



AMHERST COUNTY SERVICE AUTHORITY

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RE: ACSA Benefits

Can you name them all? Here at ACSA, we have a tremendous comprehensive benefit package. Here is a list of a few benefits to be recognized!!!

Health Benefits:

ACSA's health benefits program, The Local Choice, administered by the Virginia Department of Human Resource Management, includes medical, behavioral health, dental, and prescription drug coverage. An employee may choose a membership for employee only, employee and one dependent or a family membership for the employee and two or more dependents. The employee's portion of the premium is paid by payroll deduction; ACSA contributes 80% of single coverage premium, and 65% of dual and family coverages.

Section 125 Flexible Benefits Plan

Each plan year, ACSA adopts Section 125 Flexible Benefit Plan (Cafeteria Plan) that is administered by The American Fidelity Assurance Company. This plan is established by ACSA to offer employees different types of benefits best suited for their needs and allows employees the opportunity to convert taxable wages into non-taxable benefits. Available benefits offered by Section 125 include Group Medical Insurance, Disability Income Insurance, Cancer Coverage, Dental/Vision Insurance, Dependent Care Assistance Plan and a Medical Reimbursement Plan.

Time-Off Benefits, Paid and Unpaid

Vacation Leave is accrued at a rate set according to your total years of service. The range of accrual rates vary from 96 hours per year for employees with less than four years, to 192 hours per year for employees with 20 or more years of service. Unused vacation balances up to 336 hours may be carried over to the next calendar year. Also, on separation from employment, up to 336 hours of unused vacation may be paid as final vacation compensation.

Sick Leave, like vacation, is accrued at a rate set according to your total years of service. The range of accrual rates vary from 96 hours per year for employees with less than four years of service, to 480 hours per year for employees with more than 10 years of service. (Hybrid employee's accrue sick leave at a rate of 96 hours per year.)

Up to 40 hours of **Personal Leave** may be granted to conduct certain business essential to an employee's everyday life that must be scheduled during working hours.

Keeping consistent with state law mandates, this year, in 2022, the following days are observed as **paid holidays** for ACSA employees: January 17th (Martin Luther King, Jr. Day); February 21st (George Washington Day); May 30th

(Memorial Day); June 20th (Juneteenth); July 4th (Independence Day); September 5th (Labor Day); October 10th (Columbus Day & Yorktown Victory Day); November 8th (Election Day); November 11th (Veterans Day); November 24th (Thanksgiving Day); November 25th, (Friday-after Thanksgiving Day); December 26th (Christmas Observed), and any other day appointed by the Amherst County Board of Supervisors or Governor of Virginia. *This year, 4 hours of time off is granted on the twenty third of November, as well as 8 hours on the twenty third of December as additional time off!*

In certain situations, where leave is required in excess of leave allowable with pay, an employee may ask to be placed in a **Leave Without Pay (LWOP)** status (subject to approval). Leave without pay may be granted for education, military, annual, and sick leave in excess of accumulated or allowable leave with pay. Please note, VRS service credit is not earned for any month an employee is in a LWOP status.

ACSA complies with the federal **Family and Medical Leave Act (FMLA)** in providing unpaid leaves of absence and job protection to eligible employees for situations defined in that Act.

Retirement Program

ACSA employees are covered by the Virginia Retirement System (VRS). The VRS offers three retirement plans depending on an employee's hire date:

1. Plan 1 (employees hired before July 1, 2010, and have five years of service credit as of January 1, 2013)
2. Plan 2 (employees hired before July 1, 2010, and does not have five years of service credit as of January 1, 2013)
3. VRS Hybrid Plan (employees hired on or after January 1, 2014)

*Prior non-refunded VRS service credit can also impact which retirement plan an employee offered.

For each retirement plan, employees are vested when five years of service credit is complete. Each plan provides monthly retirement benefits that vary with each plan. Employees can learn more about their retirement plan by visiting <https://myvrs.varetire.org>.

Deferred Compensation Plan

ACSA offers employee participation with the Amherst County 457 (b) Deferred Compensation Plan. This supplemental retirement plan is administered by Nationwide Retirement Solutions. In this plan, employees are given the opportunity to invest in pre-tax and/or after tax (Roth) contributions, through employee monthly payroll deduction.

Group Life Insurance

At no cost to the employee, all full-time ACSA employees are enrolled in the group life insurance plan administered by the VRS. This plan provides life insurance and accidental death and dismemberment insurance during employment for the employee. The dollar amount of employee coverage is an employee's annual salary rounded to the next highest thousand, then doubled.

VRS administered life insurance may extend beyond an employee's retirement (the value of this post-retirement benefit is reduced after the second January 1st following retirement, and each following January 1st, until coverage reaches a minimum of 25%. The 25% VRS life insurance benefit is until death.

Dependents of the employee may also be covered by the group life insurance plan. In addition, optional group life insurance is also available for the employee and the employee's dependents (Optional post-retirement life insurance shall cease the date the retiree attains age 80). Employees can learn more about VRS provided life insurance by visiting <https://www.varetire.org/benefits-and-programs/benefits/life-insurance>.

Disability

ACSA contributes 100% of disability benefit costs for employees. Full-time, non-hybrid employees, continuously disabled for one month, after exhausting all sick leave, may be eligible for two additional months of disability pay in a calendar year. Hybrid employee short-term disability weekly benefit vary according to an employee's total number of months of continuous service. Hybrid employees may also be eligible for a long-term disability benefit, once the period for which short-term disability ends.

Employee Assistance Program

Employee Assistance Program services are available from Anthem Blue Cross & Blue Shield for all ACSA employees enrolled in The Local Choice health care plan, and their covered family members. In addition, ACSA also participates with HealthWorks, a comprehensive occupational health and workplace wellness provider. Both TLC and HealthWorks, offer free help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems, and for various personal difficulties, including legal, financial, and relationship concerns, etc.

Training

ACSA supports employee training / edification for required and on-going regulatory continuing education as well as courses designed to broaden employee knowledge in their particular field of work. The cost of tuition, books, and transportation is provided for courses approved by management / supervisors.

As you can see, ACSA employment offers much more than just wages and salaries! If you need any assistance concerning your comprehensive benefit package, please do not hesitate to ask!

Sincerely,

A handwritten signature in blue ink that reads "Richard W. Hall". The signature is written in a cursive style and is placed on a light blue rectangular background.

Richard W. Hall
Assistant Director