

## New Employee FAQs

- Q:** Are my hours flexible? I sometimes have child care/transportation issues.
- A:** *Different areas of the bureau have specific requirements and provisions where it comes to flexible work schedules (i.e. "flextime") and special arrangements. Please contact your future supervisor directly to discuss potential options.*
- Q:** How should I dress?
- A:** *The manner in which we dress is a clear statement to our customers (both internal and external) about the pride we take in ourselves and in our work. A neat, clean, professional appearance speaks volumes about our commitment to the Ohio Bureau of Workers' Compensation (BWC) mission and our professionalism. In general, BWC follows the "business casual" philosophy; however, there are circumstances in which more professional attire is required, or certain work locations, such as our mailroom, may permit a more casual look. Please contact your future supervisor directly to discuss the department's dress requirements.*
- Q:** Do I accrue leave time right away? When can I use it?
- A:** *Full-time employees will begin to accrue 3.1 hours per pay period (10 days/2 weeks over a one-year period) of sick and vacation leave immediately upon hire, except employees represented by SEIU District 1199, who will accrue 2.7 hours of sick leave per pay period (9 days over a one-year period). Sick leave is available to use for medical reasons as soon as it appears on your paystub. Whereas, the accumulated vacation leave balance since your date of hire will be displayed on your pay stub once you have completed the required probation period. The rate of vacation leave accrual increases to a higher accrual tier beginning at years 4 (4.6 hours per pay period), 9 (6.2), 14 (6.9), 19 (7.7) and 24 (9.2).*
- Employees with less than 80 hours in an active pay status during a pay period (e.g., part-time employees) will receive a prorated leave accrual based on the number of hours worked.*
- Individuals hired into the unclassified service (e.g., Executives) are eligible to use vacation leave once it appears on the pay stub.*
- Q:** I have a pre-scheduled vacation planned and my tickets are non-refundable. I forgot to mention this during the interview or with personnel while accepting the position. What should I do?
- A:** *Please contact the personnel representative you worked with while being hired. Personnel will reach out to your future supervisor to discuss the situation and if appropriate, the supervisor may contact you directly. If approved, and depending on the length of time you expect to be absent from work, your probation period may be extended accordingly.*
- Q:** How can I begin to review the benefits offered to me as a state employee?
- A:** *The State of Ohio's [Total Rewards site](#) will provide benefits related information, as well as other information regarding *Managing your Career, Employee Resources, etc.* You may also wish to view the [State of Ohio Benefits Guide](#). While you will be given benefits related information and enrollment instructions during the New Employee Orientation session, the Benefits Guide will provide a precursor to the many benefit options and programs the State of Ohio offers, and it will supplement the information you will receive during the orientation session.*

**Q:** When will I become eligible for benefits?

**A:** *You are eligible for medical coverage for you and your eligible dependents on the first of the month following your start date. You have 31 days from your date of hire to enroll and to provide eligibility documentation for your dependents. After one year of service, you will receive a Group Life insurance policy worth roughly one year of salary and also become eligible to enroll in dental and vision coverage. There are additional benefits available to you, and these will all be covered during your New Employee Orientation, or you may view the remaining benefits on the Total Rewards site.*

**Q:** In order to begin reviewing my medical coverage options, which providers/plans are offered by the State?

**A:** *The State of Ohio offers coverage through either Medical Mutual of Ohio (Ohio Med) or United Health Care. The plan for which you are eligible to enroll is based on your residential ZIP code. You may view the plan's ZIP code assignments [here](#).*

**Q:** Who is eligible for coverage, and what is the cost associated?

**A:** *You may cover eligible dependents with proof of eligibility (required documentation). There is no limit to the number of dependents you may cover as long as the eligibility requirements are met and you provide required documentation timely. Click [here](#) for the listing of required documents. The full-time permanent employees' (and part-time employees' working 30 hours or more each week) cost towards medical benefits coverage will be deducted each pay, and the current cost is identified in the [State of Ohio Benefits Guide](#).*

*There is no employee cost for dental and vision coverage, or employer provided life insurance once you become eligible for these benefits; however, you must enroll in dental and vision coverage to receive coverage for you and your eligible dependents.*

**Q:** If I choose to delay signing up for benefits, is there an opportunity to enroll later?

**A:** *The State of Ohio offers an annual open enrollment period which allows employees to enroll in benefits. Open enrollment usually takes place during the first two weeks of May, and the benefits would become effective around the beginning of July. You may also enroll in benefits or add dependents if there is an event that qualifies you or your dependents for benefits, such as marriage/divorce, loss of coverage, childbirth/adoption, etc.*

**Q:** What kind of retirement plan does the state offer?

**A:** *The state's retirement plan is set up through the Ohio Public Employees Retirement System (OPERS). Upon hire, you will begin to make automatic employee contributions into the retirement plan you select – the Traditional Pension Plan, the Member-Directed Plan or the Combined Plan. An automatic pre-taxed deduction of 10 percent of your gross wages will be directed to your account each pay. The state also contributes 14 percent of your gross wages towards your retirement account.*

**Q:** If I leave state employment what happens to the OPERS funds in my account?

**A:** *If you leave state employment your funds may remain with OPERS or you may withdraw a portion of the contributions. If you have specific questions about your account, call OPERS at 1-888-222-7377.*

**Q:** I previously worked for another public entity. May I request credit for my prior service time?

**A:** Yes, prior employment with the State of Ohio, any political subdivision of the state (i.e. city, county, township, state college or university) and the Ohio National Guard may be eligible to be credited toward state service for the purpose of computing vacation leave and/or a longevity supplement. Also sick leave balances from a political subdivision of the state may be transferred to the state. You also may be eligible to purchase service credit through OPERS. If you believe you may be eligible to do so, contact their office at 1-888-222-7377.

- [Prior Service Certification Form](#)
- [Application to Claim Annual Leave Accrual Credit for Prior Service in the Ohio National Guard](#)

**Q:** When should I expect to receive my first paycheck?

**A:** **2016 Pay Schedule**

Start date between	Payday	Start date between	Payday
01/10 – 01/23/2016	02/05/2016	07/10 – 07/23/2016	08/05/2016
01/24 – 02/06/2016	02/19/2016	07/24 – 08/06/2016	08/19/2016
02/07 – 02/20/2016	03/04/2016	08/07 – 08/20/2016	09/02/2016
02/21 – 03/05/2016	03/18/2016	08/21 – 09/03/2016	09/16/2016
03/06 – 03/19/2016	04/01/2016	09/04 – 09/17/2016	09/30/2016
03/20 – 04/02/2016	04/15/2016	09/18 – 10/01/2016	10/14/2016
04/03 – 04/16/2016	04/29/2016	10/02 – 10/15/2016	10/28/2016
04/17 – 04/30/2016	05/13/2016	10/16 – 10/29/2016	11/10/2016
05/01 – 05/14/2016	05/27/2016	10/30 – 11/12/2016	11/25/2016
05/15 – 05/28/2016	06/10/2016	11/13 – 11/26/2016	12/09/2016
05/29 – 06/11/2016	06/24/2016	11/27 – 12/10/2016	12/23/2016
06/12 – 06/25/2016	07/08/2016	12/11 – 12/24/2016	01/06/2017
06/26 – 07/09/2016	07/22/2016	12/25 – 01/07/2017	01/20/2017

**2016 Holiday Schedule**

Holiday	Date Observed	Holiday	Date Observed
Martin Luther King, Jr.'s Birthday	01/18/2016	Columbus Day	10/10/2016
Presidents' Day	02/15/2016	Veterans Day	11/11/2016
Memorial Day	05/30/2016	Thanksgiving Day	11/24/2016
Independence Day	07/04/2016	Christmas Day	12/26/2016
Labor Day	09/05/2016	New Year's Day	01/02/2017