

CITY OF KENEDY

Employee Benefit Package Summary

2013-2014

SANDRA G. LUNDQUIST, CITY SECRETARY
(Revised February 26, 2014)

CITY OF KENEDY

LEAVE BENEFITS	ELIGIBILITY	RATE	LIMITS	EXCEPTIONS
Vacation Leave	Full time employees eligible upon completion of one (1) year of service. All vacation leave must be approved by immediate supervisor	1-2 years 3-10 years 10+ years	5 days a year (40 hours) 10 days a year (80 hours) 15 days a year (120 hours)	40 hours vacation leave earned may roll over into new calendar year
Sick Leave	Full time employees eligible immediately upon hire as sick leave is accrued and available. Scheduled sick leave must be approved by immediate supervisor	3.69 hours accrued per pay period	Sick leave may be used for illness of immediate family members. Must notify immediate supervisor	720 hours is maximum accrual allowed
Funeral Leave	Full time employees eligible immediately upon hire	3 days 1 day	Immediate family members Other family members	Vacation leave may be used for other funerals and must be approved by immediate supervisor
Holidays	Full time employees eligible immediately as Holiday arises	9 Holidays + 2 additional days per year paid at regular pay rate	New Year's Day, MLK Day, Good Friday, Memorial Day, July 4 th , Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas (2 days)	Holidays may not roll over into new calendar year
Jury and Court Duty	Full time employees eligible immediately upon hire as selected by Courts. Supervisor should be notified immediately	Regular pay rate during time served	N/A	N/A
Election Day Voting	All employees eligible to exercise right to vote	Regular pay rate during duration of voting	N/A	Not charged against vacation or sick leave benefits

CITY OF KENEDY

INSURANCE BENEFITS	ELIGIBILITY	RATE	COVERAGE	EXCEPTIONS
Medical (Employee)	Full time employees eligible immediately upon hire	No charge to employee	\$20 office copay \$45 urgent care copay \$1000 combine deduction 80%/60% coinsur (Net/Out) \$2,500 S.P. (Net/Out) PDP \$15/\$30/\$45	*Coverage for spouse/children/family is at employee's cost
Dental (Employee)	Full time employees eligible immediately upon hire	No charge to employee	Preventive 100% Basic 80% Major 50% (PDP Net/R&C Out)	*Coverage for spouse/children/family is at employee's cost *\$1000 annual maximum benefit per person
Life and AD&D (Employee)	Full time employees eligible immediately upon hire	No charge to employee	Life \$15,000/AD&D \$15,000	Coverage reduces at age 70 and 75 cancels upon retirement
Dependent Life	Full time employees eligible immediately upon hire	Optional at employee's cost	Spouse \$5,000 Child under 21 years \$2,000	Covers child to age 23 if enrolled as full-time student if employee supports child 50% or more
TMRS Retirement	Full time employees eligible immediately upon hire	City contributes 4.23% per pay period Employee contributes 5% per pay period	Retirement and Supplemental Death	May qualify for Service Retirement, Death Benefits, Disability Benefits, Divorce/Separation Benefits, and Refunds when ending employment
Short Term Disability	Full time employees eligible immediately upon hire	Optional at employee's cost	0-90 days Contact Aflac through City Secretary for enrollment	N/A
Long Term Disability	Full time employees eligible immediately upon hire	No charge to employee	90+ days	N/A
AirEvac	Full time employees eligible immediately upon hire	No charge to employee	Covers all household members only	N/A

CITY OF KENEDY

Vision Service Plan	Full time employees eligible immediately upon hire	Optional at employee's cost	\$10/\$25	*Coverage for spouse/children/family at employee's cost
Legal Shield	Full time employees eligible immediately upon hire	Optional at employee's cost	Legal services regarding tickets, wills, financial issues, IRS audits, contracts, family law and other issues	*Coverage may include spouse/children
Other Coverages: Accident, Cancer, Hospital and other	Full time employees eligible immediately upon hire	Optional at employee's cost	Contact Aflac through City Secretary for enrollment	*Coverage may include spouse/children/family