



## Missouri Department of Transportation Summary of Benefits for Salaried Employees

Program	Benefit
<b>Salary</b>	Salaries are based on education, training, and experience related to the position. The department provides opportunities for advancement of salary grade and pay to employees in designated career ladders within the department. These advancements are intended to be in recognition of employees completing requirements to be promoted to intermediate or senior level jobs.
<b>Overtime</b>	Many of the department's jobs, including some professional-level positions, are paid overtime and/or earn compensatory credit at either a straight time or time and one-half rate.
<b>Annual Leave</b>	<p>Annual leave can be transferred from other reciprocal Missouri state agencies if transferred within 30 days of terminating from the payroll of the other agency. Annual leave is earned and accumulated at variable rates based on length of service.</p> <p>The rates of earning annual leave and maximum accumulation for full-time salaried employees are:</p> <ol style="list-style-type: none"> <li>a. <b>Less than 10 years creditable service:</b> Annual leave is earned at the rate of one and one-fourth days (10 hours) per month (15 workdays per year) and may be accumulated not to exceed 30 workdays.</li> <li>b. <b>10-15 years creditable service:</b> Annual leave is earned at the rate of one and one-half days (12 hours) per month (18 workdays per year) and may be accumulated not to exceed 36 workdays.</li> <li>c. <b>15+ years creditable service:</b> Annual leave is earned at the rate of one and three-fourths days (14 hours) per month (21 workdays per year) and may be accumulated not to exceed 42 workdays.</li> </ol>
<b>Sick Leave</b>	Sick leave may be restored or transferred into the department in an unlimited amount by individuals previously employed by the department or other Missouri state agencies if they assume employment within five years after terminating from the payroll of the department or other agency. Full-time salaried employees earn sick leave at the rate of one and one-fourth days (10 hours) per month. Employees are allowed to accumulate unlimited sick leave. Unused sick leave balances at the time of retirement may be converted to creditable service for computing a retirement annuity (if eligible).
<b>Parental Leave</b>	Parental leave will be provided to all full-time and permanent part-time salaried employees upon the birth or adoption of a child. Primary caregivers will receive six workweeks of paid leave. Secondary caregivers will receive three workweeks of paid leave.
<b>Holidays</b>	Full-time salaried employees receive 12 paid holidays per year.
<b>Medical Insurance</b>	<p>The Missouri Department of Transportation (MoDOT) offers a self-funded PPO Plan to eligible employees, retirees, and dependents. The premiums are shared between MoDOT and the employee, and MoDOT bears the largest share, which helps subsidize the premium for the employee as well as for the employee's spouse and/or dependent. The 2018 Subscriber Only premium is \$94 per month for active employees, and MoDOT contributes \$417 per month towards the coverage.</p> <p>The PPO plan provides access to in-network providers who offer discounted rates, and participants have the freedom to choose their providers. No referrals are necessary and include out-of-network coverage for an even wider selection of providers. The plan has a \$600 individual deductible and includes a 10% coinsurance for in-network providers and a 20% coinsurance for out-of-network providers with a maximum out-of-pocket of \$1800 (does include the deductible) for individual coverage. Office visits co-payments are \$25 per visit.</p>

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<b>Medical Insurance (Continued)</b>	<p>The Missouri Department of Transportation (MoDOT) also offers a self-funded High Deductible Health Plan (HDHP) to eligible employees, retirees, and dependents. The premiums are shared between MoDOT and the employee, and MoDOT bears the largest share, which helps subsidize the premium for the employee as well as for the employee's spouse and/or dependent(s). The 2018 Subscriber Only premium is provided for a minimal fee of \$47 per month for active employees, and MoDOT contributes \$417 per month towards the coverage.</p> <p>The HDHP provides access to in-network providers who offer discounted rates, and participants have the freedom to choose their providers. No referrals are necessary and include out-of-network coverage for an even wider selection of providers. The plan has a \$1,700 individual deductible and includes a 30% coinsurance for in-network providers and a 50% coinsurance for out-of-network providers with a maximum out-of-pocket of \$3,300 (does include the deductible).</p> <p>Both the PPO and the HDHP Plans encourage participants to receive preventive care services, and all services billed as preventative are covered at 100% when provided by an in-network provider only. There is no coverage for preventive care services from an out-of-network provider.</p> <p>The PPO and the HDHP Plans include prescription drug coverage through a large nationwide network of pharmacies as well as mail order pharmacy. The prescription coverage deductible for the PPO Plan is \$100. The HDHP deductible is combined with the medical deductible. Both Plans have a 30% coinsurance.</p>
<b>Dental &amp; Vision</b>	<p>Missouri Consolidated Health Care Plan offers vision and dental plans for employees and eligible dependents. Both plans offer network and out-of-network services.</p> <p>Dental coverage includes preventive, restorative, and major services. Preventive services are covered 100% with no deductible and include two exams and cleanings each year as well as annual bitewing x-rays. Restorative services are paid at 80% after the \$50 deductible is met and include services such as fillings and extractions. Major services are paid at 50% after the deductible is met and include services such as crowns, root canals and oral surgery. Coverage is limited to an annual \$1,000 maximum per person. There is a one-year waiting period for major services, which may be waived with proof of 12 months of continuous dental coverage for major services immediately prior to enrollment.</p> <p>Vision coverage includes an annual vision exam and lenses each calendar year and frames every 24 months with a \$125 retail allowance, or contact lenses may be selected in place of glasses with a \$125 allowance. There is a premium plan available that increases your allowable amounts to \$175. The services are covered with a co-payment for network services and an allowance for out-of-network services.</p>
<b>Life Insurance</b>	<p>Term life insurance coverage, equal to one time the employee's annual salary is provided at no cost to employees and effective the first day of employment. The coverage includes triple indemnity in the event the death results from performance of duty as an employee. Other optional term and life insurance coverage is available. Plans are also offered for spouse and dependents. Premiums are paid by the employee.</p>
<b>Retirement</b>	<p>The department offers a contributory defined benefit plan. The plan is administered by the MoDOT and Patrol Employees' Retirement System (MPERS). As of January 1, 2011, benefit-eligible employees hired for the first time by any state agency are required to contribute 4% of monthly pay towards the cost of their retirement. On June 30 of each year, interest is credited on the member's account balance as of July 1 of the preceding year. To become eligible to receive a benefit, a member hired on January 1, 2018 or after must have 5 years of credited service. This is called "becoming vested."</p>

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<b>Retirement (Continued)</b>	<b>If the employee has previous state work experience, defined as working prior to January 1, 2011, the employee is a member of either the Closed Plan or the Year 2000 Plan and the employee does not contribute to the retirement program and has different retirement provisions. For more information on retirement and disability benefits go to <a href="http://www.mpers.org">www.mpers.org</a></b>
<b>Educational Assistance</b>	The department encourages employees to continue their formal education to further develop their work skills and enhance their ability to compete for promotional opportunities. To accomplish this, the department provides tuition assistance for high school equivalency diplomas, courses at vocational and technical schools, and college courses at the undergraduate or graduate level, including correspondence courses through classroom, interactive television, videotape, computer, and other training sources. To be eligible for graduate course reimbursement, you must have a minimum four years of service with MoDOT or be employed in a salary grade 15 or higher position and must have completed a six-month probationary period.
<b>Experience + Quality/Ability = Advancement</b>	Positions in the department are normally filled from within, when possible. This offers more incentive and opportunities for employees seeking advancement. Rate of advancement is determined by the availability of vacancies as well as an employee's education, experience, job performance, and how well they demonstrate the department values.
<b>Deferred Compensation</b>	A deferred compensation plan provides employees a convenient way to save for retirement and defer taxes until retirement by investing in mutual funds and/or a fixed income account. Monies are taxable when withdrawn. Eligible employees will automatically be enrolled for 1% contribution effective on their hire date. The employee will have the option to opt out within 30 days of their official hire date.
<b>Cafeteria Plan</b>	A payroll-deduction savings plan (flexible spending plan) is available which permits employees to set aside a portion of their salary on a tax-free basis to pay for state-sponsored medical, dental, and vision premiums and to be reimbursed for certain medical, child, and dependent care expenses.
<b>Hours of Work</b>	The normal workweek for most employees consists of five 8-hour days, Monday through Friday. The workday for most employees begins at 7:30 a.m.; however, special conditions or the nature of the job may require work on some other schedule. Flextime is available, if approved by the supervisor. Department offices have staff available between the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday. Additionally, telecommuting and remote work options are available for some positions within the department.
<b>Certifications and Exams</b>	<p>With prior written approval, employees may be granted paid time off to take a job-related registered professional examination. The department will reimburse employees for study or refresher courses taken in preparation for department-required certifications. Reimbursement is made after the employee has successfully passed the appropriate examination.</p> <p>The department will reimburse employees for study or refresher courses taken in preparation for department-required certifications. A graduate engineer, regardless of current job title, can receive reimbursement for taking the professional engineer refresher course. For jobs other than those requiring professional engineering certification, reimbursement will be paid only for those jobs which require certification on the job specification. The department will not pay for preparation for the Engineer-in-Training (EIT) exam.</p>

<b>Program</b>	<b>Benefit</b>
<b>Job-Related Organizational / Professional Fees and Dues</b>	<p>The department will reimburse employees for their annual renewal fees or dues for: Professional Engineering Registration for Missouri; Real Estate Appraisal; Missouri Bar Association; Registered Land Surveyor; and National Institute for Certification in Engineering Technologies (for jobs requiring NICET certification). The department may also reimburse employees for renewals of other selected job-related professional and technical registration fees that are not required in their job specification.</p> <p>The department will also reimburse employees for one-half of the membership fee for one job-related organization, not to exceed \$100 per calendar year. These are for organizations that are not a direct requirement of an employee's job, but are related to the employee's field of expertise.</p>
<b>Employee Assistance Program</b>	<p>Employees and members of their household may obtain counseling for short term mental health issues, drug and alcohol issues, access to legal and financial specialists, access to trained identity theft and consumer fraud protection specialists, and access to self-assessment tools and calculators for a variety of life issues. Services are available by calling 1-800-808-2261 or by logging on to <a href="http://www.guidanceresources.com">www.guidanceresources.com</a>.</p>
<b>Disability Benefits</b>	<p>The department provides disability benefits to employees if they become disabled. The program is administered by the MoDOT and Patrol Employees' Retirement System (MPERS). Employees could receive up to 60% of their pre-disability salary for long-term disability that was not work related. For work related disability, employees could receive the lesser of either: a) 70% of their monthly pre-disability earnings not offset by deductible income or b) 90% of their pre-disability earnings offset by any deductible income. For more information about disability benefits go to <a href="http://www.mpers.org">www.mpers.org</a>.</p>