

WESTERN TIDEWATER COMMUNITY SERVICES BOARD

7025 Harbour View Blvd., Suite 119, Suffolk, 23435
(757) 966-2805

Fringe Benefits



FULL-TIME SALARIED EMPLOYEES - Work a 37.5-hour work week with a half hour paid lunch break and are eligible to receive and/or participate in all WTCSB benefits.

ANNUAL AND SICK LEAVE - Accrual rate of 3.6923 hours of both Annual and Sick Leave per pay period. Annual Leave cannot be utilized during the initial six months of the Probationary Period. When an employee is on leave without pay status, no benefits will accrue or be paid. Employees who work in the School Counseling Intervention Program (SCIP) and are 10-month employees will not accrue annual leave.

HOLIDAYS - WTCSB offers 10 ½ paid holidays: January 2nd following New Year's Day; Martin Luther King Day; Employee Appreciation-Day February 20th, Memorial Day, Juneteenth, Independence Day, Labor Day, Half Day on November 23rd, Thanksgiving Day, November 25th, Half Day December 23rd, and Christmas Observance day December 26th.

LIFE INSURANCE - Life Insurance is provided for eligible employees, their spouse, and children. The premium is paid by WTCSB. The employees' insurance benefit amount is equal to two times the employee's annual earnings, rounded to the nearest \$1000 (does not exceed \$100,000). The Dependent insurance benefit amount shall be as set by the provider.

HEALTH & DENTAL, VISION INSURANCE - Health, Dental, and vision insurance are available to eligible employees and their eligible dependents. Western Tidewater Community Services Board offers 3 all-inclusive health plans that include medical, dental and vision coverage:

- Anthem High Deductible Health Plan (Blue View Vision plan, Delta Dental-Dental coverage with either the Comprehensive or Preventative dental options)
- Anthem Key Advantage 500 Plan (Blue View Vision plan, Delta Dental-Dental coverage with either the Comprehensive or Preventative dental options)
- Optima HMO Plan (Eye Med vision plan, and Dominion National dental coverage)

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RETIREMENT - Retirement benefits are provided to eligible employees via the Virginia Retirement System (VRS). Employees are required to pay the full 5% employee contribution to VRS; this will be a pre-tax payroll deduction. Employees are Plan 1, Plan 2 or Hybrid Retirement Plan Members.

- **PLAN 1:** You are in VRS Plan 1 if your membership date is before July 1, 2010, and you were vested as of January 1, 2013.
- **PLAN 2:** You are in VRS Plan 2 if your membership date is before July 1, 2010 and you were not vested as of January 1, 2013.
- **HYBRID PLAN:** You are in the Hybrid Plan if your membership date is on or after January 1, 2014. The Hybrid Plan was created during the 2012 General Assembly session and combines the features of a defined benefit plan (which pays a monthly retirement based on age, total service credit and average final compensation) and a defined contribution plan (which provides benefits based on member contributions and investment performance).

Hybrid plan members are included in the Disability Plan offered by The Standard which covers short- and long-term disability coverage for physical disease, mental disorder, injury (non-work related) or pregnancy.

EMPLOYEE ASSISTANCE PROGRAM (EAP) - Full and part-time employees may access free of charge confidential EAP services to assist them with personal and/or work-related problem solving, with a maximum of four (4) free visits per issue through the Anthem EAP program.

RELIAS (E-LEARNING) - The WTCSB provides training to help employees develop and/or enhance their professional skills and to assist them with their career development goals. On-line coursework and remedial education classes are provided via Relias E- Learning.

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WORKER'S COMPENSATION - Worker's Compensation Insurance provides benefits to the employee should an injury or occupational disease arise out of or in the course of employment.

ANTHEM SUPPLEMENTAL PLANS - VAcorp/Anthem offers Accidental supplemental coverage and Critical Care coverage for employees, employee + spouse, Employee + dependents (children), and family.

SOUTHERN UNIVERSITY- Tuition savings of 20% to enroll with the educational institution.

AFLAC - WTCSB, offers Aflac portable insurance, which provides supplemental plans to your medical insurance which is Cancer Indemnity, Critical Care Protection, Accidental Advantage and Hospital Advantage.

WORKING ADVANTAGE - Online discounts for amusement parks, movie theatre tickets, hotels, car rentals, flights, electronics and much more.

LEGAL RESOURCES - Legal Resources offers comprehensive legal coverage and services to WTCSB employees at an out-of-pocket expense to the employee of \$18 per month. Legal Resources also offers Identity theft protection for individuals at \$5.50 per month and \$12.00 per month for families.

FLEXIBLE SPENDING ACCOUNT (Healthcare) - Allows you to pay certain healthcare expenses with pre-tax money.

FLEXIBLE SPENDING ACCOUNT (Day Care/Aged Adult Care) - Allows you to pay for day care expenses for your qualified dependent/child with pre-tax dollars.

VA529 - WTCSB offers the VA529 plan in which employees can set aside money for their children or grandchildren for college. This plan can be setup directly through the vendor and you can utilize the direct deposit feature in our HRIS system to deposit into the VA529 account/s.

PROBATIONARY PERIOD - The Probationary Period for new employees is a twelve (12) month timeframe, beginning on the first day of employment. Annual leave may not be utilized during the first six (6) months of this period. At any time during the Probationary Period, if an employee commits an offense under the Standards of Conduct is considered cause for disciplinary action, he/she may be dismissed without prior notice. Likewise, if job performance is deemed to be unsatisfactory at any time during this period, the employee may be dismissed without prior notice. If either is the case, the employee will not receive severance pay in lieu of notification of termination. The Grievance Procedure is not available to Probationary employees.

PRIMARY WORK SITE AND WORK HOURS - Every employee of the Western Tidewater Community Services Board is assigned a primary work site based on individual program requirements. The official work hours of the agency are Monday through Friday, 8:30 a.m. to 5:00 p.m. There are no defined or guaranteed break periods in any workday. Lunch periods will be a maximum of sixty (60) minutes or a minimum of 30 minutes during each workday. Work schedules may vary within programs. Acceptance of employment with WTCSB means you agree to work according to the work schedule, and at the program site(s) assigned by the Program Supervisor or Director.

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WORK WEEK - The established work week (Monday – Sunday) for full-time employees shall not be less than forty (40) hours and shall be the same for all persons occupying full-time positions.

THE WESTERN TIDEWATER COMMUNITY SERVICES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO PROVIDING AND MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT FOR ALL EMPLOYEES, AND IS A DRUG, ALCOHOL AND SMOKE-FREE WORKPLACE.