



Northern Shenandoah Valley  
Regional Commission

1729 N. Shenandoah Avenue - Floor 2  
Front Royal, VA 22630  
(540) 636-8800  
[info@nsvregion.org](mailto:info@nsvregion.org)

## SUMMARY OF EMPLOYEE BENEFITS

**\*This document provides a summary of NSVRC employee benefits. For more detailed information, please refer to the Commission's Standards of Operation Handbook, which will be provided to NSVRC employees.**

### **RETIREMENT**

- Virginia Retirement System (VRS)**

All NSVRC employees are enrolled as members of the Virginia Retirement System. Your original enrollment date in VRS determines which plan you will be enrolled in. All employees contribute a mandatory 5% of their gross payroll to the plan through payroll deductions. The Commission contributes an additional percentage (determined bi-annually by VRS) to each employee's VRS defined benefits component of the plan. Hybrid employees may voluntarily contribute an additional 4% through the defined contributions component of the plan which will be matched with a maximum of 2.5% by the Commission. VRS is a defined benefit/defined contribution plan with a vestment term of five (5) years. Please see additional information in your new employee packet concerning your VRS plan.

- Mission Square 457 Deferred Comp Plan** – The Commission participates in a separate voluntary retirement plan administered outside of VRS. Employees may contribute funds to this tax-deferred retirement plan which is subject to IRS regulations. The Commission does not match funds for this 457 plan.

### **HEALTH INSURANCE**

- Anthem Blue Cross Blue Shield (Local Choice Program)** – The Commission is currently enrolled in the Key Advantage 250 plan which provides medical, dental, vision and prescription drug benefits. Payroll deductions for coverage varies depending on your selected level of coverage:

<b>Type of Coverage</b>	<b>Bi-weekly Payroll Deduction (Pre-tax)</b>
Employee Only	\$ 13.19/pay period
Employee + One (Child or Spouse)	\$ 68.68/pay period
Family (2 or more dependents)	\$113.84/pay period

### **DISABILITY INSURANCE**

- AFLAC Insurance:** The Commission will contribute a flat rate of \$ 7.70 per pay period (or \$15.40 per month) towards a short-term disability policy through AFLAC. Any costs exceeding this amount will be deducted from your bi-weekly payroll if you elect this optional coverage. A meeting with an AFLAC Representative can be arranged upon your request if you would like information on other available optional insurances through AFLAC.

*Please note: VRS Hybrid Plan employees are not eligible to receive the AFLAC employer contribution as stated above. Hybrid employees are automatically covered for a disability benefit through VRS.*



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### **LIFE INSURANCE**

- All employees are covered under the Virginia Retirement System Life Insurance Program provided through Securian Financial. The policy value is based on your salary at a rate of 2 times (or double) your annual gross salary. Employees have the option of purchasing additional life insurance on themselves or family members through Securian Financial online enrollment.

### **ANNUAL LEAVE**

**Vacation Time:** Maximum calendar year accrual is 250 hours.

	<u>Years of Svc.</u>	<u>Hours accrued</u>
<i>Based on Years of Service</i>	0-5 years:	3.75 hours per pay period
	5-10 years:	5.75 hours per pay period
	10-15 years:	6.25 hours per pay period
	15+ years:	7.50 hours per pay period

**Sick Leave:** All employees earn 3.75 hours per pay period. VRS Plan 1 and 2 employees have **NO MAXIMUM ACCRUAL**. VRS Hybrid employees may accrue a maximum of 300 sick leave hours. Sick leave is not payable upon termination.

**Compensatory Time:** Compensatory time is earned at a 1:1 ratio when weekly work hours exceed thirty-seven and one-half hours (37.5) hours up to forty hours (40) for all employees. Non-exempt employees under the U.S. Department of Labor Final Overtime Rule may receive 1:1.5 ratio or 1 ½ times the compensatory hours exceeding forty (40) hours per week. Employees must obtain prior authorization before receiving compensatory time. All employees are subject to a maximum of 40 hours in accrued comp time.

### **Technology Stipend**

In recognition of today's expectation of connectivity and the culture of hybrid work, the Commission provides \$65/month distributed quarterly to subsidize personal connectivity used for work.

### **HOLIDAYS**

The Commission follows the State of Virginia Holiday Schedule, which includes eleven (11) paid holidays and any other days which may be granted by proclamation of the governor.



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