

EMPLOYMENT STATUS

COUNTY EMPLOYEE - Any person, other than an elected official, working for and compensated by the County who is hired into a budgeted full-time, part-time, temporary, seasonal or special-hire position

PROBATIONARY EMPLOYEE - A full-time or part-time employee hired to fill a budgeted position that has not completed the designated probationary period. During this time the employee is “at-will” and may be terminated without recourse to Ordinance O-06-49.

FULL-TIME EMPLOYEE - An employee budgeted to work a minimum of 2,080 hours annually.

PART-TIME EMPLOYEE - An employee budgeted to work on a regular basis for less than 2,080 hours annually.

BENEFITS

EMPLOYEES ELIGIBLE FOR BENEFITS - Any person working for Eddy County, who receives compensation for services rendered to the County, who are on the payroll in a budgeted full-time or part-time continuous department position. Benefits for part time employees are limited.

- **MEDICAL, DENTAL AND VISION INSURANCE** - Eddy County pays 100% of the premium for health, dental and vision insurance coverage for eligible employees, and 60% of the premium for dependents. Health insurance coverage is available through Presbyterian Health Plan, Cigna or Blue Cross/Blue Shield. Dental coverage is provided by Delta Dental and Vision is provided by Vision Service Plan. A more complete explanation of the coverage is available through the Human Resources Office.
- **LIFE INSURANCE** – Eddy County pays 100% of the premium for life insurance coverage for eligible employees in the amount of \$50,000 and dependents are covered at 60% of the premium: Spousal coverage: \$10,000; dependent children coverage: \$5,000.
- **ADDITIONAL LIFE INSURANCE** - Additional Life Insurance coverage is available to the employee. Amounts are from 1 to 5 times the employees’ annual salary. Premiums are based on age and amount of coverage. Premiums are the

responsibility of the employee.

- **SHORT AND LONG TERM DISABILITY INSURANCE** - Eddy County pays 100% of short and long term disability coverage for eligible employees.

- **EMPLOYEE ASSISTANCE PROGRAM (EAP)** - Eddy County provides an EAP to all eligible employees and their dependents. Work-Life Services is voluntary, confidential and available anytime of the day or night. The LifeCycle® Connect website has a collection of resources that include; Child Care, Elder Care, Educational Resources, Adoption, Legal and Medical/Health Resources, Financial Calculators, Resource Links, Assessment Tools and Interactive skill builders for management, career and home-life concerns.

- **RETIREMENT** - Eddy County is a member of the Public Employees Retirement Association (PERA). All County employees, except full-time students, as-needed, or temporary employees, must be members of PERA as a condition of employment. The general retirement plan is twenty-five (25) years, and the law enforcement plan is twenty (20) years. County employees contribute a percentage of their salary for retirement and the County contributes a matching percentage of the employees' salary. In addition to the required match, Eddy County pays 75% of the employees share for those in the general plan and 57% of the employees share for those in the law enforcement plan.

- **ANNUAL LEAVE** - Employees accrue annual leave with pay in accordance with the following years of full-time service:
 - 0 to 2 years: 80 hours
 - 2 to 5 years: 96 hours
 - 5 to 10 years: 120 hours
 - 10 to 15 years: 144 hours
 - 15 to 20 years: 168 hours
 - 20 or more: 200 hours

- **USE OF ANNUAL LEAVE** - Regulations concerning per pay period accrual, approval and use of accrued annual leave are covered in the County's Personnel Policy.

- **SICK LEAVE** - Employees accrue sick leave with pay at the rate of eight (8) hours per month.

- **SICK LEAVE USE** - Regulations concerning per pay period accrual, approval and use of accrued sick leave are covered in the County's Personnel Policy.

- **HOLIDAYS** - The County Commission approves holidays at its discretion during December of each year for the next calendar year. There are eleven and one-half paid holidays per year.
- **DEFERRED COMPENSATION** - County employees may participate in an additional deferred compensation program as a supplement to PERA retirement.

EDDY COUNTY APPLICATION FORMS

Some hints for completing our application are:

- Carefully read and follow all instructions on the application.
- Type or print clearly - do not write or print anything the reviewer cannot read.
- Complete all sections of the application. **Do not use "See Resume" in any section - fill it in.** You may attach a resume in addition to the application to clarify or provide additional relevant information.
- Eddy County is a drug free employer. Post-offer physical and drug testing is required for all positions as a condition of employment.
- Sign and date the application.
- Do not submit the application any department other than Human Resources located in the Eddy County Administration Complex or the Department of Labor Workforce Development Center.
- Make certain the "Release of Information Waiver" has been signed and notarized; we will not process an application without this form being complete.

Thank you for your interest in serving the citizens of Eddy County.