



MCDOWELL COUNTY

New Employee Orientation

**McDowell County
Human Resources**

Employee Assistance Programs

Employee Assistance Network, INC. has 30+ years of experience in the EAP field. These services provide free, confidential (as required by law) counseling to employees and immediate family members. EAP services are an important means to provide a full range of help to people who are experiencing problems that may interfere with work performance. Some of the problem areas include:

- Financial Pressures
- Stress or Tension
- Relationship Problems
- Career and Job Issues
- Medical/Physical
- Parenting Support
- Drug/Alcohol Abuse
- Grief and Loss
- Conflict Resolution
- Difficulty Sleeping
- Time Management
- Divorce Recovery

EAN offers TELE-EAP in addition to the in-person benefit. You can access this benefit on your computer, smart phone, or tablet with internet connection.

www.eannc.com or Monday-Friday 8:00 a.m. - 5:00 p.m.

Retirement: Local Government Employees' Retirement System (LGERS)

McDowell County is a member of the North Carolina Local Government Retirement System and contributes on a monthly basis an established rate set by the state, to the system on the employees' behalf. Benefit employees must contribute 6% of their gross salary.

This will also start on the 1st pay period after completing the 90-day waiting period. You may set up a login and access your account information at:

<https://orbit.myncretirement.com/>

Supplemental Retirement 401K-457

Employees have access to payroll deductions for the Prudential 401K, 457 and NACO 457 plans. All benefited employees receive an employer contribution of 2% of the employee's salary per pay period to the plan of their choice on the 1st payroll after the 90-day waiting period. Employees may make contributions and your investments at: www.retirement.prudential.com/cws/ncplans/

FMLA

12 weeks (480 hours) of protected leave

Reasons for leave of absence include:

- Own illness
- Care for ill parent/spouse/child
- Pregnancy disability
- Care for newborn/adopted child

Eligibility:

- Must have been employed by McDowell County for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

Paid Leave

Vacation Leave

Vacation hours accrue at the following rates:

Less than 2 years	80 hours per year (3.33 per pay period)
2-4 years	96 hours per year (4 per pay period)
5-9 years	120 hours per year (5 per pay period)
10-14 years	144 hours per year (6 per pay period)
15-19 years	168 hours per year (7 per pay period)
20+ years	192 hours per year (8 per pay period)

Sick Leave

Sick leave accrues at the rate of 96 hours per year (4 per pay period).

Additional Information

- All new employees are under a 12-month probation
- DSS employees also fall under the Authority State Department of Human Resources Guidelines. Please be sure they supply you with these guidelines.
- Pay Periods (Semi-monthly) 15th and last day of the month
- Payroll Stubs – Be sure to keep your payroll stubs that are distributed immediately following each payroll. There are only hardcopies and it can be a tedious process to go back and retrieve stubs for previous payrolls.
- County website address is: <https://www.mcdowellgov.com/> There is an “Employees” tab for you to access forms for updating information, work related travel, etc.
 - Username: Employee
 - Password: employee1