



Where Georgia comes together.

EMPLOYEE BENEFITS

1. **ANNUAL LEAVE:** Annual leave is accrued bi-weekly at a rate of 3 hours and 5 minutes per pay period for employees other than firefighters who have accrued less than 5 years, for a total of 10 days per year.

Employees, other than firefighters, who serve 5 years or more, will accrue 4 hours and 37 minutes per pay period for a total of 15 days per year.

Firefighters, who work 24-hour days on a one-on, two-off basis, accrue 4 hours and 19 minutes for the first 5 years and 6 hours and 28 minutes after 5 years.

Any employee who leaves the employment of the City of Perry, either voluntarily or through dismissal, shall be entitled to pay for any unused leave not exceeding 240 hours or 366 hours for firefighters.

Employees must request annual leave in writing on a City leave request form and must receive written approval from the Departmental Supervisor. Department heads and the Personnel Office maintain annual leave records.

2. **SICK LEAVE:** Sick leave is accrued bi-weekly at a rate of 3 hours per pay period for all employees except firefighters, who earn leave at a rate of 4.25 hours per pay period due to their work schedule.

Sick leave may be accumulated to a maximum of 1,280 hours for all employees except firefighters, who may accumulate up to 1,792 hours.

Like annual leave, sick leave with pay must be requested in writing by the employee and approved in writing by the Departmental Supervisor. If you are unable to report to work due to illness, you **MUST** report your intended absence to your immediate supervisor as soon as possible. Failure to make such a report may result in disallowance of sick leave with pay and disciplinary action. A supervisor may request a doctor's written statement verifying illness.

Employees who leave employment with the City are not compensated for unused sick leave.

3. **HOLIDAYS:** The following days have been designated as official holidays for full-time employees:

HOLIDAYS	DAY(S) OFF
NEW YEAR'S DAY	JANUARY 1 ST
M.L. KING'S BIRTHDAY	JANUARY 15 TH (Or when observed nationally)
PRESIDENT'S DAY	Monday before FEBRUARY 22 ND (Or when observed nationally)
MEMORIAL DAY	Last Monday in May
INDEPENDENCE DAY	JULY 4 TH
LABOR DAY	First Monday in SEPTEMBER
COLUMBUS DAY	Monday before OCTOBER 12 TH (Or when observed nationally)
VETERAN'S DAY	NOVEMBER 11 TH
THANKSGIVING (2 days)	Fourth Thursday in NOVEMBER & following Friday
CHRISTMAS EVE	DECEMBER 24 TH
CHRISTMAS DAY	DECEMBER 25 TH

Other holidays may be declared at the Council's discretion. When a holiday falls on a Saturday, the preceding Friday will be designated as a substitute. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

An employee who is not on approved leave and fails to report to work on the scheduled workday before or after a holiday will not be paid for the holiday. Temporary employees are not paid for holidays.

4. **PENSION PLAN:** The City of Perry offers full-time employees the opportunity to participate in a contributory pension plan. Employees can elect to contribute a percentage of their gross income into a 457 deferred compensation plan. After one year of employment the City will match employee contributions, up to 3%. Employer match contributions are deposited into the employees 401 profit sharing account. Both plans are administered by ICMA-RC.
5. **EMPLOYEE ASSISTANCE PROGRAM:** The City contracts with a professional counseling service to provide confidential service to employees with personal problems that have a negative effect on job performance. Employees may receive help with such problems as drug or alcohol dependency, family, financial or emotional problems. You will receive handouts periodically from this agency.
6. **INSURANCE:** The City offers a "cafeteria plan" under which employees may choose from a "menu" of insurance policies. The amount of your insurance premium is deducted from your gross pay before taxes, as allowed under IRS Section 125. You are taxed only on the adjusted gross pay left after these pre-tax purchases. (Several of our policies are not eligible for a Section 125 plan and must be deducted from adjusted gross pay).

Insurance policies offered:

- Health Insurance: City pays a portion of total premium for family or single coverage. Current rates (as of 9/01/19) are as follows:

- Single coverage (Base Plan)	\$0.00/pay period
- Family coverage (Base Plan)	\$100.00/pay period
- Single coverage (Buy-up Plan)	\$83.50/pay period
- Family coverage (Buy up Plan)	\$221.50/pay period
- Dental/Vision Insurance: City pays a portion of total premium for family or single coverage. Current rates are as follows:

- Single coverage	\$9.80/pay period
- Family coverage	\$14.00/pay period

Health and/or dental insurance, if elected, goes into effect the 1st of the month following 30 days of employment.

- Term Life and Short-Term Disability: The City provides Life and AD&D for employees in the amount of 1 X their annual earnings and a short-term disability benefit of 66 2/3% of weekly income at no cost to employee. Employees may purchase additional Life insurance in increments of \$10,000 up to \$300,000 on themselves, and life insurance for their spouse and children.
- American Family Life Assurance (AFLAC): Various supplementary policies paid for entirely by employee.

You may obtain detailed information on the City policies in the Personnel Office and will have an opportunity to talk with agents offering the supplemental plans. You may enroll in any plan within 30 days of employment or during the annual open enrollment period.