



DANIEL P. MCCOY  
COUNTY EXECUTIVE

MICHAEL P. McLAUGHLIN, JR.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF HUMAN RESOURCES  
112 STATE STREET – SUITE 900  
ALBANY, NY 12207  
(518) 447-5510 – FAX (518) 447-5586  
[WWW.ALBANYCOUNTYNY.GOV](http://WWW.ALBANYCOUNTYNY.GOV)

EMMA L. TEAGUE  
COMMISSIONER

SHANNON L. COFFIL  
DEPUTY COMMISSIONER

## Benefit Summary (Non-union)

Thank you for your interest in potential employment with Albany County. This is a summary of the robust benefit package available to prospective non-union new hires. Please note that the information in this flyer is for estimate purposes only, and different rules may apply.

### Health (Medical/Vision) Insurance

A generous health benefits package is offered to employees through Anthem Blue Cross. Eligibility is outlined in Rules and Regulations for Albany County Employees and may depend on employment status and schedule of work hours. Employees can choose to enroll in Individual, Two Person, or Family coverage. Deductions and copay amounts are outlined below:

| Payroll Deductions                                           | Individual        |  | Two Person        |  | Family        |
|--------------------------------------------------------------|-------------------|--|-------------------|--|---------------|
| <b>Deduction Amounts</b>                                     |                   |  |                   |  |               |
| 10% Weekly for full-time                                     | \$ 28.20          |  | \$ 60.17          |  | \$ 80.09      |
| 50% Weekly for part-time                                     | \$141.01          |  | \$300.84          |  | \$400.47      |
| 100% Weekly for part-time less than 17.5 hours per week      | \$282.03          |  | \$601.68          |  | \$800.94      |
| <b>Co-pay Amounts</b>                                        | <b>Individual</b> |  | <b>Two Person</b> |  | <b>Family</b> |
| Regular Visit Co-pay                                         | \$ 15.00          |  | \$ 15.00          |  | \$ 15.00      |
| Prescription Drug Co-pay for generic/preferred/non-formulary | \$0/\$15/\$30     |  | \$0/\$15/\$30     |  | \$0/\$15/\$30 |

**NOTE:** Anthem Blue Cross benefit cards are for (Medical/Vision) coverage only, while Express Scripts pharmacy cards are used exclusively for prescription coverage.

### Dental Insurance

Delta Dental offers both individual and family dental plans. Eligibility is outlined in the Rules and Regulations for Albany County Employees and may depend on employment status and work schedule.

| Payroll Deductions                                    | Individual |  | Family  |
|-------------------------------------------------------|------------|--|---------|
| <b>Deduction Amounts</b>                              |            |  |         |
| 0% Weekly for full-time                               | \$ 0.00    |  | \$ 0.00 |
| 50% Weekly for part-time                              | \$ 3.06    |  | \$ 7.37 |
| 100% Weekly for part-time less than 17 hours per week | \$ 6.12    |  | \$14.75 |

**NOTE:** Health (Medical/Vision) Insurance and Dental Insurance deduction amounts are taken weekly as outlined above.

## Accruals of Paid Time Off

Both full-time and part-time employees are eligible to accrue paid leave in the following categories:

- Paid Holidays: 12 observed holidays plus an additional paid “floating holiday” to be used at the employee’s discretion
- Personal Time: 5 days per calendar year; can be used in 1/4-hour increments (no rollover year to year)
- Sick Time: 13 days accrued per year; can be used in 1/4-hour increments and rolled over each year
- Vacation Time: 10 days accrued during the first year of employment; 15 days during the second year with maximum yearly rollover of 65 days
- Wellness Screening Time: allotted up to 4 hours annually for cancer screening
- EAP hours: 4 hours each year to attend free and confidential counseling through Capital EAP

## New York State Retirement System

Full-time employees are enrolled in the New York State Retirement System. Employees working part-time have the option to join if not currently enrolled. A New York State Voluntary Defined Contribution (VDC) option is available for those not already enrolled in the New York State Retirement system.

Questions? Please visit: [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire)

## Weekly Pay Periods

The pay week runs from Friday to Thursday, with Thursday being the regular weekly payday for most Albany County employees. Direct deposit is available.

## Additional Benefits Include

- Direct Deposit
- Pre-tax Flexible Spending Account for out-of-pocket medical expenses
- AFLAC short-term disability insurance and/or cancer protection plan
- Term Life Insurance
- New York State Deferred Compensation Plan (403b)
- Tuition reimbursement program for employees
- New York’s 529 College Savings Program
- Discounted CDTA bus swiper cards, as applicable
- Employee Assistance Program – access up to 4-hours of paid leave each year for free and completely confidential counseling assistance through Capital EAP. Help is available in areas ranging from financial to personal to professional.

**Have a question?**

**Reach out!**



County of Albany  
Department of Human Resources  
112 State Street - Suite 900  
Albany, New York 12207  
(518) 447-5510

[www.albanycountyny.gov](http://www.albanycountyny.gov)