



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: Personnel Overview Committee:

Chad Peterson	Brandy Madrigga
Mary Scherling	Tom Soucy
Tony Grindberg	Jim Prochniak
Jim Kapitan	Kristie Ross
Duane Breitling	David Malheim
Robert Wilson	Marjorie Branden
Kim Hegvik	Rebecca Jund
Jesse Jahner	

FROM: Robert Wilson
Cass County Administrator

DATE: June 14, 2024

SUBJECT: Personnel Overview Committee Meeting Agenda

A meeting of the Personnel Overview Committee has been set for Monday, June 17, 2024, at 1:00 PM.

The agenda will be as follows:

- 1) Approve minutes of previous meeting held May 6, 2024
- 2) Consider Gallagher recommendations on PAQ's for:
 - a. Correctional Officer- Sheriff's Office
 - b. Principal Secretary- Sheriff's Office
 - c. Clerk- Recorder's Office
 - d. Senior Clerk- Recorder's Office
- 3) Artificial Intelligence Policy (Henderson)
- 4) North Dakota Public Employees Retirement System (Peters)

cc: Department Heads

**PERSONNEL OVERVIEW COMMITTEE
MAY 6, 2024 — 2:00 PM**

1. MEETING TO ORDER

A meeting of the Personnel Overview Committee was called to order by County Administrator, Robert Wilson on Monday, May 6, 2024, at 2:00 PM. The following members were present: Jim Kapitan, Tony Grindberg, Duane Breitling, Robert Wilson, Kim Hegvik, Jesse Jahner, Kriste Ross, Jim Prochniak, Brandy Madrigga, Marjorie Branden, and Tom Soucy in person and Mary Scherling via Microsoft Teams. Chad Peterson, Dave Malheim, and Rebecca Jund were absent. Also present was Tracy Peters, Andy Frobog, Bob Henderson, Gail Bollinger, and Samantha Duitsman in person, and Deb Moeller via Microsoft Teams.

2. APPROVAL OF MINUTES

MOTION, passed

Mr. Breitling moved and Ms. Scherling seconded that the minutes of the previous meeting held March 18, 2024, be approved as written. Discussion: Ms. Madrigga said she was not at the previous meeting and should be listed as absent. Motion carried.

3. FORWARD POSITIONS TO GALLAGHER TO BE GRADED

Clerk and Senior Clerk

Ms. Moller said she is requesting the Recorder's Office Clerk and Senior Clerk positions be sent to Gallagher for review. She said the positions have changed over the years to electronic recording. She said before the position focused on data entry and now the position spends more time analyzing documents, discerning document types, and drawing legal descriptions. Ms. Moeller said the Senior Clerk position is doing receiving work as a back up for the Deputy Recorder positions. She said the position is more stressful due to deadlines and having to get work done quickly. She said it is difficult to fill the clerk positions at the current A12 paygrade. Ms. Peters said the Clerk position was reclassified last in 2017 and the Senior Clerk position was last reclassified in 2017.

Ms. Madrigga said the Clerk PAQ references the Finance Office Clerk position and she would like this language removed from the PAQ before it is sent to Gallagher to prevent bias as the roles are different and should not be compared. Ms. Peters said the two references suggesting a paygrade and comparing to the Finance Office Clerk will be removed. She said the County does not include a recommended pay grade to Gallagher on any positions.

Mr. Grindberg asked how the A13 paygrade compares to the B21 paygrade. Ms. Peters said the starting pay for a B21 is about \$2,000 higher than an A13.

MOTION, passed

Mr. Jahner moved and Mr. Kapitan seconded to forward the Recorder's Office Clerk position to Gallagher for review. Motion carried.

MOTION, passed

Mr. Jahner moved and Mr. Prochniak seconded to forward the Recorder's Office Senior Clerk position to Gallagher for review. Motion carried.

Principal Secretary

Mr. Jahner said the Sheriff's Office has done some restructuring of positions due to assignment changes and retirements. He said the Principal Secretary position has taken on additional duties as the Terminal Agency Coordinator (TAC) including overseeing 215 staff positions that require training and licensing and making sure everyone is up to date on the requirements. He said there

are 17 additional responsibilities this position has taken on. He said the request today is to send the position to Gallagher for review.

Mr. Wilson said when the job description is sent to Gallagher it is important to include position specific details, not person specific details. He said it is Gallagher's job to look at the job duties not additional workload.

MOTION, passed

Ms. Hegvik moved and Mrs. Scherling seconded to forward the Sheriff's Office Principal Secretary position to Gallagher for review. Motion carried.

Correctional Officer II

Ms. Peters said the Jail currently has only one Correctional Officer (CO) position. She said when the position was reclassified in 2015, there was a CO I and CO II and individuals without experience would start as a CO I and after completing CO Basic, would move to the CO II position. Ms. Peters said in 2021 the Sheriff requested and the Commission approved hiring all CO positions as a CO II and move up to a step 2 after completing CO Basic to help with staffing issues. She said the CO II position is currently graded as a B23 and was last graded by Gallagher as a B22. She said the Sheriff's Office will be working hard this summer to hire CO's to fill the new Jail pod.

Mr. Jahner said a few months ago he approached the Commission with the need to increase CO pay based on the number of openings at the Jail. He said it was recommended at the time that the position be looked at by Gallagher before the Commission made any changes. Mr. Frobig said he went through the PAQ and job duties thoroughly to accurately reflect CO job duties. He said the previous PAQ was basic and did not accurately reflect what CO's job duties are today. Mr. Frobig said there have been changes to the CO position due to State and Federal laws as well as mental health needs.

MOTION, passed

Mr. Grindberg moved and Mr. Prochniak seconded to forward the Sheriff's Office Correctional Officer position to Gallagher for review. Motion carried.

4. MENTAL HEALTH COORDINATOR AND BEHAVIORAL HEALTH CASE WORKER POSITIONS

Ms. Peters said in April of 2022, this committee approved sending the Mental Health Coordinator position for reclassification. She said the reason for the request was that the position had taken on the supervision of the Behavioral Health Case Worker at the jail. She said the position was reclassified to a C51 and the individual in that role received a promotion to the C51 position in January 2023. Ms. Peters said in March of 2023, it was decided to remove the supervisory duties and return the position to a C44 and individual in the position was returned to the C44 paygrade.

Ms. Peters said in 2023 the Behavioral Health Case Worker obtained their master's degree and obtained a higher level of social work license and credentialing which allows the person to perform additional duties that are part of the Mental Health Coordinator's job description, however, when performing the highest-level tasks, the person is required to have a supervisor sign off on the work.

Ms. Peters said in the end, the Jail will have a C-43 position that is a bachelor's degree level position, a C-44 position that is a master's degree level position, and a C51 position that is a master's degree with the ability to supervise C43 and C44 work as needed. She said all the positions have been graded by Gallagher.

Mr. Frobig said within the last two years the board of social work has changed to three levels of social work positions and the Jail currently has two of the three levels. He said the Mental Health Coordinator has independent clinical status, and the Behavioral Health Case Worker has to have supervision. He said the request today is to approve moving the Mental Health Coordinator position to a C51 and moving the Behavioral Health Case Worker to a C44 position.

MOTION, passed

Mr. Kapitan moved and Ms. Madrigga seconded to approve recommending the Cass County Commission move the Mental Health Coordinator position to a C51 and the Behavioral Health Case Worker position to a C44. Motion carried.

Ms. Peters asked if there is a recommendation on the start date of the grade change. Mr. Kapitan suggested the change be recommended to be effective immediately.

5. ARTIFICIAL INTELLIGENCE POLICY

Mr. Henderson said he is proposing an artificial intelligence (AI) policy for Cass County. He said the policy does not focus on specific products or tools, rather discusses effective uses for AI within the County. He said areas of focus within the policy are data security, data integrity, AI models as tools not replacements, ethical usage, training and awareness, compliance with legal and regulatory frameworks, an option to opt out, transparency option, monitoring and accountability, and continuous improvement. He said the opt out option would be for the general public and the transparency option would require citing on a document when AI was used to generate information.

Mr. Grindberg asked if the County would use a unified system. Mr. Henderson said each department is different and has unique needs and therefore there would not be one tool suitable for all departments. Mr. Grindberg asked how taxpayers would opt out of AI. Mr. Henderson said for example if the Tax Equalization Office implemented an AI tool for assessing the taxpayer would have the option to opt out. Mr. Grindberg asked if the North Dakota Association of Counties (NDACo) has looked at the policy. Mr. Henderson said he sent the policy to NDACo and they are waiting for the National Association of Counties (NACo) to release their policy before providing input.

Ms. Hegvik said the State's Attorney's Office uses AI for briefings, she asked if every briefing would have to include a transparency clause under this policy. Mr. Henderson said if a department is using an AI tool to create content, the transparency notice would be required. Ms. Ross asked if transparency is required. Mr. Henderson said it is the decision of the County to decide the level of transparency when utilizing AI. He said the transparency clause is meant to protect the County from liability. He said if departments are using a tool, the tool should be cited. Mr. Wilson said his understanding of AI and transparency is that transparency citing is used often in education and publishing content. He said he is uncomfortable arguing against transparency, however, does not want to set the County up for failure of not complying with its own policy.

Mr. Grindberg said he likes what Mr. Henderson is proposing and would like the policy to come back to a future meeting for further discussion and consideration. He said everyone needs to be comfortable and supportive of the policy before adopting the policy. Mr. Henderson said without a policy, departments need to make decisions regarding AI on a case-by-case basis.

6. UNDERFILL EMPLOYMENT POLICY

Ms. Hegvik said she has worked with Mr. Wilson and Ms. Peters to draft an underfill policy for Cass County. She said the State's Attorney's Office has had difficulties hiring attorneys who meet the minimum qualifications for the position. She said the policy would allow departments to hire individuals who do not meet the minimum qualifications at the time of hire and within a certain time period are eligible and obtain minimum qualifications. She said individuals would

be hired at a lower step while obtaining the requirements. Ms. Hegvik said it is common for law firms to hire students who have recently graduated from law school as attorneys prior to them taking and passing the bar exam.

MOTION, passed

Mr. Grindberg moved and Mr. Breitling seconded to recommend the Cass County Commission approve the proposed underfill policy. Motion carried.

Ms. Peters said she has been working with Mr. Wilson, Ms. Madrigga, and the County's salary consultant, Brown and Brown on recommended changes to the County's health plan. She said Brown and Brown is recommending Cass County leave the current grandfathered plan. Ms. Peters said a suggestion has been made to form a committee with a Commissioner, Department Head, and employee representative to review the proposed changes and make a recommendation. She said if anyone is interested in participating on the committee to contact her. Mr. Prochniak said he would be interested in participating on the Committee.

7. ADJOURNMENT

MOTION, passed

On motion by Mr. Kapitan seconded by Mr. Prochniak and all in favor, the meeting was adjourned at 3:20 PM.

Minutes prepared by Taylor Kaushagen, Commission Assistant



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Telephone: 701-241-5770

Fax: 701-241-5776

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MEMO

TO: Personnel Overview Committee

FROM: Tracy Peters, HR Director / Assistant County Administrator

DATE: June 13, 2024

SUBJECT: Gallagher Reclassification Recommendations

On May 6, 2024, this committee moved to forward four positions to our compensation consultant, Gallagher, for potential reclassification. We have received recommendations back on each of the four positions.

1. Correctional Officer – Sheriff’s Office

The position is currently a B23. The recommendation is that the position be reclassified to a B24. Cass County does not currently have a B24 grade. I have confirmed with Gallagher the salary steps and range for a B24 position is the same as our B31 paygrade – so essentially, the recommendation is a reclassification to a B31.

2. Principal Secretary – Sheriff’s Office

The position is currently a B21. The recommendation is that the position be reclassified to a B22.

3. Clerk – Recorder’s Office

The position is currently an A12. The recommendation is that the position be reclassified to an A13.

4. Senior Clerk – Recorder’s Office

The position is currently an A13. The recommendation is that the position retain its current A13 classification.

Any positions this committee recommends be reclassified will be forwarded to the Cass County Commission on July 1, 2024, for final approval. Reclassification approvals will be included in 2025 budget discussions and would take effect January 1, 2025.

SUGGESTED MOTION: Move to recommend the Cass County Commission adopt reclassifications as suggested by our salary consultant, Gallagher.



Gallagher

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MEMORANDUM

TO: Tracy Peters, Human Resources, Cass County, ND

FROM: Gallagher Benefit Services - Public Sector & Higher Education Practice

DATE: May 31, 2024

SUBJECT: Job Evaluation

The following memo outlines our job analysis and recommendation for the **Correctional Officer** position using the Decision Band Method®.

Gallagher reviewed the job description and/or Position Description Questionnaire (PDQ) to understand the essential duties of the role. In addition, we reviewed the org chart, other comparable job descriptions, and current classification hierarchy to ensure internal equity was maintained. The evaluation results are included in this memo.

We appreciate the opportunity to assist Cass County with its classification needs. If you have any questions or concerns, please feel free to contact Amber Shang at Amber_Shang@ajg.com or Charmain Kohler at Charmain_Kohler@ajg.com.

We look forward to assisting you again in the near future.

Position: Correctional Officer

This position is currently rated B23.

Position Summary:

The Correctional Officer is responsible for ensuring the care, custody, and safety of inmates at the adult jail facility, and providing for the safety and security of all employees, professional providers, and public visitors to the facility.

Position Analysis:

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded and Graded Task: **B2**
Percent of Time on High Banded Tasks: **~95%**
Degree of Difficulty/Diversity: **Moderate to High**

This classification performs tasks that require “operational” decision-making, where the incumbent determines how and when to perform steps of a process. In “operational” decision making, this entails tasks where processes are clearly defined, and the freedom to choose is limited to the operations themselves.

The position receives a grade of two (2) because the incumbent is non-coordinating, meaning he/she does not directly supervise staff.

Overall, the position receives a subgrade of four (4) because of the moderate to high complexity and diversity of tasks in the B2 band and grade.

Recommended rating: B24



Gallagher

Insurance | Risk Management | Consulting

MEMORANDUM

TO: Tracy Peters, Human Resources, Cass County, ND

FROM: Gallagher Benefit Services - Public Sector & Higher Education Practice

DATE: May 31, 2024

SUBJECT: Job Evaluation

The following memo outlines our job analysis and recommendation for the **Principal Secretary** position using the Decision Band Method®.

Gallagher reviewed the job description and/or Position Description Questionnaire (PDQ) to understand the essential duties of the role. In addition, we reviewed the org chart, other comparable job descriptions, and current classification hierarchy to ensure internal equity was maintained. The evaluation results are included in this memo.

We appreciate the opportunity to assist Cass County with its classification needs. If you have any questions or concerns, please feel free to contact Amber Shang at Amber_Shang@ajg.com or Charmain Kohler at Charmain_Kohler@ajg.com.

We look forward to assisting you again in the near future.

Position: Principal Secretary

This position is currently rated B21.

Position Summary:

The Principal Secretary is responsible for processing and managing warrants, ensuring accurate data entry into various law enforcement systems, and coordinating with multiple agencies. Additionally, as the Terminal Agency Coordinator (TAC), the role ensures compliance with Criminal Justice Information Services (CJIS) policies, oversees NCIC terminal use and security, conducts staff training, and manages audits.

Position Analysis:

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded and Graded Task: **B2**
Percent of Time on High Banded Tasks: **~70%**
Degree of Difficulty/Diversity: **Moderate**

This classification performs tasks that require “operational” decision-making, where the incumbent determines how and when to perform steps of a process. In “operational” decision making, this entails tasks where processes are clearly defined, and the freedom to choose is limited to the operations themselves.

The position receives a grade of two (2) because the incumbent is non-coordinating, meaning he/she does not directly supervise staff.

Overall, the position receives a subgrade of two (2) because of the moderate complexity and diversity of tasks in the B2 band and grade.

Recommended rating: B22



Gallagher

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MEMORANDUM

TO: Tracy Peters, Cass County

FROM: Gallagher Benefit Services - Public Sector & Higher Education Practice

DATE: June 7, 2024

SUBJECT: Job Evaluation

The following memo outlines our job analysis and recommendation for the **Clerk** position using the Decision Band Method®.

Gallagher reviewed the job description and/or Position Description Questionnaire (PDQ) to understand the essential duties of the role. In addition, we reviewed the org chart, other comparable job descriptions, and current classification hierarchy to ensure internal equity was maintained. The evaluation results are included in this memo.

We appreciate the opportunity to assist Cass County with its classification needs. If you have any questions or concerns, please feel free to contact Yumi Zhu at Yumi_Zhu@ajg.com or Charmain Kohler at Charmain_Kohler@ajg.com.

We look forward to assisting you again in the near future.

Position: Clerk – Recorder’s Office

This position is currently rated as A12.

Position Summary:

The Clerk position in the County Recorder’s Office is responsible for handling legal real estate documents according to the North Dakota Century Code (NDCC). Responsibilities include indexing and validating documents recorded, imaging physical documents and providing customer service to the public.

Position Analysis:

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded and Graded Task: **A1**
Percent of Time on High Banded Tasks: **~75%**
Degree of Difficulty/Diversity: **High**

The significant job duties performed by this position involve carrying out “defined” decision making which is focused on the manner and speed on how to perform position specific tasks and responsibilities. The employee knows exactly what to do and has few or no decisions to make except for how fast or slow the incumbent works and, within strict limits, the sequence of activities.

The position receives a grade of one (1) because the incumbent is non-coordinating, meaning he/she does not directly supervise staff.

We compared this position with similar positions in other departments, including the Senior Clerk in the Recorders Office and in the Veteran Services Office. Overall, this position receives a sub-grade of three (3) because of the high complexity and diversity of tasks in the A1 band and grade.

Recommended rating: A13



Gallagher

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MEMORANDUM

TO: Tracy Peters, Cass County

FROM: Gallagher Benefit Services - Public Sector & Higher Education Practice

DATE: June 7, 2024

SUBJECT: Job Evaluation

The following memo outlines our job analysis and recommendation for the **Senior Clerk** position using the Decision Band Method®.

Gallagher reviewed the job description and/or Position Description Questionnaire (PDQ) to understand the essential duties of the role. In addition, we reviewed the org chart, other comparable job descriptions, and current classification hierarchy to ensure internal equity was maintained. The evaluation results are included in this memo.

We appreciate the opportunity to assist Cass County with its classification needs. If you have any questions or concerns, please feel free to contact Yumi Zhu at Yumi_Zhu@ajg.com or Charmain Kohler at Charmain_Kohler@ajg.com.

We look forward to assisting you again in the near future.

Position: Senior Clerk – Recorder’s Office

This position is currently rated as A13.

Position Summary:

The Senior Clerk position is responsible for determining the eligibility for the submitted legal real estate documents and calculating fees as set forth in the North Dakota Century Code (NDCC). Responsibilities include indexing and validating documents recorded, imaging physical documents and providing customer service to the public.

Position Analysis:

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded and Graded Task: **A1**
Percent of Time on High Banded Tasks: **~75%**
Degree of Difficulty/Diversity: **High**

The significant job duties performed by this position involve carrying out “defined” decision making which is focused on the manner and speed on how to perform position specific tasks and responsibilities. The employee knows exactly what to do and has few or no decisions to make except for how fast or slow the incumbent works and, within strict limits, the sequence of activities.

The position receives a grade of one (1) because the incumbent is non-coordinating, meaning he/she does not directly supervise staff.

We compared this position with similar positions in other departments, including the Clerk in the Recorders Office and the Senior Clerk in the Veteran Services Office. Overall, this position receives a sub-grade of three (3) because of the high complexity and diversity of tasks in the A1 band and grade.

Recommended rating: Remain at A13

Cass County Government Artificial Intelligence Usage Policy

Purpose: The purpose of this policy is to establish the Cass County Government employee practices for the responsible and secure use of artificial intelligence (AI). The County is committed to utilizing Artificial Intelligence in a secure, responsible, and ethical manner to improve processes, enhance services, and support employees to do their best work. This policy provides simple, user-focused guidance for all employees.

Due to the rapid rate of development of AI tools, the County will regularly review and update this policy to keep it aligned with County standards as well as technological advancements.

Scope: This policy applies to all employees, contractors, and any other third-party individuals or entities who have access to AI technologies or are involved with using AI technologies on behalf of the County.

Definition: Artificial Intelligence: Artificial Intelligence (AI) refers to the development of computer systems capable of performing tasks that typically require human intelligence. These tasks include but are not limited to learning, reasoning, problem-solving, perception, natural language understanding, and decision-making. AI technologies encompass a range of approaches, including machine learning, neural networks, and advanced algorithms.

Principals of Responsible AI Use:

County workers are supported in the responsible integration of AI into their tasks, leveraging its potential to enhance services, promote justice, and improve efficiency. Each staff member bears the responsibility of utilizing generative AI tools in a manner that prioritizes the security of sensitive information and aligns with County policies. The following key principles should guide their approach:

1. Data Security:

- Recognizing the critical nature of data security, County workers must exercise utmost caution when utilizing AI models. It is strictly prohibited to input non-public data into any AI model. This includes sensitive information that is not publicly available.

2. Data Integrity:

- Ensuring the integrity of information is a paramount concern. Before relying on any output from an AI model, County workers are required to validate the generated information. This involves cross-referencing with authoritative sources and ensuring accuracy to maintain the reliability of government operations.

3. AI Models as Tools, Not Replacements:

- AI models are intended to be tools to aid and enhance the capabilities of County workers. They are not to be considered replacements for human employees. County workers should exercise professional judgment and decision-making, utilizing AI models as supportive tools in their respective roles.

4. Ethical Usage:

- County workers must adhere to ethical standards when utilizing AI. This includes avoiding any bias in input data, addressing potential biases in AI algorithms, and ensuring fair and equitable treatment in decision-making processes facilitated by AI models.

5. Training and Awareness:

- When County provided AI training becomes available, regular training sessions and awareness programs will be conducted to keep County workers updated on the latest advancements, best practices, and potential risks associated with AI usage. This will help in fostering a culture of responsible and informed AI utilization.

6. Compliance with Legal and Regulatory Frameworks:

- All AI activities undertaken by County workers must comply with existing legal and regulatory frameworks. Any use of AI that violates laws or regulations is strictly prohibited, and County workers are expected to stay informed about the evolving landscape of AI-related policies related to their job duties.

7. Opt-Out Option:

- Members of the public have the right to opt out of their data being used in any AI model. County departments shall provide a clear and accessible opt-out mechanism, allowing individuals to choose not to have their data utilized in AI applications. Departments are responsible for respecting and implementing these opt-out preferences.

8. Human Interaction and Oversight:

- AI-driven solutions will not make impactful decisions without human interaction and oversight. County workers must actively engage with AI outputs, providing necessary context, interpretation, and oversight to ensure that AI-driven decisions align with policy objectives and ethical standards.

9. Transparency Option:

- County Departments shall implement a transparency option, including citing when AI was used to generate information. This involves providing clear communication to the public and stakeholders about instances where AI has been utilized in the generation of information, ensuring transparency in the decision-making processes.

10. Monitoring and Accountability:

- There will be periodic monitoring of AI usage to ensure adherence to this policy. County workers found in violation may be subject to disciplinary action. Accountability is a shared responsibility, and all employees are encouraged to report any concerns regarding the misuse or inappropriate application of AI.

11. Continuous Improvement:

- This policy is subject to periodic review and updates to align with evolving technology, best practices, and legal requirements. Feedback from County workers and the public regarding AI usage will be considered to enhance the effectiveness of this policy.



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: Personnel Overview Committee

FROM: Tracy Peters, HR Director / Assistant County Administrator

DATE: June 14, 2024

SUBJECT: Gallagher Reclassification Recommendations

After December 31, 2024, the NDPERS defined benefit plan will close to any new Cass County hires. All new hires beginning January 1, 2025, will participate in the new NDPERS defined contribution retirement plan (DC2025). These changes will not affect employees entering the public safety (law enforcement) plan nor will it affect employees hired prior to January 1, 2025. This agenda item is intended to give the committee an overview of the new 2025 plan.

For anyone participating in the current defined benefit plan in Cass County, the employee contribution is 3% of the employee's salary. The employer contribution is 13.26% if the employee is in either of the two "main" plans. The employee reaches retirement age and can begin to draw a pension when they meet their "rule" (85 or 90) or when they reach normal retirement age (65). This pension is guaranteed income for life to the employee.

Under DC2025, the employee's mandatory contribution is 4% and the employer's mandatory contribution is 5.26%. Within the first 30 days of employment, the new hire can elect to increase their contribution by 1%, 2%, or 3%. This is a 1-time election and cannot be changed. If the employee elects an increased amount, the employer must match that increased amount.

The new employee can also elect to contribute and receive an employer "match" to the NDPERS 457 Deferred Compensation plan if their employer participates in the NDPERS 457 plan. Cass County does not. Cass County can elect to provide a "match" to employee contributions into our Nationwide 457 plan in an amount equal to what would be available under the NDPERS 457.

NDPERS has provided a video on this plan change available on their YouTube channel: [Introduction of the Defined Contribution 2025 Plan \(youtube.com\)](#)

DC 2025 Elections

