

# City of Kingsville

## Employee Benefits Summary

The following is a brief summary of benefits provided to full-time employee of the City of Kingsville. Additional information is available at the Human Resource Department, 200 E. Kleberg Avenue, (2<sup>nd</sup> floor City Hall), Kingsville, Texas or by calling (361) 595-8017.

**Compensation:** Payday occurs every other Thursday, for the pay period ending the preceding Sunday at midnight.

**Vacation-** You start accruing vacation from the first day on the job and you may use your accruals after completion of your 6<sup>th</sup> month probationary period. Vacation is earned at the following rates:

Regular full-time employees

0-5 years      3.07 hrs per pay period = 80 hrs per year

5+ years      4.62 hrs per pay period = 120 hrs per year

Civil Service Police Officers and Civil Service Firefighters accrue leave as per Collective Bargaining Contracts.

**Sick Leave** – Sick leave starts accruing from the first day on the job and you may use your accruals after completion of 3 months of employment. Regular full-time employees accrue 3.07 hrs per pay period equaling 80 hrs per year.

Civil Service Police Officers and Civil Service Firefighters accrue leave as per Collective Bargaining Contracts.

**Holidays-** Holidays falling on Saturday are recognized on Friday and Sunday Holidays are recognized on the following Monday. The City recognizes 11 holidays annually.

New Year's Day	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Day after Christmas
Labor Day	

**Funeral Leave-** Defined as Emergency Leave, provides up to 3 paid workdays for funeral leave for immediate family members as defined by Administrative Policies and Procedures Manual.

**Family Medical Leave** – to qualify for FMLA leave you must have been employed for at least 1 year. See Administrative Policies and Procedures Manual for policy details.

**Safety Incentive-** Paid time-off and cash incentive for an accident-free year. See policy.

**Jury Duty-** Paid workdays when summoned by the Court for Jury Duty.

**Retirement** – The City has a retirement plan through the Texas Municipal Retirement System (TMRS). Each full time employee contributes 7% of their gross salary each pay period. Vesting occurs after 5 years of credit with TMRS. As a vested member you may leave your deposits in the system to continue accruing interest until you reach retirement age. You may retire after 20 years of

service at any age or age 60 with at least 5 years of service. Upon retirement with the City, the City matches deposits 1.5 to your 1 employee contribution. Matching of contributions is only available upon retirement from the City of Kingsville.

Contact Information: Texas Municipal Retirement System: 1-800-924-8677

**Additional Deferred Compensation Program**

**Nationwide**

This is a 457 Deferred compensation program. The City does not contribute to this program

Nationwide Retirement Solutions - A voluntary retirement option in which the employee decides the contribution amount and type of funds in which to invest.

**BENEFITS - - - INCLUDING SUPPLEMENTAL PRODUCTS**

Employee health insurance benefits are effective on the first day of employment. Employee supplemental benefits including dental and vision are effective the month following date of employment, if elected.

**Health Insurance** – The City of Kingsville is self-insured and utilizes a third-party administrator ENTRUST to process claims and provide customer service. Each employee is covered under this group plan when hired, *free of premiums*. If the employee elects to add any dependents to the health plan, the cost is \$74.10 per month (\$37.05 twice a month). The City’s monthly contribution is as follows:

Type of Coverage	Employee Premium <i>Monthly</i>	Employer Premium Paid on Behalf of Employee <i>Monthly (Fiscal Year 2013-2014)</i>
Employee Only	\$ 0	\$ 513.54
Employee/Child	\$ 74.10	\$1,065.98
Employee/Spouse	\$ 74.10	\$1,065.98
Employee/Family	\$ 74.10	\$1,065.24

**EAP** – An Employee Assistance Program is available to employees and their dependents free of charge for up to 6 sessions for assistance in dealing with personal problems, emotional and/or chemical dependency problems. This benefit includes counseling services, legal services, financial services and online work/life and wellness resources. The sessions are strictly confidential and are provided by INTERFACE as a benefit of the City’s health insurance plan.

**Life Insurance** – The City supplies each full-time employee with a life insurance policy and AD&D coverage through Fort Dearborn Life valued at one year’s salary, based on a 40-hr work week to a maximum of \$60K. The City pays all premiums for this policy and it is valid only while employed by the City.

**Dental Insurance** – The City offers a voluntary dental plan during the new hire orientation. The City does not contribute to this plan and monthly premiums are as follows:

Employee Only	\$15.38	Employee/Child	\$39.08
Employee/Spouse	\$31.48	Employee/Family	\$56.16

**Vision Insurance** – The City offers a voluntary plan during the new hire orientation. VSP Choice is the network utilized. The City does not contribute to this plan and monthly premiums are as follows:

Employee Only	\$7.72	Employee/Child	\$13.48
Employee/Spouse	\$16.64	Employee/Family	\$22.40

**Open Enrollment** – Each August thru September employees meet with representatives and are given the opportunity to purchase additional benefits to be effective October 1. It is mandatory that each employee attend at least one Open Enrollment meeting every year. In most cases these benefits cannot be cancelled during the year so please attend as many meetings as necessary to make your decision. Some of these benefits include:

- \* Fort Dearborn Life- Short/Long Term Disability, Life Insurance
- \* Allstate- Life Insurance, Accident, Heart/Stroke, Cancer, Critical Illness
- \* Occidental Life Insurance & Savings