

HUMAN RESOURCES EMPLOYEE BENEFITS

The following information is intended as a brief review of state employment benefits, programs, and services. For complete details of each benefit/program/service, review the Virginia Courts Intranet*, Human Resources Policy Manual, and the information sources given with each section. The **Human Resources (HR) Department of the Supreme Court of Virginia is the Benefits Administrator** for the judicial system. If you have any questions or concerns, please contact:

Human Resources Department
Office of the Executive Secretary (OES)
Supreme Court of Virginia
100 North Ninth Street, Third Floor
Richmond, Virginia 23219
tel 804/786-6455, fax 804/786-0109
humanresources@courts.state.va.us

*VIRGINIA COURTS INTRANET WEB SITE: Internal web site is intended to provide a major means of communication, education and information sharing among all components of the judiciary. You may access this site by typing <http://oesinet> into any standard Internet Browser, i.e. Netscape, Explorer. Note: Your PC must be connected to our internal network. The internal network is the telecommunications network your office uses to access court system email and/or the various Courts Automated Information Systems.

Employment Benefits/Services

Eligibility/How to Enroll	Deadlines/Effective Dates	Important Details	More Information
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HEALTH INSURANCE BENEFITS

Eligibility: Salaried employees working at least 20 hours per week.

See Monthly Premium Sheet for Applicable Rates that are based on Full-time Employment. Part-time employees pay full premium.

Upon employment:

Complete entire Enrollment Form for Active Employees; sign Section 5, Employee Certification and Authorization.

Mandatory form to be returned to OES HR Department, the Benefits Administrator

MEMBERSHIP CHOICES -

Employees may waive health insurance coverage or choose coverage for the employee only, employee and one dependent (a spouse or a child), or family (for any number of eligible dependents).

EMPLOYEE ELIGIBILITY & COVERAGE EFFECTIVE DATE -

New personnel are eligible for coverage effective the first day of the first full month of employment. To access this coverage, the enrollment form must be completed and received in the Office of the Executive Secretary (OES) on or before the first day of the first full month. If the form is received in the OES later than that, the coverage begins the first day of the following month.
 Example #1: first day of employment is June 1. If form is submitted to OES June 1, then coverage is effective June 1. If form is submitted to OES June 2, then coverage is effective July 1.
 Example #2: first day of employment is August 12. If form is submitted to OES anytime between August 12 and September 1, then coverage is effective September 1. If form is submitted to OES between September 2 and 11, then coverage is effective October 1. If form is submitted to OES on or after September 12, employee and dependents will have lost coverage until next enrollment opportunity.

ENROLLMENT DEADLINE -

Employee and dependents **must be enrolled within 31 days following hire date** to have health insurance coverage.

For Salaried Employees working at least 32 hours per week: The state pays the largest portion of the premium for coverage, and the remainder is deducted from the employee's pay (on the 16th of the month for the first half of the month, and on the 1st of the following month for the second half of the month). Premiums are paid on a pre-tax basis. **For All Other Eligible Part-time Employees: Employee pays the Total Premium.** See Applicable Monthly Premium Sheet for payment details.

Where the 1st of the month is a scheduled rest day (typically Saturday or Sunday) but the employee begins work on the first workday, the employee will be considered employed for the entire month.
 Example: October 1 is Saturday and October 3 is the first scheduled workday of the month. An employee who begins work on October 3 is considered employed for the entire month of October and will therefore be eligible for health insurance beginning October 1 provided the enrollment form reaches the OES by October 3.

Health insurance information sources enclosed in "New Employee Packet" describe the plans available and their premiums. To obtain Kaiser Permanente information packet, e-mail

humanresources@courts.state.va.us

Eligibility for Kaiser Permanente requires residence in its service area. As a second step of enrollment, each covered individual must select a Primary Care Physician (PCP) and receive medical services through the PCP or through PCP referral to a specialist.

OTHER ENROLLMENT OPPORTUNITIES -

After first 31 days following employment, the next scheduled enrollment opportunity is with the open enrollment period in the spring with changes effective July 1. Life event changes, such as losing coverage through a spouse's employment, are also enrollment opportunities so long as the change is made not later than 31 days following the event. Once enrolled, you may not drop coverage unless qualifying life event occurs or until next Open Enrollment.

About Your Benefits Booklet, State Health Benefits Program Eligibility Rules, Active Employees Monthly Premiums, COVA Care Plan Handbook, HIPAA State Privacy Notice

Virginia Courts Intranet:
<http://oesinet/courtadmin/hr>

Virginia Department of Human Resource Management:
<http://www.dhrm.virginia.gov/hbenefits/employeestoc.html>

Human Resources Policy Manual

Health Care Plans and contact information follow this section.

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<p>COVA CARE PLAN</p>		<p>ANTHEM STATEWIDE PLANS</p> <p>COVA Care has four separate administrators of benefits.</p> <p>Anthem - Medical and Optional Vision/Hearing</p> <p>ValueOptions, Inc. - Behavioral Health and Employee Assistance Program (EAP)</p> <p>Delta Dental Plan of Virginia – Dental</p> <p>Medco Health Solutions, Inc. - Prescription Drug</p> <p>COVA Care requires use of Anthem physicians and hospitals. For care within or outside of the United States, use the BlueCard network.</p> <p>Non-emergency use of non-Anthem providers is not covered with Basic COVA Care. The Out-Of-Network Benefit buy-up offers reduced coverage for non-emergency services.</p>	<p>355-8506 in Richmond</p> <p>1-800-552-2682 outside Richmond</p> <p>www.anthem.com</p> <p>Anthem - See Above</p> <p>ValueOptions, Inc. - https://www.achievesolutions.net/covacare</p> <p>1-866-725-0602</p> <p>Delta Dental Plan of Virginia http://www.deltadentalva.com/</p> <p>1-888-335-8296</p> <p>Medco Health Solutions, Inc. www.medco.com</p> <p>1-800-355-8279</p> <p>www.bcbs.com or 1-800-810-2583</p>
<p>COVA CARE HDHP</p>		<p>Managed care plan administered by Anthem BCBS. Features a \$0 premium for all levels of coverage, but high deductibles. Coverage in HDHP confers eligibility for a health savings account, allowing pre-tax deferrals for payment of out-of-pocket medical costs.</p>	<p>Anthem Blue Cross and Blue Shield</p> <p>1-800-552-2682</p> <p>http://www.anthem.com/cova</p>

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<p>KAISER PERMANENTE</p>	<p>Primary Care Physician (PCP) is mandatory - complete and return the “Personal Physician Selection Form” in the Kaiser provider directory. (This is found in the Kaiser Permanente Packet that will be sent if Kaiser Permanente is selected as health provider.) PCP cannot be selected using Enrollment Form for Active Employees.</p> <p>Check with Kaiser in a week or two, to ensure that your choice of a primary care physician was accurately recorded.</p>	<p>Selection should be made after filing Enrollment Form for Active Employees with OES but before using health insurance.</p>	<p>REGIONAL PLAN – Selected areas only (Arlington, Fairfax, Loudoun, Stafford, Spotsylvania and Prince William Counties; Cities of Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, Fredericksburg. Portions of Caroline, Culpeper, Fauquier, Hanover, Louisa, Orange, and Westmoreland counties)</p> <p>Kaiser Permanente requires selection of a medical center as well as a PCP for every covered family member. There is no coverage for non-emergency services provided other than through PCP. The PCP may be changed at any time.</p> <p>Both in- and out-of-network dental care is available.</p> <p>Directory of Providers, containing medical centers and physicians, is available on its website</p>	<p>1-301-468-6000 or 1-800-777-7902</p> <p>http://my.kaiserpermanente.org/meda/commonwealthofvirginia/</p>
<p>COVA CONNECT</p>		<p>COVA Connect uses Optima Health physicians and hospitals. For service outside of Optima area, “Travel and Out-of-Area” network will be available</p> <p>Tidewater residents only (Cities of Chesapeake, Hampton, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach)</p>	<p>Optima Health 1-757-687-6350</p> <p>1-866-846-2682 outside of Tidewater area</p> <p>http://www.optimahealth.com/cova</p>	
<p>EMPLOYEE DIRECT</p>	<p>Eligibility: Salaried employees working at least 20 hours per week.</p> <p>Complete the e-mail address information on the Enrollment Form for Active Employees (Part A); then go online to http://edirect.virginia.gov/ to receive an Employee Direct passcode</p>	<p>Effective as soon as e-mail address is on file with OES</p>	<p>EmployeeDirect is a do-it-yourself online service that enables employees to make changes (if applicable) to their health benefits and personal information online. The Welcome page on EmployeeDirect has a link to printer-friendly step-by-step instructions.</p>	<p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Department of Human Resource Management: http://www.dhrm.virginia.gov/hbenefits/employeeestoc.html</p> <p>https://edirect.virginia.gov/EDL/Start.aspx?</p>

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<p>EMPLOYEE ASSISTANCE PROGRAMS</p>	<p>Participation is automatic with enrollment in a state health insurance program</p>	<p>Effective immediately upon enrollment in a state health insurance program</p>	<p>All state group health plans have employee assistance programs (mental health & substance abuse) for state employees and their dependents even if dependents are not covered through the employee's policy. Included are such services as work stress, family/parenting issues, grief counseling, anger management, anxiety or depression, as well as alcohol or drug dependencies. In addition, all health care plan providers cover large portion of counseling or psychotherapy expenses. In general, care must be authorized in advance.</p>	<p>About Your Benefits Booklet</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Department of Human Resource Management: http://www.dhrm.virginia.gov/hbenefits/employeestoc.html Human Re</p>
<p>FLEXIBLE BENEFITS REIMBURSEMENT PROGRAM</p>	<p>Eligibility: Salaried employees working at least 20 hours per week.</p> <p>(See Following Details)</p>	<p>(See Following Details)</p>	<p>The reimbursement accounts (Dependent Care and Medical Expense) provide an opportunity to use pre-tax dollars to pay for covered expenses during the plan year, which is the fiscal year. This reduces taxable income, and so increases spendable income. Third party administrator is Fringe Benefits Management Company (FBMC).</p>	<p>Flexible Benefits Program Sourcebook</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Department of Human Resource Management: http://www.dhrm.virginia.gov/genlbenefits/flex/flexiblebenefits.html</p> <p>FBMC Customer Service: 1- 800-342-8017</p> <p>Human Resources Policy Manual</p>
<p>DEPENDENT CARE ACCOUNT</p>	<p>Enrollment Form for Active Employees – Section 3: Flexible Enrollment Accounts Election</p>	<p>Enrollment must be made within 31 days of the date of hire. Effective date of participation is on the first of the first full month worked.</p> <p>Annual Open Enrollment period is in the spring with effective date of July 1.</p>	<p>Minimum deduction: \$10 per pay period. Maximum deduction: \$5,000 per plan year--The maximum plan year contribution depends on tax filing status as follows: Married and filing jointly or single and head of household, the maximum is \$5,000. Married and filing separately, the maximum is \$2,500. Note: Unused funds are lost at the end of the year; plan carefully. Participation must be renewed each annual enrollment period; otherwise, it is discontinued. Pre-taxed monthly administrative fee of \$3.67 will be deducted from participant's salary.</p>	

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<p>MEDICAL EXPENSE ACCOUNT</p>	<p>Enrollment Form for Active Employees – Section 3: Flexible Enrollment Accounts Election</p>	<p>Enrollment must be made within 31 days of the date of hire. Effective date of participation is on the first of the first full month worked.</p> <p>Annual Open Enrollment period is in the spring with effective date of July 1.</p>	<p>Account may be used to pay for eligible expenses, such as co-payments, which are not covered by health insurance. Minimum deduction: \$10 per pay period. Maximum deduction: \$5,000 per plan year. Note: unused funds are lost at the end of the year; plan carefully. Participation must be renewed each annual enrollment period; otherwise, it is discontinued. Pre-taxed monthly administrative fee of \$3.67 will be deducted from participant’s salary.</p>
<p>RETIREMENT BENEFITS</p>	<p>Eligibility: Salaried employees working at least 20 hours per week.</p> <p>Beneficiary Designation Form (VRS-2)</p>	<p>Participation is condition of employment.</p> <p>Beneficiary designation:</p> <p>Choose order of precedence established by law: to the spouse; if no surviving spouse, to the employee’s children and descendants of deceased children; if none, to the employee’s parents; if none, to the duly appointed executor or administrator of the estate; if none, to other next of kin.</p> <p>OR</p> <p>Choose to designate your own beneficiaries.</p>	<p>Employees hired July 1, 2010 or later contribute the 5% member contribution.</p> <p>VRS membership is a condition of employment. Retirement benefits are calculated based on service, age, and average final income at the time of retirement (defined benefit plan). Employees hired June 30, 2010 or earlier have benefits in Plan 1 under VRS, and those hired July 1, 2010 or later have benefits in Plan 2. Judges have benefits in the Judicial Retirement System. For details about Plans 1 and 2 and the JRS, visit the VRS website at www.varetire.org.</p> <p>Virginia Retirement System (VRS) Handbook for Members</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Retirement System: 1-888-827-3847 www.varetire.org</p> <p>Human Resources Policy Manual</p>
<p>MY VRS</p>	<p>Register at varetire.org</p>	<p>Access available after one pay cycle</p>	<p>The Virginia Retirement Systems online offers direct access to service data, retirement estimates, service purchase information and more.</p> <p>VRS Handbook for Members</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Retirement System: www.varetire.org</p>

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<p>VRS PURCHASE OF SERVICE CREDIT</p>	<p>Participation is automatic for VRS members</p> <p>Service Credit Application (VRS-26)</p>	<p>Must apply and pay for prior service or other qualifying public service while actively employed in a VRS or JRS covered position.</p>	<p>The cost of purchasing VRS or JRS service is usually 5% of salary at the time of purchase so long as the actual purchase begins within 3 years of becoming eligible. If purchase begins after this initial 3-year period, the cost will be determined actuarially (except for VRS-refunded service, which is always 5%) and methods of payment may be restricted.</p>
<p>GROUP LIFE INSURANCE</p>	<p>Participation is automatic for VRS members</p> <p>Beneficiary Designation Form (VRS-2)</p>	<p>Coverage begins immediately upon employment.</p> <p>Beneficiary designation:</p> <p>Choose order of precedence established by law: to the spouse; if no surviving spouse, to the employee's children and descendants of deceased children; if none, to the employee's parents; if none, to the duly appointed executor or administrator of the estate; if none, to other next of kin.</p> <p>OR</p> <p>Choose to designate your own beneficiaries.</p>	<p>In the event of natural death while employed, state pays named beneficiary twice-annual salary, rounded to next highest thousand; amount is doubled in the event of accidental death. In addition, there are enhanced benefits in certain circumstances, such as if death is caused by an automobile accident and the employee was wearing a seat belt.</p>

VRS Handbook for Members

Virginia Courts Intranet:
<http://oesinet/courtadmin/hr>

Virginia Retirement System:
 1-888-827-3847
www.varetire.org

Human Resources Policy Manual

VRS Handbook for Members, Minnesota Life Employee Group Term Life Certificate of Insurance

Virginia Courts Intranet:
<http://oesinet/courtadmin/hr>

Virginia Retirement System:
 1-888-827-3847
www.varetire.org

Human Resources Policy Manual

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<p style="text-align: center;">OPTIONAL LIFE INSURANCE</p>	<p>Participation is automatic for VRS members</p> <p>Enrollment Application for VRS Optional Group Life Insurance (VRS-39) - Found in VRS Optional Group Life Insurance Brochure</p> <p>Mandatory form to be returned to OES HR Department, the Benefits Administrator</p>	<p>Personnel may waive coverage or select optional life insurance at specific levels of coverage for the employee as well as spouse and eligible children. May enroll at any time; however, evidence of good health (Form VRS-32 – Evidence of Insurability) required when enrolling later than the first 31 days of employment or selecting insurance greater than stated minimums (See VRS-39).</p>	<p>Term insurance program provides opportunity to purchase additional life insurance protection at group rates. Premiums paid through payroll deduction.</p> <p>Important: Complete Section 3 – “Dependent Information” of the VRS-39 ONLY if insuring spouse and/or children.</p> <p>Beneficiaries for Optional Life Insurance are same as those designated for Group Life Insurance. The employee is the beneficiary for the Optional Life Insurance on the employee’s spouse and children.</p> <p>VRS Handbook for Members, VRS Optional Group Life Insurance Brochure</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Retirement System: 1-888-827-3847 www.varetire.org</p> <p>Human Resources Policy Manual</p>
<p style="text-align: center;">DEFERRED COMPENSATION/ CASH MATCH PLANS</p>	<p>Eligibility for Deferred Compensation: Salaried, wage, and per diem personnel</p> <p>Eligibility for Cash Match: Salaried personnel only</p> <p>Contact Virginia Retirement System (VRS) at 1-877-327-5261 http://www.varetire.org/</p>	<p>Newly hired or re-hired salaried state employees are automatically enrolled at \$20/pay period.</p> <p>Employees have 90 days from receiving the automatic enrollment notice to:</p> <ul style="list-style-type: none"> - Actively enroll prior to date of 1st deferral - Contribute to a 403(b) plan - Opt out. Also, employees may opt out w/in 90 days after deferrals have begun 	<p>Voluntary tax-deferred retirement savings program. Administered ING. Under the Virginia Cash Match Plan, contributions are matched at 50% (up to \$10/pay period) by the Supreme Court. Minimum deduction is \$10 per pay period. Maximum deduction for 2010-2011 is 100% of taxable compensation up to \$15,500. In addition, maximum deduction amount may be increased through catch-up options beginning as early as age 50 and three years before eligibility for unreduced retirement benefit.</p> <p>The state deferred compensation website allows employees to make changes online, download forms and monitor their account 24hrs/day.</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Defined Contribution Plans: http://www.varetire.org/Members/BenefitPlans/DefinedCont/Index.asp</p> <p>Virginia Deferred Compensation Plan at: 919 E. Main Street, Suite 1604, Richmond, VA 23219.</p> <p>Office hours: Monday through Friday, 8:30 am to 5:00 pm Eastern time Toll-free (877) 327-5261</p> <p>Human Resources Policy Manual</p>
<p style="text-align: center;">VIRGINIA SICKNESS AND DISABILITY PROGRAM (VSDP)</p>	<p>Participation is automatic for salaried non-judicial personnel.</p> <p>Personnel with prior state employment are requested to notify the HR Department of this service on the New Employee Checklist to ensure appropriate credit for this service.</p>	<p>Personnel hired on or after July 1, 2009 will have to work one full year before qualifying for non-work related short-term disability coverage. In addition, a 60 percent cap on short-term disability income replacement for the first five years.</p>	<p>Personnel transferring from another state agency who had elected to remain in the original sick leave and disability retirement programs are ineligible for participation in VSDP, and their earlier election follows them to the court system.</p>

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<p>VSDP SICK AND FAMILY & PERSONAL LEAVE</p>	<p>Virginia Sickness and Disability Program (VSDP) sick leave and family and personal leave are credited upon employment and on each January 10 thereafter.</p>	<p>The amount of leave credited varies with years of service (see VSDP Handbook). All salaried state employment (regardless of whether full- or part-time, whether interrupted by non-state employment) is considered in crediting leave. New full-time personnel beginning employment between January 10-July 9 are credited with 64 hours of Sick Leave and 32 hours of Family & Personal Leave; new part-time personnel are credited with 32 hours of Sick Leave and 32 hours of Family & Personal Leave. New full-time personnel beginning employment between July 10-January 9 are credited with 40 hours Sick Leave and 16 hours of Family & Personal Leave; new part-time personnel are credited with 20 hours Sick Leave and 16 hours of Family & Personal Leave. Sick leave is used for brief illnesses or medical or dental appointments. Family and personal leave may be used to care for family members for short periods or for any purpose with the approval of the supervisor. Unused sick and family and personal leave lapse at the end of the leave year (January 9).</p>	<p>VSDP Handbook, VRS Handbook for Members</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Retirement System: www.varetire.org</p> <p>Human Resources Policy Manual</p>
<p>VSDP DISABILITY BENEFITS</p>	<p>Coverage begins for new employees after one year of employment.</p>	<p>VSDP offers short- and long-term income continuation when an employee is disabled due to a qualifying injury or medical condition. After a 7-calendar-day waiting period, short-term income replacement begins with benefit of 100%, 80%, or 60% salary, depending on length of service. Short-term benefits continue in this manner for as long as 125 work days, with regular review by the plan administrator, UnumProvident, in consultation with the employee's doctor(s). Many leave types can be used to supplement the VSDP 80% and 60% benefit to the employee's full salary during the short-term period.</p> <p>Long-term benefits at 60% salary begin after 125 workdays, and, if the disability becomes permanent, may continue until age 65.</p>	<p>VSDP Handbook, VRS Handbook for Members</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Retirement System: www.varetire.org</p> <p>UnumProvident 1-800-652-5602</p> <p>Human Resources Policy Manual</p>

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VSDP EMPLOYER PAID LONG TERM CARE INSURANCE	Automatic for VSDP participants	Coverage begins for new employees after one year of employment.	Long Term Care covers certain expenses, such as nursing home, personal, and health care. VSDP Long-term Care Insurance, Employer-Paid Plan , benefit will provide a \$75 basic daily benefit with a two-year lifetime maximum for the employee. Aetna Life administers this plan. Benefits begin after a certified, qualifying loss, followed by a once-in-a-lifetime 90-day period.	VSDP Handbook Virginia Courts Intranet: http://oesinet/courtadmin/hr Long-Term Care group Inc. 1-800-761-4057 http://www.varetire.org/ Human Resources Policy Manual
SICK LEAVE AND DISABILITY RETIREMENT BENEFITS (For Judges & Non-VSDP Only)	Judges: Participation is automatic Non-judicial salaried personnel: participation continues for those employed prior to 1/1/99 who declined enrollment.	Sick Leave accrual for a given pay period is credited ON THE FIRST DAY OF THE FOLLOWING PAY PERIOD. Eligibility for a disability retirement benefit is effective immediately upon employment.	Judges and eligible court personnel accrue 5 hours per full pay period worked. Leave may not be used until credited. Proportional Leave for Part-Time Employees: Policies describe accrual rates and other aspects of leave as they apply to full-time employees. Eligible part-time personnel will accrue leave in proportion to their full-time equivalent (FTE) status. Disability retirement benefit is based on years of service and average final compensation.	VRS Handbook for Members Virginia Courts Intranet: http://oesinet/courtadmin/hr Virginia Retirement System: 1-888-827-3847 www.varetire.org Human Resources Policy Manual
VOLUNTARY LONG TERM CARE INSURANCE	Eligibility: Salaried personnel only Contact Genworth Life Insurance Co. – Toll Free 1-866-859-6060	May enroll at any time; however, evidence of good health not required for employee if enrolling within 60 days following employment.	Long Term Care insurance covers certain expenses, such as nursing home, personal, and health care. Insurance will provide from \$50 to \$200 basic daily benefit with either a two or five year lifetime maximum for the insured. Aetna Life administers this plan. Benefits begin after a certified, qualifying loss, followed by a once-in-a-lifetime 90-day period. Eligible persons include employee, spouse, parents, and parents-in-law. In addition, VSDP participants may supplement their employer-paid coverage.	Virginia Courts Intranet: http://oesinet/courtadmin/hr Genworth Life Insurance Co http://www.genworth.com/cov Human Resources Policy Manual

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<p>ANNUAL LEAVE</p> <p>Participation is automatic for District Court Judges and eligible non-judicial salaried employees (law clerks). Personnel with prior state or circuit court clerk's office employment are requested to notify the HR Department of this service on the New Employee Checklist to ensure appropriate credit for this service.</p>	<p>Accrual for a given pay period is credited ON THE FIRST DAY OF THE FOLLOWING PAY PERIOD.</p>	<p>Accrual rate per full pay period worked is 6.67 hours for District Court Judges and 4.00 hours for non-judicial personnel. Leave may not be used until credited.</p> <p>Bonus days (additional annual leave) are credited on January 10 of each year. Bonus days are equal to the number of complete years of state service after the first year. Maximum number of bonus days credited is 12 days for district court personnel and magistrates (increases to 15 with 25 years of service). Maximum for district court judges is 10 days.</p> <p>Maximum Annual Leave Carry-Over from one leave year to next (from January 9 to January 10):</p> <ul style="list-style-type: none"> Completed up to 14 years = 40 days After completing 15 years = 42 days After completing 20 years = 48 days After completing 25 years = 54 days <p>Proportional Leave for Part-Time Employees: Policies describe accrual rates and other aspects of leave as they apply to full-time employees. Eligible part-time personnel will accrue leave and bonus days and carry over annual leave in proportion to their full-time equivalent (FTE) status. In addition, other applications of leave policies will be in proportion to their FTE status.</p>	<p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Human Resources Policy Manual</p>
<p>HOLIDAYS</p> <p>12 Paid holidays are automatic for eligible salaried employees.</p> <p>Paid holidays in proportion to normal workweek. (FTE)</p>		<p>Following are paid holidays: Jan. 1 (New Year's Day); Friday preceding the 3rd Mon. in Jan. (Lee-Jackson Day); 3rd Mon. in Jan. (Martin Luther King Jr. Day); 3rd Mon. in Feb. (George Washington Day); last Mon. in May (Memorial Day); Jul. 4 (Independence Day); 1st Mon. in Sept. (Labor Day); 2nd Mon. of Oct. (Columbus Day, Yorktown Victory Day); Nov. 11 (Veterans' Day); 4th Thur. in Nov. (Thanksgiving Day); Friday after Thanksgiving Day; Dec. 25 (Christmas Day)</p>	<p>Supreme Court of Virginia Calendar</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Human Resources Policy Manual</p>

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Eligibility/How to Enroll	Deadlines/Effective Dates	Important Details	More Information
<p>DIRECT DEPOSIT</p> <p>Eligibility: Salaried, wage, and per diem personnel</p> <p>Employee Direct Deposit Authorization</p> <p>Mandatory form to be returned to OES HR Department, the fits Administrator</p>	<p>Enroll immediately upon employment.</p> <p>Only one pay period is generally required to complete the direct deposit cycle requiring one check to be issued.</p>	<p>Pay is electronically deposited to bank account of employee's choice. Considered a condition of employment. Direct deposit may be into several accounts. Employee may opt out of direct deposit for specific, limited reasons, such as not having or unable to obtain an account at a financial institution or financial institution does not accept direct deposit transactions. Personal choice is not considered a valid reason for declining participation.</p>	<p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Department of Accounts: www.doa.virginia.gov</p> <p>Human Resources Policy Manual</p>
<p>PAY DAYS & PAY PERIODS</p> <p>PAYLINE –</p> <p>Mandatory upon employment effective 1/01/09.</p> <p>Web-based system that provides the employee with the means to view and print personal earnings and benefits information as of any payday. (Court employees leave information is <u>not</u> available through this system.)</p> <p>https://secure.doa.virginia.gov/payline/</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Virginia Department of Accounts: www.doa.virginia.gov</p>	<p>Pay is generally issued on the first and sixteenth of each month, unless these dates fall on a weekend or holiday. When this is the case, pay is issued on the last business day prior to the first or sixteenth.</p> <p>Payment on the 1st of the month is for the pay period beginning on the 10th and ending on the 24th of the preceding month. Payment on the 16th is for the pay period beginning on the 25th of the preceding month and ending on the 9th of the current month.</p> <p>Beginning work on the first scheduled workday of the month means employment is effective on the 1st of the month. For example, if you start work on Monday, October 3 (October 1 is a Saturday), your effective date of employment is October 1. This is important in determining your eligibility for health insurance coverage, if you are a full-time employee.</p> <p>Pay periods begin on the 10th and 25th of each month. Leave is accrued only for full pay periods worked. Beginning work on the first scheduled workday of the pay period means employment is effective as of the first day of the pay period. For example, if you start work on Monday, October 27 (October 25 is a Saturday), your effective date of employment is October 25. Therefore, you are eligible for leave accrual for the October 25 – November 9 pay period. This leave will be credited to you and available for use on November 10.</p>	<p>Supreme Court of Virginia Calendar</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Human Resources Policy Manual</p>	

Employment Benefits/Services

Eligibility/How to Enroll	Deadlines/Effective Dates	Important Details	More Information
AT-WILL EMPLOYMENT		All non-judicial employment, including employment following successful completion of the probationary period, is at the will of the appointing authority, regardless of whether or not a term of office is specified; employment may be ended at any time for any reason not in violation of law.	
WORK PLACE EMPLOYMENT ISSUES/ PROBLEM RESOLUTION	Eligibility: Non-judicial salaried and wage personnel	Effective immediately upon employment	Personnel are encouraged to address workplace issues either informally, using such avenues as the Employee Assistance Program, or formally. Personnel are requested to report discrimination or sexual harassment incidents to management personnel, judges, or chief judges. They may use the <i>Report of Discrimination or Sexual Harassment form</i> .
			Virginia Courts Intranet: http://oesinet/courtadmin/hr OES Human Resources Department 804-786-6455 Human Resources Policy Manual
TUITION REIMBURSEMENT FOR JOB RELATED EDUCATION	Eligibility: Salaried personnel	Effective upon employment	Funding is available for salaried court personnel for registration, tuition and fee expenses for career related education up to \$600 per fiscal year or until budgeted funds have been depleted, whichever comes first.
			Virginia Courts Intranet: http://oesinet/courtadmin/ed OES Educational Services Department 804-786-6455 Human Resources Policy Manual
WORKERS' COMPENSATION	Eligibility: Salaried, wage, and per diem personnel	Effective immediately upon employment	As quickly as an accident or injury occurs, the employee should report it to the supervisor. If an emergency exists, the employee should go to the nearest emergency medical service provider. The employee, however, must select a panel physician within three to five days after the injury from a list provided by the supervisor. The employer must report all accidents of which it has knowledge, even minor ones that require no medical attention. The supervisor should telephone Managed Care Innovations (MCI) to file the Employer's First Report of Accident.
			Virginia Courts Intranet: http://oesinet/courtadmin/hr Virginia Worker's Compensation: www.covwc.com MCI: Toll Free 1-888-627-2681 Human Resources Policy Manual

Employment Benefits/Services

Eligibility/How to Enroll	Deadlines/Effective Dates	Important Details	More Information	
<p>VIRGINIA CREDIT UNION</p>	<p>Eligibility: Salaried, wage, and per diem personnel</p> <p>File the <i>Membership Application and Account Signature Card</i> with the Virginia Credit Union</p>	<p>Enroll at any time</p>	<p>Not-for-profit financial cooperative providing full range of personal financial services. The Virginia Credit Union (VACU) offers all the benefits and features of large for-profit banks, but is owned by its members and reinvests proceeds for the benefit of its members. Branches statewide.</p>	<p>Virginia Credit Union (VACU): 1-800-285-6609 www.vacu.org</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Human Resources Policy Manual</p>
<p>SUPPLEMENTAL SERVICES</p>	<p>Eligibility: Salaried personnel only</p> <p>Contact Fringe Benefits Management Company (FBMC) directly</p>	<p>Participate at any time</p>	<p>Offers payroll deduction for a variety of insurance and investment options to salaried personnel. Contact Fringe Benefits Management Company (FBMC) directly or visit its website for list of companies and information request form.</p>	<p>Fringe Benefits Management Co. 1-800-342-8017 www.fbmc-benefits.com</p> <p>The Provider Network http://www.fbmc-benefits.com/VaProviderNetwork/listproviders.asp</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p> <p>Human Resources Policy Manual</p>
<p>VIRGINIA COLLEGE SAVINGS PLAN</p>	<p>Eligibility: Salaried personnel only</p> <p>Call the Virginia College Savings Plan office toll free or visit the web site</p>	<p>Enrollment periods vary according to the option chosen. Call Virginia College Savings Plan office for information.</p>	<p>The Virginia College Savings Plan provides tax advantages and the ability to use the savings at colleges throughout the country. Call Virginia College Savings Plan office for more information.</p>	<p>Virginia College Savings Plan P.O. Box 607 Richmond VA 23218 1-888-567-0540 www.virginia529.com</p> <p>Virginia Courts Intranet: http://oesinet/courtadmin/hr</p>