

FAQs

Why did I receive a card from Optum?

Optum is GDE's third party administrator for your Employee Assistance Program, behavior health services and HSA services.

When does my matching start on my 401k?

After one year of continuous employment. An employee on the defined contribution plan will be matched at a two to one ratio with a maximum percentage being matched of 5%. The employee can put in more than 5% but GDE will only match up to the 5% for a 10% match.

When does my insurance go into effect?

The first of the next month, after 30 days of employment.

How long do I have to make changes to my insurance due to a life event? (Newborn or marriage)

30 days

When does insurance coverage begin for my newly married spouse?

You will have 30 days to submit paperwork. If you submit before the month ends, the next month the spouse is covered. There will be no more retroactive dates for marriages. If you submit paperwork by your 30-day window and it begins in the next month. Coverage will begin the following month. Example: Marries April 15th, submits paperwork by April 25th, coverage begins May 1st. Marries April 15th, submits paperwork within 30 days-May 15th, coverage begins June 1st.

When am I eligible for FLMA?

After employment of 1250 hours to be utilized for twelve workweeks of leave in a 12-month period for: the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave)

What is a 9/80 schedule?

Employees will have a set workweek with 8 days being worked at 9 hours, one day being worked at 8 hours, a day off every other week and a thirty-minute lunch. Your supervisor will let you know your established workweek and what your established off day is.

How do I start my 401k?

You can find an enrollment application on the employee website under enrollment or stop by HR's office.

Is there an app for my 401k and what does it show?

Yes. Empower Retirement provides an app that is very user friendly. It shows everything from the amount that is currently in your 401k, how you are investing, beneficiaries, address and contribution changes.

How do I make changes to my 401K?

After you have signed up for your 401K you can log in at any time and/or download the Empower Retirement app. There you can make contribution changes; you can add more detailed information for retirement purposes and update your beneficiary without having to fill out a new form.

Can I be on the DB plan and have a 401k?

Yes. GDE has the 401k or Roth setup and you can contribute on your own if you are a part of the DB plan. GDE does not make any matching contributions. It is available for your benefit only.

How do I make beneficiary changes?

All beneficiary change forms can be found on the employee website.

When does my vacation need to be used by/ What's the maximum carry over?

All vacation will need to be at 240 by the employee's anniversary date.

What's the mandatory sick leave payout?

During the first pay period in December of each year, all accumulated sick leave above 2080 hours will be paid to the employee at 50% of the employee's regular hourly wage.

What's the optional sick leave payout?

During the first pay period in December of each year, a full-time employee who has accumulated more than 720 hours of sick leave, has the option to receive pay for up to 50% of forty-eight (48) hours of unused sick leave.

Who receives retirement gifts and dinner/celebration?

In regard to receiving retirement gifts, dinner and/ or celebrations, early retirement is established at age 59 ½ with 20 years of service on the defined contribution plan. Any employees with less than 20 years of service or younger than 59 ½ will not be provided the previous mentioned benefits. In regard to receiving retirement gifts, dinner and/ or celebrations, early retirement is established at age 60 with 20 years of service on the defined benefit plan. Any employees with less than 20 years of service or younger than 60 will not be provided the previous mentioned benefits.

What is OPEB?

Other Post Employment Benefits. For an employee hired after March 1, 2016 you will need age 55 and 25 years of service to be eligible. If less than 25 years of service a proration of the years of services divided by 25 time \$150 is the maximum amount of reimbursement. This benefit is a reimbursement for health insurance after retirement up to \$150. Employees hired prior to March 1, 2000 will receive up to \$150 monthly reimbursement for health insurance.

Do training courses, seminars, conferences and job-related meetings have a payback?

Employees that separate employment from GDE for any reason within 12 months of attending a conference, meeting or training, shall be required to pay back the registration cost. Employees that separate employment from GDE after 12 months may be required to pay a prorated portion of the registration cost.

What is a floating holiday?

A floating holiday occurs when an employee has a regularly scheduled off day that falls on a holiday. At this point the employee can utilize this day at a latter time and "float" it. An employee will have 28 days to use the floating holiday.

When are my boot purchases due?

Boot purchases are due by December 31st of the uniform year.

When is my turn in for out-of-pocket reimbursements not reimbursed?

When you are unable to supply a break down receipt, a receipt that shows what was ordered at a restaurant. At this point reimbursement will not take place.

When can I use the education assistance program and how I am approved to use it?

Any full-time employee who has been continuously employed for 1 year may apply to utilize the educational assistance program. Each semester you can be reimbursed up to \$3,000 so long as you have a C for each class that is being taken. The program in which you wish to study will be approved by the GM so long as the program can be utilized while at GDE.

What is the benefit of short-term disability?

7-day elimination period, 60 percent of the employee's payroll up to \$1,600 a month

What is the benefit of long-term disability?

180-day elimination period, 60 percent of the employee payroll up to \$7,000 a month.

What kind of coverage do I have for my life insurance?

Four times your annual salary up to \$400,000