



STATE OF NEW HAMPSHIRE DIVISION OF PERSONNEL

Summarized Benefit and Employment Information for Full-Time Employees

MEDICAL (includes Prescription Drugs) & DENTAL BENEFITS

MEDICAL

Medical and Dental coverage is available on the 1st day of the month following the completion of one full month of full-time regular employment. Employees selecting either the HMO or POS plans and/or Dental coverage will be required to contribute a set amount per pay period depending on the plan selected. For a complete listing of contributions by plan:

<http://das.nh.gov/hr/MedicalandDentalContributionCharts.asp>

Health Maintenance Organization (HMO):

Managed care plan that requires members to coordinate their care through a Primary Care Physician (PCP) and access services from In-Network New England Providers. Members can receive either a paid health club membership (not greater than \$450 per calendar year) at a participating facility (Minimum workout requirement) or up to \$200 reimbursement per calendar year for eligible home exercise equipment. Members are also eligible for biennial credit of \$100 per family member for prescription eyeglasses or contact lenses.

Point of Service (POS):

Point of Service plan allows members to coordinate their care and access services from both In-Network New England Providers as well as with Out-of-Network Providers. Care sought with Out-of-Network Providers is subject to applicable deductible, co-insurance amounts in addition to amounts exceeding the allowable benefit.

Members enrolled in either the HMO or POS plan are also eligible for up to \$150 per family per calendar year for attending approved Community Health Education classes under the State's Community Health Education Reimbursement Program (CHERP).

DENTAL

Dental coverage is available on the 1st day of the month following the completion of one full month of full-time regular employment. For summaries of Benefits & Benefit Booklets go to:

<https://das.nh.gov/riskmanagement/active/dental.aspx>

- ***Part-Time employees may also be eligible for Medical/Dental Insurance.***

HEALTH REWARD PROGRAM

Employees will receive a \$200 Health Reimbursement Arrangement (HRA) benefit for completing a Health Assessment Tool (HAT) and become eligible for up to \$300 in gift cards from a list of retailers or a Visa gift card for completing 3 Health Rewards Activities during that plan year. Go to <https://das.nh.gov/riskmanagement/active/health-education-and-wellness.aspx> for more details about this program and other wellness opportunities.

OTHER BENEFITS OFFERED

NH RETIREMENT SYSTEM

Mandatory contribution for full-time employees is 7% per pay period for Group I Employees, 11.80% per pay period for Group II Fire and 11.55% per pay period for Group II Police. Go to: http://das.nh.gov/hr/retirement_benefits.html

LIFE INSURANCE PLAN

Basic group term life insurance coverage of \$50,000 is available to employees on the 1st day of the month following the completion of one full month of full-time regular employment paid for by the State. Additional plans are available for full-time employees through voluntary selection. For available plans go to:

<https://das.nh.gov/riskmanagement/active/life-insurance/index.aspx>

FLEXIBLE SPENDING PLAN

Pre-tax medical and/or dependent childcare flexible spending plans are available to employees on the 1st day of the month following completion of one full month of full-time regular employment through voluntary selection. For additional information about Flexible Spending Plans go to: http://das.nh.gov/hr/flexible_spending.html

DEFERRED COMPENSATION PLAN

457 (b) Public Employees Deferred Compensation Plan is a Pre-tax savings plan available to full-time AND part-time employees through voluntary selection. Go to: <https://das.nh.gov/employeeportal/comp-savings/deferred-comp/>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Confidential and voluntary programs that provides assistance to all employees and their family members. Go to: <https://das.nh.gov/employeeportal/health-wellness/employee-assistance-program.aspx> for more information.

For more information about benefits go to:

<https://das.nh.gov/EmployeePortal/benefits/>

UNIONS

New England Police Benevolent Association (NEPBA)

New Hampshire Troopers Association (NHTA)

State Employees Association (SEA)

Teamsters Local 633

Employees may be required to pay an agency fee or union dues as a condition of employment. For further information about Labor Relations go to:

http://das.nh.gov/hr/labor_rel/labor_relations.aspx

HOURS AND PAY POLICIES

STANDARD WORK WEEK

Full-time employees work a basic week of 37.5 or 40 hours, depending upon job assignment. Overtime may be required for certain positions.

SALARY INCREASES

Employee performance is evaluated annually. A full-time employee who receives a satisfactory evaluation will receive a salary increment on their anniversary date if the salary range allows for an increment.

LONGEVITY

Upon completion of ten (10) years of continuous full-time service, an employee receives a \$300 annual bonus, plus \$300 for each 5-year period thereafter.

OVERTIME

Employees are compensated for authorized hours worked in excess of the basic workweek. *(Authorized overtime worked may be compensated in cash or compensatory time off, depending on available funding).*

HOLIDAYS

State Employees are entitled to ten (10) holidays during the calendar year. In addition to those ten (10), State employees who are employed on a full-time basis are eligible for three (3) Floating Holidays.

LEAVE ACCRUAL POLICIES

ANNUAL LEAVE

CONTINUOUS SERVICE	MONTHLY ACCRUAL	DAYS/ YEAR	MAX DAYS
00-01 Year	1.00 Day	12	12
02-08 Years	1.25 Days	15	32
09-15 Years	1.50 Days	18	38
16-20 Years	1.75 Days	21	44
21+ Years	2.00 Days	24	50

SICK LEAVE

CONTINUOUS SERVICE	MONTHLY ACCRUAL	DAYS/ YEAR	MAX DAYS
00-08 Years	1.25 Days	15	90
09-15 Years	1.25 Days	15	105
16+ Years	1.25 Days	15	120

Employees represented by different unions may have different holiday and/or leave accrual policies.

For further information about Labor Relations go to:
http://das.nh.gov/hr/labor_rel/labor_relations.aspx

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(EOE)

This brochure is intended to present a summary of benefits and employment information only and is not intended to represent any statement of promise or guarantee. All information is subject to change.