


**TUITION
REIMBURSEMENT**

The City reimburses full-time employees 100% of the local average of state tuition, laboratory, and registration fees and 50% of required textbooks. Employees must have been employed for 12 or more months and commit to two years of service. Additional restrictions apply, please refer to the policy for details.

The City awards longevity pay to full-time employees who have been employed with the City for 12 consecutive months as of December 31st. Employees with 12-59 months of service will receive \$5 per month of service; employees with 60-179 months of service will receive \$6 per month of service; and employees with 180 or more months of service will receive \$7 per month of service. Longevity pay is paid once per year, generally in November and is capped at \$2,100. Longevity pay is subject to City Council approval and funding within the budget.

**LONGEVITY
PAY**

**HEALTHCARE
ADVISOR**


Full-time employees have access to Compass Professional Health Services. Compass is available, at no cost to the employee, to serve as a personal healthcare advisor. They can help employees navigate healthcare by providing doctor recommendations, hospital cost and quality information, reviewing bills, resolving disputes, providing prescription information and much more. Contact Human Resources for more information.

Full-time employees are provided group health insurance coverage through Aetna. New employees are eligible for health insurance on the first of the month following their hire date. The City offers four different plan options, allowing employees to choose the plan that is most suitable for their unique situation. The following rates are per pay period and are effective October 1, 2018.

**HEALTH
INSURANCE**


	HDHP w/HSA	THA EPO	EPO	POS
Employee:	\$ 0.00	\$ 0.00	\$ 5.00	\$ 41.56
Emp + Spouse:	\$ 99.30	\$ 119.10	\$ 166.69	\$ 248.23
Emp + Child(ren):	\$ 40.27	\$ 55.88	\$ 94.46	\$ 166.50
Emp + Family:	\$ 167.94	\$ 204.49	\$ 288.09	\$ 407.65


**DENTAL
INSURANCE**

Full-time employees are eligible for dental coverage through MetLife. New employees are eligible for dental insurance on the first of the month following their hire date. Dependent coverage is paid for 100% by the employee. The rates are per pay period and are effective October 1, 2018.

	DHMO	PPO
Employee:	\$ 0.00	Employee: \$ 0.00
Spouse:	\$ 6.65	Spouse: \$ 16.18
Child(ren):	\$ 7.39	Child(ren): \$ 19.82
Family:	\$ 15.50	Family: \$ 38.64

VISION RATES

Employee:	\$ 2.60
Spouse:	\$ 4.93
Child(ren):	\$ 5.78
Family:	\$ 8.13

Full-time employees are eligible to enroll in vision insurance provided by MetLife. MetLife offers a diverse vision network of nearly 60,000 providers including both private and leading retail chains. For more information please contact Human Resources. The rates are per pay period and are effective October 1, 2018.

**VISION
INSURANCE**

**FLEXIBLE
SPENDING ACCOUNT**

The Flexible Spending Account allows employees to deduct insurance premiums, medical expenses, and day care expenses from their paychecks on a pre-tax basis.


**EMPLOYEE
ASSISTANCE
PROGRAM**

Provided through Alliance Work Partners (AWP), the EAP provides employees and their dependents 24-hour access to services related to counseling, eldercare issues, parenting concerns, legal questions, financial issues, and a variety of other topics.

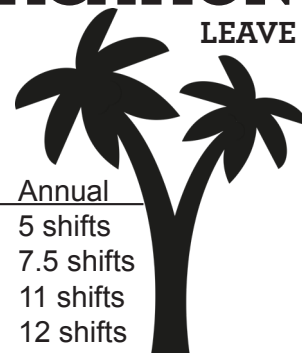


Full-time employees are provided, at no cost, group term life insurance and accidental death & dismemberment insurance equal to one times their annual salary up to \$50,000 through Unum. Supplemental voluntary life insurance is also available to employees through Unum at a cost. TMRS also provides one times their annual salary in life insurance to regular full-time employees.

Full-time employees are provided, at no cost, long-term disability insurance. LTD is provided by Unum and pays 60% of an employee's monthly earnings (up to \$5,000 per month) after a 90-day waiting period if they become disabled and are no longer able to perform the functions of their job.

Full-time employees are eligible to accrue vacation leave. Employees are not eligible to take vacation leave until they have been employed for six months. Unused leave balances will carry over to the next year up to a maximum accrual of 240 hours (360 for fire shift personnel). Employees may be paid for unused vacation balance upon termination after twelve months of employment.

VACATION LEAVE



Regular Employee Accrual:

Tenure	Per Period	Annual
0-59 months	3.08 hours	2 weeks
60-119 months	4.62 hours	3 weeks
120-239 months	7.08 hours	4 weeks, 3 days
240+ months	8.00 hours	5 weeks, 1 day

Fire Shift Accrual:

Tenure	Per Period	Annual
0-59 months	5 hours	5 shifts
60-119 months	7.5 hours	7.5 shifts
120-239 months	11 hours	11 shifts
240+ months	12 hours	12 shifts

SICK LEAVE



All full-time employees accrue 3.08 hours (7.5 hours for fire shift personnel) of sick leave per pay period. Employees may accrue up to a maximum of 720 hours of sick leave.

COMPENSATORY LEAVE

Non-exempt employees may elect to accrue up to 48 hours of comp time off in lieu of overtime pay. Supervisor approval is required. Comp time is accrued at a rate of one and a half (1-1/2) hours for each hour of overtime worked.



Full-time employees are granted eleven (11) paid holidays per year. New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day, Labor Day/September 11, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, and a personal day.

HOLIDAY PAY



RETIREMENT PLAN &



DEFERRED COMPENSATION

All full-time, regular employees are required to participate in TMRS (Texas Municipal Retirement System). Employees contribute 7% of their gross pay, which is matched 2:1 by the City. After five (5) years of participation in TMRS, an employee is fully vested. Employees may retire once vested at age 60 or after 20 years of service at any age. For more information contact Human Resources or TMRS. The City of Southlake does not participate in the Social Security program.

Full-time employees can save additional money for retirement through a 457 deferred compensation plan. Employees can choose to voluntarily defer monies through Nationwide or ICMA Retirement Corporation. Contact Human Resources for more information.

Sworn Police and Fire personnel within DPS may be eligible for certification pay of the following amounts: Intermediate Certification: \$60 per month; Advanced Certification: \$100 per month; Master's Certification: \$125 per month. Certification pay is not cumulative.

CERTIFICATION PAY



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