

Great Benefits

*For employees of the
Oklahoma Department
of Human Services*

*Human Resources
Management Division
Employment Services*

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OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Insurance Benefits Allowance

- State of Oklahoma employees are provided a benefit allowance each month to pay for mandatory core benefits that include:

Health and Dental Insurance

Basic Life Insurance

Disability Insurance

- Employees who elect to include dependent coverage for health insurance receive a higher benefit allowance.

- If the cost of the employee's selections total less than their monthly allotment, the remaining money is included in their take-home pay. If their selections total more than the benefit allowance, the employee must pay the difference.

- Health and Dental Insurance - Depending on geographic location, several plans may be available. The cost of each plan varies according to the provider.

- Basic Life Insurance - Basic life insurance includes a \$20,000 life insurance policy. If an employee's death is the result of an accident, that amount will double to \$40,000. Additional coverage is available at an extra cost.

- Disability - Short and long-term disability is provided to employees when off work due to a qualifying event. Disability coverage pays 60 percent of the employee's salary up to a maximum dollar amount.

Maximize Insurance Benefits With These Payroll Options

Premium Conversion - Employees may elect to pay for qualifying mandatory and optional coverages before taxes are deducted, lowering their taxable income.

Reimbursement Accounts - Employees may set aside money from their paycheck before it has been taxed to pay for planned expenses, such as medical deductibles and child care expenses.

LEAVE

Leave options available for state employees include:

Family Medical Leave — Employees with more than twelve months of full-time service (and a minimum of 1250 hours) may take family leave, not to exceed 12 weeks in a 12-month period for qualifying events. Family leave is deducted from existing leave balances or may be taken as leave without pay.

Annual Leave — Annual leave is accrued based upon years of continuous service and is used for vacations, personal business, and time off not covered by other paid or holiday provisions.

Sick Leave — Sick leave is to be used when an employee is unable to work due to illness or injury, or for medical, dental, or optical examinations or treatment. Full-time employees accrue 15 days per year. There is no limit on the amount that may be accrued.

Leave Sharing — Permanent employees with more than 12 months of service who have exhausted accrued sick and annual leave and who are absent from work because they suffer from, or have a relative or household member who suffers from, a serious health condition or life-threatening illness or injury, or who are eligible for family leave, are eligible to receive annual or sick leave donated by state employees.

Military Leave — Employees are eligible for 20 days of paid military leave per federal fiscal year when ordered to military duty.

Organizational Leave — Qualifying employees are entitled to take leave with pay up to three days a year to attend meetings of job-related professional organizations of which they are a member.

Annual Leave Accumulation Schedule

YEARS OF CUMULATIVE SERVICE	ANNUAL ACCRUAL RATE	ACCRUAL LIMITS	
		VACATION	PAID
less than 5 years	15 days	45 days	30 days
5 to 9 years	18 days	78 days	60 days
10 to 19 years	20 days	80 days	60 days
20 years and over	25 days	80 days	60 days

Enforced Leave — Employees may be granted paid time off from work for illness, injury, death of a member of their immediate families, or extreme personal disaster. Enforced leave is charged to sick leave and may not exceed employee's sick leave balance or 10 working days in a calendar year.

Paid Holidays

Employees receive days off with pay for holidays as determined by the Governor.

Traditionally recognized holidays are:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Jury Services Leave — Employees are entitled to time off without loss of compensation or leave when directed to perform jury duty.

LONGEVITY

Full-time employees are eligible for annual longevity payments, after they have completed two year's state employment, according to pay schedule below:

TOTAL YEARS OF SERVICE	ANNUAL PAYMENT
At least 2 years, but less than 4 years	\$250
At least 4 years, but less than 6 years	\$426
At least 6 years, but less than 8 years	\$626
At least 8 years, but less than 10 years	\$850
At least 10 years, but less than 12 years	\$1,062
At least 12 years, but less than 14 years	\$1,250
At least 14 years, but less than 16 years	\$1,500
At least 16 years, but less than 18 years	\$1,688
At least 18 years, but less than 20 years	\$1,900
At least 20 years	\$2,000

\$200 will be added to the \$2,000 payment for every additional two year's service over 20 year's service.

As an employee of the Oklahoma Department of Human Services, you will join one of Oklahoma's largest organizations committed to helping Oklahoma families grow brighter futures. You will be the recipient of benefits including:

PAID LEAVE BENEFITS

- Annual Leave
- Sick Leave
- Shared Leave
- Military Leave
- Organizational Leave
- Enforced Leave
- Paid Holiday Leave
- Jury Leave

INSURANCE BENEFITS

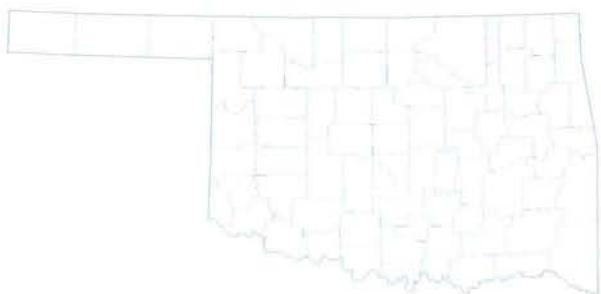
- Health
- Dental
- Life
- Accidental Death and Dismemberment
- Short and Long Term Disability

RETIREMENT

- Oklahoma Public Employees Retirement System
- Disability Retirement
- Social Security Contributions
- Deferred Compensation

OTHER BENEFITS

- Longevity Pay
- Workers' Compensation
- Reimbursement Accounts
- Premium Conversion
- Direct Deposit
- Voluntary Payroll Deduction
- Medicare Contributions



RETIREMENT

Retirement is provided for full-time employees for the purpose of providing lifetime benefits. State employees qualifying for retirement benefits receive two percent of their salary for each year of service. These benefits are paid in addition to any supplemental benefits received from social security.

Disability retirement may be available for employees who must terminate employment due to health problems.

Deferred Compensation is a voluntary supplemental retirement plan that enables employees to defer payment of a portion of their income to a later date by investing in a variety of options. The state currently contributes \$25 in matching funds. Taxes are deferred until retirement when most participants expect to be in a lower tax bracket.

OTHER BENEFITS

Workers' Compensation is available to employees injured on the job, under the provisions of the Workers' Compensation Act, which includes salary replacement and medical expenses.