

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources**

November 21, 1996

HUMAN RESOURCES MEMORANDUM 15-96

TO: Agency Heads, Directors of Administrative Services, Agency Personnel Officers and Managers

SUBJECT: Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries

The purpose of this memorandum is to inform all agencies of changes to the value of benefits that must be published per HR Memorandum 6-96.

A statement of the dollar value of the fringe benefits package provided by the State must be placed in all advertisements which state the salary of a position. This includes all advertisements or other publications that agencies may develop to fill "direct hire" vacancies.

The value of these benefits have changed as follows (*indicates a change):

State Pays Employee share of Retirement Contributions

- * State Paid Health and Dental - All Positions: \$141.60 biweekly
- Retirement Contributions (State pays employee share): 16.08% of pay

Employee Pays Employee Share of Retirement Contributions

- * State Paid Health and Dental - All Positions: \$141.60 biweekly
- Retirement Contributions (Employee pays own share): 11.53% of pay

Part-time positions should be prorated based on the above figures.

Please take immediate action to ensure that the proper statement for the value of employee benefits is placed in all publications that include employee or position salaries.

Thank you.



Donald A. Wills, Acting Director
BUREAU OF HUMAN RESOURCES