

## QUICK REFERENCE GUIDE

### STATUS AND ELIGIBILITY FOR BENEFITS – CLASSIFIED EMPLOYEES<sup>1</sup>

BENEFIT	Full-Time	Quasi Full-Time (Q)	Part-Time (P)
	40 Hours per week for twelve months per year.	30-39.9 hours per week for 12 months per year; or 40 hours per week for 9, 10, or 11 consecutive months. Number of hours for "Q" status changed effective 6-25-14.	20 – 29 hours per week, 12 months per year; or for 9, 10, or 11 consecutive months per year at least 1040 hours and 29 hours or less per week for a maximum not to exceed 1500 hours per year. Number of hours for "P" status changed effective 6-25-14.
<b>Health Insurance</b>	Participating employees contribute a monthly amount toward cost of benefit; premium varies by plan.	Participating employees contribute a monthly amount toward cost of benefit; premium varies by plan.	Participating employees must pay 100% of premium; premium varies by plan.
<b>Life Insurance</b>	Provided at no cost to the employee. Provides life insurance and accidental death/dismemberment insurance during employment. Value based on base salary. <i>Employees may also purchase optional group life and pay the entire premium through payroll deduction.</i>	Provided at no cost to the employee. Provides life insurance and accidental death/dismemberment insurance during employment. Value based on base salary. <i>Employees may also purchase optional group life and pay the entire premium through payroll deduction.</i>	Provided at no cost to the employee. Provides life insurance and accidental death/dismemberment insurance during employment. Value based on base salary. <i>Employees may also purchase optional group life and pay the entire premium through payroll deduction.</i>
<b>Holidays</b>	Receive 8 hours of pay for all designated state holidays.	Receive holiday pay proportionate to hours worked for all designated state holidays.	Receive holiday pay proportionate to hours worked for all designated state holidays.
<b>Retirement</b>  <i>Plan 1 and Plan 2 VRS, SPORS, VaLORS</i>	Vested after five years of creditable service.  Plan 1 benefit based on age, average of the 36 consecutive months of highest compensation, and years of creditable service.  Plan 2 benefit based on age, average of the 60 consecutive months of highest compensation and years of creditable service.	Vested after five years of creditable service.  Plan 1 benefit based on age, average of the 36 consecutive months of highest compensation, and years of creditable service.  Plan 2 benefit based on age, average of the 60 consecutive months of highest compensation and years of creditable service.	Vested after five years of creditable service.  Plan 1 benefit based on age, average of the 36 consecutive months of highest compensation, and years of creditable service.  Plan 2 benefit based on age, average of the 60 consecutive months of highest compensation and years of creditable service.

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<b>Retirement</b> <i>Hybrid Retirement Plan</i>	Defined benefit component - Vested after five years of creditable service. Benefit based on age, average of the 60 consecutive months of highest compensation, and years of creditable service.  Defined contribution component – Employee and employer each contribute a mandatory 1%. Employee can contribute an additional 4% in voluntary contributions. Employer will provide a match up to 2.5%. Employees are immediately vested in their own contributions and become fully vested in employer matching contributions after 4 years of creditable service.	Defined benefit component - Vested after five years of creditable service. Benefit based on age, average of the 60 consecutive months of highest compensation, and years of creditable service.  Defined contribution component – Employee and employer each contribute a mandatory 1%. Employee can contribute an additional 4% in voluntary contributions. Employer will provide a match up to 2.5%. Employees are immediately vested in their own contributions and become fully vested in employer matching contributions after 4 years of creditable service.	Defined benefit component - Vested after five years of creditable service. Benefit based on age, average of the 60 consecutive months of highest compensation, and years of creditable service.  Defined contribution component – Employee and employer each contribute a mandatory 1%. Employee can contribute an additional 4% in voluntary contributions. Employer will provide a match up to 2.5%. Employees are immediately vested in their own contributions and become fully vested in employer matching contributions after 4 years of creditable service.
<b>Annual Leave</b>	4 to 9 hours per pay period. Accrual rate based on total years of salaried service. Maximum carryover and payout rates are based on years of service.	4 to 9 hours per pay period accrued at a rate proportionate to the number of hours worked based on total years of salaried service. Maximum carryover and payout rates are not reduced and are based on years of service.	4 to 9 hours per pay period accrued at a rate proportionate to the number of hours worked, based on total years of salaried service. Maximum carryover and payout rates are not reduced and are based on years of service.
<b>VSDP Family Personal</b>	16-40 hours per year. May be used for any purpose. Allotment rates based on total months of salaried state service and date of employment for new hires/rehires.	16-40 hours per year. May be used for any purpose. Allotment rates based on total months of salaried state service and date of employment for new hires/rehires.	16-40 hours per year. May be used for any purpose. Allotment rates based on total months of salaried state service and date of employment for new hires/rehires.
<b>VSDP Sick Leave</b>	64-80 hours per year. May be used for personal illnesses/medical visits. 33% may be used for family illness under FMLA. Allotment rates based on total years of state service or date of employment for new hires/rehires.	64-80 hours per year. May be used for personal illnesses/medical visits. 33% may be used for family illness under FMLA. Allotment rates based on total years of state service or date of employment for new hires/rehires.	32-40 hours per year. May be used for personal illnesses/medical visits. 33% may be used for family illness under FMLA. Allotment rates are based on total years of salaried service or date of employment for new hires/rehires.

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<b>VSDP Short-Term Disability Leave (STD) and Long-Term Disability Leave (LTD)</b>	Provides supplemental replacement income during periods of partial or total disability for both non-work and work-related disabilities at 100%, 80% or 60% of salary for up to 125 workdays after 7-day waiting period. After STD expires: income replacement of 60% (80% for catastrophic disabilities). New hires/rehires eligible after one year of service.  <i>Income replacement may be higher if Workers' Compensation is the primary benefit plan.</i>	Provides supplemental replacement income during periods of partial or total disability for both non-work and work related disabilities at 100%, 80% or 60% of salary for up to 125 workdays after 7-day waiting period. After STD expires: income replacement of 60% (80% for catastrophic disabilities). New hires/rehires eligible after one year of service.  <i>Income replacement may be higher if Workers' Compensation is the primary benefit plan.</i>	Provides supplemental replacement income during periods of partial or total disability for both non-work and work related disabilities at 100%, 80% or 60% of salary for up to 125 workdays after 7-day waiting period. After STD expires: income replacement of 60% (80% for catastrophic disabilities.) New hires/rehires eligible after one year of service.  <i>Income replacement may be higher if Workers' Compensation is the primary benefit plan.</i>
<b>Traditional Sick Leave</b>	Provides non-VSDP employees with paid leave for health-related reasons. Accrues at a rate of five work hours per pay period.	Provides non-VSDP employees with paid leave for health-related reasons. Accrual rate proportionate to number of hours worked.	Provides non-VSDP employees with paid leave for health-related reasons. Accrual rate proportionate to number of hours worked.
<b>Cash Match Program 401 (a)</b>	Employees eligible if they are making continuous 457 contributions. The matching amount is 50 percent of the contribution to the 457 Plan, not to exceed \$20 per pay date.  Hybrid Retirement Plan members who have not elected to make voluntary contributions to a local 403(b) must first maximize their voluntary contributions into the Hybrid 457 Deferred Compensation Plan before receiving a cash match.	Employees eligible if they are making continuous 457 contributions. The matching amount is 50 percent of the contribution to the 457 Plan, not to exceed \$20 per pay date.  Hybrid Retirement Plan members who have not elected to make voluntary contributions to a local 403(b) must first maximize their voluntary contributions into the Hybrid 457 Deferred Compensation Plan before receiving a cash match.	Part-time salaried employees are eligible to participate in the 401(a) Cash Match. Wage employees are not eligible to participate.
<b>457 Deferred Compensation Plan</b>	All are eligible to enroll. Participants can choose to make pre-tax contributions, Roth (after-tax) contributions or a combination of both.	All employees are eligible to enroll. Participants can choose to make pre-tax contributions, Roth (after-tax) contributions or a combination of both.	All are eligible to enroll. Participants can choose to make pre-tax contributions, Roth (after-tax) contributions or a combination of both.

Covered employees only as defined in Policy 2.20, Types of Employment.

NOTES: All classified employees hired or re-hired on or after January 1, 1999 are enrolled in VSDP.

For detailed information consult DHRM and VRS policies, manuals, and handbooks at <http://www.dhrm.virginia.gov> or <http://www.varetire.org>.