

JAMES CITY COUNTY PART-TIME BENEFITS



INTEGRITY



COLLABORATION

EXCELLENCE



STEWARDSHIP



We work in partnership with all citizens to achieve a quality community.

JAMES CITY COUNTY

BENEFITS

In addition to benefits required by law, such as Social Security and Workers' Compensation, James City County employees in full-time regular, limited-term, and certain other positions enjoy an excellent benefits package. Here are the highlights:

LONG TERM CARE INSURANCE

Employees can purchase coverage for home care, assisted living or nursing home care. Available to employees and their family members through Genworth Insurance Company. The plan offers three levels of coverage and rates are guaranteed through March, 2020.

FUNERAL LEAVE

Employees may use Funeral Leave for up to 3 days (equivalent to 24 hours) for the death of an immediate family member.

SCHOOL AND VOLUNTEER LEAVE

Employees may use up to 8 hours paid leave per fiscal year to meet with their child's teacher, to attend a school function in which their child participates or to volunteer at a school and 8 hours paid leave per fiscal year to volunteer for a charity of their choice.

CIVIL LEAVE

Employees receive paid time off while serving on a jury, or attending court as a witness under subpoena. Employees may keep the check paid by the courts and take paid time off or endorse the check over to the County for that day.

MILITARY LEAVE

Employees who are members of a covered military, security or recovery organization are provided paid time off up to 15 days per federal fiscal year (September - August)

HOLIDAYS

The County observes eleven paid holidays per year:

- Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Holiday
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
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DEFERRED COMPENSATION

Employees can enroll in a plan to defer a portion of their salary for retirement

purposes through ICMA Retirement Corporation. This allows employees to save for retirement using pre-tax dollars. The County will match the first \$7.50 per pay period contributed on a basis of 50¢ to the dollar.

FLEXIBLE SPENDING ACCOUNTS

Eligible employees may participate in this program which allows them to set aside pre-tax dollars to pay for medical, dental, prescription drugs and vision expenses. Up to \$500 can be carried over to the following plan year.

PAID TIME OFF

Provides paid absences for any purpose including illness or vacation. Accrues each pay period and can carry up to one year maximum leave accrual.

SICK LEAVE BANK

Employees may participate in the Sick Leave Bank, a “pool” of accrued sick leave days for use by member employees who are unable to work because of an extended personal illness or disability. Employees contribute a day of sick leave to the “pool.” Employees then are eligible to receive their full pay for up to six weeks if they have been sick or disabled for six weeks or more and have exhausted their own leave. New employees can join within 30 days after their introductory period ends or during subsequent open enrollment periods.

EMPLOYEE ASSISTANCE PROGRAM

This program offers up to 5 free confidential counseling per event for a variety of needs to employees and their dependents.

TUITION ASSISTANCE

Employees are eligible for payment of tuition costs up to the maximum dollar amount each year.

PUBLIC SERVICE LOAN FORGIVENESS (FEDERAL DIRECT LOAN)

James City County qualifies as a “public service organization” to help you qualify for this trial student loan forgiveness program. For more information go to StudentAid.gov/publicservice

DIRECT DEPOSIT

- Pay checks are automatically deposited into employees’ checking or savings accounts on the 14th and 28th of each month.
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SERVICE AWARDS

Employees receive certificates and awards for continued service beginning at five years and continuing at five-year intervals.

WORKING TOWARDS WELLNESS PROGRAM

Provides County employees with the information and resources needed to achieve and maintain a healthy and fit lifestyle.

Discounted rates are also available for immediate family for Recreation Center Access. Contact Human Resources for more details.



The Human Resource Department will be glad to answer any questions.
Call 757-253-6680.

James City County's benefit package is approved by the Board of Supervisors and may be subject to change. 05/2019