

CCSO Benefits

Holiday Leave

The Columbia County Commission designates the following paid holidays/leave:

- ◆ New Year's Day
- ◆ Martin Luther King, Jr. Day
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Veterans' Day
- ◆ Thanksgiving Day
- ◆ Day After Thanksgiving
- ◆ Christmas Eve
- ◆ Christmas Day
- ◆ Personal Day

Personnel Time-Off (PTO/Vacation)

An employee earns PTO as follows:

Years of Service	Hours per Month
0-1	8
1-5	12
5-10	14
10-15	16
15-20	18
20+	20

An employee may carry over a maximum of 320 hours of PTO into the next calendar year. An employee must use a minimum of 120 hours PTO before the balance of excess PTO leave will roll into the employee's Catastrophic Leave Account. An employee who has excess PTO and 1,056 hours in the Catastrophic Leave Account will forfeit all excess PTO at the beginning of the succeeding calendar year.

Catastrophic Leave

Personnel may accrue Catastrophic Leave (Sick) up to a maximum of 1,056 hours and may use that leave for personal illness or injury, work-related injury, or to care for an immediate or extended family member who is sick or injured. The employee may begin using the leave after the fifth (5th) consecutive day of absence or forty (40) consecutive hours.

Employees with at least twenty-five (25) years of service or those who are age sixty-five (65) and have twenty (20) years of service may receive compensation for a percentage of their accrued Catastrophic Leave.

Employee Programs

Retirement

The Columbia County Commission automatically will provide all permanent full-time personnel four percent (4%) of the employee's salary into the retirement program and may contribute an additional four percent (4%) if the employee contributes a total of eight percent (8%). An employee may contribute up to the maximum amount set by the Internal Revenue Service (IRS).

Insurance

The Columbia County Board of Commissioners will provide health insurance for all full-time personnel. The program will include hospitalization and major medical benefits. The county will pay a percentage of the cost of the insurance for the employee or family coverage and will deduct premiums from the employee's pay.

Life insurance will be provided for personnel with a provision for dependents. Short- and long-term disability benefits will be available for personnel who wish to contribute.

The Association of County Commissioners of Georgia (ACCG) will carry liability coverage for all personnel.

Education Reimbursement

The Sheriff strongly encourages all personnel to pursue post-secondary education. The Columbia County Board of Commissioners supports this mindset and will offer educational reimbursement benefits, when funds are available, for those pursuing job-related degrees. An Educational Reimbursement Application form must be completed, approved by the employee's supervisor and forwarded to the county HR Department for approval prior to the beginning of each course. Upon completion of said course, the county HR Department must receive a copy of the final grade for reimbursement to be distributed. Reimbursement is for the cost of the course and will not include administrative or book fees. The total reimbursement each employee may receive per year is \$2,500.00. The reimbursement process is as follows:

- ◆ A = 100%
- ◆ B = 90%
- ◆ C = 80%
- ◆ D or F = 0%

Salary Augmentation

Personnel with degrees from agency-approved colleges will be compensated as follows:

- ◆ Associate's Degree..... \$1,200 per year
- ◆ Bachelor's Degree..... \$1,800 per year
- ◆ Master's Degree \$2,400 per year