



# ODCTE EMPLOYEE BENEFITS HIGHLIGHTS



**OKLAHOMA  
CareerTech**

As an employee of the Oklahoma Department of Career and Technology Education, you become a part of an agency that is committed to developing

Oklahoma citizens into a world-class workforce. All full-time eligible employees receive a wide variety of benefits, making your overall compensation package more than just a paycheck!

## Total Compensation for an Employee with an Annual Salary of \$49,544.49\*

\*FOR ILLUSTRATIVE PURPOSES ONLY, TOP OF PAY BAND 11 (QUARTILE ONE)

COMPENSATION AND BENEFITS	EMPLOYEE ONLY	FAMILY (Employee, spouse, and two or more children)
Annual Base Salary	\$49,544.49	\$49,544.49
Longevity* (when eligible, see pg. 2)	\$750.00	\$750.00
<b>TOTAL CASH COMPENSATION</b>	<b>\$50,294.49</b>	<b>\$50,294.49</b>
<b>BENEFITS - AGENCY COST</b>		
Benefits Allowance (2021)	\$7,918.68	\$20,135.52
Teachers' Retirement	\$4,074.92	\$4,930.10
SoonerSave (if participating)	\$300.00	\$300.00
<b>TOTAL AGENCY COST OF BENEFITS</b>	<b>\$12,293.60</b>	<b>\$25,365.62</b>
Annual Salary	\$50,294.49	\$50,294.49
Cost of Benefits	\$12,293.60	\$25,365.62
<b>TOTAL COMPENSATION &amp; BENEFITS</b>	<b>\$62,588.09</b>	<b>\$75,660.11</b>
<b>(NOT INCLUDED IN TOTAL COMPENSATION)</b>		
<b>PAID TIME OFF:</b>		
Annual Leave (15 days/year)	\$2,901.60	\$2,901.60
Sick Leave (15 days/year)	\$2,901.60	\$2,901.60
Holiday Leave (11 days/year)	\$2,127.84	\$2,127.84
<b>TOTAL (***)</b>	<b>\$7,931.04</b>	<b>\$7,931.04</b>
(***) See back for Cumulative Service		

**INSURANCE** – Each employee receives an annual benefit allowance in addition to salary, ranging from \$7,919 for employee only to \$20,136 for employee, spouse and children, to purchase insurance. Any benefit allowance not spent on the mandatory core benefits may be used to purchase optional insurance or may be added to the employee's pay.

**RETIREMENT** – Your employee contributions to the Oklahoma Teachers' Retirement System are paid by the agency. This contribution equals 7% of your base salary and benefits allowance. Currently, employees are vested after seven years. <https://oklahoma.gov/trs.html>

**Contact: Human Resources**  
 Oklahoma Department of Career and Technology Education  
 1500 West Seventh Avenue  
 Stillwater OK 74074-4398  
 405.743.5485 (phone)  
[HR Website](#)



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**PAID HOLIDAYS**—11 Paid Holidays

**ANNUAL LEAVE**—Full-time employees accrue between 15 and 25 days of annual leave per year. (See Cumulative Service Chart.)

**SICK LEAVE**—Full-time state employees accrue sick leave up to 15 days per year with no accumulation limit.

**ENFORCED LEAVE**—Time used for illness, injury or death of immediate family members, enforced leave is charged against the sick leave balance. No more than 80 hours may be used in a calendar year.

**MILITARY LEAVE**—Employees are allowed 30 days per federal fiscal year when ordered to military service or duty.

**FAMILY MEDICAL LEAVE**—Employees with more than 12 months of full-time service and a minimum of 1,250 hours worked are allowed up to 12 weeks paid and/or unpaid time off in a 12 month period for qualifying events.

**LEAVE SHARING**—Permanent employees who have exhausted all sick and annual leave due to a personal (or a relative's or household member's) serious or life-threatening illness or injury, are eligible to receive annual or sick leave donated by other state employees upon approval of the agency appointing authority.

**PREMIUM CONVERSION**—Employees may elect to pay for qualifying insurance coverage(s) before taxes are deducted, which lowers taxable income.

**REIMBURSEMENT ACCOUNTS**—Employees may put money aside pre-tax to pay for eligible expenses such as medical deductibles and child care.

**WELLNESS OPPORTUNITIES**—The agency promotes the health and well-being of employees and their dependents. Activities such as on-site blood drives and immunization Clinics are available, and participation is voluntary.

**EMPLOYEE ASSISTANCE PROGRAM**—EAP provides limited counseling to employees and their family members with medical, financial and personal issues.

**VOLUNTARY PAYROLL DEDUCTIONS**—Payroll deductions are available for a variety of insurance and financial institutions and associations.

**HEALTH/DENTAL**—Depending on geographic location, several plans may be available. The cost varies by provider.

**LIFE**—Basic life includes \$20,000. Dismemberment doubles the amount to \$40,000 if the employee's death is the result of an accident.

**DISABILITY**—Short- and long-term coverage is provided when an employee is off work due to a qualifying event. The plan pays 60% of the employee's salary not to exceed the established plan maximum.

**OPTIONAL INSURANCE**  
Vision  
Additional employee life  
Dependent life

**DISCOUNTS**—ODCTE/State of Oklahoma employees enjoy discounts on a range of items such as cell phones, entertainment tickets (including OSU games), and subscriptions. You may visit the current list [here](#).

**PAYDAY**—Agency employees are paid on the last business day of the month via direct deposit.

**EMPLOYEES ASSOCIATION**—The Employees Association promotes the general welfare of ODCTE employees. They organize fun events, provide retirement party funding, memorial contributions, and other activities.

**WORK SCHEDULE OPTIONS**—Employees can work with their managers to select schedules from several options.

**SOONERSAVE** — SoonerSave is one retirement savings program with two components: the Deferred Compensation (457) Plan and the Savings Incentive 401(a) Plan. Your contributions are deferred into the 457 Plan and a \$25 employer contribution from the State of Oklahoma is contributed to the 401 (a) Plan. [FAQ](#)

## CUMULATIVE SERVICE

Years of Cumulative Service	Annual Leave Accrual Rates/ Year	Limits
0-5 years	15 days	30 days
5-10 years	18 days	60 days
10-20 years	20 days	60 days
Over 20 years	25 days	60 days

## LONGEVITY PAYMENT

\$750 per year\* added to annual salary on July 1

(\*if employed from Dec. 31 of the prior year)



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