



# Forest Preserve District of DuPage County

## BENEFIT SUMMARY – 2025 PLAN YEAR

### REGULAR PART-TIME EMPLOYEES

This summary is for illustration purposes only. For a complete description of your benefits see the Employee Handbook and Plan Documents. In the event there is a conflict between District policy and a collective bargaining agreement (or authorized agreement in effect at the time), the terms of the agreement shall govern except as required by law.

#### MEDICAL AND DENTAL COVERAGE

**Regular Part-time Employees 30+ hours:** The district offers 3 medical coverage through Blue Cross Blue Shield of Illinois (HMO of Illinois, Blue Choice Options “BCO” PPO and PPO) and a Delta Dental plan. Coverage begins the 1<sup>st</sup> of the month following the employee’s start date and elections remain the same the entire plan year. Certain qualifying life events may allow employees to change elections within the plan year if all appropriate paperwork is received by HR within 31 days of a qualifying event.

**Regular Part-time Employees 20-29 hours:** Employees may elect medical coverage (HMO Single plan only) and dental coverage (Single only) after 1 year of eligible service. Coverage begins the 1<sup>st</sup> of the month following completion of one year of service with the district. The following contributions are based on hours worked per week.

Benefit Option	Monthly Employee Pre-Tax Contribution	
	30+ Hours	20-29 Hours with 1+ years of service
HMO Single	\$ 84	\$ 280
HMO Single + Child(ren)	\$ 171	
HMO Single + Spouse	\$ 192	
HMO Family	\$ 256	
BCO PPO Single	\$ 126	
BCO PPO Single + Child(ren)	\$ 250	
BCO PPO Single + Spouse	\$ 277	
BCO PPO Family	\$ 402	
PPO Single	\$ 182	
PPO Single + Child(ren)	\$ 360	
PPO Single + Spouse	\$ 400	
PPO Family	\$ 580	
Dental Single	\$18	\$26
Dental Family	\$34	

#### FLEXIBLE SPENDING ACCOUNTS *administered by WEX Services*

Spending accounts are designed for employees to fund an account with pre-tax salary deductions (not subject to state, federal or social security taxes) to then reimburse the employee for IRS allowable expenses *not covered* by other benefit plans. The district offers 3 spending account options: **Health Care Spending Account, Dependent Care Spending Account, and Commuter Benefit Reimbursement Account.**

#### TUITION REIMBURSEMENT

- \* Eligibility after 90 days of continuous service
- \* Reimbursement maximum determined based on scheduled hours
- \* Must be taken for college credit at an accredited educational institution
- \* Includes Tuition, lab fees and books
- \* Must earn a grade of “C” or better
- \* Classes must have a definite value to the district

#### VACATION

Vacation time accrual is calculated and credited in advance and then accrued monthly; eligible part-time employees vacation time is pro-rated based on the number of hours regularly scheduled to work (#hours per week/40 hours x 8 hours = # hours earned per month). If an employee separates employment before the end of the calendar year and has used any unearned vacation time, the employee’s final paycheck will be reduced accordingly. The employee must reimburse the district the value of the used portion of vacation time at the same rate it was advanced to them. *Below is an example of the monthly accrual schedule for an employee who works 20 regularly scheduled hours per week.*

Years of Continuous Service	Vacation Days Annually	Hours Accrued Per Month Example based on 20 hour/week schedule
0 through 1 year	12	4.00 hours
2 years	13	4.33 hours
3 years	14	4.66 hours
4 through 9 years	15	5.00 hours
10 through 14 years	20	6.66 hours

See Employee Handbook for more details, including additional days earned for service of 15+ years.

**SICK TIME** - Part-time employees are not eligible for sick leave benefits.

**HOLIDAYS/PAID LEAVE**

It is the policy of the district to provide employees with up to twelve (12) designated paid holidays as declared by the Board. Eligible part-time employees budgeted to work at least forty (40) hours per pay period receive time off with pay on a holiday at a pro-rated number of hours, based on the hours they are budgeted to work. Employees will have up to five (5) paid time off days each year that can be used for any reason. During the first calendar year of employment, the following pro-rated schedule shall apply:

Month	HOURS AVAILABLE PER YEAR EXAMPLES BASED ON WEEKLY SCHEDULED HOURS		
	20 / week	24 / week	30 / week
January	20	24	30
February	18.25	22	27.5
March	16.75	20	25
April	15	18	22.5
May	13.25	16	20
June	11.75	14	17.5
July	10	12	15
August	8.25	10	12.5
September	6.75	8	10
October	5	6	7.5
November	3.25	4	5
December	1.75	2	2.5

**LIFE INSURANCE by SECURIAN/OCHS FINANCIAL AND OTHER OPTIONAL BENEFITS**

Regular Part-time employees scheduled 20+ hours weekly are eligible for life insurance the first of the month following employee’s start date. A basic term life policy of \$50,000 and a \$50,000 accidental death and dismemberment (AD&D) policy are provided at no cost to the employee (value reduced by 50% at age 70.)

Supplemental Life Insurance	AFLAC Supplemental Plans	LegalShield & IDShield
<p><u>Guaranteed issue for new employees:</u> Elect up to \$300,000. Election over \$300,000 up to \$750,000 requires EOI (Evidence of Insurability).</p> <p>Additional coverage options available for Spouse and Dependent Child(ren) provided coverage is applied for during initial eligibility period (31 days following the date employee, spouse, or dependent child first becomes eligible under the policy). Employee MUST be elect supplemental coverage to be eligible to elect coverage spouse and/or child(ren).</p>	<p>(Post-tax) Accident (Post-tax) Hospital (Post-tax) Cancer Protection (Post-tax) Short Term Disability</p> <p>Enroll as a new employee or at Open Enrollment.</p>	<p>Pre-paid legal services and Identity Theft plans.</p> <p>Enroll at any time.</p>
		<p><b>VSP - Vision</b></p> <p>Enroll as a new employee or at Open Enrollment.</p> <p>\$4.32 Single                      \$8.03 Single + SP \$8.58 Single + Child(ren)      \$13.71 Family</p>

**RETIREMENT AND DISABILITY BENEFITS**

**Illinois Municipal Retirement Fund (IMRF)** [www.IMRF.org](http://www.IMRF.org): The District is an IMRF participating employer and Illinois state law requires you to participate in IMRF if you work in a position that qualifies (1,000-hour standard for the District). IMRF is a defined benefit plan and a major financial asset that, with enough time and service credit, you can become eligible for an **IMRF pension** which can provide a lifetime of income protection. Pensions are a shared responsibility and are funded by employee contributions, employer contributions, and IMRF investment earnings. IMRF also provides **Disability and Death benefits** to active members meeting eligibility criteria.

**IMRF Voluntary Additional Contribution Program** - another option to save for retirement; contributions are made **after-tax, not tax-deferred**, up to a maximum of 10% of your IMRF reportable earnings (subject to wage cap for Tier 2). Employers **do not** make any contribution to your VAC account.

**457 DEFERRED COMPENSATION and ROTH 457 PLANS** – contact a deferred compensation representative to learn more about establishing a 457 Plan. Options to save on a tax deferred basis and/or after-tax Roth with a wide range of investment options. Annual contribution limits set by IRS.

**ADDITIONAL INFORMATION**

<b>Performance Appraisals</b>	Newly hired regular full-time and regular part-time employees usually will receive a performance appraisal at the end of six (6) months. Thereafter, the employee will be evaluated on the annual performance appraisal cycle.
<b>EAP (24/7)</b>	Employee Assistance Program with access to <b>confidential</b> professional short-term counseling, work-life solutions, legal-financial solutions
<b>Direct Deposit</b>	Employees may choose to receive a payroll check or direct deposit into a bank of their choice.
<b>Credit Union</b>	You & your family members are eligible for the <b>DuPage County Employees’ Credit Union</b> – savings, checking, CD’s, several loan options, some vehicle license plate services, and more.
<b>Drug-Free Workplace</b>	The District is a drug-free workplace. Employees are prohibited from unlawfully manufacturing, distributing, dispensing, or possessing any controlled substances in the workplace.
<b>Employee Handbook</b>	All employees are expected to read and become familiar with the contents of the Employee Handbook. Any updates to the manual require a signed acknowledgement from the employee.

*This information has been prepared to provide prospective employees an overview of the benefits package. Nothing contained within is intended to imply a contract of employment for any duration. Either the employer or the employee may terminate employment at any time. Details of the plans are covered during New Employee Orientation for new hires, as well as upon request by current employees. Legal documents and contracts will always govern coverage. There may be differences in benefits for employees in bargaining units. All information contained herein is current but is subject to change.*