

APPOMATTOX REGIONAL GOVERNOR'S SCHOOL for the Arts & Technology

Benefits Information Sheet

ARGS offers an attractive employee benefits package:

Employer Provided Benefits

- Retirement
- Basic Group Life Insurance
- Disability Insurance
- Workman's Compensation
- Sick Leave
- Personal Leave
- Annual Leave
- Military Leave

Optional Benefits

- Health Insurance
- Dental Insurance
- Optional Group Life Insurance
- Tax Shelter Annuity
- Credit Union



Employer Provided Benefits

Retirement & Group Life Insurance are provided by ARGS through the Virginia Retirement System. Employees hired before the 15th of the month, VRS membership begins the first of the current month. Employees hired on the 16th or after, membership begins on the first of the following month). Visit myVRS website:

<http://www.varetire.org/myVRS/>.

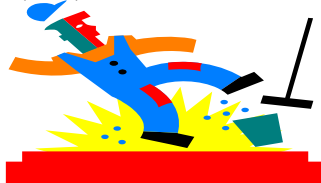
- *View your member information, including service credit and compensation reported to VRS by your employer.*
- *Check the status of an application of prior service or refund.*

Disability Insurance (VRS)

If you are unable to perform your job because of a physical or mental disability and the disability is likely to be permanent, you may be eligible to apply for disability retirement benefits through the Virginia Retirement System (VRS). Your eligibility begins on the first day of employment in a VRS-covered position. Any medical condition you have when you are first employed, however, must worsen substantially for you to be considered for disability retirement.

Workman's Compensation

ARGS employees who may be injured while performing their job are protected through Workman's Compensation. ARGS Liability Insurance & Workers' Compensation is provided through Virginia Municipal League (VML) Insurance Co.



Retirement (VRS)

Membership in the Virginia Retirement System is a condition of employment. All full-time, salaried employees are eligible for membership in the Virginia Retirement System. Eligible employees become members as soon as they begin work. VRS members are eligible for full retirement benefits at age 65 with at least five years of service or at age 50 with at least 30 years of service. Members may retire as early as age 55 with at least 5 years of creditable service or as early as age 50 with at least 10 years of service. The plans are funded by contributions from ARGS for employees hired prior to July 1, 2012. All new employees after July 1, 2012, will be required to immediately contribute 5% toward their retirement. ARGS will not be required to offset that contribution. Employer contributions are invested to provide future benefits for members and beneficiaries.

Basic Group Life Insurance (VRS)

When you become employed in a permanent, salaried position with a participating employer, you are automatically covered under the Basic Group Life Insurance program provided by Minnesota Life for VRS members and retirees. ARGS pays the premiums for their employees. Each full-time employee has coverage amounting to twice his/her base salary for natural death and the amount of the base policy quadruple for accidental death. If you are covered under the basic group life program, you are eligible to purchase additional coverage for yourself and your family through the Optional Group Life Insurance program.

Annual Leave

Annual leave for 12 month employees is earned on a semi-monthly basis and varies with the amount of experience credited for administrative/supervisory personnel and the length of service for support personnel. Annual leave is earned in the following manner: From zero to ten years job related experience – 1 ¼ days (10 hours) per month and one bonus day (8 hours). A total of (13 hours) will be credited on June 30th. More than ten years job related experience – 1 ½ days (12 hours) per month and two bonus days (16 hours). A total of (22 hours) will be credited on June 30th.



Military Leave

An employee who is a member of the National Guard or an organized military service of the United States and, as such, is required to report for training periods; shall be granted military leave with pay not to exceed 15 workdays during a fiscal year.

Optional Benefits Health Insurance

A triple option plan is available to all full time employees. Employees may choose between two HMO plans and a PPO plan through Anthem. These health plans include prescription drug benefits.

VRS Hybrid Retirement Plan

VRS Hybrid Retirement Plan became effective January 1, 2014 and new hires will be covered by the plan.

Sherrel W. Addison, VRS Defined Contribution Plan Specialist
Toll Free: (855) 553-3095
Cell Phone: (202) 770-7757
Regional Office: (877) 327-5261
Email: saddison@icmarc.org
Website: www.varetire.org

Sick Leave

Sick leave for full-time employees is earned at the rate of one day for each month of employment. Permanent part-time employees with a full-time equivalent of .5 or greater earn sick leave in proportion to the length of the contract day. Other part-time employees, who work .5 or more of a specified contract period except summer school, evening school, or substitute employees, earn sick leave at the rate of a 1/2 day per month.

Personal Leave

Full-time 10- and 11-month employees are eligible to earn two personal leave days per year with unlimited accumulation. During the first year of employment, employees hired before Jan. 1 earn two days; employees hired after Jan. 1 earn one day.

Optional Group Life Insurance Program

This optional insurance will supplement the basic VRS group life insurance coverage. The plan offers the opportunity to purchase additional insurance at low group rates on the employee and, if desired, family members. New employees have 30 days from date of employment to apply for optional insurance. Members who are covered for basic group life insurance may purchase optional group life insurance coverage in an amount equal to one, two, three or four times their annual compensation, not to exceed \$600,000. Members pay the premiums for optional life insurance coverage through payroll deduction. For information on coverage for spouse and or children, contact the Personnel Administrator.



Tax Sheltered Annuity Program

ARGS employees can participate through the Chesterfield County Public Schools who provides all employees the opportunity to put aside money today on a tax-deferred basis to build income for retirement. Currently, one company handles payroll deducted TSA contributions (*Variable Annuity Life Insurance Company, VALIC*).



Credit Union Membership

ARGS employees are eligible to belong to either of the following:

- Chesterfield County Employees Federal Credit Union (804) 748-1417
- Virginia Credit Union (804) 323-6000



Dental Insurance

Dental coverage is provided through Delta Dental and includes two plans, basic and comprehensive.

Enrollment Period

A new employee must apply for health and/or dental insurance coverage within 30 days from the date of employment. Enrollment outside of this 30 day period is allowed only in the event of a life change or during the Open Enrollment period held in the fall of the year.

**PAYROLL PROCEDURES
Pay Periods**

Employees receive checks on the 15th and the last working day of each month. If the 15th falls on a holiday or weekend, paychecks will be issued on the preceding work day. Concluding dates for reporting payroll will vary each month. Direct Deposit automatically deposits an employee's paycheck in the financial institution of his/her choice. To retrieve your pay stub electronically using Employee Online <https://eo.chesterfield.gov>. You will be prompted to enter your employee ID (found on your previous pay stub) and a password.



Deductions

Required:

- Federal Income Tax
- State Income Tax
- Social Security
- Medicare Tax

Optional:

- Health Insurance
- Dental Insurance
- Group Life Insurance
- Credit Union
- Tax Sheltered Annuity

Questions relating to payroll deductions and procedures should be directed to:

Mrs. Sharon Caro, ARGS Fiscal Technician III
Hours 8:00 a.m. - 4:00 p.m.
(804) 722-0200 ext. 113

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Questions relating to employee benefits should be directed to:

Ms. Amie Trent, ARGS Office Manager
Hours 8:00 a.m. to 4:00 p.m.
(804) 722-0200 ext. 114