



## Employee Benefits Summary

Employees of the West Virginia Department of Agriculture (WVDA) receive a wide variety of financial and personal job benefits. The benefits package includes all financial rewards that are generally not paid directly to the employee. These benefits are a significant part of employee "total compensation." Below is a brief summary of the highly competitive benefits which are available. The benefits listed apply to all part-time and full-time employees. If you receive an employment offer, you should request specific information on the following:

- ◆ Salary and Wages
- ◆ Medical/Life Insurance
- ◆ Retirement
- ◆ Deferred Compensation
- ◆ Annual Increment Pay
- ◆ Holidays
- ◆ Annual Leave (Vacation)
- ◆ Sick Leave
- ◆ Leave Donation
- ◆ Credit Union
- ◆ Training Opportunities
- ◆ Suggestion Awards
- ◆ Flexible Work Schedules
- ◆ Wellness Programs
- ◆ Quality of Life

### Salary and Wages

WVDA employees are paid semi-monthly. Employees are encouraged to participate in Direct Deposit and ENODS.

### Medical Insurance [www.wvpeia.com](http://www.wvpeia.com)

The WVDA offers a comprehensive indemnity health insurance plan which includes benefits for **hospital, surgical, major medical, prescription drug, and other medical expenses**. The WVDA also offers medical insurance through a variety of Health Maintenance Organizations (HMO). The WVDA pays the major portion of the insurance premium. Employee paid premiums for health insurance varies by salary.

### Mountaineer Flexible Benefits (Optional Insurance) [www.fbmc-benefits.com](http://www.fbmc-benefits.com)

The Mountaineer Flexible Benefits program allows tax-free deductions for **dental, vision, and disability insurance**, as well as **medical expenses** not reimbursed by regular insurance coverage (such as deductibles and co-payments) and child/dependent care expenses.

### Life Insurance [www.wvpeia.com](http://www.wvpeia.com)

The state provides a **\$10,000** decreasing term life policy with accidental death and dismemberment benefits. Additional group rate insurance is available.

### Retirement Plan [www.wvretirement.com](http://www.wvretirement.com)

The WVDA offers an outstanding defined benefit pension plan. The Plan provides qualifying employees with a lifetime benefit in the years after their State service ends. Active employees with five or more years of contributing service are eligible for full retirement benefits at age 60, **OR** whether employed or not when the employee's age plus years of contributing service are equal to or greater than **80**, with a minimum age of **55**. Each employee contributes **4.5%** of his or her salary (tax-deferred) to the Plan and the WVDA contributes an additional **10.5%** for a combined total of **15%**.

### Deferred Compensation [www.wvtreasury.com](http://www.wvtreasury.com)

Employees have a unique opportunity to build retirement savings and reduce today's taxes by participating in a **Section 457** deferred compensation plan. A 457 plan is a program that allows an employee to defer compensation on a pre-tax basis through payroll deduction. Income taxes are deferred until the funds are withdrawn. Accumulated investment earnings are also tax-deferred. A 457 plan is similar to the 401K plans offered by private companies. Many 457 plan investment options are available.

### Annual Increment Pay

Employees with three or more years of qualifying service receive annual increment pay in recognition of the value of their past and present service. The annual increment is **\$60** for each full year of qualifying service, and is paid in July of each year. For example, an employee with 10 years service would receive an additional **\$600** before normal payroll deductions.

### Holidays

The WVDA offers **12 paid holidays** in each year. The number of paid holidays is above the national average for both public and private sector employees. In addition, employees generally do not work on statewide primary and general election days.

## Annual Leave (Vacation)

WVDA employees receive a generous amount of annual leave (vacation) based on length of service.

Service Category	Accrual Rate	Carry-Forward Maximum
Less than 5 years	10 hours or 1.25 days/month = 15 days/year	320 hours = 40 days
5 years, less than 10	12 hours or 1.50 days/month = 18 days/year	320 hours = 40 days
10 years, less than 15	14 hours or 1.75 days/month = 21 days/year	320 hours = 40 days
15 years or more	16 hours or 2.00 days/month = 24 days/year	320 hours = 40 days

**Military Leave** – The WVDA complies with the West Virginia Code and follows the Division of Personnel Policy regarding military leave for members of the National Guard or the U.S. Armed Forces.

## Paid Sick Leave

The WVDA offers an outstanding paid leave benefit in the event of employee illness or injury. All full-time employees earn paid sick leave at a rate of hours equal to 12 hours or 1.5 days each month. This is equivalent to **18 paid days per year**. There is **no limit** to the amount of sick leave an employee can accumulate year to year. Sick leave may also be used for death in the immediate family or for family illnesses/injuries and medical appointments.

**Family Medical Leave** - The federal Family and Medical Leave Act and the WV Parental Leave Act provide for up to 12 weeks of **unpaid** time off work during specific family/medical-related situations.

## Training and Developmental Opportunities

As a large and diverse organization, state government offers employees many opportunities for **advanced training and education**. Formal in-house training classes include basic job skills, communications skills, supervision, leadership, computers, and information technology. Many divisions operate in a work team environment. This allows significant employee flexibility in developing new skills, trying new work methods, and controlling project outcomes.

## Suggestion Award Program

State employees may receive monetary award up to **20%** of the first year savings for any approved and implemented work improvement suggestion.

## Credit Union

Employees may participate in the West Virginia Credit Union. A wide range of financial services are offered, including: checking accounts, ATM cards, drive-through service, Christmas/vacation clubs, direct deposit, 24-hour banking, traveler's checks, and loans. All deposits in the credit union are insured up to \$100,000 by the National Credit Union Administration.

## Flexible Working Hours and Alternate Work Schedules

The WVDA offers employees the opportunity to adjust their hours or work schedule. At the discretion of the division directors, and within certain guidelines, employees may be permitted a flexible starting and quitting time. In addition, some divisions may offer opportunities for a compressed workweek.

## Wellness Programs

The WVDA provides special wellness and health related services to employees. Examples include: free health screening, special seminars and presentations, organized health related activities, health contact information, wellness promotion events, and healthy lifestyle information.

## A Great Place to Live and Work

Long-time employees of state government know and appreciate the exceptional **quality of life** in the "Mountain State." It's not perfect by any means, but West Virginia is a beautiful, safe, and forward-looking place to work, grow, and raise a family. You might say it's "almost heaven."

We offer challenging jobs with competitive benefits. But most of all, we offer opportunity. The opportunity to further your career, meet your personal goals, and make a **real difference** in peoples lives.