

## HOW TO APPLY

Roanoke County only accepts employment applications for current job openings. The list of current job openings is updated every Friday afternoon and can be accessed via the following sources:

- Roanoke County website "Job Opportunities" page @ [www.roanokecountyva.gov](http://www.roanokecountyva.gov)
- Job Line (540) 772-2018, option 2
- RVTV Channel 3 - Government Access television station
- Dept of Human Resources  
Monday – Friday, 8AM-5PM

All applications must be submitted online and you are welcome to include a résumé. We do not accept résumés without an accompanying online application.

Completed Roanoke County applications *must* be submitted by the closing date of the job posting. Each position requires a separate application.

## CONTACT INFORMATION



**County of Roanoke**  
**Department of Human Resources**  
5204 Bernard Drive SW, Suite 300-A  
PO Box 29800  
Roanoke, VA 24018-0798  
Phone: (540) 772-2018  
Fax: (540) 776-7130

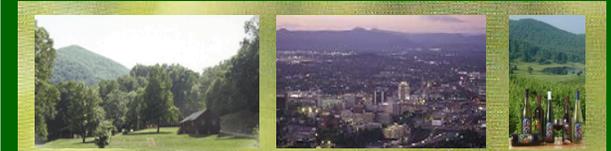
**Director:**  
Carlan Myers  
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**Asst Director:**  
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Roanoke County  
is an Equal Opportunity Employer

THE WAY WE WORK...THE WAY WE LIVE



## WELCOME TO ROANOKE COUNTY

From the heart of the Blue Ridge Mountains of Virginia, Roanoke County government strives to reflect the innovative spirit of a growing community of over 90,000 residents. Since its founding in 1838, the county has transitioned from rural and agrarian to suburban, industrial, and commercial, meeting the needs of a changing landscape with a mission to be a government in partnership with its citizens.

Today, the County of Roanoke remains dedicated to promoting economic development, maintaining excellent, award-winning schools, ensuring public safety, and providing ample recreational and leisure opportunities for residents of all ages. Adaptive administration, regional cooperation, and public-private partnerships are leading the way.

Our employees share a common goal - to be excellent stewards of the resources entrusted to us by county citizens and to add value to those resources through the delivery of a broad spectrum of efficient, quality services.

# 2015-2016 COUNTY BENEFITS

THE WAY WE WORK...THE WAY WE LIVE



## Flexible Leave Plan

### Flexible Leave Hours

- 0-4 years.....20 days/year
- 5-9 years.....23 days/year
- 10-14 years....26 days/year
- 15+ years.....29 days/year

### Cash In Option

Must maintain a 40-hour balance in order to receive pay for up to 80 hours of flexible leave per fiscal year (July 1 – June 30)

## Short Term Disability & Long Term Disability Coverage

- Plan benefits determined by VRS membership; see Human Resources for details
- Eligible after 1 year of service

## Eleven Paid Holidays

- New Year's Day
- Martin Luther King Day
- President's Day (*Floating Holiday*)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day (*Floating Holiday*)
- Veteran's Day (*Floating Holiday*)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## Medical Insurance- 7/2015- 6/2016 Rates

Anthem Bi-Weekly Premiums

KeyCare 200	Wellness*	Non-Wellness
Emp only	\$25.16	\$72.66
Emp + 1 minor	\$122.38	\$172.38
Emp + spouse	\$199.71	\$252.21
Family	\$239.13	\$294.13

### KeyCare 1000\* + HRA

	Wellness*	Non-Wellness
Emp only	\$0.00	\$33.24
Emp+ 1 minor	\$76.98	\$116.98
Emp + spouse	\$134.93	\$174.93
Family	\$162.58	\$202.58

\*HRA contribution in KeyCare 1000 plan:  
 \$500 employee only;  
 \$1,000 all other coverage tiers

## Uniview Vision Coverage- 7/2015-6/2016 Rates

Unicare Bi-Weekly Premiums

Emp only	\$2.74
Emp + Spouse	\$4.95
Emp + Child(ren)	\$4.95
Family	\$7.96

## Marathon Health & Wellness Center

Free access to employee & spouse enrolled in County health plan

\*Health premiums lower with wellness participation  
 Completely confidential

## Dental Insurance- 7/2015-6/2016 Rates

Delta Dental of Virginia Bi-Weekly Premiums

Emp only	\$3.60
Emp + 1 Dep	\$10.03
Family	\$21.09

## Flexible Spending Accounts & HRA

Administered by Flex Benefit Administrators  
 Health Care & Dependent Care Reimbursement Accounts  
 Health Reimbursement Arrangement  
 Section 125 Premium Conversion

## Virginia Retirement System (VRS)

Plan membership determined by prior VRS service; 5% required employee contribution, Roanoke County pays 11.12% of employee's salary. Go to [www.varetire.org](http://www.varetire.org) for more information

## Group Life Insurance & Optional Life Insurance

- Administered by Minnesota Life
- 2x salary benefit paid 100% by County
- Optional Life coverage available and 100% employee paid

## Deferred Compensation Program

Administered by Nationwide Retirement Solutions ([www.nrsforu.com](http://www.nrsforu.com))  
 457 and 401A Plans with maximum \$650 County match

## Carilion Employee Assistance Program (EAP)