

BENEFITS FACT SHEET

BENEFIT	WHAT YOU GET	WHO PAYS
Group Health Insurance	<p>Employees who work at least 40 hours per week are eligible to select health coverage through Blue Cross/Blue Shield or from an HMO (not available in all areas).</p> <p>Optional coverages include Dependent Life, Optional Term Life, Accidental Death and Dismemberment, and Long and Short Term Disability Insurance. Dental programs are also available.</p> <p>All employees are enrolled in a pre-tax savings program in which eligible insurance premiums are deducted prior to FICA and federal withholding taxes.</p>	<p>The agency pays the cost of health coverage for employees and one-half the cost for dependents. Employees pay the cost of any remaining premium. Employees pay for all additional optional coverage selected.</p> <p>Unless the new employee is a direct transfer from another state agency, there is a 90-day waiting period for insurance coverage.</p> <p>Part-time employees have the option to pay for health insurance.</p>
Retirement	<p>By law, all employees are members of the Employees Retirement System (ERS), and 6% of their gross monthly salary is deducted and placed in an ERS account. Employee contribution is on a pre-tax basis. Vesting occurs at 5 years without retiree Group Insurance or 10 years with retiree Group Insurance. For more information, go to www.ers.state.tx.us.</p>	<p>Employee contribution begins after a 90-day waiting period.</p>
Annual Leave	<p>Full-time employees accrue a minimum of 8 hours per month of annual leave. Part-time employees accrue leave on a proportionate basis. The hours accrued are based on total years of state employment. Vacation with pay may not be granted until the employee has had continuous employment with the state for 6 months, although credit will be accrued during that period.</p>	<p>The agency.</p>
Sick Leave	<p>Full-time employees earn 8 hours of sick leave per month. Part-time employees accrue sick leave on a proportionate rate.</p>	<p>The agency.</p>
Holidays	<p>Seventeen holidays are authorized and designated by the Legislature each year.</p>	<p>The agency.</p>

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Longevity Pay	Employees receive \$20.00 per month for each two years of service, with a maximum of \$280.00 per month available.	The agency.
Emergency Leave	Employees receive up to 3 days of paid leave in the event of death of an immediate family member.	The agency.
Parent-Teacher Conference Leave	Employees who are parents, or stand in a parental relation, of a child who is a student attending a grade from pre-K-12 may use up to 8 hours of sick leave each calendar year to attend parent-teacher conferences.	The agency.
Employee Assistance Program	Employees and their families have access to information and referral to confidential professional counseling for personal problems.	The agency pays the cost of the first six visits.
*401(k) and 457 Plans	Employees who wish to have a supplemental retirement plan can enroll in the TexaSaver (401k) and/or the Texas Deferred Compensation (457) plans. Money deferred from an employee's taxable income will not be taxed until withdrawn from the plan.	Employees pay all deferred monies and any applicable fees. Pre-tax payroll deduction is offered.
*Flexible Spending Accounts	Employees can choose to have money put into flexible spending accounts that provide the option to pay for eligible medical expenses, dependent care, elder care for a spouse, and allowable health care costs with pre-tax salary dollars.	The employee specifies the amount of salary to be redirected to a reimbursement account up to specified maximums. The redirected money will not be taxed by FICA or subject to federal withholding.
*Direct Deposit	Employees can select direct deposit of monthly salary warrants to a designated financial institution.	The agency processes the paperwork.
Family and Medical Leave (FMLA)	All employees with 12 months of state service who have worked at least 1,250 hours with the agency in the preceding 12 months preceding the requested leave period are entitled to a maximum of 12 weeks of paid or unpaid leave. Sick leave accrued by the employee will count towards the entitlement.	The agency will pay salary and health insurance premiums while employee uses sick, annual or any other leave during the FMLA period. Employee is responsible for paying premiums on optional coverages.

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Workers' Compensation	Employees sustaining a work-related injury or illness may be eligible for medical and income benefits.	The agency.
Military Leave	Up to 15 days per federal fiscal year will be granted to employees called to active duty.	The agency.
Optional Work Hours Program	The Optional Work Hours Program (OPT) offers employees greater flexibility in their work schedules. Under the OPT program, eligible employees are offered alternatives to the traditional 8:00 a.m. to 5:00 p.m., Monday through Friday, work week.	Not applicable.
Telecommuting	The Office of Attorney General observes a policy of allowing eligible employees, on a case-by-case basis, to telecommute.	Not applicable.
Jury duty	Employees will be granted leave with pay during jury service.	The agency.
Benefit Replacement Pay	Employees who were active state employees on 8/31/95 are entitled to a benefit replacement pay that covers the portion of the Social Security (FICA) contribution previously paid by the State, up to a maximum of \$1,026.86 per calendar year. New state employees hired after 8/31/95 are not eligible.	The state.
*Texas Tuition Plans	Employees can contribute post-tax dollars into the Tomorrow's College Investment Plan through payroll deduction. This plan is designed such that the investor does not pay taxes as the investment grows. Nor does the investor pay income tax on withdrawals made for qualifying college expenses.	Employee pays all applicable costs.
*Savings Bonds	Employees are able to purchase bonds in increments of \$100, \$200, or \$500 through payroll deduction.	Employee.

*Denotes optional benefits which the employee can select.