

# Harrison County HUMAN RESOURCES

200 W. Houston St. Room 328  
Marshall, TX 75670  
Office Hours: Monday – Friday  
8:00am-12pm and 1:00pm-5:00pm

Phone: 903/923-4018  
Fax: 903/935-4800

Welcome to Harrison County Human Resources web page. We appreciate your interest in joining our team! Harrison County currently employs more than 300 individuals in 30 departments. We offer a wide variety of challenging employment opportunities in the fields of law enforcement, road and bridge construction, legal records management, general administration and operations, and other areas.

You may view jobs and obtain an application at the Human Resources office or by clicking Job Posting link. Vacancies are posted for a minimum of 10 days and are updated weekly.

**Job Posting**

**Benefit Package**

**Grade and Step Plan**



# HARRISON COUNTY

## HUMAN RESOURCE DEPARTMENT

### Medical/Hospital Coverage

Effective 90 days from hire date

Office visit Co-pay: \$30.00 (consultation only)

In-Network Deductible: \$1,250.00

Co-Insurance In-Network: 70% after deductible has been met

All office visits at Good Shepherd Family Health Clinic-Marshall (located at 805 Lindsey)

-----covered at 100% for all members ages 2 and up

Preventive and Wellness-----no deductible-100%

In-patient Hospital stay Co-pay: \$300 (any Good Shepherd Medical Center)

In-patient Hospital stay Co-pay: \$500 (any other Hospital Facility)

Emergency Room Co-pay: \$250

### Premiums for Medical Coverage

Monthly Premium for Medical/Prescription per Employee/Retiree: \$60.00

Monthly Premium for Medical/Prescription for Dependent (s): \$350.00

### Prescription Drug Program

#### Retail-30 day supply

Generic	\$10 co-pay per Rx
Preferred Brand	\$35 co-pay per Rx
Non-Preferred Brand	\$50 co-pay per Rx
Specialty	\$85 co-pay per Rx

#### Mail Order-90 day supply

Generic	\$0 co-pay per Rx
Preferred Brand	\$70 co-pay per Rx
Non-Preferred Brand	\$100 co-pay per Rx
Specialty	\$85 (Specialty Drugs are only available for 30 day supply)



**Dental –available thru Ameritas**

100%, 80%, 50%  
\$50 Calendar year deductible, Type 2 & 3  
\$150/family deductible  
No deductible for Type 1  
\$1,000 per calendar year maximum per person  
Preventive Plus  
No waiting period



**Vision – available thru Ameritas**

**VSP CHOICE NETWORK**

\$10 Exam  
\$25 Eye Glass Lenses or Frames  
Annual Eye Exam---Covered in Full  
Lenses (pair)  
Single, Bifocal, Trifocal---Covered in full  
Frequencies (months) Exam/Lens/Frame----12/12/24

**Life Insurance/AD&D Insurance**

\$20,000 active employee  
\$10,000 active employee age 70\*\*\*\*  
\$ 5,000 Retiree Life (No AD&D)

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**Supplemental Life Insurance, Accidental Death and Dismemberment (AD&D)**

All Eligible Active Employees:

**Amount of Life Insurance\*\*\*\***

\$10,000 to a maximum of  
\$500,000 or 5 times Basic  
Yearly Earnings, in \$10,000  
increments.

**Full Amount of AD&D Insurance**

\$10,000 to a maximum  
\$500,000 or 5 times Basic  
Yearly Earnings, in \$10,000  
increments.

\*\*\*Your amount of insurance will decrease to 50% on your 70<sup>th</sup> birthday.

All Eligible Dependents:  
Spouse:

**Amount of  
Life Insurance**  
\$5,000 to a maximum of  
\$250,000, in \$5,000  
Increments, not to exceed 50%  
of employee’s Supplemental Life  
Insurance amount

**Full Amount of  
AD&D Insurance**  
\$5,000 to a maximum of  
\$250,000, in \$5,000 increments

Child (each)  
From birth to age 25

**Amount of  
Life Insurance**  
\$2,000 to a maximum of \$10,000  
in \$2,000 increments

**Full Amount of  
AD&D Insurance**  
\$2,000 to a maximum of \$10,000  
in \$2,000 increments

The amount of insurance for a dependent can be no more than the amount of Life Insurance the employee is eligible for.

\*\*\*The amount of dependent’s insurance on your spouse will decrease to 50% on your 70<sup>th</sup> birthday.

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**Holidays**

Holidays are designated each year by the Commissioner’s Court. Regular full time (40 hours a week) employees are eligible for all holiday leave with pay. All regular Part Time employees (on Retirement) are eligible for all holiday leave according to the number of hours scheduled to work on that holiday. See schedule for approved holidays.

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**Personal Leave**

Each fiscal year, each regular, full-time county employee shall receive two (2) days personal leave with pay and benefits, which may be scheduled by the employee with the consent of their Department Head. Newly hired employees will receive personal hours in the year they are hired according to the following schedule: if hired between 10/1 and 12/31—16 hours; between 1/1 and 3/31---12 hours; between 4/1 and 6/30----8 hours; between 7/1 and 9/30---4 hours. Personal leave shall be taken not less than 4 hours at a time. Personal Leave shall not accrue from year to year and if not used within a fiscal year shall not be carried forward.

**Vacation**

All regular, full time employees shall accrue annual vacation with pay. Temporary, seasonal, or part-time employees will not be entitled to vacation benefits. Vacation days shall begin after the completion of one (1) year of continuous service.

1-9years	10days
10 year	15 days
11years	16 days
12 years	17 days
13 years	18 days
14 years	19 days
15+years	20 days

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**Sick Leave**

Sick leave shall be accrued as .83 days per month or 3.08 hours per pay period. Ten (10) days sick leave is granted to full-time, regular employees only in case of sickness. Temporary, seasonal, or part-time employees shall not receive sick leave benefits. Sick leave does not accumulate from year to year beyond a total of forty-five (45) days (360 hours).

**Sick Leave Pool**

A County wide program in which eligible employees make voluntary contributions of accrued sick leave to become members; and from which eligible employees may be granted sick leave in the event of catastrophic illness or injury after the employee uses up all accrued sick leave, accrued vacation and compensatory time and is still unable to return to work.

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**Retirement Plan**

Harrison County participates in the Texas County and District Retirement System. Employees are vested after eight (8) years of service. Once vested, employees are eligible for a retirement benefit when one of the following requirements is met:

- Age 60 with 8 years of service or
- Any age with 30 years of service
- Age plus years of service equals 75; or
- Disability

A percentage of each employee's paycheck (7%) is deposited into his/her TCDRS account. The employee's savings grow at an annual, compounded rate of 7% regardless of market ups and downs.

At the same time, you, the employer, are contributing. At retirement, the final account balance is matched \$1.80 to every \$1.00 saved. So, if you, the employee deposits \$100,000.00, at retirement the matching from the County will be \$180,000.00 also growing at 7%.

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**Deferred Compensation**

Employees can participate in a pre-tax retirement savings plan with financial services via payroll deduction.

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**Cafeteria Plan**

Unreimbursed Medical, pre-tax on premiums, Dependent Care

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**Other Benefits**

County employees/retirees are also eligible for corporate priced health club memberships at Good Shepherd Marshall Life Center.



# **HARRISON COUNTY**

## **HUMAN RESOURCE DEPARTMENT**

### **Grade and Step Plan**

Entry Level, Step 3, after 1 year, step increase of approximately 2.5% every three years.