

**OKLAHOMA HOUSING FINANCE AGENCY (OHFA)
2019 EMPLOYEE BENEFIT SUMMARY***

Benefit	What you receive	Effective
Vacation Benefits <i>Accrual rates vary depending on years of service</i>	The amount of paid vacation time you receive each year depends on how long you have been working. This is the schedule for accruing vacation: *Upon initial eligibility the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 4.62 hours. *After 5 years 18 vacation days each year; 5.54 accrued biweekly hours. *After 10 years 20 vacation days each year, 6.15 accrued biweekly hours. *After 20 years 25 vacation days each year, 7.69 accrued biweekly hours.	Accrues Immediately Available after 180 days of employment
Sick Leave	Employees accrue sick leave benefits at the rate of 120 hours per year (4.62 hours per pay period). Limited to employee or to care for spouse, dependent, or another member of the household for whom employee has court-appointed legal guardianship.	Accrues Immediately Available Immediately
Bereavement Leave	OHFA provides bereavement leave to employees who need to take time off due to an immediate family member's death. To ask for bereavement leave, see your supervisor. Employee may request up to 3 days of leave.	Available Immediately
Holidays	Designated by the Governor each year; Usually 11 paid holidays per year observed.	Available Immediately
Health Insurance	Employee and optional family health care package (several plans available) OHFA pays 100% towards employee premium; 60% towards dependent(s) and/or spouse's premium.	1st of the month following employment
Dental Insurance	Employee and optional family dental care package (several plans available) OHFA pays 100% towards employee premium; 60% towards dependent(s) and/or spouse's premium.	1st of the month following employment
Vision Insurance	Employee and optional family vision care package (several plans available); employee offered – 100% employee cost	1st of the month following employment
Group Life Insurance	OHFA pays one times the employee's annual salary to employee's designated beneficiary.	1st of the month following employment
Life Insurance	Basic \$20,000 term life policy required (includes accidental death and dismemberment). Employee supplemental and family coverage available.	1st of the month following employment
Disability Insurance	Up to 60% of salary	Available after 30 days of employment
Flexible Benefits Plan	Health Care and Dependent Care Accounts	1st of the month following employment
Educational Assistance	Tuition reimbursement (which includes tuition, fees and books) is made at the rates charged by the University of Oklahoma. If an employee chooses to go to a school whose costs are higher than the University of Oklahoma, the difference is the responsibility of the employee.	Available upon completion of Introductory Period**; requires supervisor approval
Homebuyer Down Payment Assistance	Employee and family members have the option to utilize OHFA Homebuyer Downpayment Assistance. OHFA provides a 30 year mortgage with 3.50% or 4.00% down payment assistance toward the purchase of the home. Future homebuyers must qualify through one of our participating lenders, must have a credit score of 640 or above and debt to income cannot exceed 45%.	Available Immediately
Employee Assistance Program (EAP)	EAP can help you to solve personal problems that might be affecting your work life or personal life. Employees or immediate family members are allowed three free visits per year. Additional visits based on a sliding scale.	Available Immediately
Casual Dress Day	Every Friday is designated as "casual" dress day for employees. The Executive Director may, at his/or her discretion, allow other casual days throughout the year. Casual days are usually referred to as "jeans" day. On casual days, you can wear more casual and relaxed clothing. Casual clothing must be clean, neat, and appropriate for conducting business.	Available Immediately
Retirement	State plan - Pathfinder (Hired AFTER November 1, 2015) - 401(a) 457(b) plans; Employee contributes a minimum of 4.5%. OHFA contributes 6%. Employee may contribute an additional amount. OHFA may increase its contribution up to a maximum of 7%.	1st of month following employment
Optional Retirement Savings Plans	403b Plan - Mutual funds and group fixed annuity contract. Before tax and Roth after-tax options employee contributions. 457 Deferred Comp Plan – Pre-tax employee contributions	1st of month following employment
Compressed Work Schedule	The compressed work schedule consists of 9 hours a day Monday-Thursday and 8 hours on Friday; with every other Friday off during a two week work schedule. Employees may select their start/end time work schedule between 6:15 am - 6:45 pm from a list of designated options.	Available upon completion of Introductory Period**; requires supervisor approval
Flexible Schedule	Employees may vary their start/end time work schedule between 7:15 am - 5:45 pm, during a 40-hour work week, Mon.-Fri.; as long as core hours between 9:00 am – 4:00 pm are worked. Employees may select their 8-hour start/end time from a list of designated options.	Available Immediately to all employees; requires supervisor approval

*This document does not represent the complete list of employee benefits, but highlights some of the popular features.

**Introductory Period is defined as 180 days, unless extended by the supervisor.

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