



**Medical Insurance** – Coverage provided by the Municipal Insurance Trust. City pays 100% of the employee premium. Optional family coverage is available. Medical provider link: [www.Medcost.com](http://www.Medcost.com)

**Dental Insurance** - Coverage provided by the Municipal Insurance Trust. City pays 100% of the employee dental insurance premium. Optional family coverage is available. Dental provider link: [www.Medcost.com](http://www.Medcost.com)

**Vision Coverage** – Coverage provided by the Municipal Insurance Trust. City pays 100% of the City pays employee vision insurance premium. Optional family coverage is available. Vision provider link: [www.VSP.com](http://www.VSP.com)

**Life Insurance** – Coverage is offered through Blue Cross and Blue Shield of NC. Optional family 100% of the employee life insurance premium. Insurance value is twice the employee’s annual salary. Optional dependent life is available.

**Vacation**- Annual leave is accrued at an hourly rate based on years of City service. Hours accrued per month are listed below:

<b>Fire Shift Employees:</b>		<b>Police Shift Employees:</b>		<b>Regular Employees</b>	
0-5 years	10.60 hours	0-5 years	8.40 hours	0-5 years	8 hours
6-10 years	13.25 hours	6-10 years	10.50 hours	6-10 years	10 hours
11-15 years	15.90 hours	11-15 years	12.60 hours	11-15 years	12 hours
15+ years	18.55 hours	15+ years	14.70 hours	15+ years	14 hours

The vacation leave policy of the City provides for the accumulation of 240 hours for regular employees, 318 hours for Fire shift employees, and 252 hours for Police shift employees, with such leave being fully vested when earned. Vacation leave earned and accumulated in excess of these limits as calculated on January 1st of the year will be converted to sick leave.

**Holidays** – 10 holidays per year. Includes New Year’s Day, Martin Luther King Jr.’s Birthday, Good Friday, Memorial Day, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day, (day after Thanksgiving taken as

**Sick Leave** – 8 hours/month for regular employees, 10.60 for Fire shift employees and 8.40 hours/month for Police shift employees. The sick policy

mandatory vacation day), Christmas (2 days)

provides for an unlimited accumulation of sick leave. Sick leave does not vest, but any unused accumulated sick leave at the time of retirement may be used in the determination of length of service for retirement purposes under the provisions of the North Carolina Local Government Employees' Retirement System.

**Police Separation Allowance** – The Police Separation Allowance is available to qualified law enforcement officers who retire early or who leave service early and who meet the following criteria:

1. The officer must have completed 30 years or more of credible service or have attained 55 years of age and completed 5 or more years of credible service.
2. The officer must not yet be 62.
3. The officer must have completed at least 5 years of continuous service as a law enforcement officer immediately before service retirement.

**Local Government Retirement Plan** – Each employee who expects to work for the City more than 1000 hours annually is required to join the North Carolina Local Government Employees' Retirement System as a condition of employment. Membership is effective on the date of hire. Employees contribute 6% of their gross salary through payroll deductions. The City contributes an actuarially determined percentage of the gross payroll each period to the system. Link: [www.nc401k.prudential.com](http://www.nc401k.prudential.com)

**Supplemental Pension Fund for Firefighters** – The Supplemental Pension for Firefighters is a single-employer defined benefit pension that provides retirement benefits to the City's qualified Firefighters. All full-time and part-time volunteer firefighters are covered by the SPFF.

**401K Plan** – An optional tax deferred retirement plan administered by Prudential Retirement is also available to City employees. Link: [www.nc401k.prudential.com](http://www.nc401k.prudential.com)

**457 Deferred Compensation Plan** – An optional tax deferred compensation plan administered by ICMA Retirement Corporation is also available to City employees. No contribution is made by the City. Link: [www.icmarc.org](http://www.icmarc.org)

**Work Hours and Pay Frequency** – Normal work hours are 8:00 am – 5:00 pm with one hour for lunch and two fifteen minute breaks, one in the morning and one in the afternoon. Exceptions to the 8:00 am – 5:00 pm work schedule are the Police shift workers, Fire shift workers and Water and Wastewater Treatment Plant workers. Employees are paid bi-weekly every other Thursday by direct deposit. Employees have the option of selecting up to two banks of their choice and as many as two accounts.

**Flexible Spending Account** – Employees may have money set aside for medical spending or dependent care on a pre-tax basis under the Cafeteria Plan. There is substantial savings and this money is never taxed.

**Credit Union** – All regular and part-time employees are eligible to join the Local Government Employees' Credit Union. Local branch is available at the State Employees' Credit Union located on Franklin Road. Link: [www.lgfcu.com](http://www.lgfcu.com)

**Drug Screening and Pre-Employment Physical** – All prospective employees are required to undergo a pre-employment drug-screening test as a part of their routine pre-employment physical examination.

**Reeves Community Center** – Free membership – all full-time City employees are eligible for a free membership to Reeves Community Center.

**Employee Development Education Assistance Program** - This program encourages the improvement of service by providing employees with opportunities to improve skills and job performance or to prepare for promotional opportunities within the City service by means of employee development/education assistance program. The City will reimburse up to \$1,000 annually in educational expenses provided criteria is met.

**Employee Assistance Program** – This program is designed to offer help to employees, or members of their families, who have personal problems. The City has an EAP Professional on staff to assist employees when necessary. The City also assists employees by paying for mental health services for the first three visits after the insurance has paid its portion.

**Optional Life Insurance Coverage** – Additional supplemental term life insurance is available for the employee and dependents through payroll deduction with the employee assuming the cost. The City does not participate in the payment of premiums. Coverage may be obtained through Reliance Standard Life.

**Disability and Cancer Coverage** - Optional accident, short-term disability and cancer insurance is available for the employee to purchase through payroll deduction with the employee assuming the cost. The City does not participate in the payment of premiums. Coverage may be obtained through Colonial or AFLAC.

**Integrated Pay System** - The City has an integrated pay scale with pay grades to adequately compensate the employees covered by the position classification plan. New employees and employees who are promoted are evaluated after 6 months.

**Cafeteria Plan** - The Cafeteria Plan is administered by the City and is a pre-tax benefit plan. If you elect medical, dental, cancer or accident insurance through pre-tax payroll deduction, these premiums are deducted from your gross salary before taxes. Employees electing

plan year unless there is a change in job or family status occurs. This status change must be consistent with the requested coverage change.