



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsing@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: May 31, 2013
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, June 7th, at 8:00a.m. The agenda for the meeting is as follows:

1. Overview of County Benefits
2. Determine schedule for Committee to discuss/review Charter responsibilities.
3. Employee of the Month Awards for May and June.
4. Discuss potential date change for July 5th meeting.

Information Only:

1. As requested in our last HR Committee meeting, the HR Director is supplying a list of Unclassified Positions.

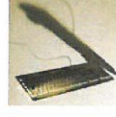
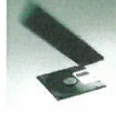
Benefit Overview

**HR Committee
June 2013**



Benefit Overview

- ▶ Healthcare- Anthem
- ▶ Dental- Guardian
- ▶ Retirement- VRS, ICMA, and ING
- ▶ Flexible Spending Accounts- WageWorks
- ▶ Employee Assistance Program- Optima
- ▶ Optional Insurance-
 - AllState
 - Cancer
 - Accident
 - Critical Illness
 - Life
 - Minnesota Life thru VRS
 - Life Insurance



Healthcare

Healthcare plans offered

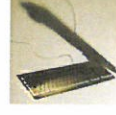
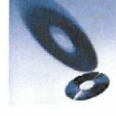
- **Standard KeyCare 300 Plan and Premium KeyCare 200 Plan**
- **Medical coverage**
 - ✓ Prescription drug
 - ✓ Vision discount program
- **Dental coverage**

Insurance Administrator

- Anthem Blue Cross/Blue Shield for medical
- Guardian for dental

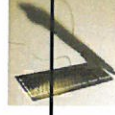
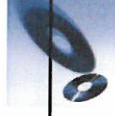
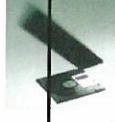
Effective date of coverage

- 1st day of the month following 60 days of employment



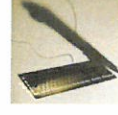
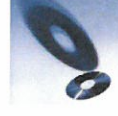
Medical Plans Coverage

	KeyCare 300	KeyCare 200
Annual Deductibles	\$300 per member \$600 per family	\$200 per member \$400 per family
Out of Pocket Maximum	\$3,000 per member \$6,000 per family	\$2,000 per member \$4,000 per family
Office Visits	\$15 for each visit	\$10 for each visit
Preventive Care Check ups	No Charge	No Charge
Routine Vision	\$15 for each visit (discounts on eyewear)	\$15 for each visit (discounts on eyewear)
All other In-network Services	20% of the amount the health care professional agreed with Anthem to accept for their services	10% of the amount the health care professional agreed with Anthem to accept for their services
Labs, Diagnostic X-rays, and other Outpatient Services	20% of the amount the health care professional agreed with Anthem to accept for their services	10% of the amount the health care professional agreed with Anthem to accept for their services
Inpatient Stays in Hospital	20% of the amount the health care professional agreed with Anthem to accept for their services	10% of the amount the health care professional agreed with Anthem to accept for their services
Mental Health and Substance Abuse Visits	No Charge	No Charge
Prescription Drug- Retail Mail Order	\$10/\$30/greater of \$50 or 20% up to \$200 \$10/\$60/greater of \$150 or 20% up to \$400	\$10/\$30/greater of \$50 or 20% up to \$200 \$10/\$60/greater of \$150 or 20% up to \$400
Out of Network Deductible:	\$450/\$900	\$300/\$600
Out of Network Out of Pocket:	\$4,250/\$8,500	\$2,750/\$5,500
Out of Network Coinsurance:	40%	30%



Dental Plan

Plan type	Dental Indemnity Plan <i>(No network, participants may see any dentist)</i>
Calendar year maximum	\$1,200
Calendar year deductible	\$50, 3 per Family
Preventive & diagnostic services	100% of UCR (no deductible)
Basic restorative services	80% of UCR (after calendar year deductible)
Major restorative services	50% of UCR (after calendar year deductible)
Orthodontic services	\$1,200 per person lifetime maximum
NOTE: Maximums and exclusions may apply to certain benefits, refer to the Summary Plan Description (SPD) for details	

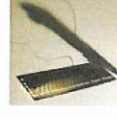
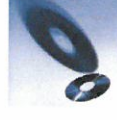
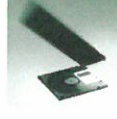


Health and Dental Costs

KC300	Expected Rates	County Share	Employee Share	Per Pay Amount
Employee Only	\$509.98	\$459.98	\$50.00	\$25.00
Employee and One Child	\$749.66	\$563.66	\$186.00	\$93.00
Employee and Spouse	\$1,019.96	\$747.96	\$272.00	\$136.00
Employee and Family	\$1,466.16	\$1,097.16	\$369.00	\$184.50

KC200	Expected Rates	County Share	Employee Share	Per Pay Amount
Employee Only	\$543.68	\$424.20	\$119.48	\$59.74
Employee and One Child	\$799.18	\$527.54	\$271.64	\$135.82
Employee and Spouse	\$1,095.04	\$718.98	\$376.06	\$188.03
Employee and Family	\$1,564.32	\$1,074.58	\$489.74	\$244.87

Dental	Expected Rates	County Share	Employee Share	Per Pay Amount
Employee Only	\$25.80	\$25.80	\$0.00	\$0.00
Employee and One Child	\$60.42	\$46.10	\$14.32	\$7.16
Employee and Spouse	\$53.34	\$38.40	\$14.94	\$7.47
Employee and Family	\$87.96	\$65.92	\$22.04	\$11.02



Flexible Spending Accounts (FSA)

Plan Info

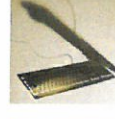
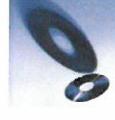
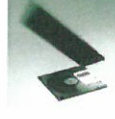
- Payroll deductions are pre-taxed, reducing taxable income
- Administrator is WageWorks

Medical Account (MFSA)

- Used to pay for out-of-pocket health care expenses such as deductibles and co-payments
- Reimbursement based on annual contribution
- Up to \$2,500 per plan year

Dependent Care Account (DCFSA)

- Used to pay for dependent/elder care expenses
- Reimbursement is based on amount actually contributed at time of claim submission
- Up to \$5,000 per plan year



Virginia Retirement System (VRS)

Plan Information

- Provides retirement, disability and group life insurance benefits
- Automatic enrollment upon hire
- Two plans established
 - Plan 1- Employees hired before July 1, 2010 and vested as of January 1, 2013
 - Plan 2- Employees hired on or after July 1, 2010

Defined Benefit Retirement Plan

- Employee contributes 5% each month of pre-tax salary
- Employer makes a separate contribution based on payroll and determined by VRS actuarial
- Monthly benefit amount is based on age, total service credit, and average final compensation
- Vested after 5 years of service
- May purchase eligible prior service credit

Service Retirement Eligibility

Plan 1:

- For unreduced benefits- age 50 with 30 years of service or age 65 with at least 5 years of service
- For reduced benefits- age 55 with at least 5 years of service or age 60 with at least 10 years of service



Virginia Retirement System

Plan 2:

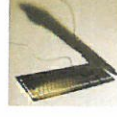
- For unreduced benefits- Normal Social Security retirement age with at least five years of service credit or when age and service equal 90
- For reduced benefits- Age 60 with at least five years of service credit

Disability Retirement

- May apply if employee becomes unable to perform job because of a physical or mental disability that is likely to be permanent
- State Medical Review Board determines eligibility
- Minimum guaranteed benefit is approximately equal to 33% of AFC with full Social Security benefits or 50% of AFC without Social Security benefits

Life Insurance Benefits

- Basic life insurance is provided at two times your annual salary rounded up to next highest thousand
- Accidental death insurance is also provided at double the natural death benefit



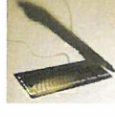
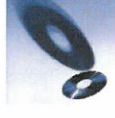
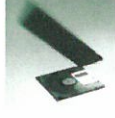
VRS Law Enforcement Retirement

Law Enforcement Officers Supplement (LEOS)

- Enhanced retirement benefits are provided to employees in the following hazardous duty positions: sworn law enforcement officers, sheriff's deputies, firefighters/EMTs, and correctional officers

Enhanced Benefits

- Hazardous duty supplement
- Health Insurance premium credit
- Higher retirement multiplier
- 5 years less service required for full retirement



Employee Assistant Plan

Service provider

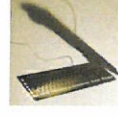
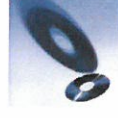
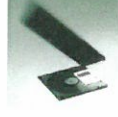
- Optima EAP Health Services

Effective date of coverage

- 1st day of employment

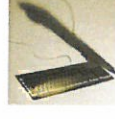
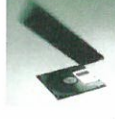
Benefit

- Master's level counselors available 24/7
- Provides confidential and private counseling services to employees or their immediate family members with personal problems before they result in deterioration of health, family life and/or job performance
- Provides specific employer requested services



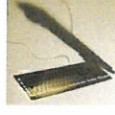
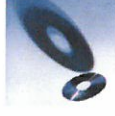
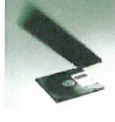
Voluntary Benefits

	Participation
AllState Insurance	
– Accident Insurance	20%
– Cancer Protection	25%
– Critical Illness	18%
– Group Term Life Insurance	7%
VaCO	
– Whole Life Insurance	18%
VRS	
– Term Life Insurance	21%
ICMA	
– 457 Retirement plan	4%
ING	
– Annuity Plans	5%



Conclusion

- Questions & Discussions



HR Committee Meeting Schedule

Monthly

1. Any Employee of the Month Award Recommendations
2. Invite Department Director to discuss:
 - a. Recruiting and Retention
 - b. Training
 - c. Employee Relations

Quarterly

1. Policies and Procedures Updating

Semi-Annually

1. HR Department Initiatives and Progress

Annually

1. Compensation Strategy
2. Major Benefit Plans
3. Annual Independent Review of Total Rewards System
4. Compliance Items
 - a. Grievances
 - b. EEOC Claims



County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Cory Smith and Jon Turkel

Department: Parks & Recreation

Nomination Submitted By: Jason Robertson

Department: Parks & Recreation

Nominator's Signature: _____

Date: 4/4/2013

Reason for Nomination (please be specific, precise, and definite):

Cory Smith, Sherando Park Manager and Jonathan Turkel, Park and Stewardship Planner lead Frederick County Parks and Recreation Department's development of a new park facility at Sherando Park. The design process began in the summer of 2011 as Cory and Jon began this project by researching International Mountain Biking Association (IMBA) Standards on trail design, maintenance, and risk management. After months preliminary work, beginning in August 2012 Cory and Jon led a group of twenty-six volunteers in twelve Thursday night work sessions to complete the construction of a half mile section of the trail. This spring work began on the next section of the planned trail. Cory and Jon's commitment to the leadership of this project and consistently doing more without utilizing local funds has provided the residents of Frederick County another quality recreation facility, which officially opened in March 2013.

HR Section: Received: 4/10/13

Emailed to HR Committee: _____

May & June
(in June)

UnClassified Positions

Title	Department
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT
ASST COUNTY ADMINISTRATOR	COUNTY ADMINISTRATOR OFFICE
ASST TRANSPORTATION DIRECTOR	PLANNING & DEVELOPMENT
CIRCUIT COURT CLERK	CLERK'S OFFICE
COMMISSIONER OF REVENUE	COMMISSIONER OF THE REVENUE
COMMONWEALTH'S ATTORNEY	COMMONWEALTH ATTY'S OFFICE
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATOR OFFICE
COUNTY ATTORNEY	COUNTY ATTORNEY
EDC DIRECTOR	ECONOMIC DEVELOPMENT COMMISSION
FINANCE DIRECTOR	FINANCE
FIRE & RESCUE CHIEF	FIRE & RESCUE
HR DIRECTOR	HUMAN RESOURCES
IT DIRECTOR	INFORMATION TECHNOLOGY
MIS DIRECTOR	MANAGEMENT INFORMATION SYSTEMS
P&R DIRECTOR	PARKS & RECREATION
PLANNING DIRECTOR	PLANNING & DEVELOPMENT
PUBLIC SAFETY COMM DIRECTOR	PUBLIC SAFETY COMMUNICATION
PUBLIC WORKS DIRECTOR	PUBLIC WORKS
REGISTRAR	REGISTRAR'S OFFICE
SHERIFF	SHERIFF'S OFFICE
SUPERINTENDENT	NRADC
TREASURER	TREASURER'S OFFICE