

TOWN OF
Herndon

Statement of Benefits

July 1, 2024 – June 30, 2025

Regular Status

Full-time Employees



ANNUAL LEAVE

Annual Leave is credited from the date of employment and for regular full-time employees accrues as follows:

- On the date of hire, one-time grant of 40 hours of annual leave.
- With less than five years of service, an employee accrues four hours of leave per pay period.
- After five years of service, but with less than ten years of service, an employee accrues six hours of leave per pay period.
- With ten or more years of service, an employee accrues eight hours of leave per pay period.



SICK LEAVE

Sick Leave accrues at the rate of four hours/pay period. Sick leave accrual for employees covered under the VRS Hybrid plan will be capped at 600 hours. There is no cap on the accrual of sick leave for employees covered under VRS Plan 1 or Plan 2.

PERSONAL/ FLOATING LEAVE

Regular status full time employees will receive 16 hours of personal/floating leave each calendar year. 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.

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

Holiday leave is granted to regular status full time employees in accordance with the number of hours an employee is regularly scheduled to work on the day the holiday is observed as a town holiday.

MISCELLANEOUS

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

The town offers group health insurance through Anthem and Kaiser to regular status employees. All plans have dental and vision coverage including the premium.

	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	
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

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.



Virginia Retirement System

Regular, full-time employees must participate in the Virginia Retirement System (VRS) and pay the statutory member contribution on a pre-tax salary reduction basis.

Hybrid Plan – Defined Benefit/Defined Contribution Plan

Non-sworn employees hired on or after January 1, 2014 – the retirement age is the normal social security retirement age with at least five years of service or when age and service equal 90 (for example, age 60 with 30 years of service).

Plan 2 – Defined Benefit Plan

Employees hired on or after July 1, 2010 and employees hired before July 1, 2010 but not vested by January 1, 2013 – the normal retirement age for non-sworn employees is the normal social security retirement age with at least five years of service or when age and service equal 90 (for example, age 60 with 30 years of service).

Plan 1 – Defined Benefit Plan

Employees hired before July 1, 2010 and vested by January 1, 2013 – the normal retirement age for non-sworn employees is 65 with at least five years of service or age 50 with 30 years of service.

Sworn - Plan 1 or Plan 2

The normal retirement age for sworn police officers covered under Plan 1 or Plan 2 is age 60 with at least five years of service or age 50 with 25 years of service.



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.

Police Supplemental Retirement

All sworn police positions are provided a supplemental retirement program administered through TRPC.

Life Insurance

Full time employees are insured for twice their annual salary, rounded to the next highest thousand dollar multiple. The town funds this benefit 100 percent.

Optional Life Insurance

Employees may purchase optional life insurance coverage for themselves, their spouse and children through payroll deduction. Employees have 31 days from their date of hire to enroll without having to submit evidence of insurability (medical information).

Short and Long Term Disability Insurance

Short and long term disability insurances are funded by the town.

Employees covered under the VRS Hybrid Retirement Plan

There is a waiting period of one continuous year of employment for non-work related disability. The short term disability benefit amount is determined based upon years of service. Disability benefits begin on the 8th day of disability for a maximum of 125 days. Long term disability goes into effect when short term disability ends. The long term disability benefit is 60 percent of an employee's pre-disability income.

Employees covered under the VRS Plan 1 or Plan 2

The short term disability benefit is $66 \frac{2}{3}$ 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. New 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 bi-weekly 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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