

OSCA

Employee Information & Benefits



Probationary Period:

Upon successful completion of a six month probationary period, employees may be eligible for a 2% pay increase.



Paid Holidays:

There are 13 paid holidays each calendar year, which OSCA offices will be closed and employees who are in pay will status will receive the day off work with compensation.



Travel Reimbursement:

Fleet of state-owned vehicles usually available. Reimbursed 0.655 cents per mile, if you must provide your own transportation. Reimbursed hotel accommodations for overnight stays. Reimbursed meal allowances for employees traveling a minimum of 12 continuous hours.

Background Check:

Background checks will be conducted on all potential employees. OSCA may refuse to hire an applicant based on any arrests, criminal convictions, or pleas of guilty that relates to the applicant's potential performance in the position applied for.

Political Activity:

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

Pay Periods:

Paychecks are processed on a two-week lag payroll system and are direct deposited twice a month:

- ▶ Hours worked from the 1st through the 15th will be paid on the last 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

Leave Accruals:

Annual and Sick leave is accrued on a semi-monthly basis. Employees transferring to OSCA directly from another state agency that has signed a reciprocal agreement may transfer a maximum amount of 80 hours of annual leave and all accumulated sick leave.

Annual leave accrual for full-time employees is based on years of service

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

Sick leave accrual for full-time employees

Accrue five hours per pay period. Accrual does not increase with service.

BENEFITS SUMMARY

Office of State Courts Administrator

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 five years of employment
- ▶ **Life Insurance:** State pays for life insurance in the amount of the employee's salary. Optional life insurance is available for up to six times the employee's annual salary with an \$800,000 maximum. Premiums for option life is paid by the employee and rates are determined by amount of coverage and age of employee. Spouse and dependent coverage is also available.
- ▶ **Long-term Disability Insurance:** State pays the monthly premium. The benefit pays 60% of monthly salary less taxes. Eligibility begins after 90 days of disability.

State of Missouri Deferred Compensation Plan:



- ▶ Available as a pre-taxed deduction and eligibility with employment. All new employees hired for the first time to a station 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 30 days of employment and will be refunded any money already deducted. Employees may change or cancel their enrollment any time after 30 days.
- ▶ Effective July 1, 2022, if you contribute at least \$25 a month to your MO Deferred Comp account, the State of Missouri will match your contributions dollar-for-dollar up to a maximum of \$75 each month.

MO State 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 30 days of employment.

MCHCP - Missouri Consolidated Health Care Plan:



- ▶ **Medical Insurance:** Employees have three options from - PPO 750 Plan, PPO 1250 Plan, and HSA with Health Savings Account. Coverage, rates and deductibles vary, depending on which plan you choose. Family coverage is available. Participation in wellness incentives reduces monthly premium rates. Ranges of monthly rates are shown below.
- ▶ **Dental and Vision Insurance:** Employees have the option to enroll in vision and dental insurance plans with individual or family coverage.

Coverage Type	Monthly Rates for 2024
Medical - Employee Only	\$0 up to \$137
Medical - Employee and spouse	\$77 up to \$429
Medical - Employee and children*	\$13 up to \$210
Medical - Employee and family*	\$96 up to \$502
Dental Insurance	\$27 up to \$94
Vision Insurance	\$4 up to \$18