

Office of State Courts Administrator 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

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 two-week lag payroll system paying twice a month; hours worked from the 1st through the 15th will be paid on the last working day of the month; hours worked from the 16th through the last day of the month will be paid on the 15th of the following month.

Missouri State Employees' Retirement System <http://www.mosers.org>

- ✧ Retirement Plan...State financed - employee is vested after five years of employment
- ✧ Life Insurance...State pays for life insurance for employee 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...Benefit is 60% of monthly salary less taxes. Eligibility begins after 120 days of disability.

Missouri Consolidated Health Care Plan <http://www.mchcp.org>

- ✧ **Medical Insurance** – Three options to choose from - Co Pay Plan, PPO 300 Plan, and HDHP with Health Savings Account. Coverage and rates vary, depending on which plan you choose. Ranges of monthly rates are shown below:
 - Employee only..... \$31 up to \$56
 - Employee and spouse.....\$218 up to \$271
 - Employee and children.....\$53 up to \$84
 - Employee and family.....\$281 up to \$341
 Dental and vision plans are also available.

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

Deferred Compensation <http://www.mocsplans.com>....A Deferred Compensation plan is available as a pre-taxed deduction and eligibility begins with employment.

Cafeteria Plan <http://www.mocafe.com> ...Provides tax-free purchase on employee's health, dental, and vision premiums, medical and dental fees, prescription drugs, and dependent care assistance.

Travel Reimbursement....Fleet of state-owned vehicles usually available. Reimbursed .45 cents per mile, if you must provide own transportation. Reimbursed meal allowances and reasonable hotel accommodations

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

Political Activity...As a condition of employment, employees must sign an oath stating they will not participate in partisan politics.

Background Check....Offers of employment will be contingent upon a clear criminal history check, verifying no criminal convictions other than minor traffic violations.

Tuition Reimbursement....Provides reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.

Reimbursement rates are based on final grade: 100% = A 75% = B 50% = C

Note: The tuition reimbursement program is temporarily frozen due to budget restraints.