



## PRINCE WILLIAM COUNTY SUMMARY OF BENEFITS FOR PART-TIME EMPLOYEES

All part-time employees may enroll in County sponsored benefits. A summary of benefits is listed below. All insurance plans renew on a fiscal year basis in July and are subject to change.

Employees may elect to participate in **medical, dental, vision and/or flexible spending account plans within the first 30 days of employment with coverage beginning on the first day of the month following hire**, or during open enrollment in May of each year. A spouse and/or eligible dependent children may also be enrolled.

### MEDICAL INSURANCE

Medical insurance is currently offered through Anthem BlueCross BlueShield (BCBS) and Kaiser Permanente. Each plan comes with corresponding pharmacy and basic vision coverage. Employees may select coverage from one of four medical plans that offer comprehensive benefits, including low co-pays. Prescriptions follow a 3-tier program (generics, brand, and specialty medications).

### DENTAL INSURANCE

Dental insurance is offered through Delta Dental. The Core and Enhanced plans access the same in-network providers; however, the level of coverage differs under each plan. Participants must remain in the Enhanced Plan through two open enrollment periods.

### VISION INSURANCE

Employees may elect a separate vision plan. This plan provides yearly eye exams as well as deep discounts on eyewear, contact lenses, and 'add-ons' when services are obtained through participating providers.

### FLEXIBLE SPENDING ACCOUNT PLAN

Flexible Spending Accounts allow employees to use pre-tax\* dollars to pay for eligible healthcare and/or dependent daycare expenses, using separate accounts. Each plan year employees may contribute up to the annual maximum set by the IRS. Unused funds in the healthcare FSA (HFSA) carry forward to the next plan year, up to the IRS allowable limit. Funds above the HFSA carry forward limit as well as unused daycare account funds are forfeited. You do not need to be enrolled in one of the County sponsored medical, dental, or vision plans to participate in either FSA.

### EMPLOYEE ASSISTANCE PROGRAM

The County's Employee Assistance Program is here to help employees and their family members address an array of life's challenges that come from balancing work and life, as well as more serious problems that may become distractions. This is a free, confidential program that is available 24 hours a day, 7 days a week. Services include counseling, concierge-like services and referrals for just about anything on your to-do list, legal and financial assistance, and a website with an extensive library of resources.

### CREDIT UNION

All employees and their family members are eligible to join the PWC Employees' Credit Union. Employees may establish checking or savings accounts, IRAs, low interest credit cards, and other loans and access financial services.

\*Pre-tax deductions are exempt from federal and state taxes.

This information is necessarily brief. More detailed information is available from Human Resources and the Personnel Policy Manual. Contact the Human Resources Office, 1 County Complex Ct Suite 155, Woodbridge, VA 22192 (703) 792-6640. Interoffice Zip MC480. Visit Prince William County Government at: <http://www.pwcgov.org>

**Prince William County reserves the right to change or discontinue any benefit plans, programs, policies or practices at any time. Changes or termination may apply to current and future plan participants as well as their dependents and beneficiaries.**

## 401(a) MONEY PURCHASE PLAN

Under this voluntary retirement program, employees make bi-weekly payroll contributions of 0.5% of their base salary, which is matched 100% by the County. The contribution amount may fluctuate in the future by vote of the Board of County Supervisors. All contributions are made on a pre-tax\* basis and earnings are tax-deferred. Under IRS code, employees who elect to participate in this program make a one-time, irrevocable election. New employees have the option to **enroll within the first 30 days of employment**. Funds may be withdrawn upon separation of employment (IRS rules apply).

## 457 RETIREMENT PLAN

This is a voluntary employee retirement savings plan with a variety of investment options. Employees contribute their own funds by payroll deduction on a pre-tax\* or Roth after-tax basis. Taxes are deferred until funds are withdrawn on pre-tax\* contributions. Contributions can be started, changed, or stopped at any time. Funds may be withdrawn upon separation of employment.

## HOLIDAYS

All eligible part-time employees observe 5 paid holidays. When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday it is observed on the following Monday. These holidays are listed below:

New Year's Day  
Juneteenth  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Day

## SICK AND ANNUAL LEAVE

Every pay period, part-time employees earn 2 hours each of sick and annual leave. Annual leave accruals increase every three years up to a maximum of 4 hours per pay period. Yearly carryover limits apply. Annual leave in excess of these limits is converted to sick leave, up to a maximum of 135 hours.

## PERSONAL LEAVE

Part-time employees receive 2 days of personal leave January 1<sup>st</sup> of each year. Personal leave is prorated for individuals hired after January 1<sup>st</sup>. Personal leave may be used for any reason. Unused days are forfeited at the end of each calendar year.

## OTHER LEAVE

**Bereavement Leave** – Employees are eligible for up to three (3) days paid leave per year for the death of a family member.

**Civil Leave** - Employees who are summoned or subpoenaed by the Court for jury duty, as a witness, or to serve as an election offer will receive their regular salary plus any payments made by the Court.

**Military Leave** - Employees ordered to active duty or to attend military reserve training will receive full pay for up to 21 days during a 12-month period from October 1 to September 30. Employees are to submit a copy of their orders to their supervisor.

**Unscheduled Leave** - Unscheduled leave is a term used to describe annual leave used during severe weather. Refer to the leave policy for County status notification options. Employees must notify their supervisor as early as possible prior to their normal arrival time and report to work when weather conditions permit safe travel. Essential employees are exempt from Unscheduled Leave.

**Parental & Medical Leave (PML)** – Employees who qualify for leave under FMLA (Family & Medical Leave) are eligible for up to 6 weeks of paid time off for the employee's own illness/injury or newborn/adoption bonding.

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