

Agency Benefits Comparison Issues

I. Salary

A. What is the starting salary? What does the pay scale look like? How do increases occur?

1. Examples: Are promotions based on performance? Are there step increases built into the pay ranges? What are the pay ranges?

B. PERS

1. Is the employee responsible for the Employee contribution which is currently 9 %? Does the employer pay part or all of the Employee contribution as a fringe benefit (PERS Pickup)?

II. Benefits

A. Hours Worked per day

1. What are the total hours worked per week?
2. Is there a paid lunch hour?

B. Health Insurance

1. What type of health insurance is available?
2. What are the deductibles, out of pocket maximums, prescription co-pay?
3. Is it a PPO, HMO or traditional plan?
4. What is the Health Insurance Contribution to Premium

C. Life Insurance

1. Is there a term, life insurance policy available for the employee if they pass away during employment?
2. Is there a group life insurance policy available at a discounted rate for employee to purchase?

D. Disability Insurance

1. Does the Agency provide short term disability insurance?
2. What are the parameters?

E. Holidays

1. What are the Agency Holidays?

F. Personal leave / Vacation

1. How many personal days / vacation days are available?
2. When do they increase?
3. When are employees able to take first personal / vacation day?
4. Are there restrictions to vacation (i.e.: Can only take one week at a time, must chose vacation at the beginning of each calendar year, etc.)

F. Sick Leave

1. How many sick days are available?
2. What are the rules for sick leave?
3. What is the policy for Family and Medical Leave?

G. Flex Time Availability

1. Does the agency allow for flex time or alternative work schedules?
2. Are there opportunities for job sharing?

H. Overtime / Comp. Time

1. What is the Agency policy on earning overtime or compensatory time?

I. Bereavement days

1. How many bereavement days are available?
2. What is the Agency policy on bereavement?

- J. Leave Conversion
 - 1. Are you able to convert unused sick, vacation or personal days to cash?
 - 2. At what rate and how often?
- K. Retirement / Pension Plan
 - 1. Is a 401 (k) or a 403 (b) available?
 - 2. Deferred Compensation – this is a 409 (B). It allows government employees to place portions of their salary into investments for retirement utilizing pre tax dollars.
- L. Bonuses / Allowances / Stipends
 - 1. Longevity - Is there a financial incentive for tenure as an Agency employee?
 - 2. QA Bonus – Does the Agency offer a Quality Assurance bonus?
 - 3. Stipends - Are there stipends available for incidentals (i.e.: personal cell phone use, use of personal vehicle, etc.)
 - 4. Other -
- N. Employee Development
 - 1. Does the Agency reimburse for training expenses?
 - 2. Does the Agency reimburse for licensure expenses?
 - 3. Does the Agency provide financial assistance for obtaining Master’s Degree?
- O. Mileage reimbursement
 - 1. What is the Agency mileage rate?
- P. Travel reimbursement
 - 1. What is the Agency travel expense policy?
 - 2. Does the Agency reimburse for Hotel accommodations? To what extent?
 - 3. Does the Agency reimburse for Food? To what extent?
- Q. Parking
 - 1. Is free parking available?
 - 2. Does the Agency reimburse for parking expenses away from the Agency?
- R. Union Dues
 - 1. What are the Union Dues?
 - 2. Is there a fair share requirement?
 - 3. Are there initiation fees?
- S. On-Call Requirements
 - 1. Does the agency have on-call requirements?
 - 2. Is there financial reimbursement?
 - 3. What is the Agency response time policy?
- T. Wellness Program
 - 1. Does the Agency sponsor a Wellness Program?
 - 2. Does the Agency have a exercise facility?
- U. Daycare
 - 1. Does the Agency provide Daycare services?
- V. Employee Assistance Program
 - 1. Does the Agency have an Employee Assistance Program?
- W. Hiring Incentives
 - 1. Does the Agency have any hiring incentives?
- X. Other