



## **Benefits: Exempt Employees**

**Holidays**-10 Scheduled Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Martin Luther King Jr. Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

**Personal Day**- One per fiscal year if hired before Sept 1<sup>st</sup> of that year. Must be used before the end of the year or forfeited.

**Vacation Time**- Vacation time for new employees will begin to accrue from your very first day of employment. Employees shall be paid for accrued annual leave remaining at the time of separation of their employment to a maximum of 500 hours, or 300 hours if hired on, or after, October 1, 2009.

### **Vacation Accruals:**

1 - 5 years = 10 days  
6 - 8 years = 12 days  
9 - 15 years = 15 days  
16 + years = 20 days

**Bonus Vacation Days**-An employee who goes 6 consecutive calendar months without utilizing any sick leave hours shall be entitled to 1 bonus vacation day (8 hours). Bonus vacation days will be calculated and earned twice a year on a calendar year basis (July 1<sup>st</sup> and January 1<sup>st</sup> of each year).

**Administrative Leave**-Administrative leave is awarded October 1<sup>st</sup> of each year. If hired or promoted after December 31<sup>st</sup>, a prorated portion will be provided for the rest of the fiscal year. Exempt employees may be required to work above and beyond a normal work week. Due to the additional hours of work an exempt employee will receive one additional week (40 hours).

**Sick Leave**-Sick leave will be accrued at the rate of .0462 hours for each hour paid up to (40) paid hours per week, equivalent of (1) 8 hour day a month. A maximum of 500 hours, or 300 hours if hired on, or after, October 1, 2009 can be paid out at time of separation. Non-probationary employee upon separation shall receive a payout of accrued sick leave based on three categories. (1) 70% or more of accrued sick leave the employees will be entitled to 60%. (2) 31%-69% of accrued sick leave the employee will be entitled to 33 1/3%. (3) 30% of accrued sick leave the employee will be entitled to 20% at time of separation.



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**Sick Time Conversion**-Non-probationary employees shall be permitted to convert to payment up to 40 hours or the equivalent of accrued sick leave to the Town by so declaring on December 1 of each year. An employee's ability to convert sick hours shall be reduced by the number of sick hours taken between December 1 and November 30 of the year in which the activity takes place.

**Other Leaves**- Family Medical, Bereavement, Jury Duty, and Military.

**Supplemental Insurance**- A variety of supplemental insurance: hospital indemnity, accident, and cancer.

**Life Insurance/AD&D**-Life insurance is provided at no cost to you, which is equal to one year of your base salary.

**Short Term & Long Term Disability**-Insurance is provided at no cost to you.

**Pension Plans**- Defined contribution plan (401a) where the 7% of your base salary is deposited into your plan. Vesting at 100% after 5 years of employment. Optional 457 plan which employees can contribute as a before-tax deduction. The Town will match up to 2% of your contributions to your 457.

**Flexible Spending Account**- Employees have the ability to set aside, with the pretax dollars, amounts for unreimbursed medical or dependent care expenses.

## Health Insurance

Health benefits commence the 1<sup>st</sup> of the month after 30 days.  
These are bi-weekly deductions as an adjustment before tax.

	<u>Single</u>	<u>Employee/Child</u>	<u>Employee/Spouse</u>	<u>Family</u>
<b>HMO</b>	Reimbursement of \$38.46	\$74.98	\$86.55	\$168.17
<b>PPO</b>	Reimbursement of \$38.46 & \$13.38 charge	\$100.36	\$114.70	\$209.70
<b>Dental PPO</b>	\$0.00			\$12.57
<b>Dental HMO</b>	\$0.00	\$3.19	\$2.60	\$5.78
<b>Vision</b>	\$3.35	\$6.70	\$6.36	\$9.84