

**City of Alabaster**

*Employee Benefits Summary Updated 1/1/2019*

<b>BENEFIT</b>	<b>PREMIUM</b>	<b>WHO RECEIVES</b>	<b>ELIGIBILITY</b>	<b>WHAT YOU RECEIVE</b>
<b>Health Insurance</b> (Blue Cross/Blue Shield of Alabama) Local Government Health Insurance	<u>Single Plan</u> Employee \$ 57.63 <u>Family Plan</u> Employee \$ 142.38 Rates per paycheck twice a month.	All Full time employees	The first day of the 2nd month following the date of employment .	Comprehensive hospitalization, major medical coverage, prescription drug plan. See plan document for more information.
<b>Dental Insurance</b> (Blue Cross/Blue Shield of Alabama) Local Government Health Insurance	Included in the Health Insurance Premium.	All Full time employees	The first day of the 2nd month following the date of employment .	Deductible - \$25 per member each calendar year (three per family). 100% for exams and Routine cleaning (2 per year), 50% for Fillings, Oral Surgery, Periodontics, Endodontics, Prosthodontics No maximum for members under age 19 \$1,500 calendar year maximum benefit for member age 19 and over.
<b>Retiree Health Insurance</b> (Blue Cross/Blue Shield of Alabama)	Retiree/Single not eligible for Medicare \$ 274.00 per month. Retiree/Family not eligibel For Medicare \$596.00 per month. Retiree/Single Medicare eligible \$256.50 per month.	Retirees from full time employment.	The first month of retirement.	Comprehensive hospitalization, major medical coverage, prescription drug plan.
<b>Vision Insurance</b> (Routine Vision Care)	Included in the Health Insurance Premium.	All Full time employees	The first day of the 2nd month following the date of employment .	Routine vision care and correction. Exams, contacts or glasses. \$45.00 Co-pays apply to exams. 25% discount on lens and frames. Participating providers must be used for this service.
<b>Basic Life Insurance</b> (Lincoln Financial)	No cost to employee - total premium paid by City	All Full time employees	The first day of employment.	One times annual salary up to \$50,000 life insurance coverage.
<b>Basic AD&amp;D Insurance</b> (Lincoln Financial)	No cost to employee - total premium paid by City	All Full time employees	The first day of employment.	One times annual salary up to \$50,000 life insurance coverage.
<b>Voluntary Life/LTD</b> <b>(Lincoln Financial)</b>	Determined by insurer	All full time employees	First day of second month of employment.	Allows payroll deduction.

<b>Retirement - RSA/ERS</b>	Tier 1-Employees (hired prior to 1/1/2013) contribute 5% of eligible gross pay. City contributes 8.97%. Tier 2-Employees (hired after 12/31/2012) contribute 6% of eligible	Mandatory for Full time employees	First day of employment	Tier 1- May retire after 25 YOS or at age 60 with 10 YOS. Tier 2-May retire after 10 YOS and has attained age 62. Contact Human Resources for more information.
<b>Retirement - Police &amp; Fire Pension</b>	Tier 1-Employees (hired prior to 1/1/2013) contribute 6% of eligible gross pay. City contributes 8.97%. Tier 2-Employees (hired after 12/31/2012) contribute 7% of eligible gross pay. City contributes 6.57%.	Mandatory for Full time sworn Police & Fire employees	First day of employment.	Tier 1- May retire after 25 YOS or at age 60 with 10 YOS. Tier 2-May retire after 10 YOS and has attained age 56. Contact Human Resources for more information.
<b>457b Deferred Compensation Plans</b>	Voluntary participation	All employees	First day of employment.	Deferred Compensation Plan - tax deferred retirement savings plan. Contact HR for more details.
<b>Flexible Spending Account (FSA &amp; DCA) (Health Equity)</b>	\$2,600 Health Limit \$5,000 Dependent Care Limit	All Full time employees	The first day of the month following the date of employment if enrolled within 30 days of hire date.	Health FSA allows payment of eligible noncovered medical expenses (such as co-pays & deductibles). Dependent Care FSA reimburses eligible childcare expenses. Accounts funded with employee pre-tax contributions.
<b>Workers Compensation</b>	No cost to employee	All employees	First day of employment.	Worker's Compensation program administered by Municipal Workers Compensation.
<b>Family Medical Leave</b>	No cost to employee	All Full time employees	After completion of 1250 hours of work over previous 12 months.	Up to 12 weeks leave in one year for birth or adoption of child - care of child, spouse or parent with serious health condition - or the employees own serious health condition.
<b>Jury and Witness Leave</b>	No cost to employee	All Full time employees	First day of employment.	Paid leave granted for hours served
<b>Leave of Absence (unpaid)</b>	No cost to employee	Full time employees (with approval of Mayor)	First day of employment.	Contact HR for more information.
<b>Military Leave</b>	No cost to employee	All Full time employees	First day of employment.	Leave of absence with up to 168 hrs of paid military time beginning each fiscal year.
<b>Longevity Bonus</b>	No cost to employee	All Full time employees.	Upon completing 3 years of service.	

<b>Employee Assistance Program (EAP)</b>	No cost to employee	All employees and immediate family members	First day of employment.	Confidential counseling services to support you. Some resources include substance abuse, conflict resolution, marital counseling and financial planning - 800-624-5544.
<b>Holidays</b>	No cost to employee	All Full time employees	Immediately.	New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, The day following Thanksgiving Day, Christmas Eve, Christmas Day, and one floating holiday
<b>Supplemental Insurances (Colonial)</b>	Determined by insurer	All Full time employees	Date of employment.	Allows payroll deduction of certain insurances (Accident, Cancer, Short-Term Disability, Universal Life and Term Life)
<b>Tobacco Free Workplace Tobacco Cessation Resources</b>	The LGHIB will reimburse each member 80% of the cost of the program, with no deductible. There is a lifetime maximum benefit of \$150.	All employees	The first day of the 2nd month following the date of employment .	Free resources to help you become tobacco free. Contact HR for more details.
<b>Mobile Phone &amp; other</b>	No cost to employee	All employees	First day of	
<b>Youth Sports Discount</b>	50% Discount	All employees	First day of employment.	City employees receive a 50% discount on registration fees for each child participating in city youth sports.
<b>City of Alabaster School Enrollment</b>	No cost to employee	All employees	First day of employment.	City employees are allowed to enroll their children in the Alabaster City Schools regardless of where you live.

<p><b>Vacation</b></p>	<p>No cost to employee</p>	<p>All Full time employees</p>	<p>Immediately.</p>	<p>For employees having an established 40-hour work week (2080 annual hours) accrual of annual leave will be as follows:  Years 0 – 5 of service a maximum of 91 hours per year earned at the rate of 3.5 hours per bi-weekly pay period  6 – 10 years of service a maximum of 130 hours per year earned at the rate of 5 hours per bi-weekly pay period  11 – employment separation  a maximum of 162.5 hours per year earned at the rate of 6.25 hours per bi-weekly pay period  For Police personnel having an established 14-day, 84-hour work period(2,184 annual hours) accrual of annual leave will be as follows:  Years 0 – 5 of service a maximum of 97.5 hours per year earned at the rate of 3.75 hours per bi-weekly pay period  6 – 10 years of service a maximum of 136.5 hours per year earned at the rate of 5.25 hours per bi-weekly pay period  11 – employment separation  a maximum of 169.0 hours per year earned at the rate of 6.5 hours per bi-weekly pay period  For fire suppression personnel having an established 28-day, 212-hour work period (2,756 annual hours) accrual of annual leave will be as follows:  Years 0 – 5 of service a maximum of 121 hours per year earned at the rate of 4.65 hours per bi-weekly pay period  6 – 10 years of service a maximum of 172 hours per year earned at the rate of 6.61 hours per bi-weekly pay period  11 – employment separation  a maximum of 216 hours per year earned at the rate of 8.31 hours per bi-weekly pay period  Eligible employees will be credited with annual leave as it is earned. However, an employee is entitled to use annual leave only after being currently employed for a period of ninety (90) calendar days without a break in service, unless otherwise approved by the Mayor or City Manager.</p>
<p><b>Sick Leave</b></p>	<p>No cost to employee</p>	<p>All Full time employees</p>	<p>Immediately.</p>	<p>The following is the sick leave schedule available to Regular, Full-Time employees based on position:  • Employees having an established 40-hour work week will accrue 8 hours of sick leave per calendar month.  • Police personnel having an established 14-day, 86-hour work periodwill accrue 8.5 hours of sick leave per calendar month.  • Fire suppression personnel having an established 28-day, 212-hour work periodwill accrue 11 hours of sick leave per calendar month.  Accrued sick leave becomes available for use for eligible employees after 90 calendar days of employment.</p>