

HOWARD COUNTY BENEFITS SUMMARY PART TIME BENEFIT- ELIGIBLE EMPLOYEES

The following is a summary of the benefits available to Howard County employees who hold part-time benefit-eligible positions. Additional details are also available in the Employee Manual and in summary plan descriptions which are available in the Office of Human Resources.

FLEXIBLE BENEFITS PLAN

Under the County's flexible benefits plan called CountyFlex, employees may elect to enroll in medical insurance plans, dental insurance plans, optional life insurance, dependent life insurance, and healthcare and dependent care flexible spending accounts. Employee contributions to these benefits are made on a pre-tax basis. Information concerning enrollment options, plan rates and a benefits comparison chart are posted on the Howard County benefits website at benefits.howardcountymd.gov. Click on "employee benefits information" under the "In This Section" link.

RETIREMENT PLANS

Howard County sponsors a defined benefit retirement plan for its employees. Participation in the retirement plan is mandatory. Employees are required to make contributions to the plan, which are taken on a pre-tax basis. The County contributes an additional percentage sufficient to ensure that the plan is adequately funded. Complete details are available in the summary plan descriptions which are available from the Office of Human Resources. Part-time benefitted employees who hold recreation program support positions are not eligible to enroll in this benefit.

457(b) DEFERRED COMPENSATION PLAN

Employees are eligible to participate in an IRS 457(b) deferred compensation program. This plan allows employees to defer a portion of their income on a pre-tax basis. Contributions are invested at the employee's direction on a tax deferred basis.

SOCIAL SECURITY

Participation is mandatory. Employees contribute at the current established rate.

PAID LEAVE BENEFITS

Annual and Disability Leaves are accrued over 24 pay periods each year. Personal leave is credited on January 1st each year. Use of Annual, Disability and/or Personal Leave requires supervisory approval.

Part-time benefitted employees who work 30 to 39.9 hours per week are eligible to receive 75% of the full-time paid leave benefits and part time benefitted employees who work at least 20 to 29.9 hours per week are eligible to receive 50% of the full-time paid leave benefits as outlined in the **Paid Accrued Leave** section of the **Howard County Government Employee Manual**.

Annual leave: Annual leave may not be used during the first 6 months of employment. A maximum of 160 hours may be carried over from one fiscal year to the next.

Disability leave: There is no maximum accrual. This leave may be used for the disabling illness/injury of the employee, spouse or minor child or for a serious medical condition approved under F.M.L.A. Absences of over 3 days must be substantiated by a physician's certificate.

Personal leave: Personal leave may not be carried over from one calendar year to the next. **Personal leave not taken by December 31st is forfeited.**

Holidays: Part-time benefited employees receive 4 hours holiday pay for the 12 holidays observed by the County.

New Year's Day	Good Friday	Labor Day	Thanksgiving
Martin Luther King Day	Memorial Day	Columbus Day	Day after Thanksgiving
Presidents Day	July 4th	Veterans Day	Christmas Day

Other paid leave: Other paid leave will be granted for approved jury duty, military leave, bereavement leave and official leave. Unpaid leave will be granted in accordance with the Family and Medical Leave Act.

LONG TERM DISABILITY BENEFITS

Employees who have completed 6 months of service are automatically enrolled in the LTD plan at no cost. After 6 months of disability, employees are eligible to receive 60% of base monthly pay up to plan limits.

DISABILITY LEAVE BANK

Employees have established a Disability Leave Bank to which employees may donate disability leave in order to be eligible to receive salary and benefit protection when they are absent due to a serious disabling illness or injury and have exhausted all accrued leave. Employees are eligible to join the Bank after having completed 1 year of employment. Administration of the Bank, including the review and approval of claims for grants of time, is handled in accordance with the Bank's Rules and Regulations which are available in the Office of Human Resources.

EMPLOYEE ASSISTANCE PROGRAM

Employees experiencing problems that affect their personal lives and job performance may take advantage of confidential assessment and referral services.

VOLUNTARY BENEFIT OPTIONS

Employees may elect to enroll in long term care insurance, critical illness insurance, short term disability income protection, universal life insurance, discounted auto/homeowner's insurance programs, and pre-paid group legal plan.

CREDIT UNION

Employees may participate in the Tower Federal Credit Union through payroll deductions. Loans are also available to qualified applicants. A Tower ATM machine is located in the lobby of the Police Headquarters building in the County Office Complex in Ellicott City. Membership applications are available by calling Tower Federal at 301-497-7000.

**HOWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO WORKFORCE DIVERSITY**

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