

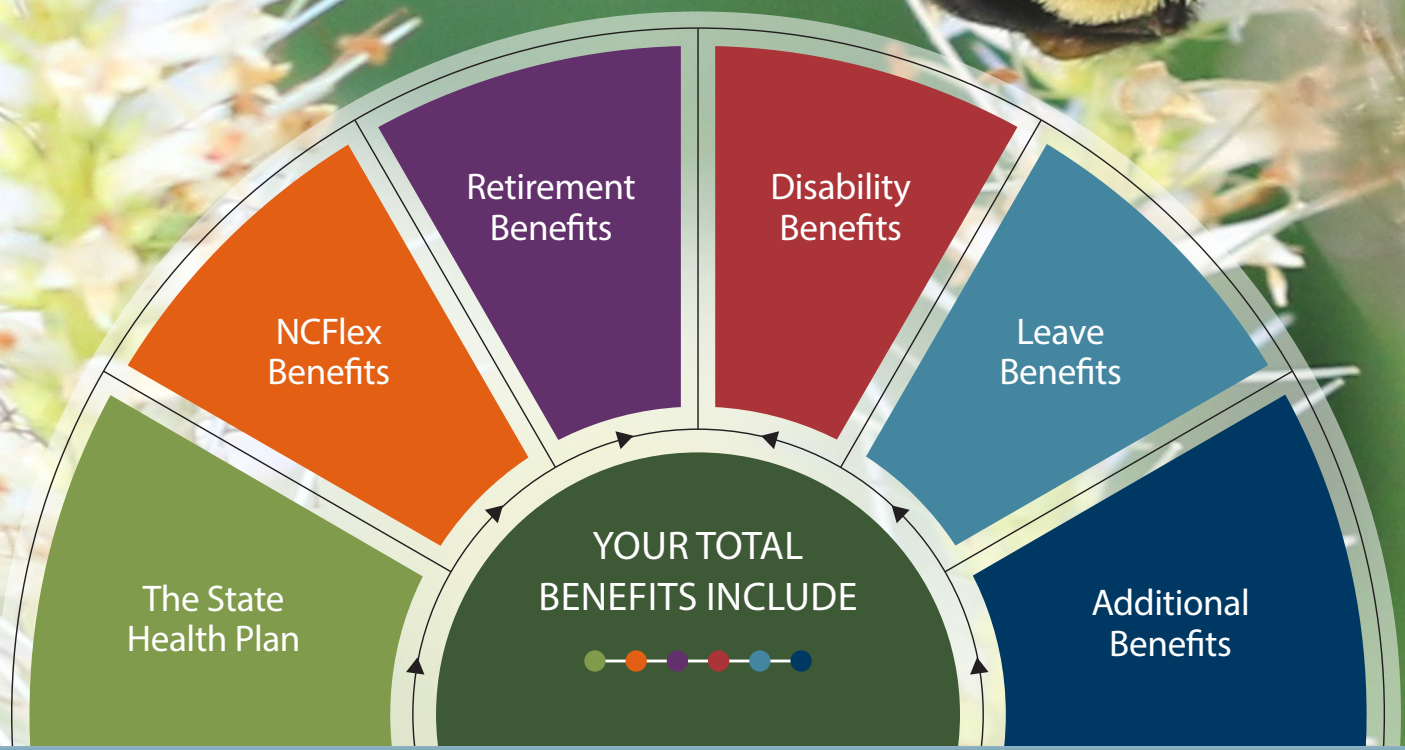
# 2024

State of NC  
Employees

# BENEFITS

## SUMMARY

Bumblebee on Culver's Root | Photo by Larry Reis via flickr



This benefits overview provides a summary of the comprehensive benefits offered to you as a state employee. Explore all of the ways the State of North Carolina can help you get and stay healthy, save for your retirement, protect your income, and take time off to help with work/life balance.

Blue Vervain | Photo by Ed Post via Flickr

# State Health Plan



Because you are a valued state employee, the taxpayers of North Carolina invest in you and your health by offering eligible employees full medical and pharmacy benefits through the State Health Plan (Plan). The State pays for the majority of your health plan benefit, with you subsidizing the coverage for any dependents you choose to add on to the Plan.

The mission of the Plan is to improve the health and health care of North Carolina teachers, state employees, retirees, and their dependents, in a financially sustainable manner, thereby serving as a model to the people of North Carolina for improving their health and well-being.

The Plan provides health care coverage to approximately 740,000 teachers, state employees, retirees and their dependents. The Plan contracts with a Third-Party Administrator, currently Blue Cross and Blue Shield of North Carolina, to process medical claims and offer a provider network, but taxpayers like you pay for your coverage.

The Plan offers two Preferred Provider Organization (PPO) plans:

- Enhanced PPO Plan (80/20)
- Base PPO Plan (70/30)

Both PPO plans provide freedom of choice among in-network providers, lower out-of-pocket costs, and preventive services performed by an in-network provider are covered at 100%, which means there will be no copay for these services.

Members can save money on both plans when you visit your selected Primary Care Provider (or see another provider in your PCP's office). On the Base PPO Plan (70/30), your copay will be REDUCED from \$45 down to \$30. On the Enhanced PPO Plan (80/20), your copay will be REDUCED from \$25 down to \$10. Members can also benefit from a \$0 copay if their selected PCP is a Clear Pricing Project Provider (CPP). To find a CPP Provider visit the Plan's website at [www.shpnc.org](http://www.shpnc.org).

The Plan maintains a wealth of benefit and health care information on its website, at [www.shpnc.org](http://www.shpnc.org), to help empower members to take control of their individual health, health costs and health benefit options.

 **For More Information**  
For more information, go to [www.shpnc.org](http://www.shpnc.org)

Coverage Level	Employee Monthly Cost	
	Base PPO Plan (70/30)	Enhanced PPO Plan (80/20)
<b>Employee</b>	\$25.00*	\$50.00*
<b>Employee and Spouse</b>	\$590.00*	\$700.00*
<b>Employee and Child(ren)</b>	\$218.00*	\$305.00*
<b>Employee and Family</b>	\$598.00*	\$720.00*

*\*If you complete the tobacco attestation, you pay this lower cost.*

## 2025 Aetna Transition

The State Health Plan will transition to a new third-party administrator, Aetna, effective January 1, 2025.

Members will hear more about this change later in 2024. To ensure you receive announcements and information about this change:

- Make sure you have the correct address, email address and phone number in eBenefits, the Plan's enrollment system, which you access on the Plan's website at [www.shpnc.org](http://www.shpnc.org) and with your employer's human resources department.
- Sign up for the Plan's monthly e-newsletter, Member Focus, which can be accessed on the Plan's website at [www.shpnc.org](http://www.shpnc.org).
- Follow the State Health Plan on Facebook at [www.facebook.com/SHPNC/](https://www.facebook.com/SHPNC/).





# NCFlex Benefits



The NCFlex State Insurance Plans provide a variety of pre-tax plans to meet the needs of state employees and their families. It's up to you to choose the benefits that best meet your needs. To be eligible, you must work 20 hours or more per week (30 hours or more for the disability plan) in a permanent, probationary, or time-limited position. All deductions are withdrawn from your pay on a pre-tax basis, which lowers your taxable income and saves you money. You may enroll in any or all of the benefit plans.

## Health Care Flexible Spending Account

A Health Care Flexible Spending Account (HCFSA) can help you save money on taxes by paying for eligible out-of-pocket medical, dental, and other qualifying expenses for you and your eligible dependents with pre-tax dollars. You choose the amount of pre-tax money you want to have deducted from your paycheck and it is deposited directly into your HCFSA. You can use the NCFlex Convenience Card to pay for eligible expenses.

**You may contribute as little as \$120 per plan year or as much as \$3,050 per plan year to your HCFSA.** If your spouse is also a state employee, he/she may also contribute as much as \$3,050 per plan year. Unused HCFSA funds, up to \$610, can be rolled over to the following plan year as long as you have a minimum balance of \$25. This rollover feature only applies to the HCFSA.

## Dependent Day Care Flexible Spending Account

The Dependent Day Care Flexible Spending Account (DDCFSA) offers you a tax-free way to pay yourself back for eligible dependent care expenses throughout the year. **You can contribute between \$120 and \$5,000 each plan year to the DDCFSA to pay for dependent daycare and elder care expenses on a pre-tax basis** if both you and your spouse work,

your spouse goes to school full-time or your spouse isn't able to care for himself or herself. The NCFlex Convenience Card can also be used for this account. However, unlike the HCFSA you can only be reimbursed up to your available account balance.

## How Flexible Spending Accounts Save You Money

Example of Annual Tax Savings*	Without an FSA	With an FSA
Annual Pay	\$40,000	\$40,000
Pre-tax Money Deposited into FSA	-\$ 0	-\$2,500
Remaining Taxable Annual Pay	\$40,000	\$37,500
Minus Federal, State and Social Security Taxes	-\$12,000	-\$11,250
Take-home Pay Spent on Qualified Expenses	-\$2,500	-\$ 0
Take-home Pay	<b>\$25,500</b>	<b>\$26,250</b>

\*Assumes annual tax rate of 30%.

## Paying for Expenses

When you enroll in a Flexible Spending Account, you will automatically receive the NCFlex Convenience Card to simplify the process of paying for eligible expenses.

## Accident Plan

The Accident Plan pays cash benefits for specific injuries and events resulting from a covered accident that occurs on or after your coverage effective date. You can use this money however you like; for example, deductibles, other out-of-pocket medical costs, child care, housecleaning, groceries or utilities. Benefits are paid directly to you and pay in addition to any other insurance you may have.

Both Basic and Enhanced Options include a Sports Accident Benefit, annual Wellness Benefit and Travel Assistance Services. The Enhanced Option has higher payouts and includes a Sickness Hospital Confinement Benefit.

Examples of payable events	Basic Option	Enhanced Option
Initial doctor visit	\$100	\$120
Emergency room treatment	\$300	\$400
Ground ambulance	\$360	\$600
Hospital admission	\$1,250	\$2,000
Lacerations	\$100 - \$480	\$120 - \$960

Coverage Level	Basic Option	Enhanced Option
Employee	\$6.94	\$15.98
Employee and Spouse	\$11.50	\$28.46
Employee and Child(ren)	\$13.64	\$31.26
Employee and Family	\$18.20	\$43.72

## Cancer & Specified Disease

Our Cancer and Specified Disease plan pays cash benefits for the necessary treatment of the diagnosed cancer or specified disease, for example hospitalization, surgery, radiation/chemotherapy and more. The plan also provides an annual Cancer Screening Benefit per covered person that pays a benefit for a variety of cancer screenings (based on the option you choose: \$25 for the Low option or \$100 for High and Premium options) such as mammograms, Pap smears, and PSA (Prostate Specific Antigen test for prostate cancer).

You can choose between three plan options (Low, High and Premium) depending on your insurance needs. All three plan options cover the same type of services.

Coverage Level	Employee Monthly Cost		
	Low Option	High Option	Premium Option
Employee Only	\$6.06	\$14.42	\$19.26
Employee and Family	\$10.02	\$23.90	\$31.84

## Critical Illness

This insurance policy pays a benefit in the event of a critical illness diagnosis such as heart attack, stroke, cancer, Alzheimer's, type 1 diabetes and more. The coverage pays a lump sum benefit of up to \$15,000, \$25,000 or \$40,000 (or a percentage) per diagnosis, depending on the plan you choose. You can use your benefit as you see fit. The monthly premium is based on the maximum benefit amount you choose, your age, and whom you cover (yourself only or you plus your spouse).

All three plans include an annual Wellness Benefit as well as COVID-19 Diagnosis and Hospital Confinement Benefits.

Coverage Level	Employee Age	Benefit Amount*/Monthly Cost		
		\$15,000	\$25,000	\$40,000
Employee/ Spouse	<25	\$0.90	\$1.50	\$2.40
	25-29	\$1.20	\$2.00	\$3.20
	30-34	\$2.10	\$3.50	\$5.60
	35-39	\$2.70	\$4.50	\$7.20
	40-44	\$4.20	\$7.00	\$11.20
	45-49	\$7.80	\$13.00	\$20.80
	50-54	\$10.80	\$18.00	\$28.80
	55-59	\$15.90	\$26.50	\$42.40
	60-64	\$29.70	\$49.50	\$79.20
	65-69	\$42.00	\$70.00	\$112.00
	70+	\$49.80	\$83.00	\$132.80
Dependent Children	If you choose coverage for yourself, you may also elect coverage for your dependent children under age 26.			
	Up to age 26	No cost		

\*The monthly costs are per covered person (employee/spouse) for the benefit amount you elect. The monthly cost for your spouse is based on your age.

## Dental

NCFlex offers three dental plans, administered by MetLife, that cover routine checkups and other dental care: High Option plan, Classic Option plan and Low Option plan. The plans differ in how much you pay per pay period, how much you pay at the time of service and what is covered. You can see either in-network or out-of-network providers, but you can save money by visiting an in-network provider for major services.

Coverage Level	Employee Monthly Cost		
	Low Option	Classic Option	High Option
Employee Only	\$ 24.18	\$ 35.90	\$ 55.40
Employee and Spouse	\$ 48.74	\$ 72.00	\$ 111.12
Employee and Child(ren)	\$ 52.34	\$ 78.00	\$ 119.84
Employee and Family	\$ 83.44	\$123.00	\$ 196.20

## Vision

The NCFlex Vision Plan, provided through EyeMed Vision Care, offers a large network of providers, including optometrists, some ophthalmologists, and optical companies. When utilizing an in-network provider, there is no need to file claims.

The vision plan offers three options: Core Wellness Exam Plan, Basic Plan, and Enhanced Plan. The Core Wellness Plan is available to you at no cost (however, you **must enroll**) and covers an annual comprehensive eye exam with a \$20 copay and has a lens and frame allowance. Both the Basic and Enhanced Plans provide a comprehensive eye exam and benefits for vision materials. You may receive either eyeglass lenses or contact lenses in a benefit period but not both.

Coverage Level	Employee Monthly Cost		
	Core Wellness Exam*	Basic Plan	Enhanced Plan
Employee Only	No charge	\$4.50	\$8.00
Employee and Family	N/A	\$11.66	\$20.52

\*You must enroll in the Core Wellness Plan to have this coverage.

## Group Term Life Insurance

You can enroll in Group Term Life Insurance for both you and your dependents which will pay a benefit to the selected beneficiary(ies) if a covered individual dies while covered under the policy. You are automatically the beneficiary of spouse and child(ren) coverage. Note that group term life policies provide death protection only; there is no cash value accumulation.

Rates are based on your age, whom you cover (yourself only or yourself and your spouse and/or children) and the amount of coverage you choose (from \$20,000 to a maximum of \$500,000, in \$10,000 increments). For example, if you are age 44 and elect \$20,000 in coverage, your monthly premium will be \$1.80. Spouse coverage cannot exceed 100% of your elected amount.

## Group Term Life Monthly Costs

The monthly premium for you (and for your spouse, if covered) is based on your age as of January 1 of the current plan year. The following chart outlines the cost of coverage per \$1,000 increments based on age.

Employee Age	Monthly Rates* Per \$1,000 Coverage	Monthly Cost for Sample Coverage Amounts		
		\$20,000	\$50,000	\$100,000
<b>Employee/Spouse</b>				
0 – 24	\$0.04	\$ .80	\$ 2.00	\$ 4.00
25 – 29	\$0.05	\$ 1.00	\$ 2.50	\$ 5.00
30 – 34	\$0.07	\$ 1.40	\$ 3.50	\$ 7.00
35 – 39	\$0.08	\$ 1.60	\$ 4.00	\$ 8.00
40 – 44	\$0.09	\$ 1.80	\$ 4.50	\$ 9.00
45 – 49	\$0.13	\$ 2.60	\$ 6.50	\$ 13.00
50 – 54	\$0.22	\$ 4.40	\$ 11.00	\$ 22.00
55 – 59	\$0.40	\$ 8.00	\$ 20.00	\$ 40.00
60 – 64	\$0.64	\$ 12.80	\$ 32.00	\$ 64.00
65 – 69	\$1.27	\$ 25.40	\$ 63.50	\$ 127.00
70 – 74	\$2.06	\$ 41.20	\$ 103.00	\$ 206.00
75+	\$2.06	\$ 41.20	\$ 103.00	\$ 206.00

If you elect employee-only coverage, premiums will be deducted on a pre-tax basis.

### Child(ren)

\$0.68 for \$5,000 of coverage for child(ren)

\$1.36 for \$10,000 of coverage for child(ren)

If you elect employee plus dependent coverage, premiums for you and your dependent(s) will be deducted on a post-tax basis.

\*The monthly costs are per covered person (employee/spouse) for the benefit amount you elect.

## If You Leave Employment

All NCFlex plans (except the DDCFSA, Core AD&D and Disability) are available to take with you when you leave employment either through portability, conversion, or COBRA. In addition, the State of NC is the employer of the NCFlex program; therefore, these plans are transferable between agencies, universities, participating community colleges, and participating charter schools.

## Core Accidental Death & Dismemberment

Core Accidental Death & Dismemberment (AD&D) pays a benefit of up to \$10,000 to you or your beneficiary upon accidental death or if certain disabling injuries occur as the result of a covered accident.

Core AD&D is a benefit that covers employees only and is available at NO COST to you. All you have to do is enroll!

## Voluntary Accidental Death & Dismemberment

Voluntary Accidental Death & Dismemberment (AD&D) pays a benefit if you suffer a loss or certain disabling injuries as a result of a covered accident. Coverage is effective 24 hours a day, 365 days a year and includes accidents on or off the job, while traveling by car, train, boat, some forms of air travel, or any other public or private form of transportation.

Principal Sum*	Employee Monthly Cost	
	Employee Only	Employee and Family
\$50,000	\$0.90	\$1.30
\$100,000	\$1.80	\$2.60
\$150,000	\$2.70	\$3.90
\$200,000	\$3.60	\$5.20
\$250,000	\$4.50	\$6.50
\$300,000	\$5.40	\$7.80
\$350,000	\$6.30	\$9.10
\$400,000	\$7.20	\$10.40
\$450,000	\$8.10	\$11.70
\$500,000	\$9.00	\$13.00

\* Family members' principal sum is a percentage of employee's principal sum.

## The Pre-Tax Advantage

By taking advantage of the NCFlex pre-tax benefit plans, you take home more money because taxes (federal, state, Social Security and Medicare) are calculated after the premium is deducted. This reduces your taxable income, which lowers your taxes and saves you money. The amount depends on your tax bracket, but you could save around 30% of the premium. For example, if you elect the High Option dental plan at the employee only coverage level, the monthly premium of \$35.90 would only reduce your paycheck by \$25.15, saving you \$10.75 each month. And if you select more than just dental, you can even save more!

## Voya Travel Assistance: Worldwide Emergency Travel Assistance Services

**If you are enrolled in the Accident, Core or Voluntary AD&D plans, you also receive Voya Travel Assistance services.**

Traveling to an unfamiliar place can cause stress, especially if something goes wrong. Voya Travel Assistance offers you and your dependents four types of services when traveling more than 100 miles from home: Pre-trip information, Emergency personal services, Medical assistance services and Emergency transportation services.

This provides peace of mind, allowing you to relax and enjoy your trip. Voya Travel Assistance services are provided by Europ Assistance USA, Bethesda, MD.

Go to [www.ncflex.org](http://www.ncflex.org) for more information.

## TRICARE Supplement Plan

If you currently have TRICARE Select, Prime, or TRS benefits offered through the military community, you may be eligible for this plan, which pays a benefit for costs not covered by TRICARE. TRICARE and the TRICARE Supplement Plan work together to maximize your benefits and minimize your out-of-pocket expenses.

Coverage Level	Cost
Employee Only	\$60.50
Employee and Spouse	\$119.50
Employee and Child(ren)	\$119.50
Employee and Family	\$160.50

## Disability

NCFlex offers a combined Short-Term Disability (STD) and Long-Term Disability (LTD) plan which can replace part of your paycheck if you can't work because of an illness, injury or pregnancy. The STD covers day 15-60 of disability and pays up to \$750 a week, while the LTD begins on day 61 of disability and replaces up to 66 2/3% of your eligible earnings, up to a maximum benefit of \$12,500 per month. Benefits may last until your Social Security Normal Retirement Age, provided you continue to meet the definition of disability.

### For More Information

To obtain additional information on coverage, or to learn more about NCFlex Benefits, visit [www.ncflex.org](http://www.ncflex.org).



# Retirement Benefits



North Carolina  
Total Retirement Plans



*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA

If you are a permanent full-time employee and work at least 30 hours per week for nine months per year, you automatically contribute six percent of your compensation to Teachers' and State Employees' Retirement System (TSERS) on a pre-tax basis. As a result, your taxable income is lowered and the amount of your annual taxes are reduced. The State also pays a percentage of your compensation to TSERS. All contributions are invested by the Department of State Treasurer.

You are vested in TSERS after you have five years of contributing membership service. This means that once you meet retirement eligibility requirements, you may apply for a guaranteed monthly lifetime benefit based on a retirement formula.

## Death Benefit

If you die and you were an active state employee with at least one year of retirement contributing membership service, your beneficiary will receive a lump sum payment equal to your annual salary of no less than \$25,000 but no higher than \$50,000. This benefit is paid by the Retirement System.

Membership in the Teachers' and State Employees' Retirement System (TSERS) is automatic for eligible employees.

## NC Total Retirement Plans

The NC 401(k) and the NC 457 are defined contribution plans. Under these plans, you choose your contribution rate and your investments. The benefit you receive at retirement is based on your contribution and the investment performance of the plan you choose.

Saving on your own is one important way to enjoy the retirement you envision. Consider contributing to the NC 401(k) or the NC 457 supplemental retirement plans. Each of these supplemental plans, along with your NC pension plan, and any additional outside assets, will help you achieve a more secure retirement.



**For More Information**

For more information, go to [www.myncretirement.com](http://www.myncretirement.com)

## Benefits Offered Through Your Employer

Each State of North Carolina employing unit has the opportunity to offer post-tax supplemental benefits. Please note that these benefits cannot be transferred from one employing unit to the next; however, they may be continued on an individual basis. If you would like information about benefits specific to your employing unit, contact your local Health Benefit Representative (HBR) or Human Resources Department.

# Disability Benefits

The North Carolina Disability Income Plan (DIPNC), is administered by the Department of State Treasurer for North Carolina public employees. Disability Income Plan of North Carolina (DIPNC) provides a monthly replacement income in the form of short-term, extended short-term, and long-term disability benefits in the event you become disabled while you are a permanent employee under the Teachers' and State Employees' Retirement System (TSERS) or a participant of the UNC Optional Retirement Program (ORP). To be eligible, you must meet certain requirements.

## Short-Term Disability

In order to qualify for the Short-Term Disability (STD) benefit, you must have at least one year of contributing retirement membership service earned within the 36 calendar months preceding your disability, and meet all plan requirements.

Benefits are paid by the employer after a 60-day waiting period and provide monthly income (before any offsets) equal to 50 percent of one-twelfth of your annual base salary. This benefit is payable up to 365 calendar days.

### Here's an example of how STD benefits are paid:

Annual Base Salary: \$36,000  
 $50\% \times \$36,000 \div 12 = \$1,500$  per month (if no offsets apply)

## Extended Short-Term Disability

If you are a permanent employee and a member of the TSERS, an additional period of STD may be approved, not to exceed 365 days. You must meet all disability requirements and be approved by the plan's medical board.

### Here's an example of how extended STD benefits are paid:

Annual Base Salary: \$48,000  
 $50\% \times \$48,000 \div 12 = \$2,000$  per month (if no offsets apply)

## Long-Term Disability

To be eligible for Long-Term Disability (LTD), you must have five years of contributing retirement service earned within the 96 calendar months prior to the conclusion of the short-term disability period, or the date of completion of uninterrupted salary continuation payments. If you meet all requirements, LTD pays a monthly income (before any offsets) of 65 percent of one-twelfth of your annual base salary. You must be approved by the plan's medical board in order to qualify for LTD payments.

### Here's an example of how LTD benefits are paid:

Annual Base Salary: \$42,000  
 $65\% \times \$42,000 \div 12 = \$2,275$  per month (if no offsets apply)



### For More Information

For more information, go to [www.myncretirement.com](http://www.myncretirement.com)

## Reasonable Accommodation Policy

It is the policy of the State of North Carolina to reasonably accommodate qualified individuals with disabilities and those who are pregnant unless the accommodation would impose an undue hardship. While many pregnant individuals and individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process.





# Leave Benefits

## Vacation Leave

Full-time permanent, probationary, and time-limited employees are allowed at least 112 hours (14 days) of vacation leave annually. As length of service increases, the amount of earned leave increases. (Leave is prorated for part-time employees.) Leave is accrued after you have worked at least half of the work days in each month.

## Sick Leave

Full-time permanent, probationary, and time-limited employees are allowed 96 hours (12 days annually) of sick leave. (Leave is prorated for part-time employees.) Leave is accrued after you have worked at least half of the work days in each month.

The Safe Days Executive Directive signed by Governor Cooper on October 23, 2019 is intended to permit eligible employees to use earned Sick Leave and Vacation Leave for safe days. Safe days are used when employees need time away from work due to domestic violence, sexual assault or stalking.

## Community Service Leave

State employees are allowed up to 24 hours per calendar year to volunteer in support of schools, communities, citizens, and nonprofit organizations. Parents may also use the leave for child involvement. State employees wishing to mentor or tutor a student may receive one hour per week (up to 36 hours) instead of 24 hours of annual community service leave (CSL). State employees wishing to volunteer for the literacy program may receive five hours per month (up to 45 hours a calendar year) instead of the 24 hours of annual CSL.

## Voluntary Shared Leave

State employees may donate leave to another employee who has been approved to receive voluntary shared leave. This leave may be used for medical conditions of the employee or for a member of the employee's immediate family.

## Family and Medical Leave

Permanent employees with at least one year of current service who have been in pay status at least 1,040 hours during the previous 12 months are eligible for up to 12 weeks of unpaid leave in any given 12-month period for a qualified event. This may include the birth or placement of a child, serious health condition of a child, spouse, parent or yourself.

During the FML period, the State maintains coverage for you under the States' group health plan at the level and under the conditions coverage would have been provided if you were not on leave. Any share of health plan premiums which you had paid prior to leave shall continue to be paid by you during the leave period.

## Family Illness Leave

State employees with at least 12 months of service, and who have been in pay status at least 1,040 hours during the previous 12 months, are eligible for up to 52 weeks of leave without pay during a five-year period to care for the employee's immediate family member with a serious health condition.

## Paid Parental Leave

Governor Roy Cooper signed Executive Order No. 95 on May 23, 2019, extending Paid Parental Leave to state employees in Cabinet agencies beginning September 1, 2019. Several non-Cabinet agencies have opted in to provide the benefit to their employees as well.<sup>1</sup> The Paid Parental Leave Report is available on the Office of State Human Resources' website. Eligible state employees who give birth will receive eight weeks of paid leave to recover from the birth and to bond with and care for their newborn. Other eligible state employees will receive four (or more<sup>2</sup>) weeks of paid leave to bond with and care for the child.

Notes:

1. Check with your agency benefits representative to determine if your agency is participating.
2. Check with your agency benefits representative to determine how many weeks eligible employees may receive.

## Personal Observance Leave

Governor Roy Cooper signed Executive Order No. 262 on June 6, 2022; it provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation. The Executive Order applies to Cabinet Agencies and any other state agencies that voluntarily adopt the Executive Order's measures.

The State of North Carolina supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex (including pregnancy), national origin, age, genetic information, disability, sexual orientation, gender identity and expression, or veteran or National Guard status. The Office of State Human Resources ("OSHR") seeks opportunities to promote diversity and inclusion at all occupational levels of State government's workforce through Equal Employment Opportunity ("EEO") initiatives.

Notes:

1. Leave not taken by the end of the calendar year (12/31) is forfeited; it shall not be carried into the next calendar year.
2. Check with your agency benefits representative to determine if your agency is participating.

## Civil Leave

Leave with pay is provided to employees when serving on a jury or when subpoenaed as a witness. Civil leave may not be used for voting.

## Military Leave

A maximum of 120 hours of leave may be granted for active duty training each Federal fiscal year (October-September) to eligible employees.

## Adverse Weather Leave

Adverse Weather Leave (AWL) may be granted (to non-emergency employees) when snow, ice, storms, hurricanes or other weather conditions occur which create a variety of safety risks to employees, impede the ability of employees to travel to or from work, or impact the State's ability to maintain normal operations for clients, customers, patients, or the general public. When approved, AWL must be made up in 90 days.



### For More Information

For more information, go to

[www.oshr.nc.gov/state-employee-resources/benefits/leave](http://www.oshr.nc.gov/state-employee-resources/benefits/leave)



# Additional Benefits

## Correction Enterprises

As a state government employee, you can get fantastic deals on prescription eyewear, grills, fire pits, rocking chairs, printing, office furniture, framing and matting services, embroidered logo apparel and dozens of other items when you set up a FREE state employee account with Correction Enterprises (CE), a section of the Department of Adult Correction. Go to the [www.correctionenterprises.com](http://www.correctionenterprises.com) home page and click on the "Customers" menu bar item and select "Sign up for an account" from the drop-down list. Your purchases support our legislature-mandated public safety mission to transform state prison offenders

who learn hard and soft skills while working in our 27 production centers. Correction Enterprises is a 100 percent self-supported entity, receiving no tax dollars while contributing more than \$6 million annually to the crime victims fund, general fund, Adult Correction and non-CE inmate wages.

## Longevity

Longevity Pay recognizes the long-term service of state employees who have worked for the state at least ten years. The employee receives an annual lump sum payment based on a percentage of their salary and years of service, up to 4.5 percent.

## Employee Recognition Programs

### Governor's Awards for Excellence

This is the highest honor a state employee is eligible to receive. Nominations are submitted at the beginning of each calendar year and selected employees are recognized based on their contributions well beyond their normal job requirements.

 **For More Information**  
For more information, go to [www.excellenceawards.nc.gov](http://www.excellenceawards.nc.gov)

### Excellence in Service Awards


The Excellence in Service Program recognizes employees when they achieve career status, again at five years and thereafter in five-year increments. Service awards honor state employees' total state service and are mostly made in North Carolina through our Department of Adult Correction. This program allows employees from participating agencies to select an award at each of these milestones in their career.

 **For More Information**  
For more information, go to [www.serviceawards.nc.gov](http://www.serviceawards.nc.gov)

## NC Employee Assistance Program

State employees may face a variety of personal issues. As a part of our commitment to employees, the State offers an Employee Assistance Program (EAP) at no cost to you and your dependents. The EAP services provided include confidential counseling options as well as training and work-life resources for employees.

Through our EAP contract, we are offering an employee Savings Center. The Savings Center is a discount shopping program that is provided through the Perks At Work website. It offers discounts of up to 25 percent on name brand, practical, and luxury items. The Savings Center requires an employee to register and instructions are found on the McLaughlin Young website.

 **For More Information**  
For more information, go to [www.oshr.nc.gov/state-employee-resources/employee-relations/employee-assistance-program](http://www.oshr.nc.gov/state-employee-resources/employee-relations/employee-assistance-program)

## State Employees' Credit Union


A not-for-profit financial cooperative owned by its members, and federally insured by the National Credit Union Administration (NCUA), State Employees' Credit Union (SECU) has been providing employees of the State of North Carolina and their families with consumer financial services for 86 years. SECU is the second largest credit union in the U.S. with \$50 billion in assets. It serves over 2.7 million members through 275 branch offices, over 1,100 ATMs, Member Services Support via phone, online and through a mobile app.

Visit the [SECU website](#) for information on an auto loan interest rate discount for qualifying North Carolina state employees and state retirees.

 **For More Information**  
For more information, call SECU's 24/7 Member Services at 888.732.8562 or go to [www.ncsecu.org](http://www.ncsecu.org)


## Wellness

The State offers a worksite wellness program and resources to address the primary components of well-being. Employees are challenged to walk their way to a healthier lifestyle in the Miles for Wellness program. Employees can also explore a variety of topics such as nutrition and emotional, physical and financial health in monthly Lunch and Learn webinars with accommodations available for blind, deaf and hard of hearing employees.

 **For More Information**  
For more information, go to [www.oshr.nc.gov/state-employee-resources/benefits/wellness](http://www.oshr.nc.gov/state-employee-resources/benefits/wellness)

## Workers' Compensation

Workers' compensation benefits pursuant to state law for a compensable job-related illness or injury include medical treatment, compensation for lost time from work, and compensation for any permanent disability.

 **For More Information**  
For more information, go to [www.oshr.nc.gov/workers-compensation](http://www.oshr.nc.gov/workers-compensation)



# Benefit Resources

Program or Benefit	Contact or Resource information
Benefit Enrollment for State Health Plan and NCFlex – North Carolina’s Benefits Enrollment System	1-855-859-0966 <a href="http://www.ncflex.org">www.ncflex.org</a> Click <i>Enroll Now</i>
The State Health Plan	1-888-234-2416 <a href="http://www.shpnc.org">www.shpnc.org</a>
NCFlex Benefits	<a href="http://www.ncflex.org">www.ncflex.org</a> See below chart for contact information
NC Department of State Treasurer – Retirement and Disability Benefits	1-919-814-4590 <a href="http://www.myncretirement.com">www.myncretirement.com</a>
NC 401k, 457, and 403b Plans	1-866-627-5267 <a href="http://www.ncplans.prudential.com">www.ncplans.prudential.com</a>
Leave Benefits	<a href="http://www.oshr.nc.gov/state-employee-resources/benefits/leave">www.oshr.nc.gov/state-employee-resources/benefits/leave</a>
Correction Enterprises	<a href="http://www.correctionenterprises.com">www.correctionenterprises.com</a>
Employee Recognition	<a href="http://www.excellenceawards.nc.gov">www.excellenceawards.nc.gov</a> and <a href="http://www.serviceawards.nc.gov">www.serviceawards.nc.gov</a>
NC Employee Assistance Program	704-717-5295 or 1-888-298-3907 <a href="http://www.oshr.nc.gov/state-employee-resources/employee-relations/employee-assistance-program">www.oshr.nc.gov/state-employee-resources/employee-relations/employee-assistance-program</a> or <a href="https://www.mygroup.com">https://www.mygroup.com</a>
State Employees’ Credit Union (SECU)	1-888-732-8562 <a href="http://www.ncsecu.org">www.ncsecu.org</a>
Wellness	<a href="http://www.oshr.nc.gov/state-employee-resources/benefits/wellness">www.oshr.nc.gov/state-employee-resources/benefits/wellness</a>
Workers’ Compensation	<a href="http://www.oshr.nc.gov/workers-compensation">www.oshr.nc.gov/workers-compensation</a>

## NCFlex Benefits Vendor Information

Benefit Plan(s)	Vendor	Phone	Website
Flexible Spending Accounts	P&A Group	1-866-916-3475	<a href="http://ncflex.padmin.com">ncflex.padmin.com</a>
Accident/Term Life/AD&D/ Critical Illness	Voya	1-877-464-5111	<a href="mailto:ncflex@lifehelp.com">ncflex@lifehelp.com</a>
Cancer	Allstate Benefits	1-866-232-1517	<a href="http://www.AllstateBenefits.com">www.AllstateBenefits.com</a>
Dental	MetLife	1-855-676-9441	<a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a>
Vision	EyeMed Vision Care	1-866-248-1939	<a href="http://www.eyemedvisioncare.com/ncflex">www.eyemedvisioncare.com/ncflex</a>
TRICARE Supplement	Selman & Company	1-800-638-2610, option 1	<a href="http://www.selmantricareresource.com/nc">www.selmantricareresource.com/nc</a>
Disability	The Standard	1-833-878-8858	<a href="mailto:ncflex@standard.com">ncflex@standard.com</a>

University of North Carolina Faculty and Staff Employees

<https://myapps.northcarolina.edu/hr/institution-faculty-and-staff/benefits-enrollment-central/>