

**Circuit Courts**  
**Employee Benefits Information**

**Semi-monthly vacation accrual for full-time employees based on years of service**

First ten years of employment.....earn five hours per pay period  
 From ten years up to fifteen years....earn six hours per pay period  
 Fifteen years and over.....earn seven hours per pay period

**Semi-monthly sick leave accrual for full-time employees...earn five hours per pay period (accrual never increases)**

Maximum amount of 80 hours annual leave and all accumulated sick leave may be transferred by employees coming directly from another state agency having signed reciprocal agreement.

**Pay Periods**.....We are on a one pay period lag payroll system paying twice a month; hours worked from the 1<sup>st</sup> through the 15<sup>th</sup> will be paid on the last working day of the month; hours worked from the 16<sup>th</sup> through the last day of the month will be paid on the 15<sup>th</sup> of the following month.

**Missouri State Employees' Retirement System [MOSERS - Missouri State Employee's Retirement System](#)**

- ✦ Retirement Plan...Members hired after January 1, 2011 are required to contribute 4% of their pay to the retirement system - employee is vested after ten years of employment
- ✦ Life Insurance...State pays for life insurance in the amount of the employee's annual salary. Optional Life available but paid by employee -up to six times employee's annual salary, \$800,000 maximum. Rates are determined by amount of coverage and age of employee. Spouse and dependent coverage is also available.
- ✦ Long-term Disability...State financed - benefit is 60% of monthly salary less taxes. Eligibility begins after 90 days of disability.

**Missouri Consolidated Health Care Plan [Missouri Consolidated Health Care Plan: MCHCP](#)**

- ✦ **Medical Insurance** – Three options to choose from - PPO 300 Plan, PPO 600 Plan, and HDHP with Health Savings Account. Coverage, rates and deductibles vary, depending on which plan you choose. Ranges of monthly rates are shown below. (Dental and vision plans are also available)

Coverage Type	2016
Employee only	\$0 up to \$135
Employee and spouse	\$73 up to \$419
Employee and children*	\$12 up to \$305
Employee and family*	\$102 up to \$630

*\*Depends on number of children*

**Note: Medical, dental, and vision plans and premiums are subject to change annually.**

**Deferred Compensation [State of Missouri Deferred Compensation Plan](#)**...A Deferred Compensation plan is available as a pre-taxed deduction and eligibility begins with employment. All new employees hired for the first time to a state position after July 1, 2012, will be automatically enrolled in the deferred compensation plan for 1% of their salary. Employees may opt out of this enrollment during the first thirty days of employment and will be refunded any money already deducted. Employees may change or cancel their enrollment any time after thirty days.

**Cafeteria Plan [Missouri Cafeteria Plan](#)**...Provides tax-free purchase on employee's health, dental, and vision premiums, medical and dental fees, prescription drugs, and dependent care assistance. All new employees are automatically enrolled in the Premium Only Participation plan and may opt out during the first thirty days of employment.

**Probationary Period**.....Minimum of six months. Upon successful completion of probationary period, employee may be eligible for a one-step pay increase.