

**Employee Assistance Program (Deer Oaks)**

The Employee Assistance Program (EAP) provides free and confidential assessment, short-term counseling, prevention, education and referral services for you and your dependents.

**Vacation Leave**

Vacation Leave accrues from the date of hire. Vacation Leave accrues per pay period. The rate of accrual is determined by the years of service according to the schedule below.

Years of Service	Accrual
1-3	3.08
3-5	4.08
5-7	4.62
7-10	5.08
10+	6.15

Maximum carryover per fiscal year is 240 hours.

**Sick Leave**

Sick leave accrues at 4 hours per pay period. Sick leave has unlimited accrual. After 15 years of service, accrued sick leave is paid out upon retirement.

**Bereavement Leave**

An employee may take up to 5 work days of paid leave as needed in the event of a death of an immediate family member as defined in the HR policy.

**Military Leave**

Employees on annual military training are entitled to a maximum of 15 paid work days per federal calendar year.

**Jury Duty Leave**

Employees are granted leave with pay when required to be absent from work for jury duty.

**Domestic Abuse Leave**

The County will provide guaranteed leave up to 14 days per calendar year for victims of domestic abuse for the purpose of seeking protection and court time.

**Holidays**

Doña Ana County offers up to 14 paid holidays each year.

**Personal Day**

In addition to the paid holidays, each employee is entitled to 1 paid personal day to be used within the fiscal year.

**Educational Assistance**

Doña Ana County assists employees with tuition costs for higher education once they meet the prescribed eligibility requirements.

- Prior approval required.
- Pass the course with an "A" or "B".
- Courses must pertain to your current position or career progression with the County.
- The course must be taken from an institution of higher learning and be on the list of County-approved institutions. This list includes the University of New Mexico, New Mexico State University, University of Texas, Troy State University and Doña Ana Community College. Other educational institutions may be approved at the discretion of the County Manager.

**Collective Bargaining Agreements**

Some of the benefits are subject to variation based upon collective bargaining status.

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**EMPLOYEE GROUP BENEFITS**

Thank you for considering Doña Ana County as your employer of choice! We are excited at the prospect of having you become part of our results oriented and success driven team of dedicated employees.

We at Doña Ana County are committed to the well being of our employees and offer comprehensive and highly competitive range of benefits.

This brochure provides an overview of Doña Ana County's benefit package for employees. For complete details about the benefits offered, please contact the Human Resources Department.

**Doña Ana County**  
**Human Resources Department**  
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**Doña Ana County** values its employees and recognizes that employees are its best asset. To attract and retain highly skilled employees, the County offers an excellent benefits package. A full benefit package is equivalent to 42% to 60% of an employee's annual salary.

The County contributes a percentage towards the medical, dental, and vision benefits of its employees based on the employee's annual salary as shown below:

Annual Salary	Employee	County
Less than \$30K	20%	80%
\$30K - \$49,999	25%	75%
\$50K and over	30%	70%

**Medical, Dental and Vision Insurance**

**Blue Cross/Blue Shield New Mexico**

Offers two (2) options:

- PPO (Ded \$750, OOPM \$2750)
- HDHP (Ded \$1,500, OOPM \$6,500)  
**eligible to enroll in HSA Account**

**Delta Dental of New Mexico PPO (in network)**

- Diagnostic & Preventative Paid 100%
- Basic Services Paid 80%
- Major Services Paid 60%

**VSP Vision Care**

- Eye exam: \$10 copay every 12 months
- Frames and Contact lenses: \$150
- Low out-of-pocket costs
- Access to nationwide network of eye doctors

**Life Insurance (BCBSNM Dearborn)**

Doña Ana County offers each employee basic life insurance with an Accidental Death & Dismemberment benefit at no cost. Employees may also purchase dependent life insurance for their spouse and/or dependent children (under age 26) for a nominal fee through payroll deduction.

**Disability Insurance (BCBSNM)**

Employees temporarily disabled from a personal illness or injury may be eligible to apply for *short-term disability benefits*. The benefit pays 50% of an employee's base salary to maximum benefit of \$1,000 per week. Benefits are available for up to 22 weeks after a 30-day waiting period.

Employees disabled longer than 22 weeks may be eligible to receive *long-term disability benefits*. Employees receive 60% of their weekly wages after a 180-day waiting period. Doña Ana County pays 100% of both disability plans.

**Workers' Compensation**

Workers' Compensation provides temporary, partial pay while an employee is recovering from a work-related injury. Doña Ana County pays the premium for this insurance

**VOLUNTARY PLANS**

In addition to those listed above, Doña Ana County employees also enjoy the following excellent voluntary benefits:

- ❖ **Flexible Spending Accounts (BASIC Flex)**
  - Health Care Spending Account
  - Dependent Care Savings Account
- ❖ **Supplemental Life Insurance (BCBSNM- Dearborn)**
- ❖ **Legal Services (MetLife)**
- ❖ **Life Retirement Insurance (Globe)**
- ❖ **College 529 Savings Plan (Ascensus)**
- ❖ **AFLAC Plans**
  - 24 Hour Accident
  - Cancer
  - Critical Illness
- ❖ **United Way**

**ADDITIONAL EMPLOYEE BENEFITS**

- Direct Deposit Payroll
- Doña Ana County Payroll Debit Card
- Employee Loan Program (True Connect)

- Post-Employment Benefits through COBRA
- Uniform/Shoe Allowance (Department Specific)
- Job-Related Training and Seminars (Department Specific)

**PERA Retirement Plan**

Doña Ana County participates in the Public Employees Retirement Association of New Mexico (PERA). Membership is a condition of employment (with limited exception).

PERA Plan	Employee	County
Municipal 3	4.79%	19.66%
Police 5	17.80%	19.15%
Fire 5	19.20%	21.90%

General employee population participates in Municipal Plan 3 with a 30-year retirement program (3% Annual Pension Factor for Tier 1 and 2.5% for Tier 2 employees; 90% maximum).

Sworn law enforcement participates in Police Plan 5 with a 25-year retirement program (3.5% Annual Pension Factor for Tier 1 and 3.0% for Tier 2 employees; 90% maximum).

Fire personnel participate in Fire Plan 5 with a 25-year retirement program (3.5% Annual Pension Factor for Tier 1 and 3.0% for Tier 2 employees; 90% maximum).

Retirement based on a combination of years of service and age. The plan also has provisions for both non-duty and duty-related disability retirements.

**Voluntary Deferred Compensation Plan (Voya Financial PERA SmartSave)**

The plan is offered as a supplement to PERA retirement benefits. The plan allows employees to defer a portion of their salary to help prepare them for financial independence upon retirement, and at the same time, lowering their income taxes.