

VA



U.S. Department of Veterans Affairs  
Veterans Health Administration  
Workforce Management & Consulting



## MAKE IT YOUR MISSION

*to Heal and Care for Veterans*

## Total Reward\$ of a VA Career Nonclinical Professions

No matter where or how you serve as a nonclinical professional in VA, you will contribute to the greatest mission in federal service - the mission to heal and care for Veterans so they can thrive in life after military service.

# MAKE IT YOUR MISSION CHOOSE VA



## MISSION

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



## TOTAL REWARD\$

As a VA employee, you serve with dedicated professionals and are rewarded with a strong support system, superior work-life balance, and countless career growth and assignment options.



## COMPENSATION

As a VA employee, you will earn competitive compensation as you pursue excellence in health care for Veterans.



## 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 and maintaining FEHB in the 5 years leading up to retirement (conditions apply).



## 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.



## 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.

# THE MISSION

VA's variety of occupation, education, and leadership support gives you limitless room to grow and excel in your career. Take a look at all VA can offer you, and pursue a nonclinical professional opportunity that will push your talent to exciting new heights.



Each year, VA serves over 9 million Veterans in 1,293 sites of care across all 50 states, the District of Columbia, and U.S. territories.

At VA, you can explore opportunities in accounting, administration, contracting, finance, human resources, information systems and technology, environmental services, food service, and other support services.

VA employees enjoy predictable and flexible schedules that accommodate their specific needs and lifestyles. Some VA facilities have on-site employee fitness centers, on-site childcare, carpooling, and VA Canteen retail shops with employee discounts.

At VA, you are part of a dynamic team of thousands of professionals helping our hospitals outperform the private sector. It takes talented and dedicated nonclinical professionals to help ensure our Veterans receive the best health care available.

At VA, you can help change lives in a variety of settings, making decisions that are essential to the smooth, efficient flow of services to our patients. No matter your field of expertise, VA has dynamic career paths that bring out the best in you and transform your passion for serving Veterans into real-world impact.

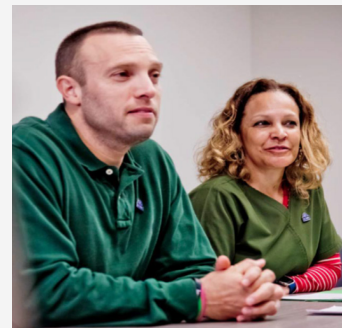
By working for VA, you have the opportunity to support clinical care, advance your education, mentor and be mentored, and move into executive roles.

As an employee, you have more than a job—you have a mission to serve Veterans who have borne the battle with honor. In carrying out this mission, you'll discover a career with competitive pay, opportunities for growth and mobility, and a wealth of benefits and rich rewards.

## Take a closer look...

For an up-close look at a career check out this YouTube video: <https://youtu.be/r8eqJs5odtQ>

More information is found on: <https://www.vacareers.va.gov/Careers/Administrative/>



# COMPENSATION



**Competitive Salaries.** At VA, you receive compensation based on the position's level of responsibility and/or qualifications (grade level), length of service within the grade (step), and the duty location.

**Regular Increases.** Receive annual a pay increases, when signed into federal law (as of 2023, the 5-year average increase was 2.26%), within-grade or "step" increases and when appropriate, grade increases.

**Incentive Awards.** Including Superior Performance Awards, Special Contribution Awards, Quality Step Increases, VA Honor Awards, and non-monetary recognition.

**VHA National Child Care Program.** This program assists VA employees in balancing work and family responsibilities. After 60 days of employment, full time employees with a total family income below \$149,000 may be eligible for childcare subsidy program (conditions apply).

**Transit Benefit Program.** You may qualify for transit subsidy monthly benefits of a max of \$300/month; check with your local VA Medical Center (conditions apply).

## VA pays numerous benefits on your behalf

- Social Security paid by VA = 6.2% of taxable wages on behalf of the employee. If an individual has taxable wages over the taxable maximum of \$160,200, VA will contribute \$9,932
- Employee Assistance Program (EAP) = free legal and mental health services.
- Medicare paid by VA = 1.45% on behalf of the employee.
- Flexible Spending Account (FSA) = you may contribute up to \$3,050 a year to your health care FSA with a \$610 max carry over and save up to 30% on dependent care expenses.
- Life Insurance = VA pays 1/3 of insurance cost for basic life insurance.
- Thrift Savings Plan Federal 401(k) = VA provides up to 5% employer contributions (1% automatic contribution and up to 4% employer matching contributions).
- Federal Employee Retirement System (FERS) = VA contributes 16.6% annually to FERS-FRAE (Further Revised Annuity Employee) Employing Agency Contribution basic/defined benefit traditional pension.

# SAMPLE TOTAL REWARD\$



## Let's do the math!

### Find Your Total Reward\$ of a VA Career as a nonclinical professional

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

Nonclinical Professions Salary Examples	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$125,000</b>
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### Total Rewards of Benefits Provided by VA

Health Insurance Premium Subsidy	\$15,896	\$15,896	\$15,896
Social Security	\$3,100	\$6,200	\$7,750
Medicare	\$725	\$1,450	\$1,813
Basic Life Insurance	\$132	\$264	\$330
Thrift Savings Plan Federal 401(k) <small>(Employer Contributions)</small>	\$2,500	\$5,000	\$6,250
Federal Employee Retirement System <small>(FERS)</small>	\$8,300	\$16,600	\$20,750
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\$    \$85,653    \$150,410    \$182,789**

\*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](http://www.opm.gov).

# VALUE OF TIME OFF

## Spend time with family and friends with paid leave.

Take time off. In a nonclinical job 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.



Leave Category	Full Time	Part Time
Federal Holidays	11 days	11 days*
Annual Leave (0-3 years of service)	13 days	1 hour for every 20 hours worked
Annual Leave (3-15 years of service)	20 days	1 hour for every 13 hours worked
Annual Leave (15+ years of service)	26 days	1 hour for every 10 hours worked
Annual Leave Max Carryover	240 hours	240 hours
Sick Leave	13 days	1 hour for every 20 hours worked
Sick Leave Max Carryover	Unlimited	Unlimited
Military Leave	15 days	Prorated
Military Leave Maximum Balance	30 days	Prorated
Paid Parental Leave**	12 weeks	Prorated (must work at least 1,250 per year)

\*Part-time employees are entitled to federal holidays that fall on days employees would otherwise be required to work or take leave. This does not include overtime work.

\*\*The National Defense Authorization Act (NDAA) provides up to 12 weeks of paid parental leave in connection with the birth, adoption, or foster care placement of a child for employees covered by Family and Medical Leave Act (FMLA) provisions applicable to federal civilian employees.



### 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)
\$50,000	\$7,092 - \$9,583
\$100,000	\$14,183 - \$19,166
\$125,000	\$17,729 - \$23,958



### 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)
\$50,000	\$11,500
\$100,000	\$23,000
\$125,000	\$28,749

This value estimate does not represent additional compensation, but rather the value of paid time off based on a \$50,000, \$100,000 and \$125,000 annual salary and depending on leave category (37, 44 or 50) eight-hour days of paid leave and holidays.

# COVERAGE

**Health Insurance.** With Federal Employee Health Benefits (FEHB), choose from a variety of self or family health maintenance organizations or fee-for-service health plans that all cover pre-existing conditions. Your spouse and children under age 26 are eligible, as are children—regardless of age—who are unable to support themselves.

VA pays up to 75% of health premiums, and your portion of the premium is taken on a pretax basis unless you opt out. This benefit may continue into retirement provided you maintain FEHB coverage during your 5 years of vested service prior to retirement (conditions apply).

Plans can be adjusted during annual open season from November – December. You can also contribute to flexible, tax-free spending accounts up to \$3,050 for individuals in medical expenses and up to \$5,000 in dependent care expenses.

**Long-term disability coverage.** Become eligible for disability retirement benefits after 18 months of vested service.

**Life insurance.** Plan for what's next with Federal Employees Group Life Insurance (FEGLI), which is group term life insurance covering you and eligible family members. Receive this benefit with no physical exam if you elect to enroll within 60 days of being hired and get coverage that applies from your start date and continues into retirement.

**Dental and vision insurance.** Under the Federal Employees Dental and Vision Insurance Program (FEDVIP), supplemental dental and/or vision benefits are available to you and your family including children up to age 22. FEDVIP coverage may continue into retirement for employees.

**Long-term care.** Under the Federal Long-Term Care Insurance Program, you can access long-term care coverage for home care, adult day care and facility care. You may be eligible to apply for long-term care insurance even if you're not enrolled in the FEHB Program.

**Parental Leave.** The National Defense Authorization Act (NDAA) provides up to 12 weeks of paid parental leave in connection with the birth, adoption, or foster care placement of a child for employees covered by the Family and Medical Leave Act (FMLA) provisions applicable to federal civilian employees.

**Rest easy knowing that VA has you and your family's needs covered.**



# CAREER & GROWTH OPPORTUNITIES

**Start your career at VA and benefit from opportunities to build your skills throughout your tenure to meet your career aspirations.**

At VA, no matter your field of expertise, VA has dynamic career paths that bring the best in you and transform your passion for serving Veterans into real-world impact.

**In-person and virtual training.** VA leads in simulation training, with dedicated experts and state-of-the-art resources to support the learning needs of VA staff across over 171 VA medical centers and more than 1,293 sites of care.

**Student Loan Repayment Program (SLRP).** If you have qualifying/eligible education loan debt, you may be eligible to apply for SLRP and receive payments to help off-set and pay for student loan debt (conditions apply). The maximum annual gross amount payable in a calendar year is \$40,000 with the total lifetime gross amount of \$100,000 and a 3-year service obligation.

**Leadership skills development.** VA provides a competitive, 3-tiered continuum of leadership development at the local, network, and national levels for employees with the potential and desire to serve in leadership positions.

VA employees have 24/7 access to multiple web-based catalogs, filled with diverse online courses and training options to help advance their careers.

VA offers ongoing internal training opportunities to employees at all employment levels, from developmental programs to competitive opportunities.





# RETIREMENT BENEFITS

Get ready for retirement with 3-pronged support consisting of a Federal pension, the employer-matched Thrift Savings Plan (TSP) 401(k), and Social Security.



**Federal Employees Retirement System.\*** Earn a generous FERS pension after 5 years of vested service to VA through the basic/defined benefit retirement plan.

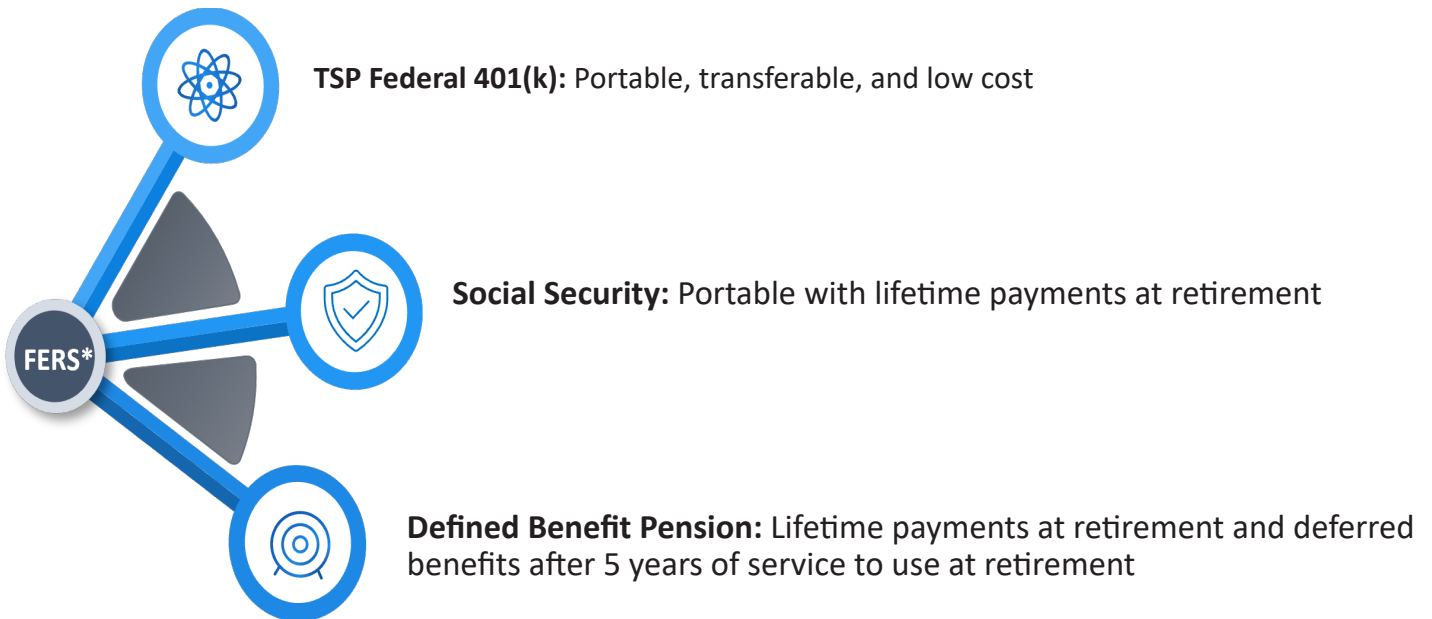
**Long-term disability and death benefits.** Become eligible for disability retirement benefits (similar to long-term disability insurance coverage) and employee death benefits after 18 months of vested service.

**Survivor benefits.** Become eligible for survivor benefits plan after 10 years of vested service.



## Earn credits from your time in military service

Don't worry – as a VA employee, you may carry over service time that is added to your total years of work for retirement purposes. This may increase your retirement pension payments (conditions apply).



# THRIFT SAVINGS PLAN (TSP) Federal 401(k)

**Grow retirement funds by supplementing your pension, Social Security and other savings with TSP.**

**More savings.** TSP lets you contribute up to \$22,500\* a year to your account.

**Catch-up at mid-career.** If you're age 50 or older, grow TSP beyond the maximum with additional "catch up" contributions of up to \$7,500 per year\* for a total potential contribution of \$30,000. Catch-up ceilings are regularly increased so check the TSP website for the latest information.

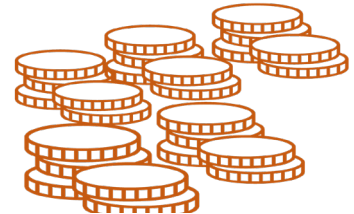
**Employer matching.** Earn VA contributions right away. VA makes an automatic contribution of 1% of your salary into your TSP fund. VA also matches contributions dollar-for-dollar on the first 3% of your salary and 50 cents-on-the-dollar for the next 2% of your salary, for a total of up to 5% in employer contributions.

**Vesting.** When you're "vested," you have ownership of contributions—they are yours to take with you, into the next job or retirement. You are automatically vested in your own contributions and VA's matching contributions from day one of VA employment. Employees are vested in the 1% automatic contribution after 3 years of VA service.

**Low-cost, choice-based investing.** TSP features matching funds, tax-treatment options (pretax traditional/after-tax Roth), investment choices and portability so you control how much you contribute and where to invest. TSP annual administration fees (total expense ratio) are roughly 10 times lower than industry averages at .055% for every \$1,000 invested versus the industry average of roughly .58% for every \$1,000 invested.\*\* That's more money in your pocket to use when you retire.

## Let's do the math! What will your investment look like with compounded interest?

**Keep more of your investment with low TSP investment fees!** Plan for a comfortable life after federal service with TSP and compound interest. At VA, TSP participants do have one big advantage over most 401(k) investors: lower fees. Invest \$22,500 annually toward retirement and see your savings stack up! Take a closer look at your investments.



**20 YEARS**

**\$930,826**

**VA TSP Fees**  
(fees paid by VA employees)

**\$512**

**Private Sector Fees**  
(for non-VA 401(k))

**\$5,399**

**30 YEARS**

**\$2,139,096**

**VA TSP Fees**  
(fees paid by VA employees)

**\$1,117**

**Private Sector Fees**  
(for non-VA 401(k))

**\$12,407**

**40 YEARS**

**\$4,511,790**

**VA TSP Fees**  
(fees paid by VA employees)

**\$2,481**

**Private Sector Fees**  
(for non-VA 401(k))

**\$26,168**

Compounded by 7% assumed annual rate of return

\*indicates the 2023 amount and may increase in future years

\*\* <https://www.investopedia.com/thrift-savings-plan-vs-401-k-5212330>

# FERS Basic/Defined Pension

**Become vested in FERS Basic/Defined Benefit pension after only 5 years of creditable civilian service.**

**Generous pension.** Under the federal retirement system, your future pension benefits are funded through an automatic 4.4% deduction from your salary and a 16.6% matching contribution from VA each pay period. After retirement, monthly pension annuity payments are distributed for life.



The examples below illustrate calculations for annual VA pension for full-time employees (not including 401k/TSP payments) using various retirement age and years of service combinations for average salaries of \$50,000, \$100,000, and \$125,000.

\$

Average Salary \$50,000

Example 1

- Under age 62
- 1% benefit
- 60 years old
- 30 years of VA service
- \$50,000 average high 3 salary

\$15,000

EXAMPLE

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ANNUAL PENSION

Example 2

- Age 62 or older
- 1.1% benefit
- 63 years old
- 33 years of VA service
- \$55,000 average high 3 salary

\$19,965

\$

Average Salary \$100,000

Example 1

- Under age 62
- 1% benefit
- 60 years old
- 30 years of VA service
- \$100,000 average high 3 salary

\$30,000

EXAMPLE

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ANNUAL PENSION

Example 2

- Age 62 or older
- 1.1% benefit
- 63 years old
- 33 years of VA service
- \$105,000 average high 3 salary

\$38,115

\$

Average Salary \$125,000

Example 1

- Under age 62
- 1% benefit
- 60 years old
- 30 years of VA service
- \$125,000 average high 3 salary

\$37,500

EXAMPLE

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ANNUAL PENSION

Example 2

- Age 62 or older
- 1.1% benefit
- 63 years old
- 33 years of VA service
- \$130,000 average high 3 salary

\$47,190

### Age Defined

- Under age 62 the employee must have met their Minimum Retirement Age (MRA) between age 55-57 and they must have worked at least 10 years or greater under a retirement plan.

### Benefits Defined

- You may be eligible for a monetary FERS supplement if you are <62 years old and reached your MRA with 30 years of service or age 60 with at least 20 years.
- Under age 62 benefit is 1% of the highest 3 years of average salary for each year of service (conditions apply)
- Age 62 or older with 20+ years of service benefits is calculated at 1.1% of the highest 3 years average salary for each year of service.

Many different factors impact pension amounts; for instance, unused sick leave extends your creditable service time on a day-for-day basis. Review your specific situation with a VA recruiter and follow the links in the resources section for more information.

# TOTAL REWARD\$

Nonclinical Professionals

A VA Career offers you numerous benefits and rewards, take a closer look at your potential inventory of total reward\$. At VA you a balanced, flexible work environment focused on your unique needs.



## CHOOSE VA

**Work anywhere.** As a nonclinical professional, you can work at any of the 1,293 VA sites of care, by the beach, in a city or in the countryside – and take your benefits with you. Apply for an open position at VA facilities in all 50 states, the District of Columbia, Puerto Rico, Guam, American Samoa, and the Philippines.

**Relocate with ease.** Applying for work at another VA? You won't typically lose accumulated paid leave, benefits, or pay by transferring from one VA position to another VA position.

**Receive assistance.** Under VA's Employment Assistance Program (EAP), get free, short-term counseling and other services to cope with the stresses of life and other issues. EAP includes:

- 24/7 access to and follow-up with professional counselors.
- Counseling on legal, financial, child and elder care, mental health, identity theft and wellness issues.
- Community resources and referrals.
- Internal and external tools on EAP services.

Your Total Reward\$ could potentially include:

- Competitive compensation and salaries
- Pay for time not worked
- Recruitment and retention bonuses\*
- Work-life balance
- Workplace flexibilities/alternative work arrangements\*
- Health and wellness programs
- No employment contracts, restrictive covenants, or non-compete clauses
- Insurance coverage (health care, life, etc.)
- Extensive retirement package
- Credit for Military Service\*
- Performance and recognition awards and programs
- Professional development opportunities
- Student Loan Repayment Program\*

\*Please note, certain elements vary and are based on specific facility circumstances, eligibility requirements, and availability and are not a guarantee of benefits.



## RESOURCES

### Benefits, Education, and Employment Incentives

- Federal benefits: <https://www.opm.gov>
- Education support: <https://www.vacareers.va.gov/Benefits/EducationSupport>
- Employment benefits: <https://www.vacareers.va.gov/Benefits/EmploymentBenefits>
- Transit Benefit Program: <https://dvagov.sharepoint.com/sites/WMCPortal/SubPages/Pages/Transit.aspx>

### Coverage

- Liability protection explained: <https://www.vacareers.va.gov/Benefits/EmploymentBenefits/#insurance>

### Insurance

- Life insurance: <http://www.opm.gov/healthcare-insurance/life-insurance>
- Dental/vision: <http://www.opm.gov/healthcare-insurance/dental-vision>
- Federal health benefits: <http://www.opm.gov/insure/health/index.asp>
- Federal health benefits comparison tools: <https://www.opm.gov/healthcare-insurance>
- Federal insurance frequently asked questions: <http://www.opm.gov/healthcare-insurance/insurance-faqs>
- Flexible spending accounts primer: <http://www.opm.gov/healthcare-insurance/flexible-spending-accounts>
- Long-term care: <http://www.opm.gov/healthcare-insurance/long-term-care>

### Retirement

- Estimate future pension benefits at OPM's Federal Ballpark Estimate: <https://www.opm.gov/retirement-services/calculators/federal-ball-park-estimator/>
- Thrift Savings Plan: <https://www.tsp.gov/index.html>
- Retirement benefits: <https://www.opm.gov/retirement-services/fers-information>
- Social Security Retirement Estimator: <https://www.ssa.gov/benefits/retirement/estimator.html>