

VACATION, SICK AND HOLIDAY TIME POLICIES

- **Vacation Time**

Continuous Service	Monthly Accrual	Days/Yr	Max Days
0-12 months	1 day	12	12
1-8 yrs	1.25 days	15	32
9-15 yrs	1.50 days	18	38
16-20 yrs	1.75 days	21	44
>-20 yrs	2.00 days	24	50

- **Sick Time**

Continuous Service	Monthly Accrual	Days/Yr	Max Days
0-12 months	1.25 days	15	15
1-8 yrs	1.25 days	15	90
9-15 yrs	1.25 days	15	105
16-20 yrs	1.25 days	15	120

Bonus days awarded for minimal use of sick time.

- **Holidays**

Ten paid regular Holidays and two paid floating Holidays per calendar year. (January 1st and July 1st)

STATE OF NEW HAMPSHIRE

DIVISION OF PERSONNEL

Summarized Benefit and Employment Information for Full-Time Employees



For more information, please call or write to:

**State of New Hampshire
Department of Administrative Services
Division of Personnel
25 Capitol Street
Concord, NH 03301
(603) 271-3261**

(EOE)

www.nh.gov/hr

TDD access: Relay NH 1-800-735-2964

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 provided is subject to change.

CHOICE OF COMPREHENSIVE MEDICAL BENEFITS

Health coverage is available to all New Hampshire State Employees through Anthem Blue Cross and Blue Shield on the 1st day of the month following the completion of one full month of full-time regular employment.

POINT OF SERVICE:

Provides participants with a choice of two coverage options at the point of service.

Option 1 - In-Network New England Providers

Option 2 - Out-of-Network Providers

HEALTH MAINTENANCE ORGANIZATION

Requires Primary Care Physician (PCP) referrals. Must use In-Network New England Providers.

Beginning July 1, 2007 employees selecting either the POS or HMO plans will be required to contribute \$25.00 per pay period. Effective January 2, 2009 this contribution will increase to \$30.00 per pay period.

COMPLETE DENTAL COVERAGE

Dental Insurance is available to all New Hampshire State Employees through Delta Dental on the 1st day of the month following the completion of one full month of full-time regular employment.

\$1200 per person per year

Preventative care	100% Basic
Restorative	80%
Major Restorative	50%
Orthodontics	50% *

*Lifetime maximum of \$1200

OTHER BENEFITS OFFERED

- **Retirement Plan**

Mandatory employee contribution (5% of earnings).

- **Life Insurance Plan**

Full time employees are provided with state –paid group term life insurance of \$20,000. Employees may purchase additional life insurance using payroll deduction.

- **Employee Assistance Program**

- **Flexible Spending Plan**

(Pre-Tax) Medical and Dependent Care

- **Disability Insurance**

- **Deferred Compensation Plan**

A pre-tax savings plan of up to 100% of includible compensation up to \$11,000 / year.

- State Employees' Association

- **NH Troopers Association**

- **New England Police Benevolent Association**

Most State agencies are bargaining units and employees are represented by the State Employees Association or, in the case of certain law enforcement employees, the New Hampshire Troopers Association or NEPBA. Employees in bargaining units are required to make a choice between joining the Union or paying an Agency fee as a condition of employment.

HOURS & PAY POLICIES

- **Standard Work Week**

The majority of State employees work a basic workweek of 37.5 hours or 40 hours depending upon job assignment.

- **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.

- **Salary Increases**

Employee performance is evaluated annually. An employee who receives a satisfactory evaluation will receive a salary increment on his or her anniversary date if the salary range allows for an increment.

- **Longevity**

10 years of continuous service - \$300 annual bonus plus an additional \$300 for each 5-year period thereafter.

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