

CSCA 'Other Benefits' Survey
Employee Benefits Programs Committee
November 14, 2007

Human Resource Management Services
Office of Management & Budget

HRMS, at the request of the Legislative Council staff, conducted a survey of 'Other Benefits' in the 10 states of the Central States Compensation Association (CSCA) considered the most comparable to North Dakota's employment market. States surveyed included:

Colorado	Iowa	Kansas	Minnesota	Missouri
Montana	Nebraska	Oklahoma	South Dakota	Wyoming

Responses were received from all states except Kansas.

The survey asked for the same information from the states as was provided from ND state agencies at the committee's last meeting. Following is a summary of the state responses to each question. Detailed responses from each state begin on page four of this report.

- 1a. Does your state provide Service awards for length of service milestones? If yes, please list the milestones and rewards provided.
 - *ND provides service awards at 5 yr increments; \$25 @ 5 yrs up to \$500 @ 50 yrs.*
 - *7 states have policies for providing plaques or gifts at service increments (CO, IA, MO, NE, OK, SD, WY)*
 - *4 states have longevity pay increments (MT, OK, SD, WY)*
 - *1 state is developing a policy (MN)*
- 1b. Does your state provide other recognition, reward, or incentive programs? Please describe the programs offered.
 - *ND has a Suggestion Incentive Program paying 10% of savings up to \$2,000 for a cost-saving suggestion by an employee. ND also allows Performance Bonuses to a max of \$1,000 for up to 25% of an agency's employees.*
 - *7 states have some sort of recognition or reward program or policy for accomplishments (CO, MN, MO, MT, NE, OK, SD)*
 - *2 states have no statewide program (IA, WY)*
2. Does your state provide any employer-paid tuition for higher education coursework for employees?

If yes, is the program administered statewide or is it provided agency-by-agency?

 - *ND does not have a central program, agencies may have programs based on need, value to agency, & budget.*
 - *4 states have tuition assistance policies administered statewide (MO, NE, OK, SD)*
 - *4 states have tuition assistance policies administered at the agency level (CO, IA, MT, WY)*
 - *1 state does not have tuition assistance (MN)*

- 3a. Does your state provide employee membership dues for professional organizations –
- If the membership/licensure/certification is required to perform the job (prof eng, bar assoc, nurse license)?
 - *ND practice varies among agencies depending on level of requirement and agency ability to fund.*
 - *3 states have a general state policy (or union agreements) providing dues payments (MN, MO, OK)*
 - *3 states have no state policy but agencies may determine dues payments (IA, NE, SD)*
 - *3 states have no policy and allow no dues payments (CO, MT, WY)*
 - If the membership/licensure/certification is not required but deemed beneficial to the performance of the job (cpa, phr, sphr, ccp)?
 - *ND practice varies among agencies, consideration given to value to the agency.*
 - *2 states are determined at the agency level (NE, SD)*
 - *1 state allows payments in union contracts (MN)*
 - *5 states have no general state policy (CO, IA, MO, MT, WY)*
 - *1 state does not allow such payments (OK)*
- 3b. Does your state provide employee membership dues for service clubs (i.e. Chamber of Commerce, Kiwanis, Sertoma, Jaycees, etc.)?
- If memberships are provided, are they considered for the benefit of the agency operations?
 - If memberships are provided are they considered a benefit for the employee receiving membership?
 - *Some ND agencies pay such dues based on link to responsibility, not considered an employee benefit.*
 - *1 state indicated that such dues could be incorporated into their incentive award program (CO)*
 - *1 state indicated that payment of such dues are permissible if it benefits the mission of the department (MO)*
 - *7 states indicated that such dues are not paid (IA, MN, MT, NE, OK, SD, WY)*
4. Does your state provide any paid leave for care of family members? (this does NOT include the federal Family Medical Leave Act coverage.)
- *ND allows up to 40 hrs of sick leave for care of eligible family members. ND also provides for leave sharing between employees.*
 - *7 states allow sick leave to be used for care of family members (CO, MN, MT, NE, OK, SD, WY)*
 - *2 states do not allow sick leave for care of family members (IA, MO)*

5. Purchase of Retirement Service Credit:

a. Do you allow an employee to purchase retirement service credit? (i.e. for unused sick leave time)

- *ND Employees purchase sick leave credit based on % contribution and may purchase up to 5 yrs 'air time' at actuarial rate.*
- *6 states allow employees to purchase service credit (CO, MN, MT, MO, SD, WY)*
- *2 states add sick leave to retirement service credit (MO, OK)*
- *1 state allows sick leave to be converted to pay for retiree health insurance coverage (IA)*
- *1 state has no provision for employees to purchase retirement service credit (NE)*

b. Do you allow the employer to purchase retirement service credit for an employee? Under what certain circumstances?

- *ND agencies may pay the cost of sick leave credit and may purchase up to 5 yrs 'air time' in certain circumstances at the actuarial rate.*
- *1 state allows agency purchase of retirement credit if a Reduction-In-Force (MT)*
- *8 states have no provision for employer purchase of retirement credit (CO, IA, MN, MO, NE, OK, SD, WY)*

SURVEY DETAILS

1a. Does your state provide Service awards for length of service milestones? If yes, please list the milestones and rewards provided.

ND	<i>Administrative Code provides service awards for the following increments and amounts: 5 yrs - \$25; 10 yrs - \$50; 15 yrs - \$75; 20 yrs - \$200; 25 yrs - \$225; 30 yrs - \$250; 35 yrs - \$275; 40 yrs - \$300; 45 yrs - \$400; 50 yrs - \$500; & a retirement gift of \$200 with at least 15 yrs of service.</i>
CO	<i>Yes, but not by specified \$ awards. Typical rewards are plaques, pins, certificates, or outings with managers.</i>
IA	<i>Non- monetary award only; service certificates for length of service.</i>
KS	
MN	<i>The State of Minnesota does not currently have a statewide policy covering length of service awards. We are in the process of creating a statewide policy at this time. Currently state agencies are allowed to grant awards and create recognition programs of their own. Currently awards granted are done through a state contract and the gifts are worth \$40 to \$125.</i>
MO	<i>Employees receive a certificate and service pin beginning at 10 yrs service and then at 5 yr increments.</i>
MT	<i>Montana has longevity increments. Employees who have completed 5 years of uninterrupted state service receive 1.5% or 2% of the employees base salary multiplied by the number of completed, contiguous 5-year periods of uninterrupted state service: 1.5% - 5 yrs of uninterrupted state service; 2.0% - 10 yrs service; 2.0% - 15 yrs service; 2.0% - 20 yrs service; 1.5% - 25 yrs service; 1.5% - 30 yrs of service; 1.5% - 35 yrs service; 1.5% for each additional 5 yrs service. For example an employee with 21 yrs service would receive an additional 7.5% increase on their base salary.</i>
NE	<i>The State of Nebraska recognizes employees for service milestones in increments of 5 starting with 10 years of service: 10, 15, and 20 years of service receive various mugs with the State Seal and the year of services imprinted on them; 25 years of service employees receive a mug with the State Seal and the years of service imprinted on it along with a matching coaster; 30 and 35 year awards receive personalized mugs with their name and year of service imprinted on it along with a matching coaster; 40 and 45 year awards receive a personalized desk clock; 50 years of service receive a pocket watch or a crystal bowl or vase; 55 years and above receive awards which are more personalized to the employee.</i>
OK	<i>Employees receive length of service longevity awards at five-year intervals during the month following the anniversary date of the employee. There is no cash award associated with this recognition. In addition, OK provides longevity payments starting at \$250/yr for 2 yrs service incremented up to \$2,000/yr at 20 yrs service.</i>
SD	<i>We have longevity pins and plaques. The pins are awarded every 5 years, beginning at year 10, and every 5 thereafter. At 30 years, employees receive a plaque with their name on it, every 5 years after that, they get a little metal thing with the years of service on it that they can attach to their plaque. Longevity pay plan adding on \$100/yr to base salary after 7 years incremented up to \$2,205/yr at 49 yrs.</i>
WY	<i>Service awards - certificate signed by Gov for every 5 yrs continuous service -plaques are provided at 25, 30, 35 yrs, choice of plaque or engraved glass vase on retirement. Longevity program of \$40/mo for every 5 yrs of continuous service (20 yrs service \$40 X 4 = \$160/mo)</i>

1b. Does your state provide other recognition, reward, or incentive programs? Please describe the programs offered.

ND	<i>Suggestion incentive program allowing payment of 10% of savings up to \$2,000 max for a cost-saving suggestion offered by an employee. Performance bonus program allowing bonuses to a max of \$1,000/biennium/employee for up to 25% of Employees of an agency.</i>
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CO	<p>Yes. Agencies are able to develop programs for monetary and non-monetary awards that are not base-building, but may have a budget impact. All awards are event-specific designed to recognize exemplary performance that reduces costs, increases revenues, and/or improves productivity or quality of service. Examples of recognition programs and awards:</p> <ul style="list-style-type: none"> - Thank-you Programs to encourage managers to spontaneously recognize desired work behaviors – plaques, trophies, certificates, pins, desk sets, logo items, reserved parking, etc. - Service Recognition Programs – see 1a. - Recognition Reward Programs to reinforce organizational objectives – Typically more structured with cash or non-monetary rewards. - Examples of non-monetary awards: administrative leave; state merchandise with Dept. logos; tickets to sports events, functions, movies, etc.; gift certificates; parking/bus passes; office items; training or conference attendance; outings/meetings off-site; etc. <p>These are just a few examples or guidelines, agencies can establish their own individual programs. See our website for more information http://www.colorado.gov/dpa/dhr/rules/docs/incentivepay.pdf</p>
IA	No
KS	
MN	<p>Most of our union contracts and compensation plans (except afscme) have provisions for monetary achievement awards for outstanding service. The awards are limited to one per fiscal year and can only be granted to 35% of eligible employees. Some contracts have provisions to grant a one step in range increase or a \$1000 cash award. Others are \$1600 and our unrepresented plans allow \$2000.</p>
MO	<p>The Missouri Relies on Everyone (MoRE) State Employee Suggestion Program continued to provide state employees with a venue to submit their ideas, suggestions or recommendations on how to improve customer service, reduce cost, generate revenue, and improve work processes.</p> <p>Note: At the start of FY07 the MoRE review and award process was decentralized to each state agency. Information regarding the results of this change will be available for evaluation next fiscal year.</p> <p>THE GOVERNOR'S AWARD FOR QUALITY AND PRODUCTIVITY - The Governor's Award for Quality and Productivity (GAQP) is an annual award designed to recognize outstanding accomplishments of state government employee work teams.</p> <p>As part of a continuous process to improve government efficiencies, beginning with FY 2006 the GAQP began to recognize winning teams from six major categories: Customer Service, Efficiency, Workforce Planning, Innovation, Process Improvement, and Technology in Government. The goal: to establish clear winners that can serve as a model of efficiency, quality, and effectiveness in Missouri state government.</p> <p>STATE EMPLOYEE OF THE MONTH - The Division of Personnel assumed the administrative duties for the State Employee of the Month Program in 1990. All departments and offices of elected officials may submit the name of their winning Department/Agency Employee of the Month for State Employee of the Month consideration. Nominations are voted upon by a selection committee comprised of members of the State Training Advisory Council (STAC). Each State Employee of the Month is typically honored during a ceremony held in the Governor's Office where he or she is presented with an engraved plaque in recognition of their extraordinary service.</p>
MT	<p>Yes. An Incentive Award Program that recognizes and monetarily rewards individual employees, groups or teams of employees, and nonemployees for:</p> <ul style="list-style-type: none"> (i) "efforts that significantly contribute to documented achievements or outcomes eliminating or reducing an agency's expenditures; or (ii) Improving the effectiveness of state government or improving services to the public by permitting more work to be accomplished within an agency without increasing the cost of governmental operations:

NE	<p><i>Formal Recognition -- The State of Nebraska also has an Employee of the Year and Supervisor/Manager of the Year awards program. This program is administered by the State Personnel Office on behalf of the Governor's Office and recognizes Employees and Supervisors/Managers from each agency (who participates) for their outstanding achievement.</i></p> <p><i>Agency Specific Recognition (Informal and Formal) -- Following guidelines established by State Personnel, each agency is also able to develop a recognition plan for their agency. These plans are reviewed and approved by the State Personnel Office. These plans may include formal and informal recognition that is agency based included (but not limited to) recognition for: retirements, agency service date milestones, "welcome aboard", performance/achievement based recognitions, etc.</i></p>
OK	<p><i>Agencies may, at their discretion, establish employee performance recognition programs to recognize individual employees or work units with exceptional job performance records or for other significant contributions to the agency. Recognition awards may consist of distinctive wearing apparel, service pins, plaques, writing pens, or other awards. The value of recognition awards may not exceed \$150.00 per recognized employee each fiscal year. Agencies may also provide cash awards to recognize outstanding performance in the workplace by the employees of the agency. Cash awards may not exceed \$250.00 per recognized employee each fiscal year.</i></p> <p><i>Agencies may also provide incentive awards to employees for proposals that result in real cost savings or revenue generation to an agency. The payment will consist of at least 25% of the amount determined to be total unit dollar savings to the state for the level of services rendered, not to exceed \$10,000.</i></p>
SD	<p><i>All agencies are supposed to have a recognition program in place. Some agencies are successful in their programs, others are not. There is a web site that is supposed to cover all agencies programs that you can look at: http://www.everydayrecognition.sd.gov/</i></p> <p><i>We also have an employee incentive reward program that is used on occasion, but not frequently. The material below is from our intranet site:</i></p> <p><i>"Welcome to the State of South Dakota's Employee Innovation Awards Program (EIAP). This program was developed to give you the opportunity and the incentive to share your ideas to help provide the state with significant cost-savings, enhanced services, safer operations, and improved processes.</i></p> <p><i>If your idea shows a cost-savings for the state, the award will be 5% of one year's savings, and could be as much as \$50,000. If your idea does not show actual cost-savings, but is beneficial in other ways, you may receive a minimum cash award of \$50.</i></p> <p><i>This program is available only to Executive Branch employees."</i></p>
WY	n/a

2. Does your state provide any employer-paid tuition for higher education coursework for employees?

If yes, is the program administered statewide or is it provided agency-by-agency?

ND	<i>No central program. Administration and funding is determined at the agency level based on need, value to agency, & budget.</i>
CO	<i>No central program. Agency decision to offer tuition reimbursement based on agency funding.</i>
IA	<i>Administered by agencies.</i>
KS	
MN	n/a

MO	<p>I. GENERAL STATEMENT The State of Missouri recognizes the need for, and supports, tuition reimbursement for its employees for improving the quality of service to the state, improving employee performance and for contributing to an atmosphere of continuing growth and development. This policy allows employees to obtain reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.</p> <p>II. GUIDELINES AND PROCEDURES</p> <p>A. Eligibility - To be eligible for participation in the tuition reimbursement program, employees must be employed by the State of Missouri in a position that is deemed to be of continuing nature.</p> <p>B. Course/Degree Applicability - Graduate and undergraduate courses must be either job related or be a part of a degree program that is consistent with the department's stated mission.</p> <p>C. Tuition Reimbursement Guidelines - Undergraduate Courses completed with a grade of "A" are reimbursed 100%, a grade of "B" are reimbursed 75% and a grade of "C" or "Pass" are reimbursed 50% of the tuition fees paid of the maximum allowed tuition reimbursement rate, whichever is less. Graduate Courses completed with a grade of "A" are reimbursed 100%, a grade of "B" or "Pass" are reimbursed at 75% of the tuition fees paid, or the maximum allowed reimbursement rate, whichever is less.</p> <p>D. Maximum Reimbursement Rate The maximum reimbursement rate is limited to the highest prevailing per credit hour tuition rate charged by a Missouri state college or university.</p> <p>E. Tuition Reimbursement Cap The State of Missouri will reimburse tuition as outlined in the policy for no more than 15 semester credit hours or equivalent per employee each fiscal year.</p> <p>F. Course Scheduling Employees may not use administrative leave with pay to participate in any part of their course work. It is recommended, however, that departments give fair consideration to other options (e.g., annual leave, compensatory leave, flexible work schedule, leave without pay) in an effort to equitably facilitate an approved continuing education course.</p>
MT	<i>Administration and funding is determined by each agency.</i>
NE	<i>Yes – reimbursement of 50-100% of tuition for approved job, career related, or degree required courses. Language for tuition reimbursement is in the NAPE labor contract which would cover most employees.</i>
OK	<p>Yes, some agencies have authority based on enabling statutes. In addition, all agencies may now make direct payments not to exceed Five Thousand Dollars (\$5,000.00) in any twelve-month period, on behalf of eligible employees to any private or public entity for which a qualified education loan expense is owed by the employee. The maximum amount that may be paid on behalf of an employee is \$15,000. The employee on whose behalf payment is made is obligated to serve two thousand (2,000) hours of full-time employment with the paying agency for each Five Thousand Dollars (\$5,000.00) of qualified education loan expense paid for by the agency.</p> <p>Tuition assistance is agency-by-agency. Loan reimbursement is statewide program.</p>
SD	<p>Reduced tuition is available to employees who have one year of service. The tuition reduction is 50%. However, the class cannot be full and the class needs to be state supported rather than be funded 100% by tuition and fees from students. This effectively limits classes available to whatever is taught on campus since anything on the internet, on the state digital network, or off campus is supported directly by tuition and fees. If a state employee does not work in a town with one of the universities, reduced tuition is not really available to them.</p>
WY	Employer paid tuition is at agency discretion/funding, mainly used by Health/social services agencies.

- 3a. Does your state provide employee membership dues for professional organizations –
- If the membership/licensure/certification is required to perform the job (prof eng, bar assoc, nurse license)?

ND	<i>Practice varies among agencies depending on level of requirement and agency ability to fund.</i>
CO	<i>No mechanisms established to reimburse employees for certifications and I am not aware of any agency that does.</i>
IA	<i>No statewide policy; may be done on a agency basis.</i>
KS	
MN	<p>Samples of union contract language as it relates to professional membership dues</p> <p><u>MMA-Middle Management Association (Supervisory bargaining unit)</u> Section 1. Membership Dues. In each fiscal year, the Appointing Authority may reimburse each supervisor in the bargaining unit for membership dues paid to professional organizations related to the supervisor's job, up to a cumulative maximum of two hundred fifty dollars (\$250.00). However, the Appointing Authority shall not reimburse membership dues to a supervisor for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment of supervisors with the Employer.</p> <p><u>MAPE-Minnesota Association of Professional Employees (Public Safety Supplemental Agreement)</u> MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS. Article 6, Section 6 of the Master Agreement: In each fiscal year, the Appointing Authority shall reimburse Forensic Scientists 1, 2, and 3 for professional dues in job related organizations up to two hundred fifty dollars (\$250.00) . . . PROFESSIONAL CERTIFICATION. Effective July 1, 2003 and dependent upon the availability of funds and the operational needs of the Forensic Science Laboratory, the Appointing Authority may provide a lump sum payment of five hundred dollars (\$500.00) to employees in the Forensic Scientist classifications who become certified . . .</p> <p><u>GEC-Minnesota Government Engineers Council</u> Section 10. Membership(s) in Professional Organizations. In each fiscal year, the Agency shall reimburse employees in the bargaining unit for membership dues paid to professional organizations related to the employee's job up to a maximum of \$155 each fiscal year. Under no circumstances will the Employer reimburse membership dues to an employee for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment with the Employer.</p>
MO	<p><u>I. General Statement</u> -- This policy establishes guidelines for consistent payment of professional dues and organizational membership expenses throughout state government.</p> <p><u>II. Applicability</u> -- Departments may reimburse or directly pay for licenses, certificates, membership to professional organizations and agency memberships as set forth below:</p> <p><u>A. Licenses and Certificates</u> -- Departments may reimburse employees or directly pay for the application, and/or annual renewal fees for licenses or certificates possessed by employees, so long as the license or certificate possessed by the employee is a condition of employment. Class F driver's licenses are excluded.</p> <p><u>B. Professional Organizations</u> Being a member of a professional organization, while not a condition of employment, may provide a meaningful benefit to the Department by furthering professional development. Therefore, Departments may reimburse employees or directly pay for individual memberships to professional organizations for employees provided that: The employee is, or will be, a member in good standing of the association and the employee can demonstrate that the membership will result in direct and tangible benefits to the mission of the Department. Memberships for a recognized employee bargaining unit are excluded.</p> <p><u>C. Civic, Industrial or Other Organizations</u> The Director may authorize a Department to participate as a member in a civic, industrial or other organization provided the membership will provide direct or indirect benefits to the mission of the Department.</p> <p><u>III. Approval</u> Only a Department Director may approve Dept memberships for civic, industrial or other organizations.</p>
MT	<i>No</i>
NE	<i>Varies by agency</i>

OK	Memberships <i>Agency memberships are authorized and paid through the normal payment process. However, a review of past Attorney General Opinions (e.g., 63-247, 80-59, 80-261) have shown that payment of individual employees membership dues has consistently been determined an invalid expenditure, except as when authorized by legal authority. Such legal authority must be cited on the claim. Alternatively, OSF has agreed to grant an exception for payment of individual "position" memberships (e.g., director, comptroller, etc.) which are of a transferable nature. When paying a membership that meets this exception, the agency should annotate the condition on the claim form or invoice.</i>
SD	We provide some, but not others, depending upon the license. We pay bar dues for positions that require a licensed attorney; we don't pay for the RN licenses. It's a hit and miss deal and there is no consistent policy.
WY	No

- If the membership/licensure/certification is not required but deemed beneficial to the performance of the job (cpa, phr, sphr, ccp)?

ND	<i>Practice varies among agencies, consideration given to value of the membership/certification to the agency.</i>
CO	<i>No statewide policy, this may be included in incentive awards at the discretion of the agencies and based on their funding.</i>
IA	n/a
KS	
MN	Each union contract would specify this. See attached
MO	n/a
MT	No
NE	Varies by agency
OK	318 GENERAL INFORMATION AND PROHIBITED ACTS <i>3. Payment of personal organizational memberships or dues, without specific statutory authority. A.G. Opinion 63-247, 79-38, 80-59, and 80-261. There are two exceptions as follows:</i> <i>a. When the fee is for a specific position requiring such membership and is in the name of the person holding that position. The membership must be transferable.</i> <i>b. When specific coverage of individual memberships are within the terms of a grant contract. A copy of the pertinent section of the grant contract should be included with the claim.</i>
SD	None of this is paid if it is not required for licensing or certifications. Memberships are a little different as some agencies will pay for memberships if it is job related. For example, we pay for SHRM dues only if the person has their SPHR. We have to get the SPHR and pay for the test and the recertification on our own. There is no statewide consistent policy on this issue.
WY	No

- 3b. Does your state provide employee membership dues for service clubs (i.e. Chamber of Commerce, Kiwanis, Sertoma, Jaycees, etc.)?

ND	<i>Some ND agencies provide such dues based on link to responsibility; i.e. local civic group/chamber of commerce to nearby state park manager, service club membership for voc rehab manager in local office, etc.</i>
CO	<i>No statewide policy, agencies may choose to incorporate into their incentive award programs.</i>
IA	No
KS	
MN	No
MO	C. Civic, Industrial or Other Organizations The Director may authorize a Department to participate as a member in a civic, industrial or other organization provided the membership will provide direct or indirect benefits to the mission of the Department.
MT	No
NE	No

OK	n/a
SD	I don't know of any agency that pays for these organization memberships.
WY	n/a

- If memberships are provided, are they considered for the benefit of the agency operations?

ND	<i>Memberships are provided based on link to responsibility and benefit to the agency operations.</i>
CO	No.
IA	n/a
KS	
MN	n/a
MO	<i>Allowed if beneficial to the mission of the department.</i>
MT	n/a
NE	n/a
OK	n/a
SD	n/a
WY	n/a

- If memberships are provided are they considered a benefit for the employee receiving membership?

ND	<i>Agencies do NOT consider these an employee benefit.</i>
CO	<i>Only as an incentive award.</i>
IA	n/a
KS	
MN	n/a
MO	n/a
MT	n/a
NE	n/a
OK	n/a
SD	n/a
WY	n/a

4. Does your state provide any paid leave for care of family members? (this does NOT include the federal Family Medical Leave Act coverage)

ND	<i>ND allows employees to use up to 40 hrs in a year for care of family members. ND also offers a donated leave program where employees may donate annual leave to other employees with family members facing serious health issues and the employee needs to provide care.</i>
CO	<i>Sick leave may be used for the care of immediate family including parents, dependents, spouse, or person in the household for which the employee is deemed the primary caregiver. In addition, agencies are authorized to develop leave sharing programs for catastrophic, life-threatening health conditions of employees or their immediate family members, where leave and other benefits have been exhausted.</i>
IA	n/a
KS	

MN	<p>Section 3. Sick Leave Use.</p> <p>B. Others. Sick leave granted under paragraphs 1 and 4 below shall be for such reasonable periods as the employee's attendance may be necessary. Leaves granted under 2 and 3 below shall be limited to not more than five (5) days to arrange for necessary nursing care for members of the family or birth or adoption of a child.</p> <p>1. illness of a spouse, dependent children/step-children/foster-children (including wards, and children for whom the employee is legal guardian), or parent/step-parent who is living in the same household of the employee; illness of a minor child whether or not the child lives in the same household of the employee.</p> <p>2. birth or adoption of a child.</p> <p>3. to arrange for necessary nursing care for members of the family, as specified in Section 3B 1 above.</p> <p>4. to accompany spouse, minor or dependent children/step-children/ foster children to medical appts.</p>
MO	n/a
MT	Employees are allowed to use sick leave to care for eligible family members (spouse, children and/or parents).
NE	<i>Yes – employees can use sick leave for immediate family members. The following language (from the NAPE labor contract) dictates when sick leave can be used: "When the illness, disability, injury, or major surgery of an immediate family member requires the employee's presence. The immediate family shall be considered as: spouse, children, parents, others bearing the same relationship to the employee's spouse, and any other individual for whom the employee is the legal guardian. At the Agency head's discretion, the definition of immediate family may be broadened."</i>
OK	<i>Employees can use up to 10 days of their sick leave each year for absence necessary when some member of their immediate family or household requires their care because of illness or injury, or in the case of death in the immediate family or household.</i>
SD	<p>40 hours of sick leave can be used every year for care of member of the immediate family. Rules are below:</p> <p>55:01:22:02.04. Personal leave. An employee may use up to 40 hours of accumulated sick leave annually for the following purposes:</p> <p>(1) A death in the immediate family;</p> <p>(2) The temporary care of members of the immediate family;</p> <p>(3) Volunteer police or rescue work; and</p> <p>(4) A call to state active duty of military reserve or national guard members.</p> <p>"Immediate family," the employee's spouse, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, brothers, sisters, grandparents, grandchildren, stepchildren, and stepparents, and, for the purposes of § 55:01:22:02.04, foster children;</p>
WY	Sick leave can be used for care of family members

5. Purchase of Retirement Service Credit:

a. Do you allow an employee to purchase retirement service credit? (i.e. for unused sick leave time)

ND	<p>1. <i>Employee may purchase service credit equal to amount of sick leave balance at retirement. Employee pays the percent equal to the contribution of the employer and employee for the months of service purchased.</i></p> <p>2. <i>Employee may purchase up to 5 years of additional time (not related to sick leave or other work time) at an actuarially determined rate. Employee must be vested and actively contributing to the plan at the time the purchase is made.</i></p>
CO	<p>Yes, only in our PERA Defined Benefit plan with supplemental plans (401k or 457). Current employees are eligible to purchase up to 10 years service credit.</p> <p><i>Employees cannot apply unused sick leave toward service credit, they are only eligible for ¼ pay-out of sick leave, only upon eligibility to retire.</i></p>
IA	<i>No, but we have something better. Employee may convert part of sick leave to pay for retiree health coverage. If employee has 0-750 hrs Sick Leave they may convert 60% of the value to pay for health insurance; 750-1,500 hrs – 80%; Over 1,500 hrs – 100%.</i>
KS	

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MN	<i>Allows some purchase of prior gov't service and allows purchase of military service.</i>
MO	Increasing Service With Unused Sick Leave - If you are vested when you leave state employment, you will receive one month of credited service for every 168 hours (21 days) of unused sick leave reported to MOSERS by your employer. Unused sick leave will be used in calculating the amount of your retirement benefit. Purchasing Prior Military Service Credit -- You may purchase up to four years of active duty military service credit performed prior to your last becoming a member of MOSERS.
MT	<i>May re-purchase prior gov't service and military service; May also purchase 1 yr of additional service for every 5 yrs of service credit.</i>
NE	No
OK	<i>An employee who retires or terminates employment and elects a vested benefit is entitled to add unused sick leave to all the other service credit the employee has accrued. One hundred sixty hours of unused sick leave qualifies as one month of participating service credit. A maximum of 6 months of unused sick leave can be added to an employee's credit.</i>
SD	May purchase retirement service credits for public service time in which the person was not covered by a retirement plan, service which was covered by our retirement plan and the person terminated, cashed out their service and was then rehired, or military service.
WY	Yes, employees may buy service credits

b. Do you allow the employer to purchase retirement service credit for an employee?
Under what certain circumstances?

ND	1. <i>Agency may pay the cost to convert unused sick leave to retirement service credit.</i> 2. <i>Agency may purchase up to a max of 5 yrs service credit for an employee whose age & years of service equal 75 or greater or an employee at least 55 yrs of age with 3 yrs of service. Payment is determined based on an actuarially equivalent basis.</i>
CO	No
IA	No
KS	
MN	No
MO	No
MT	Yes, when an employee has been terminated due to a Reduction in Force, the employer can be responsible for the cost of purchasing years of retirement service credit for the employees who choose the retirement option.
NE	No
OK	No
SD	No. Employees need to buy this themselves.
WY	No