

**401 VACATION BENEFITS**

The purpose of vacation leave is to provide paid time away from work.

**401.1 ELIGIBILITY**

All full-time, regular employees are entitled to accrue leave. Part-time and/or temporary employees are not eligible for leave under these policies.

**401.2 RATE OF ACCRUAL**

Employees shall accrue vacation leave upon completion of each biweekly pay period.

**ACCRUAL FOR ALL EMPLOYEES (EXCLUDING FIREFIGHTERS)**

Years of Service	ACCRUAL		MAXIMUM	
	DAYS	HOURS	DAYS	HOURS
Less than 1	5	40	5	40
1 – 4	15	120	22.5	180
5 – 9	20	160	30	240
10 or More	25	200	37.5	300

**ACCRUAL FOR FIREFIGHTERS**

Years of Service	ACCRUAL	MAXIMUM
	HOURS	HOURS
Less than 1	108	108
1 – 4	216	324
5 – 9	288	360
10 or more	360	360

Note: Accrual rate to be based on a full-time fifty-six (56) hour per week position. Vacation accruals over the maximum for ten (10) or more years of service as shown above will be converted to sick leave.

**401.3 REQUEST FOR VACATION LEAVE**

A request for leave shall be submitted to an employee's immediate supervisor. Leave may be taken only after an employee has completed six months of full-time service and received approval by the department director.

**401.4 PAYMENT OF UNUSED VACATION LEAVE**

Upon termination, employees or their estates will be paid for accumulated unused vacation leave provided all equipment issued to the employee by the County has been returned and no outstanding liabilities or debts remain.

**401.5 EMERGENCIES WHILE OUT ON VACATION LEAVE**

Employees on vacation leave are subject to recall in case of emergency.

## **402 HOLIDAYS**

Hall County will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

### **402.1 ELIGIBILITY**

In order to qualify for holiday pay, employees are required to be actively at work the day before and the day after a holiday unless the employee is off on approved vacation or sick leave. Holidays that occur during approved vacation or sick leave shall not be charged against vacation or sick leave. Holidays occurring while the employee is on medical leave, workers compensation or personal leave of more than 30 calendar days, are not paid as holidays.

A full-time employee who is required to work or called in to work shall receive payment for the eight (8) hours of holiday pay, plus the regular rate of pay for hours actually worked. Holiday hours are not considered time worked for overtime purposes. Part-time and temporary employees are not eligible for paid holidays.

## **403 SICK LEAVE BENEFITS**

An employee may use accrued Sick Leave for personal illness, doctors' appointments, or care for a family member or dependent child in need of continuous short-term care. The employee shall report an illness prior to his/her scheduled work time. If not possible, s/he must report the tardiness or absence within thirty (30) minutes after the time s/he is scheduled to have reported to work: otherwise, the absence or tardiness, will be without excuse and unpaid. The direct supervisor must also be contacted on each additional day of absence.

### **403.1 RATE OF ACCRUAL**

Full-time employees earn sick leave at the rate of 10 eight-hour days (or a total of 112 hours for firefighters) per year credited on the first day of each calendar year. Employees hired during the year receive sick leave from the first day of employment on a prorated basis. Certain Defined Benefits participants will continue to receive five (5) sick leave days annually, based on previous elections.

#### 403.2 CERTIFICATION BY PHYSICIAN

A medical certificate signed by a licensed physician may be required by department directors to substantiate a request for sick leave for the following reasons:

- Any period of absence consisting of three (3) or more consecutive workdays.
- To support a request for sick leave during a period when the employee is on vacation
- Leave of any duration, if absence from duty recurs frequently or habitually, provided the employee has been notified or warned that a certificate will be required.

#### 403.3 MAXIMUM ALLOWABLE ACCUMULATION

Sick leave may be accumulated to a maximum of 720 hours. It may be taken at any time and in any amount of one hour or more and is subject to administrative review. Additional accrued sick leave hours beyond the 720 hours are maintained in a reserve bank that may be released for an employee's use with approval by the County Administrator.

#### 403.4 CHARGEABLE SICK LEAVE

Employees are charged with sick leave for absences only on days which they would otherwise work and receive pay. No charge is made against sick leave for absence on holidays or other non-workdays unless the employee is scheduled to work.

#### 403.5 FORFEITURE OF SICK LEAVE/NO REINSTATEMENT

An employee who separates from the County shall forfeit all unused sick leave. No employee, regardless of the circumstances, shall be compensated for unused sick leave. The County does not reinstate sick leave for employees being re-hired.

#### 403.6 CONTRIBUTED LEAVE PROGRAM

403.6.1 PURPOSE: To allow employees to contribute vacation leave to employees who are out of work due to illness or injury. This benefit coordinates with short-term disability.

##### 403.6.2 OBJECTIVE

The primary objective of this plan is to coordinate existing Hall County short-term disability benefits to ensure that employees are able to maintain a level of income replacement to avoid severe financial hardship to the employee and their family during times of serious and prolonged illness, injury or family emergency.

##### 403.6.3 ELIGIBILITY

All requests for leave must be made through the employee's department director. The director should be able to show the employee's immediate need and recommend an estimated number of hours needed to cover the employee's initial absence and any follow-up care.

*Hall County Government  
Hall County Employee Handbook & Policy Guidelines  
Approved December 11, 2008*

403.6.4 USAGE

Employees may use their personal accruals and contributions at a rate of 100% except when the short-term disability program dictates otherwise.

403.6.5 APPROVAL

The department director will submit a letter that summarizes the employee's need, the number of hours requested and who would contribute. The director will submit the request along with a recommendation to the Human Resources Department, who will review and confirm information and submit the request, with a cover letter explaining the situation, to the County Administrator for review and consideration.

403.6.6 MAXIMUM DISBURSEMENT OF HOURS

This plan will disburse a maximum of 144 hours of sick leave hours to non-public safety employees. Public Safety disbursements will be calculated individually based on the employee's current schedule. Employees who receive contributed leave will use leave at the rate specified in the short-term disability plan.

403.6.7 MINIMUM DISBURSEMENT OF HOURS

Employees must have a qualifying event that lasts for a period of longer than three working days in order to participate in the contributed leave plan. The minimum disbursement of hours will be the equivalent of 100% of three days or 24 hours.

403.6.8 TRANSFER OF LEAVE HOURS

Employees may contribute vacation leave on a direct basis to specified individual employees. (Vacation leave is used rather than sick leave because employees are encouraged to save sick leave to use for personal injuries or illnesses.)

**404 MILITARY LEAVE**

Every employee is entitled to have a leave-of-absence from his/her duties while engaged in the performance of ordered military duty and while going to and returning from such duty. As such, all leaves must be documented with military orders.

404.1 RESERVE DUTY

The County provides the employee reservist time off if activated to reserve duty and scheduled to work on a day when he/she is called up for reserve training.

Every employee shall be paid the appropriate salary or other compensation for all periods of absence while engaged in the performance of ordered military reserve duty and while going to and returning from such duty, not exceeding a total of thirty (30) days in any one calendar year and not exceeding thirty (30) days in any one continuous period for such absence. For firefighters, this represents ten (10) 24-hour shifts of paid military leave time annually.

*Hall County Government  
Hall County Employee Handbook & Policy Guidelines  
Approved December 11, 2008*

404.2 ACTIVE DUTY

The County provides the employee time off if ordered to active military service in accordance with law and the following provisions.

404.2.1 JOB

If an employee's active service does not exceed five (5) years, they may return to their current job or an equivalent job if Hall County Government is notified within ninety (90) days following discharge from active service.

404.2.2 TRANSITIONAL PAY

During active service, the employee will be paid the difference between their normal base pay and the total amount of military compensation for up to six months in a 24-month period. Because the intent of our plan is to provide transitional assistance, this pay differential is limited to six months in a 24-month period, in case of multiple calls. The employee must provide proof of military salary in order for transitional pay to be utilized.

404.2.3 HEALTH INSURANCE

These benefits will stop at the time the leave-of-absence for active duty begins, but will become effective again when the employee returns to work. Through payroll deductions, Hall County will continue to pay for family coverage through the first of the month following 30 days of leave. The family is eligible for "COBRA extension" to continue current health insurance coverage. Deductions for this insurance may be made from the pay received from the Hall County Government. All military personnel and family are also eligible for coverage through CHAMPUS following 32 days of service.

404.2.4 LIFE INSURANCE

Coverage under this Plan will be suspended at the start of active duty military leave.

404.2.5 LEAVE ACCRUAL

Accruals for vacation and sick leave will stop for an employee while he/she is on active duty military leave. The employee's leave balances at the time of call-up to active duty will remain intact.

404.2.6 RE-EMPLOYMENT

Upon completion of ordered active duty, the employee shall be entitled to the same or comparable position including seniority, status and pay, provided written notification of the employee's desire to return to work is submitted to the Human Resources Department within ninety (90) days from completion of ordered duty. The returning employee shall also be entitled to any increase in salary or any advancement in grade, which would normally be accorded to the incumbent of the position, with the exception of any increase or advance in grade, which would normally be dependent on meritorious performance of duties of the position. Re-employment does not necessitate the laying off of another person who was appointed at an earlier date than the person returning from military leave.

#### **405 BEREAVEMENT LEAVE**

Bereavement leave of up to three (3) workdays with a maximum of 24 work hours will be granted with pay for an employee absent from work as a result of the death of a: spouse, parent or guardian, child, brother, sister, stepmother, stepfather, stepchild, stepsister, stepbrother, or other relative living in the employee's household. A maximum of one (1) day of paid leave with a maximum of 8 work hours will be granted to an employee absent from work as a result of the death of another immediate family member listed in the County's nepotism policy.

#### **406 JURY DUTY**

An employee called for jury duty or subpoenaed as a witness for non-personal issues will be excused from work upon presentation of a court notice to his/her immediate supervisor. The employee will be paid his/her normal pay provided she/he submits evidence of the amount received from the court. The jury duty stipend is not deducted from the employee's pay. (For further information regarding Jury Duty see O.C.G.A. 15-12-1 et seq.)

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

#### **407 HEALTH INSURANCE**

Hall County's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Only regular fulltime employees are eligible to participate in the health insurance plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Hall County and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

#### **408 FLEXIBLE SPENDING ACCOUNT (FSA)**

Hall County provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Only regular fulltime employees are eligible to participate in the Flexible Spending Account program.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. You may contribute up to a maximum of 5,000 dollars each year for your Health Care FSA. The maximum contribution for your Dependent Care FSA is 5,000 dollars per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact the Human Resources Department for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

#### **409 BENEFITS CONTINUATION (COBRA)**

A change that would result in loss of eligibility to participate in the health insurance plan may qualify an employee and/or dependents for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA gives employees and their qualified dependents the opportunity to continue health insurance coverage under Hall County's health plan when a "qualifying event" results in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at Hall County's group rates plus an administration fee. Hall County provides each eligible employee and/or dependents with a written notice describing rights granted under COBRA when the employee or dependents becomes eligible for coverage under Hall County's health insurance plan. The notice contains important information about the employee's rights and obligations.

#### **410 LIFE INSURANCE**

Life insurance offers you and your family important financial protection. Hall County provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Only regular fulltime employees are eligible to participate in the life insurance plan.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Hall County and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

#### **411 SHORT-TERM DISABILITY**

Hall County provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Only regular fulltime employees are eligible to participate in the STD plan. Eligible employees may participate in the STD plan subject to all terms and conditions of the plan.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working and short term disability benefits are coordinated with Workers Compensation payments.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

#### **412 LONG-TERM DISABILITY**

Hall County offers a long-term disability (LTD) benefits plan fully paid by employee premiums to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work. Only regular fulltime employees are eligible to participate in the LTD plan.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Hall County and the insurance carrier.

LTD benefits are offset with amounts received under Social Security and certain retirement benefits and/or workers' compensation for the same time period.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

## **413 FAMILY & MEDICAL LEAVE ACT OF 1993 (FMLA)**

The FMLA allows employees to take up to twelve weeks of unpaid leave for various personal reasons. The following is an overview of the pertinent provisions of the Act.

### **413.1 FAMILY AND MEDICAL LEAVE**

An eligible employee may take up to 12 work weeks of unpaid leave during any 12-month period for the following reasons:

- Birth of the employee's child;
- Placement of a child with the employee for adoption or foster care
- Employee's need to care for a child, spouse, or parent who has a serious health condition
- Employee's inability to perform the functions of his/her position because of a serious health condition

### **413.2 MILITARY FAMILIES' FMLA RIGHTS**

Employees with family members in the military have expanded leave rights under FMLA.

#### **413.2.1 LEAVE TO CARE FOR ELIGIBLE INJURED MILITARY PERSON**

Eligible employees may take up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has sustained serious injury or illness in the line of active duty.

#### **413.2.2 LEAVE FOR QUALIFYING EXIGENCIES**

Eligible employees may use the standard 12 weeks of FMLA leave to handle "qualifying exigencies" arising from a covered family member's active duty or call to active duty in support of a Federal contingency operation as a member of the National Guard, Military Reserve, or a retired member of the Regular Armed Forces or Reserve.

### **413.3 ELIGIBILITY**

Employees employed for at least 12 months and who worked at least 1,250 hours during the 12-month period before the leave is requested are eligible for family/medical leave.

#### **413.3.1 BIRTH OR PLACEMENT OF A CHILD**

An employee must provide 30 days advance notice before the date on which the leave would begin. If the employee is unable to provide 30 days advance notice, he or she must provide such notice as is practical. Leave may be taken on an intermittent or reduced basis if approved by the department director following the standard approval procedure.

If an employee and his/her spouse are both employed by the County and wish to take leave to care for a newly arrived child, their aggregate leave is limited to 12 weeks.

#### 413.3.2 SERIOUS MEDICAL CONDITION

Leave for serious health conditions – either of a family member or the employee – may be taken intermittently or on a reduced schedule if medically necessary, with proper notification, but without department approval. If leave is requested because of the illness of a child or the other spouse, each spouse is entitled to 12 weeks of leave.

Serious Health Condition is an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.

In the event leave is foreseeable based on planned medical treatment, employees are required to “make a reasonable effort to schedule the treatment so as not to unduly disrupt operations of the department”, and also are required to provide 30 days advance notice, or, if the treatment is in less than 30 days, “such notice as practicable”.

#### 413.4 CERTIFICATION

Employees must provide certification of his own serious health condition or that of a family member. Certification is to include the date on which the serious health condition in question began; the probable duration of the condition; appropriate medical facts regarding the condition; a statement that the employee is needed to care for a spouse, parent, or child (along with an estimate of the time required), or that the employee is unable to perform his or her functions; and in the case of intermittent leave, the dates and duration of treatments to be given.

#### 413.5 EMPLOYMENT PROTECTIONS

An employee who completes a period of leave will be returned to the same position he/she had before or to a position equivalent in pay, benefits, and other terms and conditions of employment. Leave will not result in the loss of any previously accrued seniority or employment benefits; however, additional leave time and pension benefits do not continue to accrue while the employee is on leave.

#### 413.6 HEALTH BENEFITS PROTECTION

Employees continue to receive health benefits, life insurance, and disability insurance for up to 12 weeks during family leave on the same terms and conditions as for active employees. The employee must continue to pay appropriate premiums, co-payments, deductibles and other out-of-pocket costs.

An employee who does not return to work after a 12-week family leave, except in the case of the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee’s control, may be required to reimburse the County for premiums paid on his/her behalf during the time of unpaid leave. Exceptions are subject to certification.

An employee who does not return after a 12-week family leave is entitled to elect up to 18 months more coverage under COBRA.

#### 413.7 CONCLUSIONS

This policy is a brief summary explaining how the Family & Medical Leave Act of 1993 applies to our local government jurisdictions. Further questions related to Family Leave should be directed to the Hall County Human Resources Department for clarification.

#### **414 EDUCATIONAL LEAVE**

An employee may be granted an unpaid leave-of-absence for educational purposes under certain circumstances. The request must be made in writing and approved, using the standard approval procedure for leaves-of-absence.

#### **415 OTHER CONSIDERATIONS REGARDING LEAVES OF ABSENCE**

##### 415.1 FITNESS FOR RETURN TO DUTY REPORT

The employee who has been out on leave due to personal illness must submit a physician's note returning them to work and submit to a drug screen in accordance with the drug testing policy.

##### 415.2 FAILURE TO RETURN TO WORK AT THE EXPIRATION OF APPROVED LEAVE

Failure of an employee to return to work at the expiration of approved leave shall be considered absence without approved leave, constituting grounds for disciplinary action up to and including dismissal.

##### 415.3 RETURN TO WORK BEFORE THE EXPIRATION OF APPROVED LEAVE

An employee granted a leave-of-absence who wishes to return to work before the leave period has expired shall be required to notify his/her immediate supervisor. Upon approval of the department director, the employee shall be permitted to return to work. Employees wishing to return early from medical leave, need to provide a physician certification.

##### 415.4 SICK OR VACATION LEAVE ACCRUAL DURING APPROVED LEAVE WITHOUT PAY

No sick or vacation leave will be earned by an employee for the time that the employee is on leave-without-pay.

##### 415.5 WORKING ELSEWHERE DURING APPROVED LEAVE OF ABSENCE

An employee, while on an authorized leave-of-absence may not obtain either part-time or full-time employment elsewhere without the prior approval of the employee's department director and the Director of Human Resources.

**415.6 CONTINUATION OF HEALTH BENEFIT COVERAGE DURING APPROVED LEAVE WITHOUT PAY**

Employee health insurance will be provided by the County while the employee is on approved FMLA or medical leave-of-absence. An employee on personal leave without pay for more than one month is required to pay the employee COBRA contribution rate in order to continue health benefits.

**415.7 PAY INCREASE DURING APPROVED LEAVE**

Pay increases scheduled during the leave time will be held until the employee returns to work.

**416 EMPLOYEE ASSISTANCE PROGRAM**

Hall County cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), Hall County provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at 770-535-3161, or Human Resources at 770-531-6712 for further information regarding an EAP counselor.

## **417 WORKER'S COMPENSATION**

Hall County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who suffers an injury or illness directly in the performance of his/her work is covered by the provisions of the Workers' Compensation Act. Under Georgia State Law, employees are required to use the "panel" physicians to provide the workers' compensation medical treatment. The names, addresses and phone numbers of the panel physicians are available to each employee and are posted on official County bulletin boards.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. A fraudulent claim is grounds for disciplinary action up to and including termination.

Neither Hall County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Hall County, or in the course of employment other than with Hall County.

## **418 RETIREMENT PLANS**

Hall County offers both a 401(a) Money Purchase Plan and a 457 Deferred Compensation Plan for your future retirement needs. You are eligible to participate if you are a regular full time employee with the County.

The following should assist you in making decisions regarding your contributions:

- Hall County will contribute 4% of your salary into your 401(a) plan regardless of your contributions.
- Hall County will contribute matching funds (up to 4% of your salary) into your 401(a) plan at the rate of \$.50 for every \$1.00 you contribute into your 457 Plan.
- All contributions made by Hall County go directly into your 401(a) Plan. All contributions made by the employee go directly into your 457 Deferred Compensation Plan. You may contribute up to 25% of your salary into the 457 Deferred Compensation Plan within the dollar amounts set by the law (this dollar amount is subject to IRS dollar maximums that may change from year to year). Keep in mind that all of the money that is saved in your 457 account is tax deferred.

*Hall County Government  
Hall County Employee Handbook & Policy Guidelines  
Approved December 11, 2008*

Examples

Employee A

4% into 401(a) Plan contributed by Hall County  
8% into 457 Plan contributed by employee  
4% into 401(a) Plan additional contribution made by Hall County as a result of the employee contributing 8% into the 457 Plan.

Employee B

4% into 401(a) Plan contributed by Hall County  
6% into 457 Plan contributed by employee  
3% into 401(a) Plan additional contribution made by Hall County as a result of the employee contributing 6% into the 457 Plan.

Employee C

4% into 401(a) Plan contributed by Hall County  
0% into 457 Plan contributed by employee  
0% into the 401(a) additional contribution made by Hall County as a result of the employee contributing 0% into the 457 Plan

Participation begins at the 1<sup>st</sup> of the month following 30 days of employment and you are fully vested in the County's contributions after four (4) years of service.

You choose from a wide variety of ways to invest your money. An investment Advisor is also available to help you determine your most comfortable method of investing.