

**BENEFITS FOR
PART-TIME REGULAR EMPLOYEES**
(Scheduled for less than 30 hours per week)
Anoka County, Minnesota
Effective 01/01/2020

FLEXIBLE TIME OFF (FTO)

Flexible Time Off is accrued according to the following schedule.

Prorated based on part-time status:

Hire date to five year anniversary	24 working days per year
Fifth anniversary to ten year anniversary	27 working days per year
Tenth anniversary to fifteen year anniversary	30 working days per year
Fifteenth anniversary and thereafter	33 working days per year

HOLIDAYS*

The County will observe the following eleven and a half (11 1/2) paid holidays:	
New Year's Day	January 1
Personal Holiday	Accrued on January 1**
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday After Thanksgiving	Friday after the fourth Thursday in November
Christmas Eve (half-day when falls on Mon-Thurs)	December 24**
Christmas Day (observed)	December 25

Regular Part-Time Employees are compensated on a prorated basis.

*When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday for employees whose normal work schedule is Monday through Friday. Similarly, when a holiday falls on a Sunday, the following Monday shall be considered the holiday.

**Active employees accrue the Personal Holiday on January 1, which must be used by the last full pay period of the calendar year.

**When December 24th falls on a week day other than Friday, an employee is granted a paid half-shift (up to four hours) of holiday pay.

EXTENDED MEDICAL BENEFIT (EMB)

An income protection insurance to be used after the first five consecutive, work days of an absence for the employee's own illness or injury or an immediate family member's illness or injury. Accrued at 8 working days per year prorated for part-time hours.

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

Coordinated: Anoka County contributes 7.5% of total salary; Employee contributes 6.5% of total salary; vested after 5 years of service.

Police & Fire: Anoka County contributes 17.70%; Employee contributes 11.80%. Vested 50% after 5 years of service and 10% each year thereafter until 100% vested at year 10.

Detention and Correctional Employees: Anoka County contributes 8.75%; Employee contributes 5.83%. Vested 50% after 5 years of service and 10% each year thereafter until 100% vested at year 10.

EMPLOYEE ASSISTANCE PROGRAM

Free access to independent, confidential and professional assessment and short-term counseling services available to employee and family members.

FLEXIBLE BENEFIT PLAN

Pre-Tax Dependent Care Flexible Spending Accounts – Employee may annually designate a salary reduction amount (up to \$5,000 for dependent care) into the account on a pre-tax basis, to be reimbursed for dependent care expenses incurred while employed by Anoka County.

Pre-Tax Parking - Non-Union employees who pay for a parking spot in the Government Center ramp or lot through payroll deduction can have the payment taken out before taxes (Federal, State and FICA) and PERA.

DEFERRED COMPENSATION PLAN (Section 457)

Optional programs offered by MN State Deferred Compensation Plan (MNDCP), VALIC and Nationwide allows employees to set aside up to \$19,500 to accumulate on a tax-deferred basis or after-tax Roth 457 basis. Employees age 50 and over can defer up to \$26,000.

ADOPTION ASSISTANCE

After 12 full consecutive months of employment, Adoption Assistance reimbursement of up to \$1,500 not to exceed to the actual cost of the qualifying expenses of the adoption, plus any required Social Security and Medicare contributions.

PUBLIC SERVICE LOAN FORGIVENESS (Federal Direct Loan)

Anoka County qualifies as a “public service organization” to help you qualify for this partial student loan forgiveness program. www.StudentAid.gov/publicservice

WELLNESS360 ACTIVITIES

Education and wellness events to help employees become the best versions of themselves.

EMPLOYEE DEVELOPMENT

Relevant instructor-led and online trainings for Anoka County employees, to help ensure personal and professional development.

EMPLOYEES CLUB

Discounts and social events for Anoka County employees.

SALARY

Completion of Probation - Upon the satisfactory completion of the probation period (usually 6 to 12 months), regular employees may be eligible for a salary increase of up to 5% of their base salary. Eligibility for this probationary increase is based on satisfactory job performance and will not exceed the midpoint of the appropriate salary range for newly hired employees and will not exceed the appropriate maximum for promoted employees.

Performance Based Range Movements - Employees who have passed probation are evaluated annually on their performance levels. Performance reviews occur during the fall season and approved increases, if any, are effective at some point the following calendar year.

General Increases - The Employee Relations Department reviews the County's compensation plan at least annually, and whenever conditions require, they recommend changes to the County Board for review and approval.

Exceptional Service Pay - To recognize an employee's outstanding contributions, additional pay may be granted for exceptional service, up to \$1,000 per five-year period during employment with Anoka County.

Please note: The benefits listed above apply to non-bargaining unit positions. For any benefit differences relating to bargaining units, please refer to the contract for your respective unit.