



# Employee Benefits Book





# County of Peoria Benefits

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Following is a summary of all the benefits offered by the County of Peoria. Benefits are in force as follows, except where specifically provided by provisions of the Peoria County Personnel Policies or an applicable labor contract. For more information on any of these benefits contact County Administration in Room 502 or at 672-6056.



## PAID LEAVE

### Holidays

The County observes 11 paid holidays each year: New Year's Day; Martin Luther King, Jr. Day; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day, and the day after Thanksgiving; Christmas Eve; and Christmas Day.

Full-time employees are expected to work the scheduled work day before and after a holiday in consideration of receiving holiday pay.

A salaried employee who is scheduled to work and does work on a holiday shall receive additional pay or time off with pay at a time convenient to the department.

If any of the above mentioned holidays fall on a Sunday, the following Monday is observed as a holiday. If any of the above mentioned holidays fall on a Saturday, the preceding Friday is observed as a holiday. Departments with 24-hour operations, seven days a week, may have a different schedule for observing holidays.

Holidays do not accrue from one calendar year to the next. Pay or time off for a holiday worked must occur in the calendar year or pay period for the calendar year in which the holiday is earned. The schedule will be determined by the Elected or Appointed Official.

A part-time employee will be paid for a holiday, or portion thereof, only if the holiday falls on a day on which the employee is regularly scheduled to work. Temporary employees will not be paid for a holiday unless the employee actually works on the holiday.



## Vacation

Vacation time off with pay is granted to regular full-time employees after completion of the initial employment period. As the length of service with the County increases, so increases the vacation allowance, up to five (5) weeks or 25 working days with pay.

A vacation of two (2) or more weeks may be split into periods of one or more periods. Vacations may be taken any time during the year and may begin or end on any day of the week. All vacation scheduling is done in consultation with, and approval by, the supervisor, taking into consideration efficient operation of County business, preferred vacation time, and length of service.

In most instances, employees may not receive pay in lieu of vacation time. If, however, an employee terminates employment with the County for any reason, pay is granted in lieu of vacation earned but not yet taken unless the employee terminates employment prior to one full year's service.

The maximum allowable accumulation of vacation days is the number of vacation days the employee is eligible to accrue over a two year period or 240 hours, whichever is less.

Vacation day accrual balances will be calculated on a bi-weekly basis and are based on the number of full month's service completed. No credits to the balance of your vacation days will be made for less than one month's completed service. The current vacation schedule is as follows:

<b>Years of Service Completed</b>	<b>Number of Vacation Days</b>
1 - 3	10
4 - 6	11
7 - 9	12
10 - 12	16
13 - 14	17
15 - 24	20
25 AND ABOVE	25



## Sick Days

The purpose of paid sick time is to give financial aid to permanent employees who are unable to work because of personal illness. It is granted only when employees are unable to work due to illness or the illness of a child or for medical treatment of either of the above. Sick time is not considered extra time, nor extra days for personal reasons.

Sick time benefits provide pay and release time from work. Sick time eligibility is granted to any full-time employee who has completed the initial employment period at the rate of one work day for each month of service.

No payment is made for unused accumulated sick time upon termination of employment with the County.

Part-time employees working an average of 30 hours per week or more are eligible for paid sick time. Part-time employees are granted sick time credits in proportion to the employee's average hours worked per week. Temporary employees are not eligible for sick time benefits.

## Personal Days

All full-time Peoria County employees are entitled to personal days on an annual basis. Allotment of days vary, and are determined by the criteria contained within the Compensation Section of the Peoria County Personnel Policies. Employees operating within a collective bargaining agreement should refer to their contract for details.

## Bereavement Leave

In case of a death in their immediate family, employees may require time off from work to attend the funeral and handle affairs immediately associated with the death. Employees' salaries are continued during this time. For more information, employees should consult Personnel Policies or their collective bargaining agreement.

## HEALTH PLAN

### Plan Summary

The employee health plan provides health insurance coverage to all available qualifying employees and their families. Staff has continued to review the employee health plan for potential areas to save money. These include wellness benefits, plan elements and deductibles for specific coverage.

### 2022 Summary of Benefits



#### COUNTY OF PEORIA HEALTH CARE PLANS 2022 SUMMARY OF BENEFITS



Lieutenants and Corrections Units have only the Qualified High Deductible Plan available

PLAN →	STANDARD PPO \$2000 PLAN		QUALIFIED HIGH DEDUCTIBLE PLAN	
ANNUAL DEDUCTIBLE	In-Network	Out-of-Network	In-Network	Out-of-Network
Single:	\$2,000	\$6,000	\$2,000	\$4,500
Family: (QHDHP \$2800 Imbedded Deductible)	\$6,000	\$18,000	\$4,000	\$9,000
CO-INSURANCE				
Hospital & Out-Patient Hospital				
Skilled Nursing Facility Care				
Hospice Care				
Home Health Skilled Care	80/20	50/50	80/20	50/50
Diagnostic - X-ray - Laboratory Services				
Physician's Services				
ANNUAL MAXIMUM OUT-OF-POCKET w/o Deduct.				
Single:	\$3,000	\$4,000	\$4,000	\$8,000
Family:	\$5,000	\$8,000	\$8,000	\$16,000
PREVENTIVE BENEFIT				
100% Coverage - See Wellness Program, See: <a href="http://www.healthcare.gov/center/regulations/prevention.html">www.healthcare.gov/center/regulations/prevention.html</a>	100% No Deductible	50% up to Maximum	100% No Deductible	50% up to Maximum
DENTAL				
	Up to Age 21	Age 21+	Up to Age 21	Age 21+
Deductible	N/A	\$100 Single/\$200 Family	N/A	\$100 Single/\$200 Family
Preventive	100%	100%	100%	100%
Primary & Major	80% & 80%	80% & 50%	80% & 80%	80% & 50%
Orthodontia	80%	N/A	80%	N/A
VISION				
Adults - Age 21+	\$100 every year lenses/frames/contacts Exam 100%		\$100 every year lenses/frames/contacts Exam 100%	
Children - Up to Age 21	100% Exam/basic contacts or non-designer eyeglasses		100% Exam/basic contacts or non-designer eyeglasses	
PHARMACY - FORMULARY	30 Day Supply	90 Day Supply	30 Day Supply	90 Day Supply
Generic:	\$10	\$20	Subj to Ded & Coins	Subj to Ded & Coins
Preferred Formulary Brand:	\$40	\$100	Subj to Ded & Coins	Subj to Ded & Coins
Non-Preferred Formulary Brand:	\$60	\$150	Subj to Ded & Coins	Subj to Ded & Coins
Specialty Preferred	\$75	N/A	Subj to Ded & Coins; & Coins subj \$250 cap	N/A
Non-Preferred Specialty	20% up to \$250 PA	N/A		N/A



## County of Peoria

### Flexible Benefits

The flexible benefits program gives the employee more choices plus additional spendable income. It is a concept in employee benefits which uses “*before-tax*” dollars to pay for certain eligible benefits, giving the employee the opportunity to decrease taxes while increasing take-home pay. Base earnings stay the same, but since there is less income available to tax, there is more money to spend.

#### **How it works:**

An employee must project how much money they plan on spending on medical, pharmaceuticals, dental, vision, and daycare that is found eligible for flexible benefits by the government. A conservative projection is always recommended. That amount is collected into a flexible savings account and the employee is not taxed on that amount.

For example, if an employee’s check is \$500 every pay period and \$25 is taken out of every check, then the taxable portion is \$475. The \$25 accumulates in the flexible account. Employees must submit receipts to the Flex Plan Administrator for daycare, medical deductibles, and/or any other health related expenses not covered by insurance but approved by the Internal Revenue Service as a flexible plan option. Receipts submitted by Tuesday of each week will have a turnaround time of approximately one week. Reimbursement checks are sent to the employee’s home address. If you participate in a medical spending account you can choose the convenient debit card option which can be used to pay for your eligible medical expenses.

You will have until March 15 of the next year to incur an eligible expense for the previous year's flex money. The flexible savings does not carry over; claims must be submitted by March 30 of the following year, and money not used is lost. That is why it is very important to have a conservative amount projected. Enrollment is opened every year during November. Employees may change the amount within 30 days after a qualifying event such as marriage, divorce, the birth or adoption of a child, etc.

The Flex Medical Spending Account is only available when enrolled in the Standard PPO Plan option. For more information contact County Administration at 672-6071.

### Health Savings Account

The Health Savings Account is similar to the Flex Medical Spending Account and is only available when enrolled on the Qualified High Deductible Plan option. The HSA also uses “*before-tax*” dollars to pay for certain eligible benefits, giving the employee the opportunity to decrease taxes while increasing take-home pay when making pre-tax contributions through payroll deduction. Base earnings stay the same, but since there is less income available to tax, there is more money to spend.

#### **How it works:**

An employee must open a Health Savings Account at a financial institution that offers HSAs. Provide the direct deposit information to HR and choose your bi-weekly deduction amount. HSA elections can be made at any time during the year up to IRS annual maximum. Alternatively, the employee can choose to make HSA contributions to their account completely outside of payroll and claim the contributions at tax filing time. Unlike a Flex Medical Spending Account, the money in the HSA rolls over from year to year and the employee maintains control of the account.

The employee should familiarize themselves with the IRS rules on Health Savings Accounts at <https://www.irs.gov/forms-pubs/about-publication-969>

# County of Peoria

## RETIREMENT

### Illinois Municipal Retirement Fund (IMRF)



The Illinois Municipal Retirement Fund (IMRF) provides employees of local governments and school districts in Illinois with a system to pay retirement annuities and disability and death benefits. These benefits are in addition to any benefits provided by Social Security. By working for Peoria County, IMRF law authorizes and directs the County, as a condition of employment, to make deductions from the employee's earnings. Peoria County also contributes to the IMRF program on the employee's behalf.

Employees are considered an IMRF participating member if their job requires 1000 or more hours in a year and they are less than 70 years of age at the time the employee was initially employed in a position covered by IMRF. Tier I employees are those who began IMRF participation in 2010 or before. Employees who begin participation on January 1, 2011 or after will have IMRF benefits of Tier II.

All tier employees are eligible to contribute up to an additional 10% of your earnings in the **IMRF Voluntary Additional Contribution** program.

#### Tier I

- At least eight (8) years of service credit
- At least 55 years of age for partial retirement benefits and at least 60 years of age for full benefits (if the employee worked for at least 35 years, the employee is eligible for full benefits at 55 years of age)
- Participation (there are special provisions for commissioned police officers)
- Final rate of earnings based on average of highest 48 months in last 10 years of service

#### Tier II

- At least ten (10) years of service credit
- At least 62 years of age for partial retirement benefits and at least 67 years of age for full benefits (if the employee worked for at least 35 years, the employee is eligible for full benefits at 62 years of age)
- Participation (there are special provisions for commissioned police officers)
- Final rate of earnings based on average of highest 96 months in last 10 years of service

Employees should refer to the website [www.imrf.org](http://www.imrf.org) or call **1-800-Ask-IMRF** for more details. Employees may also contact County Administration, Room 502, or 672-6056 for more information.





## Deferred Compensation

A 457 Deferred Compensation Plan is an IRS approved method for deferring federal and some state income taxes on savings until retirement. These optional retirement plans are similar to the 401k plans in the private sector. Employees choose an amount to be deducted from their paycheck and deposit it into an account in his or her name. Taxes are not paid on these funds at time of contribution, enabling the employee to contribute a greater amount than if contributed before taxes. However, taxes are paid on the savings and earnings when withdrawn, usually during retirement when the employee is presumably in a lower tax bracket. The following IRS guidelines apply for deferred compensation plans:

### **Age 49 or less**

Maximum annual deferral: 100% of salary *or* \$20,500, whichever is less

### **Age 50 or over**

Maximum annual deferral: 100% of salary *or* \$27,000, whichever is less

There is also a Three Year Catch-up which allows \$41,000 per year for 3 years (must be within 3 years of retirement without penalties). Refer to IRS guidelines for more information. Must be payroll deducted.

The County offers 457 deferred compensation plans through 4 different providers:

### **ICMA-RC/Mission Square**

Phone: 1-866-822-3635

Internet: <http://www.icmarc.org>

Contact Person: Katie Bures ([kbures@icmarc.org](mailto:kbures@icmarc.org))

### **VOYA**

Phone: 1-630-240-4040

Contact Person: Dan Rivers ([Daniel.Rivers@voyafa.com](mailto:Daniel.Rivers@voyafa.com))

### **AIC Reliastar/ISI Consulting**

Phone: 1-309-682-3314

Contact Person: Frank Mooney ([fmooney@theISIconpanies.com](mailto:fmooney@theISIconpanies.com))

### **NACO/Nationwide**

Phone: 1-901-299-2641

Internet: [www.nrsforu.com](http://www.nrsforu.com)

Contact Person: Jeff Jamieson ([jamiej2@nationwide.com](mailto:jamiej2@nationwide.com))

# County of Peoria

## LONGEVITY BONUS PAY

All full-time employees of the County not covered by a collective bargaining agreement or the compensation policy who have completed five years of continuous employment with Peoria County are eligible to receive an annual bonus as follows:

- 5 years continuous service from anniversary date: \$300.00
- 10 years continuous service from anniversary date: \$400.00
- 15 years continuous service from anniversary date: \$500.00
- 20 years continuous service from anniversary date: \$600.00
- 25 years continuous service from anniversary date: \$700.00

Elected officials, part-time and temporary employees, members of the Boards, Commissions, and Committees of Peoria County, employees of other offices who jointly perform duties for the County and/or other governmental units, and employees who work in offices that use a different longevity payment plan are specifically exempted from eligibility for the longevity bonus pay plan



## County of Peoria

### EMPLOYEE ASSISTANCE PROGRAM (EAP)



An Employee Assistance Program (EAP) is available to employees and family members. An EAP is a professional service to help resolve problems affecting employees' personal lives and jobs including:

- Family, group, & individual counseling
- Divorce, separation, & remarriage
- Family conflicts: aging parents, blended families, children & teen problems
- Financial problems
- Parenting
- Depression & anxiety
- Sexuality
- Low self-esteem
- Physical & sexual abuse
- Addictions counseling
- Eating disorders
- Adult children of alcoholics
- Stress management & career issues

When a problem is too difficult, an employee can simply contact a counselor at Resource Management Services, 3020 W. Willow Knolls Drive, Peoria. EAP counselors are available 24 hours a day, 7 days a week at (309) 681-5652 or (800) 333-2095. The EAP offers a private and confidential visit with an experienced counselor, discussion of the problem, and a plan of action.

# County of Peoria

## TUITION REIMBURSEMENT

Employees who believe that certain forms of additional education or training may develop abilities and skills to improve performance on their jobs can request, in writing to their supervisor, that the County assist with these efforts.

Some employee-requested educational assistance may qualify for tuition and other educational cost reimbursement from the County.

The reimbursement amount will be based upon the following schedule of grades in the course:

A	100% Reimbursement
B	75% Reimbursement
C	50% Reimbursement
D or less	No Reimbursement
Pass/Fail Courses	50% Reimbursement if passed

Employees may take up to two (2) courses per semester. The maximum tuition amount will be limited to that prevailing at a public educational institution in Illinois, as determined by County Administration. For more specific information on this benefit, consult the Personnel Policies.

## PARKING (PEORIA COUNTY COURTHOUSE)

Peoria County employees can lease a space in the County's parking garage or that of the Associated Bank Building and pay for it through payroll deduction at a discounted rate of \$35.00 per month.

There is a \$25.00 charge at sign up for activation of the Advance Vehicle Identification Card. The minimum lease at the discounted rate is six (6) months and available through payroll deduction only. The monthly lease amount is deducted from the second check of each month.

All sign-ups and contract terminations are through Heartland Parking at 128 NE Madison Ave, Peoria, IL 61602. You may contact them at 674-1850 or [info@heartlandparking.com](mailto:info@heartlandparking.com).

Pro-rated fees are also available.



### PEORIA COUNTY TRAINING ACADEMY



The Peoria County Training Academy was established in response to the County's Strategic Plan. The Academy seeks to build skills of employees at all levels. Attendees ultimately will attain added tools and knowledge to perform their positions with greater expertise and in turn

serve the needs of Peoria County. The list of trainings includes, but is not limited to:

- Customer Service
- Teamwork
- Strategic Plan Overview
- The Discipline Process
- Conflict Resolution
- Accepting Diversity
- Ethics
- Personal Financial Management
- Field Staff Safety Training
- Animal Field Staff Safety Training
- Workplace Violence
- Defensive Driving

Employee attendance is encouraged. Notification must be made to the immediate supervisor so arrangements can be made to register for advertised courses.

# **County of Peoria**

## **VOLUNTARY INSURANCE**

### **IMRF Insurance Products**

Employees automatically receive some disability insurance as a benefit of their participation in IMRF. Also, IMRF offers supplemental survivor's benefit and insurance plans through the National Conference on Public Employee Retirement Systems (NCPERS). For \$16.00 a month, which is deducted directly from the employee's paycheck, the employee will be guaranteed a decreasing term life insurance policy. Contact the Human Resource Department at 672-6056 for further information.

### **AFLAC Insurance Products**

AFLAC is Peoria County's Voluntary Insurance provider. They offer a wide range of voluntary insurance products including:

- Life Insurance
- Disability Income Protection Insurance
- Accident Insurance
- Cancer Insurance
- And many others

These benefits are available to the employee via direct deposit. To learn more, call the AFLAC representative, Lori Wallace, at 309-840-1699.



## County of Peoria

### VOLUNTARY BENEFITS

#### Charities

Each year, Peoria County participates in an annual kick-off campaign for both United Way and Community Health Charities. Both organizations partner with corporations and public and private agencies, as well as donors and volunteers who work together to meet the ever-changing health and human service needs in our community.

The choice to give is strictly a personal decision. Employees may utilize pledge cards dispersed during the annual campaigns to have specified amounts deducted from their paychecks. For more information contact the Peoria County Charity Coordinator at 672-6056.

#### LegalShield Services

Peoria County offers payroll deduction that provides protection to the employee and his or her family with a pre-paid legal plan (LegalShield). Employees should contact Doug Roberts (doug@solutionbenefitsinc.com) at (630) 254-2884 or visit [www.sbiworkplace.com](http://www.sbiworkplace.com).

#### CAFÉ PRESS Clothing

Employees can order items with the Peoria County logo by visiting [www.CafePress.com](http://www.CafePress.com), click SHOP NOW, and in search type Peoria County.



## County of Peoria

### EMPLOYEE DISCOUNTS

#### Vision Discounts

Bard Optical offers a discount on frames, lenses, tints and coatings, prescription, and non-prescription sunglasses. This discount is available to all employees, family members, parents, retirees, part-time, and temporary employees. Present your County Identification Badge when you visit this establishment.

#### Red Wing Shoes Discounts

Red Wing Shoes offers a discount on all their shoes to Peoria County employees. Employees can expect a 15% discount on steel-toed shoes and a 10% discount on regular shoes. Red Wing Shoes is located at 4100 W. Willow Knolls Drive.

#### Cell Phone and Battery Providers

**AT&T** offers a 17% discount to County employees. AT&T requires the employee to provide the specific discount code: 3554935

**Verizon** offers an 18% discount (25% discount on accessories) and **US Cellular** offers a 10% discount.

**Interstate All Battery Center** provides up to 40% off your at home batteries.

Employees may need to provide their County Identification Badge upon purchase.

#### Budget Rent-A-Car

Budget offers discounts to County Employees who visit Budget.com and provide the Company name (County of Peoria) and the BCD # T084691. Terms and conditions do apply.

#### Pet Adoptions

Peoria County Animal Protection Services offers discounted pet adoptions for Peoria County employees. Contact PCAPS at 672-2440 for details the next time you are looking to add a new pet to your family!





## EMPLOYEE DISCOUNTS (Continued)

### Health Club Discounts

Many of the Peoria County area health clubs offer special corporate rates for all County employees. Employees will need to check with the health club of choice to see what rates are offered.

Additionally, reimbursement for health and fitness activities is offered to the **employee**. The benefit is reimbursement of all of the single membership cost when the employee attends the health club twelve (12) or more times a month, and half of the single monthly membership cost when the employee attends the health club eight (8) to eleven (11) times a month. If a local health club is not referenced in this book, please contact County Administration at 672-6071 to find out if it qualifies.

**Exclusions:** The Health Club Reimbursement Program does not cover expenses such as personal training, healthy eating or martial arts programs, virtual or app-based fitness classes, home gym equipment, bicycles, work out DVDs, tracking devices, etc.

#### *Approved Health & Fitness Clubs:*

**Curves for Women**

(309) 685-4100  
3709 N Sterling Ave, Peoria, IL 61615

**Eastside Center**

(309) 698-5437  
1 Eastside Drive, East Peoria, IL 61611

**Five Points Washington**

(309) 444-8222  
360 N Wilmor Road, Washington, IL 61571

**Gold's Gym**

(309) 690-0009  
5131 W. American Prairie Drive, Peoria  
(309) 263-4653  
1630 N. Main Street, Morton, IL 61550  
(309) 346-2323  
3455 Court Street, Pekin, IL 61554

**Greater Peoria Family YMCA**

(309) 692-7631  
7000 N. Fleming Lane, Peoria, IL

**Landmark Health Club (payroll deduction)**

(309) 685-8200  
3225 N. Dries Lane, Peoria, IL

**Parkside Athletics**

(309) 347-6644  
300 Red Bud Drive, Pekin, IL 61554

**Pearce Community Center**

(309) 274-4209  
610 W. Cedar Street, Chillicothe, IL 61523

**RiverPlex**

(309) 282-1700  
600 NE Water Street  
Peoria, IL 61603

**Styles Studios Fitness**

(309) 590-0020  
4100 W. Willow Knolls Dr. D-3, Peoria, IL 61615

**The Clubs at River City**

(309) 693-5700  
8603 N. University, Peoria, IL 61615

**UnityPoint Methodist Wellness Center**

(309) 672-5904  
900 Main Street, Peoria, IL (*Atrium Building*)

**Planet Fitness**

All locations



# County of Peoria

## DIRECT DEPOSIT

Employees can have their paychecks directly deposited into a bank of their choice. There are more options available through a CEFCU account, such as loan repayments, net check deposit each pay period, and Santa Saver accounts.

## EMPLOYEE COMMUNICATIONS

There are bulletin boards placed in strategic areas throughout the County to keep employees updated of general information and for posting legal requirements. Periodically, employees with e-mail access will also receive email updates from Internal Communications. Peoria County also has Intranet and Internet sites available to employees with internet or email access. Both are updated daily with news related to the County. The Peoria County website is [www.peoriacounty.org](http://www.peoriacounty.org).

The employee newsletter, “The Courier” is published monthly and provided to all employees to keep you updated on current County news.

## EMPLOYEE ACCESS CENTER (E-ACCESS CENTER)

The E-Access Center allows employees to research their own personal information, salary and benefits, leave information, payroll checks, deductions and benefits, certifications, and degrees.

The E-Access Center is only available through the intranet. Employees will need to know their employee number for the User Id and establish a Password (see below). Those who need to find out their employee number, and do not have regular access to the intranet may utilize the designated kiosk in their work area or request the assistance of their supervisor.

User Id:

Password:

[Forgot your Password?](#)



## County of Peoria

### Wellness Offerings Open to All Employees

- Health Club Reimbursements (see page 17)
- Flu Shot Clinics
- Fitness Challenges
- Free Pedometers
- The County partners with US Preventive Medicine/The Preventive Plan: download The Preventive Plan Mobile App in the App store. Earn coins by completing tasks within the Pursuits. The coins can be redeemed for gift cards stocked in the in-app Coin Shop. Each Program Year begins on September 1 and ends on August 31. Be sure to redeem your coins by the August 31 deadline. Next year's rewards are then restocked in the Coin Shop after September 1.

### **County of Peoria**

Peoria County Courthouse

County Administration

Room 502

324 Main Street

Peoria, IL 61602

Phone: 309-672-6056

Fax: 309-672-6054

[www.peoriacounty.gov](http://www.peoriacounty.gov)

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