

# Benefits Summary

FOR FULL-TIME EMPLOYEES



*This document is provided as a summary only. Benefits are effective October 1, 2022 - September 30, 2023. In the event of any discrepancy between this document and the official plan document or policy, the plan document and/or policy shall govern. Please contact Human Resources with any questions.*

Full-time employees accrue vacation leave; however, vacation leave may not be used until they have been employed for six months. Accrual rates are based on an employee's length of continuous full-time service with the City. Employees are not allowed to accrue more than 240 hours (360 for fire shift personnel) at any time.

## VACATION LEAVE



### Regular Employee Accrual:

Tenure	Per Period	Annual
0-11 months	3 hours, 5 minutes	2 weeks
12-59 months	4 hours, 38 minutes	3 weeks
60-119 months	6 hours, 10 minutes	4 weeks
120-239 months	7 hours, 5 minutes	4 weeks, 3 days
240+ months	8 hours	5 weeks, 1 day

### Fire Shift Accrual:

Tenure	Per Period	Annual
0-11 months	5 hours	5 shifts
12-59 months	7 hours, 30 minutes	7.5 shifts
60-119 months	10 hours	10 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 60 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 hours for each hour of overtime worked.

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

## HOLIDAY PAY



## HEALTH DENTAL & VISION INSURANCE

Full-time employees are provided group health, dental, and vision insurance coverage through Cigna. New employees are eligible for insurance on the first of the month following their hire date. The City offers four health plans, two dental plans, and one vision plan, allowing employees to choose the most suitable plan for their unique situation. The rates are per pay period and are effective October 1, 2022.

HEALTH RATES:	HDHP HSA	LOCAL PLUS	BUY-UP	PREMIUM
Employee:	\$ 5.00	\$ 5.00	\$ 12.50	\$ 54.00
Emp + Spouse:	\$ 95.00	\$ 118.00	\$ 180.00	\$ 269.00
Emp + Child(ren):	\$ 36.00	\$ 55.00	\$ 103.00	\$ 180.00
Emp + Family:	\$ 148.00	\$ 198.00	\$ 300.00	\$ 436.00

DENTAL RATES:	DHMO	PPO	VISION RATES:
Employee:	\$ 0.00	\$ 0.00	Employee: \$ 2.98
Emp + Spouse:	\$ 5.82	\$ 19.56	Emp + Spouse: \$ 5.96
Emp + Child(ren):	\$ 6.47	\$ 23.96	Emp + Child(ren): \$ 6.02
Emp + Family:	\$ 13.56	\$ 46.70	Emp + Family: \$ 9.61

## FLEXIBLE SPENDING ACCOUNT



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

## EAP EMPLOYEE ASSISTANCE PROGRAM



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



Full-time employees are provided, at no cost, life insurance and accidental death & dismemberment (AD&D) insurance equal to one times their annual salary up to \$50,000 through The Standard. Supplemental voluntary life insurance and voluntary AD&D insurance is also available to employees at a cost. In addition, TMRS provides one times an employee's annual salary in life insurance to regular full-time employees.

Full-time employees are provided, at no cost, long-term disability (LTD) insurance. LTD is provided by The Standard and pays 60% of an employee's monthly earnings (up to \$10,500 per month) after a 90-day waiting period if they become disabled and can no longer perform their job functions.

Full-time employees have access to Alight Health Pros. Alight is available, at no cost to employees, 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.



## LONGEVITY PAY



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The City awards longevity pay to full-time employees who have been employed with the City for 12 consecutive months as of December 31<sup>st</sup>. 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.

The City reimburses full-time employees 100% of the local average cost of state tuition, laboratory, and registration fees and 50% of required textbooks up to a fiscal year cap of \$5,000. Employees must have been employed for 12 or more months and commit to two years of service. Additional restrictions apply. Please refer to the tuition reimbursement policy for details.



## RETIREMENT

TMRS PLAN



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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.

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 MissionSquare Retirement. Contact Human Resources for more information.

The City of Southlake does not participate in the Social Security program

Sworn Police and Fire personnel within the Police and Fire departments 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. Contact Human Resources for more details.

## CERTIFICATION

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