLANEOUS: Direct deposit of your paycheck to your financial institution as a payroll requirements mandates that as a condition of employment all employees utilize the direct deposit program. Inability to set up a deposit account will require usage of the "pay card" system.

WORKERS' COMPENSATION: Employees injured during the performance of duty are eligible for Workers' Compensation. In all cases, forms must be filed to substantiate job injuries. Contact your supervisor and Human Resources immediately should you experience an injury while working.

VACATION: Full-time employees accrue 5 hours of vacation per half month while on a full pay status. Vacation may not be used until successful completion of a six month probationary period, except in special circumstances, and with supervisory approval. After the completion of 10 years service the accrual increased to 6 hours per half month and after 15 years of service the accrual increases to 7 hours per half month. Part-time employees accrue a prorated number of hours based on scheduled work hours. Half of the time accumulates on the 15th of the month and the other half on the last day of each month .

SICK LEAVE: Full-time employees accrue 5 hours of sick leave per half month while on full pay status. Sick leave may be used for bonafide medical reasons only, requires a doctor's excuse at the request of your supervisor, and may require approval of the Court Administrator. Part-time employees accrue a prorated number of hours based on scheduled work hours. Half of the time accumulates on the 15th of the month and the other half on the last day of each month .

OTHER TIME OFF: The Court is aware that personal situations may require an employee to request time away from the job. Allowances are made for jury duty, military leave and death in the immediate family; time off for any situation requires prior approval of your supervisor, and may require approval of the Court Administrator.

SPECIAL LEAVE: Leaves of absence may be available, depending on the circumstances. They are required for absences in excess of three days (other than regularly scheduled vacation), absences for illness other than your own and use of time without pay. Leave of Absence Requests must be completed, approved by your supervisor and/or Department Head and returned to the Department of Human Resources.

HOLIDAYS: The Circuit Court provides 12 holidays per year which are:

- | | |
|-----------------------------|-----------------------|
| (01) New Year's Day | (07) Independence Day |
| (02) Martin Luther King Day | (08) Labor Day |
| (03) Lincoln's Birthday | (09) Columbus Day |
| (04) Washington's Birthday | (10) Veteran's Day |
| (05) Truman's Birthday | (11) Thanksgiving Day |
| (06) Memorial Day | (12) Christmas Day |

MISCELLANEOUS GENERAL INFORMATION: Work hours depend on your particular job and department. Your supervisor will give you details which suit your job situation. Normally, you will receive your check on the 15th of the month and the last working day of each month. Should an official Court holiday fall on a payday, payday will move to the day before the holiday.

PLEASE NOTE: Since benefits, insurance carriers, and the laws governing benefits are frequently revised, this information is subject to change without notice. The benefits that you will receive are subject to the terms and conditions of the legal documents governing them. Temporary, some part-time, and back-up employees are not eligible to participate in the benefit programs offered by the Court with the exception of Social Security, Workers' Compensation, and Unemployment, to the extent they are eligible.