

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

June 17, 1997

**HUMAN RESOURCES MEMORANDUM 8-97**

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

**SUBJECT:** Update of HR Memorandum 15-96: Legal Requirement to Include  
Value of Benefits when Publishing Salaries

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The purpose of this memorandum is to inform all agencies of changes to the value of benefits that must be published per HR Memorandum 15-96.

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): 16.24% 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): 11.69% 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**