

MAKE IT YOUR MISSION

HUMAN RESOURCES ASSISTANT



Find **YOUR** Total Reward\$ of a VA Career

At VA, you have more than a job—you have a mission to serve Veterans who have borne the battle with honor.

At VA, as a human resources assistant you are the front line workforce for VA's new employees to make sure they have all the tools they need to start their career with the VA. You are a key player in the hiring process to ensure that new employees are onboarded quickly and efficiently. You work with and support human resource specialists involved in one or more specialties such as classification, employee benefits, recruitment and staffing, security, etc.



COVERAGE

Rest easy knowing that VA has you and your family's insurance needs covered. Insurance coverage may follow you into retirement after 5 years of vested service provided you maintain FEHB coverage in the 5 years leading up to retirement (conditions apply).



CAREER AND GROWTH

Start your career at VA and benefit from opportunities to build your skills and professional growth by leveraging VA professional development programs to fit your specific long-term career goals.



RETIREMENT BENEFITS

Earn an amazing retirement package including a traditional (defined benefit) federal pension, a 401(k) Thrift Savings Plan (TSP) with employer matched contributions, and Social Security.



CREDIT FOR MILITARY

As a VA employee, you can choose to carry over eligible military service time that can be added to your total years of creditable service for retirement pension calculation purposes (conditions apply).



"Being a human resources assistant is important because we are the front line and face of the VA when a new employee is onboarding. This gives us an opportunity to set the tone of the culture at VA. You get to serve Veterans and those who serve Veterans alike."

Dallas Berry
Human Resources Assistant, VISN 20 Shared Staffing Unit (SSU)

SAMPLE TOTAL REWARD\$

Let's do the math!

Find Your Total Reward\$ of a VA Career as a Human Resources Assistant

This Total Reward\$ sample is a generalized report reflecting the potential monetized value of a full VA compensation package for a full-time employee*



Sample Annual Total Reward\$ Worksheet

Compensation + Benefits = *Your Total Reward\$**

Direct Compensation

Salary Examples	\$40,000	\$45,000	\$50,000
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Total Rewards of Benefits Provided by VA

Health Insurance Premium Subsidy	\$15,896	\$15,896	\$15,896
Social Security	\$2,480	\$2,790	\$3,100
Medicare	\$580	\$653	\$725
Basic Life Insurance	\$106	\$119	\$132
Thrift Savings Plan Federal 401(k) <small>(Employer Contributions)</small>	\$2,000	\$2,250	\$2,500
Federal Employee Retirement System <small>(FERS)</small>	\$6,640	\$7,470	\$8,300
Student Loan Repayment Program <small>(conditions apply, \$40k max/yr.)</small>	\$_____	\$_____	\$_____
Child Care Program <small>(maximum benefit/conditions apply)</small>	\$5,000	\$5,000	\$5,000

Annual Total Reward\$	\$72,702	\$79,177	\$85,653
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*This calculation is a sample only and does not constitute a contract of employment or a guarantee of benefits or future employment. Certain elements vary and are based on specific circumstances. If your service includes part-time calculations, your total reward\$ and benefits will be proportionally prorated. For more information, please see www.opm.gov.

Spend time with family and friends with paid leave

Take time off. At VA, you start your career with 37 to 50 days of paid time off each year. Paid vacation, sick leave, and 11 paid federal holidays accrue right away with no limit on carry-over of accumulated sick leave.



Combined Leave

Estimated total annual combined value of paid holidays, sick leave and annual leave (37 – 50 days):

Avg. Salary	Est. Total annual combined value (37 - 50 days)
\$40,000	\$5,673 - \$7,667
\$45,000	\$6,382 - \$8,625
\$50,000	\$7,092 - \$9,583



Paid Parental Leave

Estimated total paid parental leave (12 weeks, if taken conditions apply):

Avg. Salary	Est. Total paid parental leave (12 weeks, if taken)
\$40,000	\$9,200
\$45,000	\$10,350
\$50,000	\$11,500

This value estimate does not represent additional compensation, but rather the value of paid time off based on a \$40,000, \$45,000 and \$50,000 annual salary, number of 8-hour days of paid leave and holidays (37-50).