

2009 - 2010



CITY OF LAMAR

EMPLOYEE BENEFIT  
SUMMARY

## **Retirement**

Employees participate in the Lamar Employee Pension Plan. Employees contribute 8% of salary; the City contributes 9.09% with .09% going to Lamar Employee Pension Board for employee life insurance and health insurance supplement for retirees.

Fire Department employees participate in the Lamar Fire Department Money Purchase Pension Plan. Fire Department personnel contribute 8% of salary and the City contributes 9%.

The Lamar Police Department officers participate in the Lamar Police Pension Plan. Sworn officers contribute 8% of salary and the City contributes 9%.

Employees of Lamar Light & Power participate in the Public Employee Retirement Association plan (PERA). Light & Power employees should contact their representative at Lamar Light & Power.

A supplemental 457 deferred compensation program is available through International City Manager's Association (ICMA) for all employees. Information is available in the Human Resources Department.

## **Life Insurance and Long-Term Disability Insurance**

The City of Lamar provides employees with life insurance through Jefferson Pilot Financial. Employees are covered by a \$25,000 policy. Employees who participate in the Lamar Employee Pension Plan are also covered by a \$10,000 policy. Police officers and Fire Personnel are covered for life insurance and accidental death and dismemberment through the Fire & Police Pension Association (FPPA). All Employees and employees at Light & Power with 5 years or less of service with Light & Power have long-term disability (LTD) insurance through Jefferson Pilot. Employees with Lamar Light & Power who have 5 years or more of service with L&P have LTD with PERA. Police officers and Fire Personnel have LTD insurance through the Fire & Police Pension Association (FPPA).

## **Voluntary Life Insurance Options**

Jefferson Pilot Financial offers group term insurance to all employees, subject to approval of their underwriter. If applied for within 30 days of employment, there is a guarantee issue amount up to \$100,000 for employees and \$30,000 for spouses and children's coverage of \$10,000. The cost of children's coverage is \$2.00 a month and includes all eligible children. Employee and spouse premiums are determined by age. This plan is portable, meaning an employee can continue the insurance at the group rates when they leave the City employment.

A voluntary Accidental Death & Dismemberment plan is also available to all employees at an additional low cost.

## Health Insurance

Following 30 days of employment, employees can choose to have health insurance coverage through CNIC Health Solutions. This plan includes a prescription drug program. Health insurance is offered to employees who work a minimum of 30 hours or more per week.

<u>Plan Type</u>	<u>Bi-Weekly Employee Cost</u>		
	Single	Couple (EE + 1)	Family (EE +2 or more)
Plan A (1500/3000 Deduct)	\$ 35.00	\$ 95.00	\$ 147.50

Dental coverage is included in the monthly premium. The dental plan covers the first \$250 of preventive services after that the plan covers 80% of preventive and basic/restorative services and 50% for major/prosthetic or orthodontia services, up to \$1,000 a year.

### **Pre-Tax Premium/Flexible Spending Accounts**

Deductions for medical and dental premiums are automatically deducted from employees' paychecks. Employees may elect to pre-tax these premiums.

Employees may also participate in medical and dependent care spending accounts, which allow pre-tax deductions from paychecks to pay for certain medical and dependent care expenses, including most over-the-counter drugs.

### **Vacation Leave**

Years Employed	Hours Accrued Per Payroll	Days Accrued Per Year
1	3.08	10
2 – 3	3.39	11
4 - 5	3.70	12
6 – 7	4.00	13
8 – 9	4.31	14
10 – 12	4.62	15
13 – 15	4.93	16
16 – 18	5.24	17
19 – 21	5.54	18
22 – 24	5.85	19
25 – 26	6.16	20
27- 28	6.47	21
29 – 30	6.77	22
31 – 32	7.08	23
33 – 34	7.39	24
35 – 36	7.70	25
37 – 38	8.00	26
39 – 40	8.31	27
41 and more	8.62	28

Employees are allowed to carry 20 days plus the time accrued in the current calendar year. Employees that do not use their excess vacation time will lose all time beyond the above formula.

### **Holidays**

There are ten designated holidays each year. They are:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day &
**Floating Holiday	One day in conjunction with Christmas

\*\*Employees will accrue one floating holiday at the time of the successful completion of their required six-month introductory period. Holidays and the floating holiday cannot be carried from one year to the next.

### **Sick Leave**

Employees accrue 3.08 hours of sick leave every two weeks for a total of 80 hours or 10 days a year – part-time employee's sick leave is pro-rated. An employee can accrue up to a maximum of ninety (90) days or 720 total hours. Anything over 720 hours at the end of the year will be lost.

Up to 5 days a year can be used for an illness/injured family member.

### **Funeral Leave**

The City of Lamar is sympathetic to the employee at the time of bereavement through death in the immediate family. Therefore, the employee is entitled to absence with pay of up to five (5) days from the date of death of the immediate family member. For the purpose of the funeral leave policy **only**; an employee's "immediate family" includes his or her spouse, children, legal dependent, parents, grandparents, grandchildren or siblings, and the parents, siblings, or children of the employee's spouse. If additional time is needed, an employee may use up to four days of accumulated sick leave for family funeral leave purposes.

### **Safety Shoes/Safety Glasses/Uniforms**

Employees in positions requiring safety shoes are reimbursed half of the cost of the shoes up to \$100 per year, with proper receipts(s).

Department's will supply safety glasses to employees, unless the glasses are prescription, then it is the employee's financial responsibility to obtain the prescription glasses.

The City provides uniforms to certain departments of the City. Employees in those departments must wear the provided uniforms while at work. The department director may exempt certain employees on an individual need.

The City will pay the cost of the approved uniforms (with the exception of the Fire and Police Department who have their own uniform policy). If the employee chooses to rent a jacket or upgrade the uniform, that cost will be deducted from the employee's payroll check each pay period.

### **Tuition Assistant**

The City may reimburse an employee (three-quarters)  $\frac{3}{4}$  of the cost of tuition up to a maximum of \$250.00 per semester providing funds have been budgeted and are available. No reimbursement is allowed for books or supplies. Only employees with a minimum of one year in their current position shall qualify. For further information on Tuition Assistance, refer to the Personnel Policy or Department Director.

### **Training**

Departments pay for some training and certifications to assist with employee development. Refer to you Department Director for more information.

### **Direct Deposit**

Direct deposits from an employee's paycheck are available. More information is available from the Human Resource office or his/her designee.

### **Medicare Deduction**

Required by the Federal government, the deduction is 1.45% of pay.

### **Community Building and Pool Privileges**

Employees can sign in and use the Community Building facility for free. Spouses and children can use the facility at a discounted cost. Employees can use the swimming pool during the time it is open for free, during adult lap swimming. Family members are not allowed these privileges for the swimming pool.