



PROVIDING STATE AND FEDERAL BENEFITS

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Cancels: Res.# 073259 • Reference: None

This policy applies to all Whitman County employees, unless otherwise addressed in a collective bargaining agreement.

1. Whitman County Participates in the Washington State Retirement Systems.

Eligible Whitman County employees are required to participate in the appropriate Washington State retirement system as long as their compensated hours continue to qualify them for service credit under the appropriate plan.

Participating employees shall pay the required amount toward the contribution costs. The employee's contribution shall be made by means of a payroll deduction. The County will make contributions as required by law. Further information regarding retirement benefits is available through Human Resources.

2. FICA Covers Eligible Employees.

All eligible employees are covered by the Federal Insurance Contributions Act (FICA). Both the County and the employee pay contributions through payroll deduction.

3. Worker's Compensation Covers Eligible Employees and Volunteers.

County employees are insured under the Industrial Insurance Laws of the State of Washington. Benefits are designed to protect employees against medical costs resulting from on-the-job accidents and injuries. The County and employees make contributions through the payroll process as required by law.

All accidents and on-the-job injuries must be reported immediately to a supervisor. The supervisor shall direct the employee to seek medical treatment if necessary and is responsible for reporting the injury to the Human Resources Department through the completion of an accident report form. Employees are responsible for reporting on-the-job injuries to their physician, who in turn files a report with Washington State for Worker's Compensation coverage.

Employee's eligible for state industrial compensation, such as time-loss, for time off because of an on-the-job injury or illness shall be eligible to use their accrued leave. However, the amount paid the employee in time-loss compensation for those same days shall be submitted to the county. The County will use the Industrial Insurance payment to "buy back" the pro-rata portion of sick leave, then vacation leave, then other accrued leave in accordance with County procedure. Payment from L&I for days of leave without pay may be provided back to the employee.

In the event an employee fails to timely endorse their time-loss payments over to the County, the overpayment will be withheld from accrued sick or vacation leave due the employee in their next

or last pay warrant. Should the employee have no leave from which to deduct the overpayment, the amount due will be withheld from any other compensation owed the employee; immediately reimbursed by the employee; or obtained through whatever legal means may be available to the County.

Eligible Industrial Insurance hours are reported for employees through the payroll system. Departments are required to report hours for volunteers through the Auditor's Office.

4. Unemployment Insurance is Available to Eligible Individuals.

Unemployment insurance provides benefits to eligible workers who become unemployed. The cost of unemployment insurance is borne entirely by the County. Additional information about unemployment insurance benefits and regulations should be directed to the Employment Security Division of Washington State.