

TOWN OF
Herndon

Statement of Benefits

July 1, 2024 – June 30, 2025

Regular Status

Part-time Employees



ANNUAL LEAVE

Regular status employees will receive a one-time grant of annual leave on their date of hire and are eligible to accrue annual leave in accordance with the annual leave accruals below. Annual leave for part-time employees is prorated based on number of hours regularly scheduled to work per week.

Table 1: Number of hours granted on date of hire.

Regularly scheduled hours	Hours granted on date of hire
25-29 per week	25 hours
30-34 per week	30 hours

Table 2: Number of hours earned per pay period based on years of service.

Regularly scheduled hours	<5 years of service	< 10 years of service	10+ years of service
25-29 per week	2.5 hours	3.75 hours	5 hours
30-34 per week	3 hours	4.5 hours	6 hours

PERSONAL/ FLOATING LEAVE

Regular status part time employees will receive personal/floating leave each calendar year in accordance with the table below. Employees hired after November 30 of each calendar year will not be granted personal/floating leave for that calendar year. If an employee fails to take his/her personal/floating leave in a calendar year, it is automatically forfeited in accordance with Administrative Regulation 1-25, Leave. Any unused personal/floating leave is not paid at the time of separation.

Table 3: Personal/Floating leave hours per year.

Regularly scheduled hours	Hours per calendar year
25-29 per week	10 hours
30-34 per week	12 hours

MISCELLANEOUS

Bereavement, military and civil leave may be granted to employees as stated in Administrative Regulations.

SICK LEAVE

Regular status employees are eligible to accrue annual leave from the date of employment. Sick leave for part-time employees is pro-rated based on number of hours regularly scheduled to work per week.

Table 4: Sick leave hours earned per pay period.

Regularly scheduled hours	Hours earned per pay period
25-29 per week	2.5 hours
30-34 per week	3 hours

HOLIDAYS

The town enjoys 10 ½ holidays per year. The following holidays are observed:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve (half-day)
- Christmas


Regular part time employees will be granted holiday leave in accordance with the table below.

Table 5: Number of hours granted per holiday.

Regularly scheduled hours	Number of hours per holiday
25-29 per week	5 hours
30-34 per week	6 hours



The town offers group health insurance through Anthem to regular status employees. All plans have dental and vision insurance coverage included in the premium. Biweekly costs for part-time employees are as follows:

	Key Advantage 250 with Delta Dental		Key Advantage Expanded with Delta Dental		Kaiser Permanente with Dominion Dental
	Comprehensive Dental	Preventative Dental	Comprehensive Dental	Preventative Dental	
Part-time 30+ Hours per week					
Individual	\$40.00	\$39.10	\$54.31	\$53.12	\$51.19
Dual	\$207.34	\$202.44	\$245.22	\$239.88	\$229.97
Family	\$302.40	\$295.54	\$358.07	\$350.29	\$335.35
Part-time 25-29 hours per week					
Individual	\$176.00	\$172.04	\$202.04	\$197.62	\$190.42
Dual	\$407.28	\$397.65	\$462.30	\$452.24	\$433.55
Family	\$594.00	\$580.52	\$675.05	\$660.38	\$632.21

The town is no longer offering Kaiser for new enrollees, existing Kaiser Permanente members may maintain their Kaiser coverage.

New employees have 30 days from their date of hire to enroll in health insurance. Current employees may enroll or make changes only during Open Enrollment, unless the employee has a qualifying mid-year event. Employees have 60 days from the date of a qualifying mid-year event to make changes to their health insurance coverage.



Deferred Compensation

This optional supplemental retirement savings program (an IRC Section 457 plan) is offered by the town and administered through The Retirement Plan Company (TRPC). Employees may elect pre-tax and/or after-tax (roth) deferrals. The maximum combined deferral for calendar year 2024 is \$23,000.

Short and Long Term Disability Insurance

Short and long term disability insurances are funded by the town. The short term disability benefit is 66 2/3 percent of weekly salary with a maximum of \$600 per week for up to 26 weeks and then the long term disability benefit is 60 percent of monthly salary with a maximum of \$5,000 per month to age 65 if still disabled. Disability insurance applies to non-work related illness or injuries and goes into effect on the greater of the 30th consecutive day of disability or accumulated sick leave.

Flexible Benefits Plan (Section 125)

Section 125 of the Internal Revenue Code allows employees to reduce taxes, increase spendable income and have a broader selection of benefits. The town offers a flexible benefits plan to regular employees through McGriff Insurance Services. (Dental and health insurance premiums are automatically pre-taxed on a salary reduction basis unless you request exemption in writing.)

New employees have 30 days from their date of hire to enroll. Current employees may enroll during Open Enrollment.

Aflac

The town offers Aflac Accident Advantage (off-the-job), Hospital Advantage, Critical Care, Personal Cancer Indemnity, Dental and Vision plans. Employees may purchase Aflac for themselves, their spouse and children through payroll deductions.

New employees have 30 days from their date of hire to enroll. Current employees may enroll during Open Enrollment.

Long Term Care Insurance

Employees may purchase long term care insurance for themselves as well as their spouse, parents, parents-in-law, grandparents, grandparents-in-law and adult children through Genworth Long Term Care Insurance.

Employees have 60 days from their date of hire to enroll with reduced underwriting. Current employees may enroll at any time with full medical underwriting.



Legal Services

The town offers pre-paid legal services through Legal Resources legal access plan. There is a biweekly subscriber fee of \$9.00, paid through payroll deductions.

New employees have 30 days from their date of hire to enroll. Current employees may enroll during Open Enrollment.

Employee Assistance Program

The town offers an employee assistance program, through Lytle EAP Partners, to all employees and their family members.

Pay Days

The town pays bi-weekly every other Friday – 26 pay periods per year. Direct Deposit of paychecks is available and encouraged to all employees.

Employees and their immediate families have the option to join either the Apple Federal Credit Union or Northwest Federal Credit Union.

Recreation Benefits

Recreation benefits include free golf, racquetball, swimming, discounted classes and much more as outlined by Administrative Regulation 1-5.

Contact us with questions. We're here to help!

HumanResources@Herndon-va.gov

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