

NEW YORK STATE UNIFIED COURT SYSTEM

SUMMARY OF EMPLOYEE BENEFITS

EMPLOYEE PROTECTION - The Unified Court System administers several programs to ensure protection in employment practices. These include the Workforce Diversity Program, Discrimination Claim Policy and Procedures, Sexual Harassment Policy and Procedures, the Anti-Discrimination and Anti-Gender Bias Panels and other programs.

HEALTH INSURANCE - There are several options offered under the New York State Health Insurance Program for eligible employees: generally, those who regularly work at least half time. Eligible employees may select coverage under the Empire Plan or choose from various HMOs. Please refer to the booklet "CHOICES" for all of the available options and for phone numbers to call for more specific information on a particular plan. Employees may choose either individual or family coverage, with Domestic Partner coverage also available to those meeting certain eligibility requirements. The UCS pays a portion of your health insurance premium while you are on the payroll and your portion is automatically deducted from your salary check. (You may have your portion deducted under the pre-tax contribution program.) Coverage begins on an employee's 43rd day of employment if the employee has enrolled within the first 42 days of employment. Otherwise, coverage begins on the first day of the fifth payroll period after the employee applies for coverage. A COBRA benefit to continue your health insurance may be available upon separation from service.

Employees who have other employer-sponsored group health insurance may opt out of their NYSHIP coverage in exchange for an annual incentive payment of \$1,000 (individual coverage) or \$3,000 (family coverage).

A separate Worker's Compensation benefit is available to cover loss of income resulting from occupational injury or disease.

VISION & DENTAL COVERAGE - Vision and Dental benefits are available at no expense to eligible employees and their dependents, whether the employee selects no coverage, individual coverage, or family coverage in a NYSHIP health insurance plan.

Represented employees receive these benefits through the CSEA Employee Benefit Fund. Half time employees are eligible only for a minimal dental plan and no vision care. New employees become eligible for coverage after the completion of 28 days of service.

Management Confidential employees are covered under the Davis Vision Plan and the Emblem Health Dental Program. Vision coverage begins on the first day of the month following 28 days of continuous employment. Dental coverage begins on the first day of the month following the completion of six months of continuous employment.

LIFE INSURANCE - Death benefits are available to beneficiaries of members of the NYS Employees Retirement System if death occurs prior to the employee's retirement. MC employees may enroll in a Group Life and Accidental Death and Dismemberment insurance plan underwritten by Aetna at no cost to the employee. Additional life insurance may be purchased by MC employees at cost to the employee. Represented employees may purchase life insurance through CSEA.

NEW YORK STATE PUBLIC EMPLOYEE LONG TERM CARE INSURANCE PLAN - This is a voluntary employee-pay-all plan designed to provide financial protection against the costs associated with long-term care covered services provided by nursing facilities, home health care agencies, adult day care centers and assisted living facilities.

HOLIDAYS- UCS employees are entitled to twelve paid holidays annually. Half-time employees receive 3 hours 30 minutes paid time if holidays fall on days that they normally work and 3 hours 30 minutes comp time if the holiday falls on a day they do not normally work. Half-time employees who normally work more than 3:30 on the day the holiday falls on will have to charge leave accruals for the difference in order to receive their normal salary. Please note that an employee must be on the payroll on their regularly scheduled day before and after the holiday in order to be paid for the holiday.

SICK LEAVE - Eligible employees earn 3 hours and 30 minutes of sick leave credits (pro-rated for less than full time employees) for every two week accrual period, equal to 13 regular work days per year. Employees may use up to fifteen days of earned sick leave credits annually to care for an eligible family members. Employees may participate in the Sick Leave Bank Program which allows an employee to receive sick leave credits from the bank in the event an employee suffers a serious illness or injury and has exhausted all accruals. The Federal Family and Medical Leave Act guarantees eligible employees the right to be absent from work without loss of job security or group health insurance benefits for up to twelve weeks each year for certain family and medical reasons. FMLA leave is taken as paid sick or annual leave or as unpaid leave, as appropriate. Half-time employees are not eligible for the FMLA benefit.

ANNUAL LEAVE - Full time employees with less than 8 years of continuous credited service earn 5 hours and 20 minutes of annual leave each accrual period (pro-rated for less than full time employees). There are adjustments made each anniversary date to equal a total for the first year of 21 workdays, with one day added each year of continuous service up to a total of 27 workdays annually. At the beginning of the eighth year, leave is credited at 1 workday each accrual period, with one additional day earned on the anniversary date, for a total of 27 workdays annually (or pro-rated as above). Use of annual leave must be approved in advance by the supervisor, and court employees are often required to use accrued annual leave during the annual court Christmas recess.

OTHER LEAVES WITH PAY - The Employee Handbook lists other special purposes for which leave with pay may be granted.

RETIREMENT BENEFITS - All employees of the Unified Court System may become members of the New York State Employees' Retirement System. Membership is mandatory except for those in positions that are temporary, part-time, seasonal, or provisional. Employees hired after April 1, 2012 join the Retirement System as Tier 6 members and are required to contribute three - six per cent of their gross earnings towards their retirement benefits, depending on salary.

Tier 6 employees become vested after ten years of credited employment (20 years for those working half-time). Tier 6 employees may retire with full benefits at age 63 or with reduced benefits beginning at age 55. For additional information, including how to calculate benefits, employees may refer to the "Retirement System Benefits Summary Plan Description" and "Updates" which will be sent directly to the employee from the NYSERS upon becoming a member.

DEFERRED COMPENSATION PLAN - Employees are able to participate in the New York State Deferred Compensation Plan. Federal and NYS income taxes are deferred on wages contributed to the Plan and on accumulated investment earnings. Contributions are by payroll deduction for a minimum of 1% and a maximum of 100% of compensation (not to exceed \$18,000 per year in 2016). Investment options include a Stable Income Fund and numerous mutual funds.

FLEX SPENDING ACCOUNT PROGRAM - This program allows an employee to set aside up to \$5,000 annually of pre-tax salary in a Dependent Care Advantage Account to pay for dependent care expenses and up to \$2,550 annually of pre-tax salary in a Health Care Spending Account to pay for health care related expenses.

NEW YORK STATE COLLEGE SAVINGS PROGRAM - This 529 College Savings Program offers numerous tax incentives that make it a very attractive way to save money for college.

WORK LIFE ASSISTANCE PROGRAM - This program provides free, confidential referral services to help employees who are facing problems that could affect their daily lives and job performance.

TRAINING - Unified Court System offers ongoing in-house training in many areas: from computer to management skills. An audio and video lending library has training tapes available for employees' use.

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