



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick GA 31520**  
**Thursday, October 18, 2018 at 1:00 pm**  
**Commission Meeting Room**

## **BENEFITS & COMPENSATION WORKSHOP AGENDA**

### **CALL TO ORDER**

### **DISCUSSION**

- 1. Benefits & Compensation Introduction & Summary – J. Junkin**
- 2. Payroll Compensation – J. Junkin**
  - A. Position Classification Plan
  - B. Pay Plan
- 3. Employee/Group Health Benefits Comparisons – C. Tindall, T.S.I.**
  - A. Medical & Pharmaceutical Benefits
  - B. Dental Benefits
  - C. Vision Benefits
  - D. Short Term Disability
  - E. Long Term Disability
- 4. JWSC Defined Benefit Plan Comparison – J. Donaghy**
- 5. HR Policies – C. Barnhart, T.S.I.**
  - A. Shift Differential Pay Update
  - B. Holiday Pay Policy
  - C. Emergency & Inclement Weather Policy

### **WORKSHOP ADJOURNED**

*All citizens are invited to attend.  
There is a possibility of a quorum of City or County Commissioners being present.*



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Thursday, October 18, 2018 at 1:00 PM**

**BENEFITS & COMPENSATION  
WORKSHOP MINUTES**

**PRESENT:**

**Donald M. Elliott, Chairman**  
**Clifford Adams, Commissioner**  
**Tripp Stephens, Commissioner**  
**Ben Turnipseed, Commissioner**

**ALSO PRESENT:**

**Jimmy Junkin, Executive Director**  
**Charlie Dorminy, Legal Counsel**  
**Andrew Burroughs, Deputy Executive Director**  
**John D. Donaghy, Director of Finance**  
**Catina Tindall, First Coast Benefits Solutions, Inc.**  
**Cindy Barnhart, Teamwork Services, Inc.**  
**Rhodora Tuten, Teamwork Services, Inc.**  
**Daphne Lajter, Teamwork Services, Inc.**  
**Janice Meridith, Exec. Commission Administrator**  
**Bob Duncan**

Chairman Elliott called the workshop to order at 1:00 PM.

**1. Benefits & Payroll Compensation Introduction & Summary – J. Junkin**

Mr. Junkin provided a JWSC Compensation Analysis to the Commissioners. Details included the various pay grades, job titles included within each pay grade, the current number of staff in each position, pay grade salary information, health insurance contributions, retirement contributions, etc.

**2. Employee/Group Health Benefits Comparisons – C. Tindall**

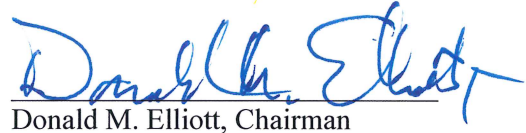
Catina Tindall advised that the current benefits available to JWSC employees are medical, dental, vision, basic life insurance (with additional amounts available to purchase by the employee), long term disability, short term disability and the employee assistance program. She noted that each year there is an interest in how JWSC's benefits compare with those offered by the City and County to their employees. Ms. Tindall provided a brief verbal overview of those benefit plans as compared with JWSC's benefits, as well as a printed summary of JWSC's employee benefits for the Commissioners. Also discussed was the 2019 renewal schedule and a tentative special called workshop to present and discuss the benefits renewal package details and claims information with the Commission in January 2019.

**3. JWSC Defined Benefit Plan Comparison – J. Donaghy**

John Donaghy presented the Defined Benefit Pension Plan Comparison to the Commissioners. He explained the history of the pension plan and unfunded liability to JWSC for the Commission. Mr. Donaghy provided a chart containing a comparison of the JWSC's, Glynn County's and the City of Brunswick's basic benefits, maximum years of service, salary, employee contribution, normal retirement age, early retirement, vesting, sick time, eligibility and other details.

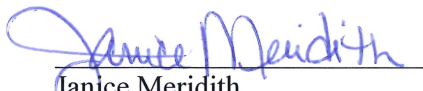
**4. HR Policies – C. Barnhart**

This item was moved to the Discussion section of the Commission Meeting Agenda for October 18<sup>th</sup> at 2:00 PM.



Donald M. Elliott, Chairman

Attest:



Janice Meridith,  
Executive Commission Administrator

**JWSC COMPENSATION ANALYSIS - 2018**

**2017-18 COLA                      2.74%**

**Retirement Contribution**

**6.28%**

Pay Grade	Job Title	No. of Staff	Minimum Annual	Midpoint Annual	Maximum Annual	Health Insurance	Retirement Contribution	Individual Compensation	Total Group Compensation	Benefits Percentage	Estimated Wages	Total Retirement
1		0	19,886	24,845	29,814	12,907	1,560	39,312	0	36.8%	0	-
2		0	20,882	26,103	31,324	12,907	1,639	40,649	0	35.8%	0	-
3		0	21,940	27,424	32,909	12,907	1,722	42,054	0	34.8%	0	-
4		0	23,050	28,813	34,575	12,907	1,809	43,529	0	33.8%	0	-
5		0	24,217	30,271	36,326	12,907	1,901	45,079	0	32.8%	0	-
6		0	25,443	31,804	38,165	12,907	1,997	46,708	0	31.9%	0	-
7		0	26,731	33,414	40,097	12,907	2,098	48,419	0	31.0%	0	-
8	CALL CENTER REP	3	28,084	35,106	42,127	12,907	2,205	50,217	150,652	30.1%	105,317	6,614
9	MAINT & SECURITY CREW MEMBER	2	29,506	36,883	44,259	12,907	2,316	52,106	104,212	29.2%	73,766	4,632
	METER SERVICES TECHNICIAN	5	29,506	36,883	44,259	12,907	2,316	52,106	260,530	29.2%	184,414	11,581
	UTILITY CREW MEMBER I	8	29,506	36,883	44,259	12,907	2,316	52,106	416,848	29.2%	295,062	18,530
	UTILITY MAINTENANCE WORKER I	2	29,506	36,883	44,259	12,907	2,316	52,106	104,212	29.2%	73,766	4,632
10	BILLING COORDINATOR	2	31,000	38,750	46,500	12,907	2,434	54,091	108,181	28.4%	77,500	4,867
	CUSTOMER SERVICE REP	4	31,000	38,750	46,500	12,907	2,434	54,091	216,362	28.4%	155,000	9,734
	MANHOLE REHAB TECH I	2	31,000	38,750	46,500	12,907	2,434	54,091	108,181	28.4%	77,500	4,867
	WW TREATMENT TECHNICIAN	3	31,000	38,750	46,500	12,907	2,434	54,091	162,272	28.4%	116,250	7,301
11	MANHOLE REHAB TECH II	1	32,569	40,712	48,854	12,907	2,557	56,175	56,175	27.5%	40,712	2,557
12	COLLECTIONS SPECIALIST	1	34,218	42,773	51,327	12,907	2,686	58,366	58,366	26.7%	42,773	2,686

**JWSC COMPENSATION ANALYSIS - 2018**

**2017-18 COLA                      2.74%**

**Retirement Contribution                      6.28%**

Pay Grade	Job Title	No. of Staff	Minimum Annual	Midpoint Annual	Maximum Annual	Health Insurance	Retirement Contribution	Individual Compensation	Total Group Compensation	Benefits Percentage	Estimated Wages	Total Retirement
	EQUIPMENT OPERATOR	4	34,218	42,773	51,327	12,907	2,686	58,366	233,464	26.7%	171,091	10,745
	I&I TECHNICIAN I	4	34,218	42,773	51,327	12,907	2,686	58,366	233,464	26.7%	171,091	10,745
	INVENTORY TECHNICIAN	2	34,218	42,773	51,327	12,907	2,686	58,366	116,732	26.7%	85,546	5,372
	LINE CLEANING TECH	2	34,218	42,773	51,327	12,907	2,686	58,366	116,732	26.7%	85,546	5,372
	LINE MAINT TECH 1	2	34,218	42,773	51,327	12,907	2,686	58,366	116,732	26.7%	85,546	5,372
	METER SVCS DATA ANALYST	1	34,218	42,773	51,327	12,907	2,686	58,366	58,366	26.7%	42,773	2,686
	PUMPING SYSTEM TECH 1	10	34,218	42,773	51,327	12,907	2,686	58,366	583,659	26.7%	427,728	26,861
	SERVICE REVIEW SPECIALIST	1	34,218	42,773	51,327	12,907	2,686	58,366	58,366	26.7%	42,773	2,686
	UTILITY LOCATOR/GIS ASSISTANT	2	34,218	42,773	51,327	12,907	2,686	58,366	116,732	26.7%	85,546	5,372
	WATER OPERATOR III	3	34,218	42,773	51,327	12,907	2,686	58,366	175,098	26.7%	128,318	8,058
	WW MAINTENANCE MECHANIC	1	34,218	42,773	51,327	12,907	2,686	58,366	58,366	26.7%	42,773	2,686
	WW TREATMENT OPERATOR III	8	34,218	42,773	51,327	12,907	2,686	58,366	466,927	26.7%	342,182	21,489
13	I & I TECHNICIAN II	1	35,950	44,938	53,926	12,907	2,822	60,667	60,667	25.9%	44,938	2,822
	LAB ANALYST I	3	35,950	44,938	53,926	12,907	2,822	60,667	182,002	25.9%	134,814	8,466
	LINE MAINT TECH II	2	35,950	44,938	53,926	12,907	2,822	60,667	121,334	25.9%	89,876	5,644
	WATER OPERATOR II	3	35,950	44,938	53,926	12,907	2,822	60,667	182,002	25.9%	134,814	8,466
	WW TREATMENT OPERATOR II	2	35,950	44,938	53,926	12,907	2,822	60,667	121,334	25.9%	89,876	5,644
14	ACCTS PAYABLE COORDINATOR	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	ADMINISTRATIVE ASSISTANT	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	ADMINISTRATIVE ASSISTANT	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	ADMINISTRATIVE ASSISTANT	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	ASSET MANAG. COORDINATOR	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	BACKFLOW COMPLIANCE COORDINATOR	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	CONSTRUCTION CREW LEADER	2	37,770	47,213	56,656	12,907	2,965	63,085	126,170	25.2%	94,426	5,930
	DISTRIBUTION CREW LEADER	5	37,770	47,213	56,656	12,907	2,965	63,085	315,425	25.2%	236,066	14,825
	MAINT & SECURITY CREW LEADER	2	37,770	47,213	56,656	12,907	2,965	63,085	126,170	25.2%	94,426	5,930
	PROCUREMENT COORDINATOR	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	PUMPING SYSTEM CREW LEADER	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	SR WW MAINTENANCE MECHANIC	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
	UTILITY SERVICE CREW LEADER	1	37,770	47,213	56,656	12,907	2,965	63,085	63,085	25.2%	47,213	2,965
15	LAB ANALYST II	1	39,683	49,603	59,524	12,907	3,115	65,625	65,625	24.4%	49,603	3,115
	WW TREATMENT OPERATOR I	2	39,683	49,603	59,524	12,907	3,115	65,625	131,251	24.4%	99,207	6,230
16	ACCTS REC COORDINATOR	1	41,692	52,114	62,537	12,907	3,273	68,294	68,294	23.7%	52,114	3,273
	ASSISTANT CUSTOMER SVC MGR	1	41,692	52,114	62,537	12,907	3,273	68,294	68,294	23.7%	52,114	3,273
	COLLECTION SYSTEMS ANALYST	1	41,692	52,114	62,537	12,907	3,273	68,294	68,294	23.7%	52,114	3,273

**JWSC COMPENSATION ANALYSIS - 2018**

**2017-18 COLA                      2.74%**

**Retirement Contribution**

**6.28%**

Pay Grade	Job Title	No. of Staff	Minimum Annual	Midpoint Annual	Maximum Annual	Health Insurance	Retirement Contribution	Individual Compensation	Total Group Compensation	Benefits Percentage	Estimated Wages	Total Retirement
	CONSTRUCTION INSPECTOR	1	41,692	52,114	62,537	12,907	3,273	68,294	68,294	23.7%	52,114	3,273
	UTILITY INSPECTOR I	3	41,692	52,114	62,537	12,907	3,273	68,294	204,883	23.7%	156,343	9,818
	FIELD SVC IVGTR / TRN & DEV CR	1	41,692	52,114	62,537	12,907	3,273	68,294	68,294	23.7%	52,114	3,273
17	CMMS/GIS TECHNICIAN	1	43,802	54,753	65,703	12,907	3,438	71,098	71,098	23.0%	54,753	3,438
	LINE CLEANING CREW LEADER	1	43,802	54,753	65,703	12,907	3,438	71,098	71,098	23.0%	54,753	3,438
	METER SERVICES MANAGER	1	43,802	54,753	65,703	12,907	3,438	71,098	71,098	23.0%	54,753	3,438
	WW CONSTRUCTION SUPERVISOR	1	43,802	54,753	65,703	12,907	3,438	71,098	71,098	23.0%	54,753	3,438
	WW MAINTENANCE SUPERVISOR	1	43,802	54,753	65,703	12,907	3,438	71,098	71,098	23.0%	54,753	3,438
18	BILLING MANAGAER	1	46,020	57,525	69,030	12,907	3,613	74,044	74,044	22.3%	57,525	3,613
	CUSTOMER SERVICE MANAGER	1	46,020	57,525	69,030	12,907	3,613	74,044	74,044	22.3%	57,525	3,613
19	CMMC/GIS SUPERVISOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	CUSTOMER INFO SYSTEMS ANALYST	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	EXECUTIVE COMM ADMINISTRATOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	FLEET MAINTENANCE MGR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	LIFT STATION SUPERVISOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	PLANNING & DEVELOPMENT COORDINATOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	SCADA SYSTEMS & DATA NTWRK TCH	2	48,349	60,437	72,524	12,907	3,795	77,139	154,278	21.7%	120,874	7,591
	SENIOR ACCOUNTANT	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	SENIOR UTILITY INSPECTOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	SYSTEM MONITORING COORDINATOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
	WW PRETREATMENT COMPLIANCE COORDINATOR	1	48,349	60,437	72,524	12,907	3,795	77,139	77,139	21.7%	60,437	3,795
20	ENGN SYSTEMS ANALYST/MODELER	1	50,797	63,496	76,196	12,907	3,988	80,391	80,391	21.0%	63,496	3,988
	Public Information Officer	0										
	Electrician	0										
	Hydraulic Modeling Tech	0										
21	ENGN SYSTEMS ANALYST/MODELER	1	56,071	70,088	84,106	12,907	4,402	87,397	87,397	19.8%	70,088	4,402
	WATER DISTRIBUTION SUPERVISOR	1	56,071	70,088	84,106	12,907	4,402	87,397	87,397	19.8%	70,088	4,402
	General Services Mang/HR Coord	0										
22	ASSISTANT ENGINEER	1	61,891	77,364	92,837	12,907	4,858	95,130	95,130	18.7%	77,364	4,858
	Asset Management Manager											
23	DIRECTOR OF PURCHASING	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363

**JWSC COMPENSATION ANALYSIS - 2018**

**2017-18 COLA                      2.74%**

**Retirement Contribution**

**6.28%**

Pay Grade	Job Title	No. of Staff	Minimum Annual	Midpoint Annual	Maximum Annual	Health Insurance	Retirement Contribution	Individual Compensation	Total Group Compensation	Benefits Percentage	Estimated Wages	Total Retirement
	MAINT & SECURITY SUPERINTN'T	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363
	SYSTEMS PUMPING & MAINT SUPERINTENDANT	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363
	WATER DISTRIBUTION SUPERINTENDANT	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363
	WATER PRODUCTION SUPERINTENDENT	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363
	WW TREATMENT SUPERINTENDANT	1	68,316	85,396	102,475	12,907	5,363	103,665	103,665	17.6%	85,396	5,363
24	Assistant Director of Operations	0	75,409	94,261	113,113	12,907	5,920	113,087	0	16.6%	-	-
25	DIRECTOR OF ADMINISTRATION	1	83,237	104,046	124,855	12,907	6,534	123,487	123,487	15.7%	104,046	6,534
	SENIOR FINANCE ANALYST	1	83,237	104,046	124,855	12,907	6,534	123,487	123,487	15.7%	104,046	6,534
26	SR FIELD ENGINEER	1	91,878	114,848	137,817	12,907	7,212	134,967	134,967	14.9%	114,848	7,212
	DIRECTOR OF FINANCE	1	91,878	114,848	137,817	12,907	7,212	134,967	134,967	14.9%	114,848	7,212
27	DEPUTY EXECUTIVE DIRECTOR	1	101,416	126,770	152,124	12,907	7,961	147,638	147,638	14.1%	126,770	7,961
28	EXECUTIVE DIRECTOR	1	111,944	139,931	167,917	12,907	8,788	161,625	161,625	13.4%	139,931	8,788
<b>CUMULATIVE TOTALS</b>									9,917,541	31.8%	7,522,016	472,383



# EMPLOYEE BENEFITS SUMMARY

## SALARY

Employees are paid bi-weekly and have the option of **Direct Deposit** of their paychecks into a banking account of their choice. Applicable insurance premiums are payroll deducted on a **pre-tax basis**, allowing a reduction of taxable income. A **Christmas Club** option is offered through Teamwork Services, Inc. and Atlantic National Bank. Please contact Teamwork Services, Inc. for more information about these benefit options.

## FLEXIBLE BENEFITS PROGRAM

**Eligibility:** First of the month following completion of 60 days of service in a full-time status.

Pre-Tax Benefits					
Employees may use tax-free dollars to pay for any of the following expenses:					
<ul style="list-style-type: none"><li>Group medical, dental, and vision insurance premiums. Payroll deductions are set up this way automatically unless otherwise requested in writing.</li><li>Health Care Spending Account (HCSA) to reimburse health care expenses not otherwise covered by insurance.</li><li>Dependent Care Spending Account (DCSA) to reimburse for qualified dependent care expenses (children and elderly).</li></ul>					
Medical/Prescription Insurance (Point of Service) United Health Care				Dental Insurance Blue Cross Blue Shield	
<b>** Costs are per person, per pay period</b>					
<b>Individual Deductible:</b>	<b>\$500</b>	<b>\$1,500</b>	<b>\$3,000</b>	<b>Preventive Care:</b>	100% no deductible
Co-pay office visit	\$25	\$25	\$25	<b>Deductible:</b>	\$50/member
Co-pay Specialist	\$50	\$50	\$50		\$150/family
<b>Prescriptions:</b>				<b>Basic Care:</b>	80%
Tier 1 (Generic)	\$15	\$15	\$15	<b>Major Care:</b>	50%
Tier 2 (Preferred/Brand)	\$45	\$40	\$40	<b>Ortho Care:</b>	N/A
Tier 3 (Non-Preferred/Specialty)	\$85	\$60	\$60	<b>Annual Max:</b>	\$1,000
Tier 4 (Specialty) – Co Ins.	\$125	N/A	N/A	<b>Premiums per pay period:</b>	
<b>Premiums per pay period:</b>				Employee Only	\$3.62
Employee Only	\$69.75	\$57.83	\$53.81	Employee & Spouse	\$14.93
Employee & Spouse	\$185.99	\$154.22	\$143.50	Employee & Child(ren)	\$13.79
Employee & Child(ren)	\$174.36	\$144.58	\$134.53	Family	\$26.22
Family	\$302.23	\$250.61	\$233.19		



Vision Blue Cross Blue Shield		Disability Greater Georgia Life	
<b>** Costs are per person, per pay period</b>			
Exams Co-pay	\$10	<b>Short Term Disability Optional Employee Paid</b>  Benefit pays 60% of your weekly salary up to 13 weeks starting day 15 of your injury or illness	<b>Long Term Disability Employer Paid</b>  Benefits pays 60% of your monthly salary starting day 91 of your injury or illness
Eye Glasses/Contacts Allowance	\$130 then 20% off remaining balance		
Premiums per pay period:			
Employee Only	\$5.37		
Employee & Spouse	\$9.39		
Employee & Child(ren)	\$10.20		
Family	\$15.56		
<b>Group Term Life and Accidental Death &amp; Dismemberment Employer Paid</b>		<b>Supplemental Life Insurance Optional Employee Paid</b>	
Benefit coverage is 1x your annual salary		Available in increments of \$10,000 to a maximum of \$250,000 with a guaranteed issue amount of \$50,000. Elections over \$50,000 require a personal health statement approved by Greater Georgia Life. Coverage also available for spouse in increments of \$5,000 to a maximum of \$50,000; and, children in increments of \$5,000 to a maximum of \$10,000.	
<b>Flexible Spending Account (FSA)</b>		<b>Dependent Care Spending Account</b>	
This account allows you to set aside up to \$2,500 annually on a pre-tax basis to pay for uninsured medical, dental, and vision expenses resulting from deductibles and office or prescription co-pays.		This account allows you to set aside up to \$5,000 annually on a pre-tax basis to pay for work-related dependent care expenses (children or elderly).	
<b>Employee Assistance Program (EAP)</b>			
The EAP (Employee Assistance Program) gives you access to a trusted advisor to help sort through personal/work related issues that may affect your work, health, and general well-being. Call 1 (888) 209-7840, 24 hours a day, 7 days a week to speak with a EAP professional.			

## RETIREMENT PLANS

### 1. Defined Benefit Plan

**Eligibility:** Regular, full-time employees who work at least 40 hours per week on a regular basis participate in the plan after completing 1 year of continuous service. If you complete 1 year of service after the first day of the month, your participation begins on the first day of the next month.

The purpose of the JWSC's Defined Benefit Retirement Plan is to provide retirees with additional retirement income to make it easier for them and their families to be secure and independent in their retirement years. After you retire, the plan pays you a monthly benefit for as long as you live. Normal retirement age is 65. Early retirement, with a reduced retirement benefit, is available as early as age 55 if you have at least 10 years of credited service. The plan does not cost you anything. The JWSC pays the entire cost of the plan. After 5 years of credited service (prior City or County years of service count towards your JWSC credited service), you have a full vested benefit in the plan.

#### Defined Benefit Plan Vesting Schedule

Years of Credited Service	Percent Vested
Less than 3	-0-
3	33.3%
4	66.6%
5	100%

## 2. Deferred Compensation Plan

**Eligibility:** All employees are eligible to participate in this plan immediately upon hire.

The purpose of the JWSC 457(b) plan is to offer employees a voluntary retirement savings solution to enhance the employer paid defined benefit plan and other retirement benefits such as Social Security. You choose from a wide variety of funding options to suit your needs. Your contributions are automatically deducted from your paycheck on a pre-tax basis. To enroll, contact Teamwork Services, Inc.

## 529 COLLEGE SAVINGS PLAN

Employees working a regular weekly schedule can participate in this 529 College Savings Plan. A minimum \$50 contribution is required. Contributions are conveniently payroll deducted and submitted to the designated account(s) established by the employee. Refer to the Pension Plan Manager at Teamwork Services, Inc. for additional information about both savings plans.

## PAID AND UNPAID TIME OFF

**Vacation Eligibility:** Upon hire, eligible employees are given access to a bank of thirty (30) hours of vacation leave. These hours may be used during the first eight pay periods (16 weeks) of employment. Any leave in excess of 30 hours during this time must be taken without pay. Beginning the ninth pay period of employment, regular accrual of vacation leave will begin, and time must be accrued before it can be used. If, for any reason, employment is terminated within the first eight weeks, any vacation leave used will be deducted from the last paycheck in accordance with federal and state laws.

### Vacation Hours Earned

Service Length	Days per year
0 to end of 7 years	12
Start of year 8 to end of year 9	15
Start of year 10 to end of year 15	18
Start of year 16 to end of year 20	20
Start year 21	25

The total number of accumulated annual (vacation) leave as of December 31<sup>st</sup> of any year shall not exceed one hundred sixty hours (4 weeks). On December 31<sup>st</sup>, any remaining leave over 160 hours will be converted to sick leave if a minimum of eighty (80) hours, or equivalent shifts, of vacation leave have been used during the calendar year. Otherwise, the time will be considered forfeited and lost, unless approved otherwise by the Executive Director on a case-by-case basis.

**Sick Leave Eligibility:** Upon hire, eligible employees are given access to a bank of thirty (30) hours of sick leave. These hours may be used during the first eight pay periods (16 weeks) of employment. Any leave in excess of 30 hours during this time must be taken without pay. Beginning the ninth pay period of employment, regular accrual of sick leave at the rate of eight (8) hours per month will begin, and time must be accrued before it can be used. If, for any reason, employment is terminated within the first eight weeks, any sick leave used will be deducted from the last paycheck in accordance with federal and state laws.

Sick leave may be accumulated from month-to-month and year-to-year with no limit to the amount that can be accumulated. Unused sick leave, at the time of termination or retirement, will be converted to retirement service credit if the employee has ten or more years of combined service with the JWSC and the City or County.

**Holidays Eligibility:** All employees, including new employees who have not completed the introductory period, will be paid for scheduled work hours that may fall on the holiday when holiday work is not required.

The following days are designated as official holidays for employees of JWSC:		
New Year's Day	Memorial Day	Veterans Day
Martin Luther King Jr. Day	Independence Day	Thanksgiving Day & the day after
Presidents' Day	Labor Day	Christmas Day & the day after

**Funeral Leave Eligibility:** Full-time employees. Paid funeral leave of up to three (3) consecutive business days, or equivalent shifts, is provided when an employee is absent from work as the result of the death of an immediate family member. "Immediate family member" is defined in the General Provisions section of the JWSC Standards of Practice.

**Jury Duty Eligibility:** All JWSC employees subpoenaed for Jury Duty shall be paid for regularly scheduled work time that coincides with the time required by the court

**Witness Duty Eligibility:** All JWSC employees shall be paid for regularly scheduled work time for a maximum of two (2) days during which the employee is subpoenaed to appear as a witness (not on his or her own behalf). After such time, the employee may use accrued vacation leave.

**Voting Leave Eligibility:** Employees should vote before and after their regular work shift. If an employee's work shift prevents the employee from reaching his or her polling place during poll hours, then the employee shall be granted a reasonable period of time off at the beginning or the end of the employee's shift, not to exceed 3 hours paid leave.

**Family and Medical Leave (FMLA) Eligibility:** Employed for at least 12 months prior to the leave and worked at least 1250 hours during the 12 months immediately preceding the start of the leave. The Family and Medical Leave Act provides eligible employees the opportunity to take unpaid job protected leave for certain specified family and personal medical reasons. See Section 4.6 of the JWSC Employee Handbook for detailed requirements and conditions of this policy.

**Military Leave:** The JWSC supports its employees who serve in the National Guard and Reserve branches of the Armed Forces. In accordance with federal and state law, the JWSC provides leaves of absence to regular employees who are fulfilling active, emergency, or inactive military duty requirements as reservists or National Guard members. See Section 4.5 of the JWSC Handbook for detailed guidelines about this leave.

**Administrative Leave With and Without Pay:** Administrative leave with and without pay may be granted by the Executive Director or Division Head, as applicable. See Section 4.8 of the JWSC Handbook for detailed requirements.

**Drug-Free Workplace:** The JWSC is committed to providing a safe and efficient work environment and to fostering the health and well-being of its employees. Therefore, the JWSC has established a Drug-Free Workplace with which all employees must comply.

**Unemployment Compensation:** Unemployment Insurance benefits are intended to help bridge the gap between jobs when a person loses employment through no fault of his or her own. The JWSC provides this benefit in accordance with the state law to eligible employees.

**Workers' Compensation Eligibility:** All employees of JWSC covered under a workers' compensation policy as required by law. An employee who is disabled because of an injury or illness directly sustained during the performance of his or her work, may be covered by the provisions of the State Workers' Compensation Act.

## EDUCATION ASSISTANCE AND INCENTIVES

**Eligibility:** Employees who have completed one year of regular employment with the JWSC are eligible to apply for college reimbursement. An eligible employee may be reimbursed for the cost of tuition and books upon completion of any job related course or other course which is required while advancing toward a degree from an accredited institution. For the guidelines and process of this benefit, refer to Section 5.6 Education Assistance and Incentives of the JWSC Employee Handbook.

*The contents of this summary are not intended to create a contract between the Company and any of its employees or potential employees. This summary is provided for general information purposes only. The Company reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans, policies, or procedures, in whole or in part, at any time, with or without notice. For more detailed information, refer to the JWSC Employee Handbook or contact Teamwork Services, Inc. at 912-265-8500.*

## Defined Benefit Pension Plan Comparison

	JWSC	Glynn County	Brunswick
<b>Basic Benefit</b>	Years of Service x Final Average Salary x 2%	Years of Service x Average Monthly Compensation x 2%.  Limited to 60% of Average Compensation	Years of Service x Average Monthly Compensation x 1.8%.
<b>Maximum Years of Service</b>	30	30	30
<b>Salary</b>	Average of 60 Months preceding Retirement	Highest salary for 60 consecutive calendar months.	Highest salary for 60 consecutive calendar months over the last 10 years.
<b>Employee Contribution</b>	No	No	3% of Compensation
<b>Normal Retirement Age</b>	65	65	65 or after 10 years service
<b>Early Retirement</b>	Age 55 with 10 years service	Age 55 with 3 years service	Age 55 with 10 years service
<b>Vesting</b>	0 <3 0% 3 <4 33.3% 4 <5 66.6% 5 < 100%	> 10 years 0 10 or more 100%	> 5 years 0 5 or more 100%
<b>Sick Time</b>	Accrued sick time may be used to add years of service (160 hrs. = 1 Month). Does not extend years of service over 30. May not be used to extend age requirement.	May be used to meet retirement age requirement if at least 53 years of age with 30 years service.	One year with 1,080 hours of accrued sick leave.
<b>Eligibility</b>	Upon hire	After 12 months of employment with at least 1,000 hours.	After 12 months of employment with at least 1,000 hours.
<b>Other</b>	N/A  N/A	County Manager not eligible if not a member before becoming Manager  Department Heads and Department Managers may elect to not participate.	N/A  N/A

The above information is applicable to new plan participants.

The Glynn County Plan was amended January 1, 2016

The Brunswick Plan was amended January 1, 2017

Both plans contain provisions to grandfather plan participants at the amendment date.