



Harnett
C O U N T Y
 NORTH CAROLINA

BENEFIT	WHEN ELIGIBLE	EMPLOYEES RECEIVE
Vacation Leave	Begin earning first month of employment	Monthly leave based on service. Regular employees having a workweek with greater or fewer hours than 40 hours shall be pro-rated. Subject to supervisor approval. All hours greater than 240 at end of year are converted to sick leave. Regular 40 Hour Week Employees earn: Less than 2 years – 6.67 hours monthly 2-4 years – 8.00 hours monthly 5-9 years – 10.00 hours monthly 10-14 years – 12.00 hours monthly 15-19 years – 14.00 hours monthly 20 or more years – 16.00 hours monthly
Sick Leave	Begin earning first month of employment	Paid leave for illness or medical appointments for employee or dependents or for up to 3 days bereavement leave for immediate family members. Leave is pro-rated for employees working greater or fewer than 40 hours. Regular 40 hour employees - 8 hours monthly Sheriff 42.75 hour employees – 8.56 hours monthly EMS 24 hour shift employees – 10.64 hours monthly
Petty Leave	Begin earning first month of employment	70 minutes per month for personal matters such as time lost reporting to work, medical appointments and absences due to adverse weather conditions.
Volunteer Leave	Begin earning first month of employment	All employees are eligible for up to 1.5 hours each week to volunteer at a school or non-profit. Administrative leave may also be used for parental involvement leave. Subject to supervisor approval and workload requirements.
Family & Medical Leave	Granted to eligible employees who have worked 1250 hours within the past 12 months	Eligible employees are provided up to 12 weeks of job protected leave for certain family & medical reasons, 12 weeks for qualifying exigency, and up to 26 weeks of FMLA leave to caregivers of service members. Health benefits are maintained during this period.
Holidays	Upon employment	New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day & day after, Christmas-2 or 3 days depending on day of the week
Civil Leave	Upon employment	Employees receive jury duty leave with pay.
Military Leave	Upon employment	Employees receive 96 work hours per year for military training with pay.
Shared Leave	After six months	Eligible employees experiencing medical hardship with zero leave balance may apply to be recipients of shared leave pool.

BENEFIT SUMMARY

Benefits are provided for regular full-time and regular part-time employees working at least 20 hours per week.

The Benefit Summary is provided as a quick reference to the employee benefits provided at County of Harnett. Additional details can be obtained from the Human Resources & Risk Management Department. This summary should not be construed as an implied contract and the County of Harnett reserves the right to amend, suspend, modify or cancel these benefits at any time for any reason at its sole discretion.

Human Resources & Risk Management
 P.O. Box 778
 102 East Front Street
 Lillington, NC 27546
 910-893-7567

To view a list of job postings, please visit www.harnett.org.

BENEFIT	WHEN ELIGIBLE	EMPLOYEES RECEIVE	WHO PAYS
Health	Coverage is effective the first day of the month from date of hire.	Group hospital, surgical, medical, vision, and prescription drug benefits for employees and dependents provided through The NCACC County Health Plan administered by CIGNA.	The County pays for employees. Part-time employees pay a pro-rated amount. Employees pay for dependent coverage. <u>Dependent Cost</u> Employee + 1 - \$264.46 Employee & Family - \$550.96
Dental	Coverage is effective the first day of the month from date of hire.	Preventative, basic, and major services for employees and dependents provided through The NCACC County Health Plan administered by CIGNA.	Employees pay the full cost of dental coverage. Employee only - \$27.28 Employee & Spouse - \$54.60 Employee & Child - \$46.38 Employee & Children - \$71.00 Employee & Family - \$92.86
Post-retirement Health	For retirees with at least 15 years service	Health coverage up to age 65	The County pays a pro-rated amount based on years of service.
Deferred Compensation	Upon Employment	Employees are eligible to participate in the Supplemental Retirement Income Plan of NC 401(k) Plan or the 457 Deferred Compensation Plan both administered by Prudential.	The County contributes 5% of salary for Sworn LEO to the 401(k). Employees may voluntarily contribute to the 401(k) and 457 plans.
Employee Assistance Program	Upon Employment	Short term counseling and referral service through KV Consultants & Associates.	The County pays the entire cost of the EAP.
Life Insurance	Coverage is effective the first day of the month from date of hire for employees working a minimum of 30 hours weekly.	Basic life equal to one times annual salary and AD&D coverage equal to one times annual salary Optional supplemental life (\$10,000 to \$500,0000), AD&D, & Dependent Life Provided through Prudential.	The County pays for employee basic and AD&D coverage. The employee pays for optional coverages.
Flexible Spending Accounts	Coverage is effective the first day of the month from date of hire for employees working a minimum of 30 hours weekly.	Pre-tax premium payments for health, dental, and some voluntary insurance. Spending accounts are available for medical and dental expenses, and dependent care expenses (adult/child care).	Employees may voluntarily enroll in the spending accounts. Employees must re-enroll every year during open enrollment.
Local Government Federal Credit Union	Upon employment	Membership is open to employees and his or her family members. Checking and savings accounts, ATM cards, personal, auto & home loans available.	
Additional Insurances	Coverage is effective the first day of the month from date of hire for employees working a minimum of 30 hours weekly.	Employees may elect to enroll in voluntary accident, disability, cancer, vision insurances made available during open enrollment and upon first hire.	

Open enrollment is generally held in May-June of each year with an effective date of July 1st. Mid-year changes to plans may only be made due to a family status change event. Please see the Human Resources & Risk Management Department for more information.