

7.3 COUNTY EMPLOYMENT RETIREMENT FUND (16 CSR: 50-2.030)

. CERF-mandatory participation of all eligible employees 6%

. 401a A-mandatory participation of .7% for all eligible employees

. 457b-voluntary participation into the retirement savings plan

. “Vested” means that you have a permanent right to your pension benefit. You become entitled to the benefit after eight years of creditable service. You receive one year of vesting for each calendar year in which you earn 1,000 hours.

. Terminate-Non-Vested: This means if you left county employment before you become vested, you will receive a refund of any contributions you made to the plan. *If you terminate employment then return to county employment after more than a 30-day break in service, you will have 60 days to contact CERF about purchasing your prior service, otherwise that service will no longer be eligible for purchase.*

Participation in the CERF Pension Plan is mandatory for eligible employees hired on or after January 1, 2000 and applies to all regular employees working at least 1,000 hours or more of service in a calendar year. If you are an eligible employee who is scheduled to work at least 1,000 hours during the year, you will become a participant automatically on your date of hire. If you are hired into an eligible part time position, but will work at least 1,000 hours in a calendar year, you will enroll immediately upon hire as well.

If you are hired on a part-time basis to work less than 1,000 hours during the year, you will not be enrolled in CERF at the time of hire. However, if you reach 1,000 hours in a calendar year, you become eligible for CERF and will enroll as follows:

If you meet 1,000 hours of service by June 30 of current year will be enrolled into the pension plan that same year of service.

Any employee who meets 1,000 hours or more after June 30 will be enrolled into the pension plan the following calendar year.

If you are hired in a full-time position, then change to part-time status, you will remain in CERF and continue to make the required contributions regardless of the number of hours you work. As a participant, whether full-time or part-time, you will remain in CERF until you terminate county employment for a period greater than 30 days.

As with your insurance benefits, you are to refer to the Summary Plan Description provided by the benefits administrator for specifics.

CERF Toll-Free #1-877-632-2373 Email: admin@mocerf.org Website: www.mocerf.org
Great-West Retirement Services(401a/457): 1-314-241-2181 or 1-573-415-6216
www.gwrs.com

7.4 401a PENSION PLAN

All regular employees (1,000 hours or more), who have completed at least 90 days of employment, are eligible to participate in the county's pension plan. The amount of the contribution, after a specified period of employment, this plan provides you with a vested interest related to your length of employment.

As with your insurance benefits, you are to refer to the Summary Plan Description provided by the benefits administrator for specifics.

7.5 457 PLAN – Voluntary Contributions

Your participation in this plan enables you to set aside money for retirement. All regular employees, (1,000 hours or more), who have completed at least 90 days of employment, are eligible to participate in the county's 401a/457 plan which provides matching funds of [50¢] for each employee dollar contributed up to the first 6% of pay.

As with your insurance benefits, please refer to your Summary Plan Description provided by the benefits administrator for specifics. Should you have any other questions about pension or profit-sharing rights, please consult with the benefits administrator. This benefit, as well as other benefits, may be canceled or changed at the discretion of the county, unless otherwise required by law.

Summary of benefits: Must be enrolled in the CERF pension plan to be eligible for the 457 plan and have at least 1,000 hours or more. The minimum amount you can contribute is \$10 each month.

7.6 HOLIDAY PAY

McDonald County offers approximately 13 paid holidays each year. The list for each year is delivered to each officeholder for distribution to the employees.

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. Non-Exempt employees required to work on a holiday shall be given compensatory time off. If a holiday falls on your regular day off, the holiday will be observed, on the employee's last day of work before the holiday or the first day of work following the holiday, as your supervisor determines.

The county observes the right to close on another day or grant compensating time off instead of closing its offices. You may receive holiday pay if the holiday falls in the week when you are on vacation or on a leave of absence. **You must work the day before and the day after a holiday to receive holiday pay**, unless the day before or the day after is your normally designated day off or you have a doctor's note excusing your absence.

An employee must have satisfactorily completed the introductory period to be eligible for holiday pay. Holiday pay for full-time employees is computed at the straight time rate of seven and one-half (7 ½) hours for Courthouse and Health department employees. Holiday pay for Law Enforcement and Road and Bridge employees is computed at the straight time rate of eight (8) hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day. Any hours actually worked on the holiday will count in addition to the number of hours granted for the holiday.

7.7 VACATION POLICY

New employees must work a full 12-month period before they can take vacation leave. Longevity Rewards are also a benefit of regular full-time employees who have continuous employment with the county.

Each full-time regular employee shall accrue vacation leave credit at the annual rates as follows:

Courthouse & Health Department (37.5 hr/week)

<u>1950 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	5.63 hrs per month	75 hours
5+-10 years of service.....	7.5 hrs per month	75 hours
10+-30 years of service.....	9.38 hrs per month	120 hours
30+ years of service.....	13.13 hrs per month	120 hours

Law & R&B (40 hr/week)

<u>2080 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	6 hrs per month	80 hours
5+-10 years of service.....	8 hrs per month	80 hours
10+-30 years of service.....	10 hrs per month	120 hours
30+ years of service.....	14 hrs per month	120 hours

Any hours accumulated over the maximum allowed MUST be exhausted by end of December pay period (20th) or will be forfeited. It is the general policy not to reimburse individuals for accrual of vacation time beyond their eligible amount.

Vacation must be approved by immediate supervisor before taken.

No vacation time will be taken prior to being earned. Any conflict in vacation requests will be decided based on employee seniority and county needs. You will not accrue vacation during periods when you are on leave of absence or if you are suspended from the county.

As stated, you are not eligible for any paid vacation until you have completed one year of employment with the county. For example, if you leave the county prior to 12 months of employment, you will not be eligible for any vacation pay benefits upon termination.

Eligible employees to receive vacation pay benefits are those who have completed their 12 months of continuous employment. Upon termination of employment, you will be paid for all accrued but unused vacation time. You may request, or the county may require you, to use vacation time during periods of personal absence or leave, including leave for a disability or family medical need, if the employee must meet their portion of employee benefits like health coverage.

7.8 SICK PAY

McDonald County allows its regular full-time employees, who have completed their introductory period, the same as vacation day schedules.

Introductory employees are not eligible to receive this benefit unless they have completed the introductory period, although sick leave accrues from the first month of employment.

Actual accrual of sick leave shall be computed on a monthly basis in accordance with employee's years of service.

Accumulation of sick days.

Courthouse & Health Department (37.5 hr/week)

<u>1950 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	5.63 hrs per month	225 hours
5+-10 years of service.....	7.5 hrs per month	225 hours
10+-30 years of service.....	9.38 hrs per month	450 hours
30+ years of service.....	13.13 hrs per month	450 hours

Law & R&B (40hr/week)

<u>2080 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	6 hrs per month	240 hours
5+-10 years of service.....	8 hrs per month	240 hours
10+-30 years of service.....	10 hrs per month	480 hours
30+ years of service.....	14 hrs per month	480 hours

If an employee is sick three (3) or more consecutive days or within the same work week, they must present a doctor's statement or explanation of the situation satisfactorily to their supervisor before returning to work. An employee must keep the department head informed of the condition for the absence. In no case may sick leave be used in lieu of tardiness. Failure to comply with the provisions of this section shall result in denial of sick leave. Abuse of sick leave shall be cause for dismissal. Any authorized absence due to injury or illness covered by Workers' Compensation insurance shall not be charged against an employee's accrued sick leave.

Upon termination of employment, accumulated sick leave will not be reimbursed.