

# The Benefits of Working at Minnesota Housing



At Minnesota Housing, your work is so much more than just a job. You're passionate about the work that you'll be doing here to build stronger Minnesota communities. We're passionate about providing you with a work environment that supports work-life balance, benefits that support financial security, and development opportunities to help you achieve your career goals.

Our average employee tenure is 11 years, and you'll meet many coworkers who have stayed at Minnesota Housing for their entire career. Explore more about our culture and benefits in this guide and find out why so many employees tell us they are proud to work for Minnesota Housing.



## YOUR HEALTH

### What Will I Pay for Health and Dental Insurance?

- Minnesota Housing pays for 95% of the employee **health insurance** premium and a substantial portion of the family health premium for full-time employees. See the current rate sheet for premium costs.
- Copays are based on the primary care clinic and health care provider you choose, but start at \$25/visit. Going to a convenience clinic or using an online care provider such as Virtuwel? Pay only a \$10 copay.
- With **low annual deductibles** and maximums for out-of-pocket expenses, you can rest assured that you and your family will have access to the health care that you need without breaking the bank.
- **Dental insurance** premiums are very inexpensive for employee and family, and include 100% coverage for preventative care. The plan assists with paying for a portion of other dental services such as fillings, oral surgery, and orthodontics.

### When Can I Sign Up for Insurance?

- As a new employee, you'll have a **35 day waiting period** before benefits start. This gives you the chance to review your options and get enrolled in the benefits that work best for you.
- If you'd like to get a jump start on reviewing benefits information, you can visit [www.mn.gov/mmb/segip/index.jsp](http://www.mn.gov/mmb/segip/index.jsp). SEGIP is the state agency that administers Minnesota Housing's benefits.

### What Are My Pre-Tax Options?

- Pre-Tax accounts allow you to set aside money on a tax free basis for certain expenses and **reduce your taxable income**. The money must be used during the calendar year and is forfeited if you don't use all of it, so plan accordingly.
- **Medical/Dental Expense Account:** Up to \$2,550 for medical expenses for you and your dependents.
- **Dependent Care Expense Account:** Up to \$5,000 per household for daycare expenses.

# YOUR FINANCIAL SECURITY

## How Does Minnesota Contribute Towards My Retirement?

- Minnesota Housing continues to offer a **traditional defined benefit pension plan** that provides life-long benefits based on your length of service. Since Minnesota Housing is part of the State of Minnesota, your time worked at other state agencies counts toward pension benefits, and you may even be eligible for service credit if you have worked at another public sector agency.
- You and Minnesota Housing both contribute 5.5% of your income to the pension plan. After you leave employment at Minnesota Housing, the money you have contributed to the plan will continue to be yours, even if you do not end up receiving a pension from Minnesota Housing.
- Your pension benefit can add up to a substantial amount of money, but it doesn't end there. You can also select **disability coverage** for you and **survivor benefits** for your family. You may also be eligible to receive post-retirement increases over your lifetime.

| Example: How your benefits add up                              |                             |
|--|-----------------------------|
| Age at Retirement  | 65                          |
| Allowable service  | 25 years                    |
| Average salary (over highest five consecutive years of salary) | \$42,353                    |
| Annual post-retirement increase                                | 2%                          |
| Benefit payment option   | Single-life                 |
| Length of retirement   | 17 years (to age 82)        |
| <b>Monthly retirement benefit</b>                              | <b>\$1,500 per month</b>    |
| <b>Benefits received at age 82</b>                             | <b>\$360,190</b>            |
| <b>Amount you contributed</b>                                  | <b>\$35,000 to \$50,000</b> |

## Besides the Pension, How Can I Save Towards Retirement?

- In addition to the pension plan, you can set aside additional money towards retirement in a **Deferred Compensation Plan**, which is set up similarly to a 401(k).
- Deferred Compensation is easy to set up through payroll deductions, and you can start with a contribution as small as \$10/paycheck. You can choose to save your money on a pre-tax basis and reduce your federal taxable income. Or you can set aside your money after-tax (ROTH), which allows your withdrawals in retirement to be tax-free.
- One advantage the Deferred Compensation Plan has over other types of retirement plans is that your withdrawals are not subject to the IRS 10 percent tax penalty usually assessed on withdrawals made before age 59½.
- You have access to a variety of ways to invest your Deferred Compensation funds. You can simplify with a **Target Date Retirement Fund**, where your money is invested for you based on the amount of time until retirement. Or you can **choose your own mix of investment options from a wide variety of mutual funds**.



## What Else Should I Know About Retirement?

- Most Minnesota Housing employees will automatically participate in a **Health Care Savings Plan**. This plan sets aside 1% of your salary on a tax-free basis for future medical expenses after leaving state employment. This plan provides a variety of investment options for your money so you can be prepared for the increasing costs of health care.
- You may be eligible to continue with Minnesota Housing's health and dental benefits after you retire. Minnesota Housing provides **retiree health and dental benefits** that coordinate with Medicare.
- If you have carried optional life insurance during the five years prior to age 65 or retirement, there is an additional benefit available to you at no cost. The **paid-up post-retirement benefit** is 15% of the smallest amount of optional and/or spouse life insurance you've had in effect during the five year period. You do not have to pay any further premiums to receive this benefit.
- If you meet certain eligibility requirements upon retirement, you may receive a portion of your unused sick leave paid out as a **severance bonus**.

# YOUR FINANCIAL SECURITY

## What Are My Life Insurance Options?

- Most employees will receive **basic life insurance** in the amount equal to your annual salary, up to a maximum of \$95,000.
- You have the option to apply for **additional life insurance**, up to \$500,000. As a new employee, you may want to take advantage of the opportunity to sign up for the following life insurance options that do not require evidence of good health:
  - Life insurance for yourself up to twice your annual income.
  - \$5,000-\$10,000 of life insurance for a spouse.
  - \$10,000 of life insurance to cover all dependent children.
- You may also select **accidental death and dismemberment coverage**, which provides benefits to your survivors if you accidentally die or if you suffer dismemberment, such as loss of an arm or leg. This is a separate policy and provides up to \$100,000 in coverage for you and up to \$25,000 for a spouse.
- Managerial Plan employees have a **combined disability/life insurance plan** which is paid for by Minnesota Housing. You can choose between a plan that provides life insurance equal to 1.5 times your annual salary, plus disability insurance with a 150-day waiting period. Or you can choose a plan that offers life insurance equal to 2 times your annual salary. Both options allow you to add a shorter waiting period for disability benefits at your own expense.

## What Are My Disability Insurance Options?

- Disability insurance pays a percentage of your salary if you become disabled and can't work for a period of time. **Premiums are inexpensive** and do not increase in cost based on age.
- **Short-Term Disability** replaces up to 2/3 of your salary on a tax-free basis for up to 6 months. You can begin receiving salary benefits the 1st day of an accident or 8th day of disability due to illness or pregnancy, and you do not have to wait for benefits if you are also using sick leave. You can receive benefits for up to 6 months.
- As a new employee, you can enroll in Short-Term Disability without providing evidence of good health. While you can enroll at a later time, you'll need to provide evidence of good health and will be subject to approval by the insurance company.
- **Long-Term Disability** replaces up to 60% of your salary on a tax-free basis. You can begin receiving salary benefits after 6 months, and benefits continue as long as you remain totally disabled, up until normal retirement age.
- As a new employee, you can enroll in Long-Term Disability without providing evidence of good health. If you do not enroll as a new employee, you may only enroll during annual open enrollment. During the first two years that you elect the plan, you will have a pre-existing conditions limitation. Benefits will not be payable for illnesses or injuries that occurred during the year prior to your coverage effective date.
- Managerial Plan employees have a combined disability/life insurance plan (see "What Are My Life Insurance Options?").

## What Else Should I Know About Benefits?

- You will have access to free and confidential counseling for a variety of personal and workplace concerns through Minnesota Housing's **Employee Assistance Program**.
- You can join **State Employees, Inc. (SEI)** for \$4.00 annually and receive discounts on tickets, events, memberships, and travel planning.
- Through our life insurance provider, **Minnesota Life**, you can access a variety of additional services such as Travel Assistance, End of Life Planning Services, and Legal Services.

# YOUR LIFESTYLE

## How Much Vacation and Sick Leave Will I Receive?

- Most new employees will accrue 4 hours of **vacation leave** per pay period, or 13 vacation days per year. Managerial Plan employees accrue 6 hours of vacation leave per pay period, or 19 vacation days per year. Accrual rates increase over time.
- Certain contracts or plans include a **vacation advance** for new employees, and certain contracts or plans allow employees to increase their vacation credit based on prior work service.

|   | MAPE | MMA | Managerial Plan | Commissioner's Plan |
|---|------|-----|-----------------|---------------------|
| Vacation credit for previous public sector work experience? | •    | •   | •               | •                   |
| Vacation credit for all previous related work experience?   |      |     | •               | •                   |
| Vacation leave advance upon hire?                           | •    | •   | •               |                     |
| Sick leave advance upon hire?                               |      |     | •               |                     |

- Employees accrue 4 hours of **sick leave** per pay period, or 13 sick days per year. Accrual rates do not change over time, but there is no maximum number of hours you may carry over year to year.
- Minnesota Housing has 10 **paid holidays** and provides one floating holiday for employees per year. Standard holidays include: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the day after Thanksgiving, and Christmas Day.

## What Are My Parking/Bus Options?

- You have the option of parking at an area ramp through Minnesota Housing's contract and paying a **discounted parking rate**. Fees are deducted directly from your check on a pre-tax basis.
- You can receive a **\$25 bus pass contribution**.
- The **Transit Expense Account (TEA)** allows you to set aside money on a tax-free basis for bus or parking expenses. This plan allows you to start or stop contributions, and extra money can be rolled over to the next year.

## Does Minnesota Housing Provide Workplace Flexibility?

- **Flexible schedules**, which allow you to select a work schedule other than the standard 8 hours/day, are a popular option at Minnesota Housing. While not every job allows for a flex schedule, many employees enjoy the ability to select a schedule that works for them.
- The majority of our employees, including professional employees, have the ability to earn **overtime** when they need to work extra hours, and overtime is limited. When you work overtime, you have the option to receive overtime paid out to you in cash, or you can set it aside as **comp time** and use it as you would vacation time.

## What Opportunities Will I Have for Training and Development?

- The Agency provides a variety of **in-house training options** and supports employee skill development through seminars, conferences, and training courses. Employees have access to the State of Minnesota's training program, which provides **skills training** and **development for aspiring leaders**.
- Minnesota Housing provides a **generous tuition assistance program** for employees who have worked for the Agency for 18 months-2 years, depending on the type of degree you're obtaining.

## Is Minnesota Housing a Fun Place to Work?

- Minnesota Housing employees have organized a number of **activity groups** that bike, run, or knit together. Many employee events involve **giving back to the community**, such as the annual combined charities campaign and the Habitat for Humanity 500 bike tour.
- Minnesota Housing's main office is located in downtown St. Paul, north of **Mears Park**. Many of us enjoy going to the nearby **YMCA** over lunch to get in a workout, taking a walk along the **Mississippi river**, or just enjoying the **food trucks** that stop by during the summer. As a smaller Agency of just over 200 employees, you'll have many opportunities to **get to know your coworkers**.

Contact a Human Resources employee if you have questions. Please note that your benefits are determined by your contract or plan. If there is a discrepancy between this summary and your contract, the contract language prevails.