

## LIFE INSURANCE

Full-time employees receive Group Term Life Insurance equal to one times your annual base salary. The benefit is effective the first of the month following 30 days of employment.

Additional (voluntary) Group Term Life Insurance (employee, spouse, child(ren)) is available.

## EDUCATIONAL ASSISTANCE

The City provides a tuition assistance program to assist you with the cost of tuition. Ask your supervisor or contact Human Resources for details and to apply for this benefit.

## FLEXIBLE SPENDING ACCOUNTS

The City offers both dependent care and healthcare flexible spending accounts where you can set aside pre-tax dollars to pay for eligible dependent care, medical, dental, and vision care expenses. Maximum contribution limits apply.

## PARKING

Employee parking provisions are location specific.

## RETIREMENT BENEFITS

The City offers two contributory **Defined Benefit** plans with 100% vesting after ten (10) years of service for Civilian employees.

The City offers a non-contributory **Retirement Health Savings Plan** to cover retiree health expenses. This plan is fully

funded by the City on a prorated basis. The amount is determined annually as part of fiscal year budgeting. You must have 10 years of service to be eligible for this benefit.

Employees may make voluntary pre-tax contributions to a **Defined Contribution 457(b) Plan**. The plan allows you to direct your investments to plan for retirement.

## THE STANDARD INSURANCE, UNUM, AND LEGAL RESOURCES

The Standard provides supplemental insurance coverages (accident plan, critical illness plan, and a hospital indemnity plan). Unum provides Whole Life insurance. Legal Resources provides legal services for a variety of issues. All benefits are voluntary and employee paid.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides employees and their immediate household with free/confidential assessment, short-term counseling, prevention, and education and referral services to help in resolving a variety of problems. This benefit is paid by the City.

## RECREATIONAL BENEFITS

Free gym memberships for William Talley Recreational Center, with a badge fee. Free membership for City pools for employees and immediate household members; Memorial Day through Labor Day. Additional discounts available through the Clustered Spires Golf Course and the Weinberg Center.

# THE CITY OF FREDERICK EMPLOYEE BENEFITS SUMMARY

*A Variety of Benefits Options  
To Serve Employee Needs*



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# **EMPLOYEE BENEFITS**

The City of Frederick offers a wide variety of benefits to full-time employees. Please refer to actual plan booklets or contact the Human Resources Department if you have any questions.

## **HOLIDAYS**

The following eleven (11) days are designated as regular paid holidays for appointees and full-time employees: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day.

Eligible employees also receive two (2) floating holidays to be used in the fiscal year.

## **VACATION TIME**

Full-time employees accrue vacation monthly and earn ten (10) days of paid vacation during the first year of service. New employees must work ninety (90) days before being eligible for paid vacation time. The amount of earned time increases based on years of service.

## **SICK TIME**

Full-time employees accrue ten (10) hours of sick and safe leave per month with an unlimited maximum.

## **FAMILY AND MEDICAL LEAVE**

Up to twelve (12) weeks of approved Family and Medical Leave is available to employees who have worked for The City for at least twelve (12) months and with at least 1,250 hours of service.

## **BEREAVEMENT LEAVE**

Full-time employees are granted three (3) working days off with pay to attend funeral services for the death of an immediate family member. If traveling 200 or more miles, an additional two (2) working days will be granted. Four (4) hours of leave will be granted in the event of a death of someone other than an immediate family member.

## **DISABILITY LEAVE**

The City pays premiums for eligible employees to receive 50% of their base pay up to \$500 per week for up to 13 weeks for a non-work related injury or illness (short-term disability insurance) and up to \$7,500 per month from week 13 of a non-work related disability up to age 65 so long as the employee continues to meet the definition of "disabled" (long-term disability insurance). Full-time employees are eligible for this benefit effective the first of the month following 30 days of employment.

## **MILITARY LEAVE**

An employee will be paid their full pay, in addition to the employee's military pay for up to fifteen (15) days. Provisions are in place for longer periods of military service. Please see the Employee Policies and Procedures for complete guidelines.

## **COMPENSATORY TIME**

Non-exempt employees may elect to receive paid compensatory time off at the rate of one and one-half hours for each hour of overtime worked in lieu of monetary payment for overtime, with the prior approval of their supervisor. Employees may accrue a maximum of 240 hours of comp time.

Exempt employees may receive compensatory time for hours worked beyond the regular workweek. Comp time for these employees is calculated at straight time. The maximum accumulation is 120 hours.

## **HEALTH INSURANCE**

Eligible employees may choose from one of three (3) health plans offered by Cigna. Benefits are effective the first day of employment. Plans include prescription coverage. The City and the employee share the cost of this benefit. This benefit is available pre-tax.

## **VISION INSURANCE**

Eligible employees may enroll in Group Vision Insurance, effective the first day of employment. The employee pays 100% of the premium cost via payroll deduction. This benefit is also available pre-tax.

## **DENTAL INSURANCE**

Eligible employees may elect to enroll in one of two Group Dental Insurance Plans (a DPPO Plan and a DMHO Plan). Benefits are effective the first day of employment. The employees pay 100% of the premium cost via payroll deduction. This benefit is also available pre-tax.