

## **Employee Benefits**

This is a general summary of benefits afforded to City of Douglas employees. The information contained herein is not exhaustive, is not a contract, and is subject to change at any time without notice. Specific current benefit information is available from the Human Resources Department. Questions about this information should also be addressed to Human Resources. This information generally applies to permanent status city employees and in some cases limited status employees, as outlined below.

**HEALTH INSURANCE:** After 30 days of employment, employees are eligible for health insurance coverage the first of the following month. The cost of employee health insurance is paid by the City. Employees may cover eligible dependents. The current monthly cost the city pays for employee coverage is \$409.11. Dependent coverage costs \$640.08 (employee's portion: \$367.22) per month.

**DENTAL AND VISION INSURANCE:** After 30 days of employment, employees are eligible for dental and vision insurance coverage the first of the following month. These plans are voluntary and the employee is responsible for the cost of the insurance.

**LIFE INSURANCE:** The city covers the cost of employee life insurance coverage for eligible employees. The basic employee life insurance benefit is \$20,000 for regular employees and \$40,000 for public safety employees.

**SUPPLEMENTAL INSURANCE:** The City allows several types of supplemental insurance to be offered by companies to employees through payroll deduction. The City does not endorse these products, which include supplemental life, accident, short-term disability, cancer, and intensive care.

**WORKER'S COMPENSATION INSURANCE:** All City employees are covered for on-the-job injuries through worker's compensation insurance. Premiums for this coverage are paid by the City and are based on payroll.

**RETIREMENT PLANS:** City employees are assisted in planning for retirement in several ways. First, all employees except firefighters and police officers, are a part of the Social Security System. 6.2% of gross wages are deducted from the employee and 6.2% is paid by the City. All employees pay a Medicare tax of 1.45% of gross wages, which is also matched by the City. In addition, all regular City employees are enrolled in a retirement plan, Public Safety Retirement for police officers and firefighters, and the Arizona State Retirement System for all others. The employee and City contribution rates are as follows:

<b>Plan</b>	<b>Employee Contribution</b>	<b>City Contribution</b>
State Retirement	11.60%	11.60%
Public Safety (Police)	11.05%	40.68%
Public Safety (Fire)	11.05%	45.13%

**457 DEFERRED COMPENSATION PLAN:** The City also offers a voluntary 457 Deferred Compensation Plan through Nationwide Retirement Solutions or TIAA-CREF. The City does not match employee contributions.

**FLEXIBLE SPENDING ACCOUNT BENEFITS:** Qualified expenses, such as dependent insurance premiums, dependent care and health care expenses can be deducted directly from your paycheck and claimed for reimbursement when used. These deductions are taken before taxes, reducing your taxable income.

**LONG-TERM DISABILITY PROGRAM:** Employees enrolled in the Arizona State Retirement System pay premiums to be covered by the System's Long-Term Disability Program (LTD). Benefits are provided to qualified members who are unable to work due to a disability after six months.

**HOLIDAYS:** The City of Douglas observes eleven holidays each year, including the employee's birthday, which is a floating holiday during the employee's birth month.

**ANNUAL LEAVE:** Vacation leave for eligible City employees is accrued each payday and is initially 3.08 hours per payday for all regular employees except firefighters who accrue 4.08 hours per payday. There is a graduated accrual schedule with the first increase coming after 5 years of service. Regular part-time employees accrue annual leave on a pro-rated basis.

**SICK LEAVE:** Sick leave is accrued each month at 8 hours per month for all regular full-time employees except firefighters who accrue 24 hours per month. Regular part-time employees accrue sick leave on a pro-rated basis.

**FAMILY DEATH LEAVE:** The City has a policy, which allows time away from work in the event of the death of a family member as defined by our Personnel Rules and Regulations.

**MILITARY LEAVE:** The City grants military leave in accordance with the provisions of State law.

**JURY LEAVE:** Employees required to serve as a juror shall be entitled to leave according to the provisions of the Personnel Rules and Regulations.

**FAMILY AND MEDICAL LEAVE ACT (FMLA):** Eligible employees are granted up to a total of 12 workweeks of unpaid leave during any 12-month period according to the law. Employees may use their annual or sick leave accruals during this time.

**PAYROLL DIRECT DEPOSIT:** All employees have their paychecks deposited directly into checking or savings accounts at their bank/credit union through the Sure-Pay direct payroll deposit plan offered by the City.

**UNIFORMS/EQUIPMENT:** Equipment and uniforms provided to employees varies by department