

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF CORRECTIONS
OFFICE OF HUMAN RESOURCES
39 Howard Avenue, Cranston, RI 02920
(401) 462-3250**

Revised: 11/14/2006

**THE FOLLOWING IS A LIST OF STATE EMPLOYEE BENEFITS
RIBCO BARGAINING UNIT**

HEALTH COVERAGE:

United Healthcare
Delta Dental (\$1200 annual allowance)
Vision Service Plan

Health coverage is provided for the employee and his/her dependents, i.e., spouse, domestic partner and unmarried children to the age of nineteen (19) years.

Student coverage is for children over 19 years of age and a full-time student until 25 years of age. You must complete an Affidavit of Student Status form each year the child is enrolled as a full-time student. Forms may be obtained in the Personnel Office.

Newborn: Employee has 30 days from date of birth to add a newborn to his/her health coverage. A birth certificate is required.

Marriage: Employee has 60 days from date of marriage to add a spouse to his/her health coverage. A marriage certificate is required.

WAIVER OF HEALTH COVERAGE:

Employees have an option to Waive Health Insurance with proof of other medical coverage. Bonus for this option is \$2,002 paid in December each year (this amount is pro-rated to the actual number of pay periods waived during the year (\$77 pp X 26 pp = \$2002).

If you waive health insurance, you will still receive vision and dental coverage for yourself.

SICK LEAVE:

Each employee accrues 15 sick days per year, which can be carried over each year to a maximum of 125 days. If you work a 35-hour week, you accrue 4.0 hrs of sick time per pay period. If you work a 40-hour week, you accrue 5.0 hours of sick time per pay period. It takes one full year to accrue 15 sick days.

VACATION LEAVE:

Employee shall accrue vacation leave according to the following schedule:
Vacation time is accrued each pay period. It takes one year to accrue your total number of vacation days.

| <u>YEARS OF SERVICE</u> | <u>TOTAL VACATION DAYS</u> |
|-------------------------|----------------------------|
| 0.5 | 10 |
| 5.10 | 15 |
| 10.15 | 18 |
| 15.20 | 20 |
| 20.25 | 26 |
| OVER 25 | 28 |

PERSONAL LEAVE: Each employee shall be granted four (4) personal days each year.

BEREAVEMENT PAY: In the event of death in an employee's immediate family, the employee shall be entitled to three (3) days leave with full pay.

MILITARY TRAINING LEAVE: 15 days leave with pay in any one calendar year.

PROBATIONARY PERIOD:

This is an evaluation period during which an employee is required to demonstrate his/her ability to satisfactorily perform the duties of the position. This period shall be for 130 days worked in a normal work schedule.

STEP INCREASES:

Upon the completion of six (6) months, an employee shall receive a one-step increase and shall receive an additional one-step increase each year thereafter until s/he has reached step 12. Longevity is built into the step increases (600 pay plan schedule). Employee shall receive step 13 after 15 years, step 14 after 20 years and step 15 after 25 years (Correctional Officer, Captain, Lieutenant, and Correctional Officer Steward personnel shall receive step 15 after 22 years).

SHIFT DIFFERENTIAL:

Shift Differentials \$.65 per hour effective 6/29/03:

40-hour work week = \$1352.00 35-hour work week = \$1183.00

RETIREMENT SYSTEM:

All State employees must belong to the State Retirement System and are required to contribute 8.75% of their salary to the fund.

If you served time in the Armed Forces, you may elect to purchase credits up to four (4) years as time spent in the Retirement System. You may purchase these credits at a cost of 10% of your first year wages as a State employee. You can purchase your military credits within your first five (5) years membership in the system INTEREST FREE.

For explanation of all retirement benefits, see booklet provided by the Retirement System.

LIFE INSURANCE:

Each employee is eligible to purchase Basic Group Life Insurance (Aetna). The amount of the insurance is based on your annual salary rounded to the next thousand. The cost to the employee is \$.1828 per thousand per pay period if under age 55 and \$.1934 per thousand per pay period for age 55 & older.

If you are not interested in enrolling, you must check off waiver on the Group Life Insurance Form.

If employee purchases Basic Group Life Insurance Policy, s/he will be entitled to purchase an additional Optional Policy as long as the Evidence of Insurability Form has been approved by Aetna.

This Optional Life Insurance would double the amount of your basic insurance. The cost of this insurance is based on your age – refer to Optional Life Insurance Program Booklet.

Employees may cancel life insurance during the year if their deduction is on an after-tax basis. Otherwise employee must wait for the annual Open Enrollment period to cancel.

SUPPLEMENTAL INSURANCE (AFLAC):

To get information on Short Term Disability Insurance, Cancer Insurance, Long Term Care Insurance, and Dependent Day Care call an **AFLAC Representative at 521-7700.**

Enrollment and cancellations for pre-taxed insurance can only be done during Open Enrollment. All transactions are completed through an AFLAC Representative.

PRE-PAID LEGAL INSURANCE:

Signature Legal Care is available to all employees eligible for payroll deduction benefits. Covers legal advice and defense on adoptions, criminal trial, debt collection, defendant civil action, estate administration and closing, guardianship/conservatorship, matrimonial matters, name change, wills and trusts. Coverage for your spouse and eligible dependents is also available.

You, the employee, are the primary member of the plan at the cost of \$2.68 per pay period for individual coverage and \$3.58 per pay period for family coverage. Dependent children must be less than age 19, or if a full-time student, less than age 23. Once the dependent child has reached the limiting age, coverage will terminate at the end of the calendar year.

Employees have 30 days from date of hire to enroll in the group's Signature Legal Care Plan or you may enroll during the annual Open Enrollment period.

Employees may change your election each year during the annual Open Enrollment period.

DEFERRED COMPENSATION PLANS:

Employees may enroll or cancel at any time during the year and may enroll in any of the three plans by calling the plan administrator directly. The following companies have optional retirement/investment plans which you can join at any time by contacting a company representative:

Aetna (ING): 1-800-784-6386 Fidelity: 1-800-343-0860 VALIC (AIG): 401-521-8666

COLLEGE SAVINGS PROGRAM:

RIHEST, Rhode Island Higher Education Assistance Authority, call 1-877-474-4378 for an enrollment kit. Be sure to identify yourself as a State Employee.

College Bound Fund – Alliance Capitol – a 529-college savings program and a tax-deferred growth, call 1-888-324-5057 or 401-785-0333 for information.

Available to employees through payroll deduction.

DIRECT DEPOSIT:

Employees have the option of having their net pay deposited directly to the financial institution of their choice.

If a legal holiday occurs on a Monday or a Tuesday of a payroll processing week, electronic transfer of payroll direct deposit data will occur one (1) business day later than usual.

You may obtain a direct deposit form from the Payroll Office.

SAVINGS BONDS:

Option to purchase savings bonds through payroll deduction.

EE Bonds are issued at 50% of the face value and are available through the payroll system in denominations of \$100, 200, \$500, and \$1000.

I Bonds are issued at face value and are available through the payroll system in denominations of \$50, \$75, \$100, \$200, \$500, and \$1000. The I Bond guarantees you a rate of return over and above the rate of inflation for up to 30 years. The I Bond interest rate is adjusted for inflation every May 1 and November 1.

Visit the Savings Bond Program's website at www.savingsbonds.gov for the current rate.

If you participate in the Savings Bonds Program and have an address change you must notify the Personnel Office at 462-3250 who will notify Ms. Fran Cirillo, Department of Administration, Office of Personnel Administration, One Capitol Hill (3rd floor), Providence, RI 02908

FAMILY MEDICAL LEAVE ACT:

Eligible employees are entitled to 13 weeks of unpaid, job-protected leave for certain family and medical reasons. Employees are eligible if they have been employed by the State of Rhode Island for at least one (1) year and must have performed at least 1,250 hours of service during the previous 12 months.

Applications (Form WH-380, "Certificate of Health Care Provider") may be obtained in the Personnel Office.

EDUCATIONAL INCENTIVE:

Eligible RIBCO employees may pursue education credits toward an advanced degree in law enforcement (Corrections as a Major) in the various areas of corrections: psychology, social work, and human relations, along with elective programs which are considered a necessary part of the generic A.S. or B.S. degree such as English, History, Economics, or other pertinent subjects. Requests to take courses under this program must be presented in advance to the Associate Director of Human Resources for approval. Forms may be obtained at the Personnel Office.

| | | |
|----------------------------------|---|---------|
| <u>Incentive Steps Attained:</u> | Step 1 - 12 credits----- | \$1,000 |
| | Step 2 - 25 credits----- | \$1,500 |
| | Step 3 - 60 credits (A.S. degree) ----- | \$2,000 |
| | Step 4- 120 credits (B.S. degree)----- | \$2,500 |

All course work must be accomplished during off-duty hours only.

STATE EDUCATIONAL IN-SERVICE INCENTIVE PROGRAM:

State employees hired after July 1, 2001 may earn an unlimited number of additional educational incentive credits during their careers, subject to the following:

Each earned educational incentive award shall be paid for a total of 4 years. After the 4 years have expired, you will no longer receive payment for incentive credit.

3 years from your final payment of educational incentive credit, you will be eligible to enroll in additional incentive credit courses.

State employees hired prior to July 1, 2001 are eligible to opt/out of the “old” program and opt/in to the “new” program.

Once you request to opt/out of the old program, you may not apply for an incentive credit course until the incentive award from the original program has been terminated. Pending upon your acceptance into the course and approval of time off from your work schedule is granted, it may take at least an additional 1 ½ years before you are able to earn 4 additional incentive credits.

Once you are in the new program, you cannot change your mind and revert to the old program. Your new educational incentive award will be retained for only 4 years. After 3 years from the date of your final payment of educational incentive credit, you will be eligible to enroll in additional incentive credit courses. You cannot take the same course twice in seeking additional incentive payment.

RIBCO members can become beneficiaries of both educational incentive programs. Any amount of educational incentive that has been awarded through participation in the above State Educational Incentive In-Service Training Program operated by the State Division of Personnel shall be deducted from any wage incentive earned under the RIBCO Educational Incentive Program.

EMPLOYEE ASSISTANCE PROGRAM:

The State has contracted with the *LifeWatch* Employee Assistance Program (EAP) to provide state employees a valuable employee benefit. Pressures and challenges at home and at work can result in problems that are difficult to handle without professional assistance. This program provides you with confidential counseling and referral services for a wide variety of personal or job related problems. Your household members and dependents are also covered under the program. The *LifeWatch* EAP helps employees, dependents, and household members resolve small problems before they become big ones. In addition to counseling, the *LifeWatch* (EAP) provides referrals for children, eldercare, financial, and legal services as well as for support groups.

To schedule an appointment or request a referral call *LifeWatch* Employee Assistance Program’s 24-hour, toll-free crisis line at **1-800-333-6228**. On your first visit, an intake counselor will assess your situation to determine the best course of action. If you require treatment, you will continue your appointments until an agreed upon conclusion is reached. The State has already paid for your assessment. If additional treatment is needed, your health care will be assessed once your benefit has been exhausted and you will know in advance what your co-payment, if any, will be.

Office hours are from Monday through Friday 8:30 a.m. to 4:30 p.m.

PAID HOLIDAYS: (Any day that the Governor or General Assembly so appoints)

New Year’s Day
Dr. Martin Luther King’s Birthday
Memorial Day
Independence Day
Victory Day
Labor Day

Columbus Day
Election Day (State Offices)
Veterans Day
Thanksgiving Day
Christmas Day