



ADAMS COUNTY

COLORADO

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STUDY SESSION AGENDA TUESDAY May 12, 2015

*STUDY SESSION WILL BEGIN APPROXIMATELY 15 MINUTES AFTER CONCLUSION OF
PUBLIC HEARING.*

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

10:00 A.M.	ATTENDEE(S):	Bryan Ostler
	ITEM:	Benefit Overview
10:30 A.M.	ATTENDEE(S):	Heidi Miller
	ITEM:	Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) for the Purpose of Receiving Legal Advice and Negotiation Discussions Regarding City of Aurora Case

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE OF STUDY SESSION: May 12, 2015
SUBJECT: General Benefits Overview
FROM: Bryan Ostler, HR Director, Charles DuScha Risk/Benefits Manager, Pauline Hohn Benefits Administrator
AGENCY/DEPARTMENT: Human Resources
ATTENDEES: Bryan Ostler, Charles DuScha, Pauline Hohn
PURPOSE OF ITEM: Review of 2015 general benefits and public sector market data
STAFF RECOMMENDATION: Review the general benefits offerings and public sector data to review and discuss options to consider for the 2016 budget process.

BACKGROUND:

As part of the 2015 Strategic Advance meeting, one of the key 2015-2016 priorities identified at the meeting is to evaluate employee benefits that attract new and retain existing quality employees. This initiative is part of the strategic plan goals of a High Performing, Fiscally Responsible Government.

As part of the review of benefits that the County currently provides to employees, we have also gathered general market data of benefits to help assess our competitiveness in the market. The intent of this Study Session is to review the current benefits and market data available on general benefits as we approach the 2016 budget process, and recommend areas to consider and provide further analysis and information as options to consider during the 2016 budget process.

Additionally, each year a thorough compensation market and health benefits analysis is conducted in concert with MSEC (Mountain States Employers Council) data that is released in early June. An analysis is performed by HR in July/August on approximately 70% of the County's current positions and analyzed based on the market data provided by MSEC, and a summary / recommendation will be provided in August/September.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Human Resources, County Manager's Office

ATTACHED DOCUMENTS:

General Benefits Menu
Public Sector Market Data
General Benefits Overview Presentation

FISCAL IMPACT:

Either mark X if there is no fiscal impact or provide the following information for the recommended action:


Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

Additional Note:

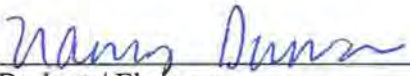
List any Supplemental Information Regarding Fiscal Impact.

APPROVAL SIGNATURES:


APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Budget / Finance



Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager

General Benefits Overview

May 12, 2015

Benefits Overview

Intent of Today's Study Session:

- I. Review General Benefits and Market Data
- II. Exit Interview Data
- III. Recommendations

I. Review General Benefits and Market Data

Adams County Goal: High Performing, Fiscally Responsible Government

Overall Benefits Philosophy:

- To offer an outstanding benefits package that meets or exceeds the packages offered by employers we compare ourselves to and compete for talent with.
- Manage our benefit offerings in a way that is competitive, yet financially sustainable for the County and its employees.

I. Review General Benefits and Market Data

Market Data Comparables:

-Counties: Arapahoe, Boulder, Broomfield, Douglas, Jefferson, Larimer, Weld

-Cities: Broomfield, Ft. Collins, Lakewood, Thornton, Westminster

I. Review General Benefits and Market Data

Paid Holidays: New Year's Day, MLK Day, President's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving/Day after, Christmas

Adams County	11 days/yr
Average Public Sector Market data	11 days/yr

I. Review General Benefits and Market Data

Annual Leave (vacation): Accruals begin on the first full month of employment.

Years of Service	FT/40 hrs	PT/ 30 hrs
• 0-2 yrs	6.68 hours/month	5.0 hours/month
• 2-5 yrs	8.00 hours/month	6.0 hours/month
• 5 +	10.00 hours/month	7.5 hours/month
• 10+	13.34 hours/month	10.0 hours/month

-320 hour cap FT/240 hour Cap PT

-County pays all accrued annual leave up to 320 hour cap for separating employees

I. Review General Benefits and Market Data

Market data on Annual Leave (vacation):

Years of Service	Adams County	Average Public Sector Market Data
1 year	10 days/year	12 days/year
After 5 years	15 days/year	15 days/year
After 10 years	20 days/year	20 days/year
Average Max	40 days	37 days

I. Review General Benefits and Market Data

Admin Days: Admin days are discretionary and provided to exempt employees as a method of staff retention through work/life balance.

- Exempt employees are granted one paid admin day (8 hours) per month.

I. Review General Benefits and Market Data

Alternative Work Schedules: An AWS is provided to NE and Exempt employees as a method of staff retention through work/life balance.

- Department Directors are responsible for determining if AWS is feasible based on operational needs.
- 2 primary schedules available 4-10s and 9-80
- Telecommuting policy/option

I. Review General Benefits and Market Data

Sick Leave: Accruals begin on the first full month of employment.

FT Employees

8 hours/month

PT Employees

6 hours/month

- 960 hours total cap
- Separating employees hired before 1983 pay out of ½ up to 720 hours, after 1983 ½ of 360 hours

I. Review General Benefits and Market Data

MSEC and Market Data on Sick Leave:

	Adams County	Average Public Sector Market Data
Sick Leave Days Per Year	12 days	12 days
Maximum Cap	*120 days	**78 days

* 120 days = 960 hours maximum cap, 720 hours cap/90 days before 1983, and 360 hours cap/45 days after 1983.

** Jurisdictions reporting an unlimited cap were excluded (6 jurisdictions reported a no max cap and no payout option upon separation).

I. Review General Benefits and Market Data

Long-Term Disability: Adams County provides an employer paid long-term disability policy for benefit eligible employees.

- 60% of employees salary
- 90-day elimination or waiting period

I. Review General Benefits and Market Data

General Market Data on Long-Term Disability:

	Adams	Average Public Sector Market Data
LTD Policy	90-day waiting period-60% of salary	*124-day waiting period-60% of salary

*Jurisdictions reporting a longer waiting period LTD plan (180 days) have supplemented the waiting period with a STD policy.

I. Review General Benefits and Market Data

Voluntary AFLAC:

- Short Term Disability
- Cancer Program
- Accident Program
- Hospital Advantage Program
- Critical Illness Policy
- Group Accident Policy

I. Review General Benefits and Market Data

General Market Data on Short-Term (Employer Paid) Disability:

	Adams	Average Public Sector Market Data
STD Policy	NA-provided through AFLAC at employee cost	15-day waiting period--% of salary varies across the board

I. Review General Benefits and Market Data

Retirement Plan: Adams County provides a Defined Benefit retirement through a 9% mandatory employee deduction. The County matches 9% from first day of employment. Employees are vested (100% of employer contribution) after 10 years of service.

I. Review General Benefits and Market Data

General Market Data on Retirement Plan:

	Adams	Average Public Sector Market Data
Retirement Plan	DB	*DC
EE/ER Contribution	9%/9%	7.09%/8.18%
100% Vested	10 yrs	4.77 yrs

*Arapahoe and Weld have a DB plan

II. Exit Interview

Top Reasons for Leaving:

1) Better job opportunity	19.51%
2) Retired	14.63%
3) Quality of supervision	12.2%
4) Moving	12.2%
5) Change careers	9.76%
6) Compensation	7.32%

III. Recommendations

Recommendations:

- Option of Employer Paid STD
- Evaluate options for more flexibility within annual leave (PTO, Conversion options, Cash out options)

Additional Questions?

	Adams	Arapahoe	Boulder	Broomfield	Douglas	Ft Collins	Jefferson	Larimer	Lakewood	Thornton	Weld County	Westminster
Holidays												
Reg	11	11	11	11	11	9	10	10	11	9	11	8
Floating		1	1		1		1	2	2	2		1
Total	11	12	12	11	12	9	11	12	13	11	11	9
Vacation												
0-2 Years	10 days	12 Days	12 Days	12 Days	12 Days	15 Days	12 Days	12 Days	12 Days	12 Days	12 Days	14 Days
2-5 Years	12 days	12 Days	12 Days	12 Days	12 Days	15 Days	12 Days	12 Days	12 Days	12 Days	12 Days	14 Days
After 5 years	15 Days	15 Days	18 Days	15 Days	15 Days	16 Days	15 Days	15 Days	15 Days	15 Days	15 Days	16 Days
After 10 Years	20 Days		21 Days		18 Days	17 Days		20 Days		18 Days	18 Days	19 Days
After 13 Years				20 Days								
After 15 Years		20 Days				20 Days	20 Days		18 Days	21 Days		
After 20 Years					21 Days					24 Days	20 Days	
After 25 Years				25 Days								
Max Accrual Hours	320	280	240	520	2 x Rate	320	416	320	320	240	320	222
Personal Time Off												
	NA	8 Hours	24 Hours	NA	16 Hours	NA	NA	NA	NA	NA	16 Hours	24 Hours
Sick	12 Days	12 Days	12 Days	10 Days	12 Days	15 Days	15 Days	12 Days	12 Days	12 Days	12 Days	Same as above
Payout	Y- 1/2	No	Y	No	No	No	No	No	Yes-with conversion option	No	Yes	Y- up to max vac and 1/2 remaining balance
Max Accrual	120 Days	N/A - Cash out at year end	60 Days	Converted to Vacation at year end	Conversion to cash payout 2:1 as EE	40 Days- Conversion option to Vac	No Max	No Max	105 Days	Conversion to Vac or cash 2:1	60 Days	
PTO	No	No	No	No	No		No	No	No	No	No	
	Adams	Arapahoe	Boulder	Broomfield	Douglas	Ft Collins	Jefferson	Larimer	Lakewood	Thornton	Weld County	Westminster
Alternative Work Schedules												
9/80's	Y	Y	Y	NA	Y	Y	Y for Exempt	NA	Y	Y	Y	N
4/10's	Y	Y	N	Y	NA	Y	Y	Y	Y	N	Y	Y
Wellness Credit												
Per Year	\$180	Y-No Data	\$300	\$308	Y- No Data	3 Days paid	Y	\$480	\$100 to HRA	\$180	\$300 EE + Spouse	\$360
LTD												
	Y (90-day)	Y (60-day)	Y (90-days)	Y (90-days)	Y (90-days)	Y (No data)	Y-No Data	Y (90-days)	Y (180-days)	Y (180-days)	Y (180-days)	Y (180-days)
STD Employer Paid												
	N	N	Y (14-days)	Y (7-days)	Y- No Data	Y (14-days)	Y-No Data	NA	Y (14-days)	Y (15-days)	Y (30-days)	Y (14-days)
Retirement												
	DB	DB	PERA	DC	DC	DC	DC	DC	DC	DC	DB	DC
	EE 9%/ER 9%	EE 8%/ER 8%	EE 8%/ER 13.7%	EE 6%/ER 6%	EE 8%/ER 8%	EE 3%/ER up to 6.5%	EE/ER up to 8%	EE/ER up to 5%	EE 8%/ER 10%	EE 5%/ER 5/85%	EE 9%/ER 9%	EE 10%/ER 10%
100% Vested	10 yrs	5 yrs	5 yrs	5 yrs	No Data	DOH	6 yrs/tiered	5 yrs	5 yrs	5 yrs	5 yrs	DOH/22 months

Initiative: Employee Benefits

Goal: High Performing, Fiscally Responsible Government

Problem: Evaluate all employee benefits that attract new and retain existing quality employees by analyzing options and opportunities.

Benefits Offerings: To be eligible for benefits employees must be classified as full-time, project-designated, grant-funded, executive, elected, appointed, and part-time 3, provided they are scheduled to work or budgeted at least 30 hours per week.

11 Paid Holidays Per Year: Employee's currently receive the following paid holidays as granted by the Board of County Commissioners: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Annual Leave (vacation): Accruals begin on the first full month of employment. Employees must have annual leave accruals at the beginning of the month in order to use them during the month.

Years of Service	Full-time 40 hrs/wk	Part-time 30-39 hrs/wk
0-up to 2 yrs	6.68 hours per month	5.0 hours per month
2-5 years	8.00 hours per month	6.0 hours per month
After 5 yrs	10.00 hours per month	7.5 hours per month
After 10 yrs	13.34 hours per month	10.0 hours per month

-320 hours cap for FT employees-monthly cap

-240 hours cap for PT employees-monthly cap

-County pays all accrued annual leave up to employee's cap for separating employees

Admin Days: Adams County offers Admin days to exempt employees as a method of staff retention through work/life balance. Exempt employees should be granted one paid administrative day (8 hours) per month. Department Directors are responsible for determining whether admin days are feasible within their departments.

Alternative Work Schedules: Adams County offers alternative work schedules as a method of staff retention through work/life balance. Department Directors are responsible for determining whether alternative work schedules are feasible and have discretion to allow or disallow based on departmental needs. Two primary work schedules may be available, depending on department operations, are "4-10s" (four 10 hour days each week) or "9-80" (80 hours worked during nine days).

Sick Leave: Accruals begin on the first full month of employment for eligible employees.

Full-time 40 hrs/wk
8 hours per month

Part-time 30-39 hrs/wk
6 hours per month

-960 hours hard cap

-Separating employees: hired after 1983 ½ up to 360 hours; hired before 1983 up to 720 hours

Retirement Plan: A deduction of 9.0 percent (pre-tax) from employee's salary is mandatory. Employees are eligible for a monthly retirement benefit after ten years of service. No vesting schedule.

Basic Term Life Insurance: Adams County provides a basic term life insurance policy at no cost for all employees who meet eligibility requirements. This policy is equal to employee's annual salary rounded up to the nearest thousand. Reduced life insurance amounts apply to regular part-time employees. Employees can also purchase additional life insurance through the group.

Long-term Disability: Adams County provides a long-term disability policy at no cost for each employee who meets eligibility requirements. The policy pays 60 percent of employee's salary after the 90-day waiting period has been met.

Tuition Reimbursement: Up to \$2,000 per year after one year of employment. \$10,000 max during employee's employment with the County.

Training and Development: Numerous training and development classes are available (Crucial Conversations, Parenting Skills, Servant Leadership, Personal Financial Mgmt 101/201, Understand How People Listen and Why They Don't, Punctuation/Communication, Anger/Stress Mgmt, Planning Conducting Feedback Sessions, Diversity in the Workplace, and Speed of Trust).

Deferred Compensation: Employees can contribute additional dollars into this voluntary 457B retirement plan.

-Pre-tax investment with tax-deferred growth

-50 plus investment options

-Loan provision allows participant to borrow up to 50 percent of their account value

Flexible Spending Cafeteria Plan: Employees can set aside money for child care or unreimbursed medical expenses pre-tax.

Wellness Program: Adams County's wellness program has been recognized twice as a Golden Apple award recipient, recognized for outstanding employee health programs. The Journey to Wellness program offers a variety of wellness events, classes, activities, and challenges in addition to offering onsite physical fitness classes at multiple locations, and an upcoming onsite health clinic. The County offers an annual wellness credit of \$180 for completing the Health

Risk Assessment (HRA), Know Your Numbers webinar, and a blood screening at the annual health fairs.

Employee Assistance Program: The Employee Assistance Program (EAP) provides up to three in-person sessions for clinical services each year to help employees find solutions to their everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being. This program is available through Standard Insurance Company as part of the Long Term Disability policy. There is no additional cost for this service.

Health Insurance: Medical, dental and vision coverage is available to eligible employees through United HealthCare, Delta Dental of Colorado and Vision Service Plan.

AFLAC: Supplemental medical coverage is available on a voluntary basis through AFLAC. Programs include Short Term Disability, Cancer Plan, Accident, Hospital Indemnity and Critical Care.