

MEDICAL & DENTAL BENEFITS

***MEDICAL**

Health coverage is available through Anthem Blue Cross and Blue Shield of New Hampshire on the 1st day of the month following the completion of one full month of full-time regular employment.

Employees selecting either the HMO or POS plans will be required to contribute a set amount per pay period depending on the plan selected.

Health Maintenance Organization (HMO):

Managed care plan that requires members to coordinate their health plan through a Primary Care Physician (PCP) and access services from In-Network New England Providers. Members can receive either a paid health club membership (not greater than \$450 per calendar year) or up to \$200 reimbursement per calendar year for home exercise equipment. Members are also eligible for biennial credit of \$100 per family member for eyeglasses or contact lenses.

Point of Service (POS):

Provides participants with a choice of two coverage options at the point of service.

Option 1 – In-Network New England Providers

Option 2 – Out-of-Network Providers (allows out-of-network services subject to applicable deductible and co-insurance amounts).

***DENTAL**

Dental coverage is available through Delta Dental on the 1st day of the month following the completion of one full month of full-time regular employment.

Employees selecting Delta Dental will be required to contribute a set amount per pay period depending on the plan selected.

For further information about employee benefits visit:

<http://www.admin.state.nh.us/hr/benefits.html>

OTHER BENEFITS OFFERED

***NH RETIREMENT SYSTEM**

Mandatory contribution for full-time employees.
7% per pay period

***LIFE INSURANCE PLAN**

Various plans available through Anthem Life. \$25,000 group term life insurance coverage at no cost for full-time employees. Additional plans are available for full-time employees through voluntary election.

***FLEXIBLE SPENDING PLAN**

Pre-tax plan available for medical, dental and childcare expenses through ASIFlex for full-time employees through voluntary election.

***DISABILITY INSURANCE**

Various plans available through Employee Benefit Management (EBM) for full-time employees through voluntary election.

***DEFERRED COMPENSATION PLAN**

457 (b) Public Employees Deferred Compensation Plan is a Pre-tax savings plan available through Great-West Retirement Services for full-time AND Part-time employees through voluntary election.

***EMPLOYEE ASSISTANCE PROGRAM**

Confidential and voluntary program that provides assistance to employees and their family members.

***UNIONS**

New England Police Benevolent Association
New Hampshire Troopers Association
State Employees Association
Teamsters local 633

(Employees may be required to pay an agency fee or union dues as a condition of employment)

For further information about Labor Relations visit:

<http://www.admin.state.nh.us/hr/sea.html>

HOURS AND PAY POLICIES

***STANDARD WORKWEEK**

Permanent full-time employees work a basic week of 37.5 or 40 hours, depending upon job assignment. Overtime may be required for certain positions.

***SALARY INCREASES**

Employee performance is evaluated annually. A full-time employee who receives a satisfactory evaluation will receive a salary increment on their anniversary date if the salary range allows for an increment.

***HOLIDAYS**

Ten paid holidays and two paid floating holidays per calendar year for full-time employees. Floating holidays are accrued on January 1st and July 1st.

***LONGEVITY**

Upon completion of 10 years of continuous full-time service, an employee receives a \$300 annual bonus, plus \$300 for each 5-year period thereafter.

***OVERTIME**

Employees are compensated for authorized hours worked in excess of the basic workweek

Authorized overtime worked may be compensated in cash or compensatory time off, depending on available funding.

LEAVE ACCRUAL POLICIES

*ANNUAL LEAVE

CONTINUOUS SERVICE	MONTHLY ACCRUAL	DAYS/ YEAR	MAX DAYS
00 - 01 yr	1.00 day	12	12
01 - 08 yrs	1.25 days	15	32
09 - 15 yrs	1.50 days	18	38
16 - 20 yrs	1.75 days	21	44
21 + yrs	2.00 days	24	50

*SICK LEAVE

CONTINUOUS SERVICE	MONTHLY ACCRUAL	DAYS/ YEAR	MAX DAYS
00 - 08 yrs	1.25 days	15	90
09 - 15 yrs	1.25 days	15	105
16 + yrs	1.25 days	15	120

*BONUS LEAVE

37.5 Hour Week

SICK LEAVE USED	LEAVE EARNED
22 hrs, 30 min or less	30 hrs
30 hrs or less	22 hrs, 30 min
37 hrs, 30 min or less	15 hrs
45 hrs or less	07 hrs, 30 min
More than 45 hrs	00 hrs

40 Hour Week

SICK LEAVE USED	LEAVE EARNED
24 hrs	32 hrs
32 hrs or less	24 hrs
40 hrs or less	16 hrs
48 hrs or less	08 hrs
More than 45 hrs	00 hrs

Employees represented by different unions may have different leave accrual policies.

For further information about Labor Relations visit:

<http://www.admin.state.nh.us/hr/sea.html>

STATE OF NEW HAMPSHIRE DIVISION OF PERSONNEL



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Division of Personnel
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Summarized Benefit and Employment Information for Full-Time Employees

This brochure is intended to present a summary of benefits and employment information only and is not intended to represent any statement of promise or guarantee. All information provided is subject to change.