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BENEFITS SUMMARY GUIDE

1. **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). You may enroll in any plan within **30 days** of employment or during the open enrollment period.

*When enrolling eligible family members in the Health, Dental and/ or Vision Insurance Plans, copies of the following documents and information are required for insurance coverage:

- If enrolling a spouse – a copy of the marriage license
- If enrolling children – a copy of the birth certificate for each child
- The Social Security Number for each family member being enrolled is required for coverage

Insurance policies offered:

- **Health Insurance:** The City pays a portion of total premium for family or single coverage. Current rates (as of July 1, 2022) are as follows:
 - Single coverage (Base Plan) \$0.00/pay period
 - Family coverage (Base Plan) \$89.00/pay period
 - Single coverage (Buy-up Plan) \$48.00/pay period
 - Family coverage (Buy up Plan) \$202.00/pay period
- **Dental Insurance:** The City pays a portion of total premium for family or single coverage. Current rates are as follows:
 - Single coverage \$7.64/pay period
 - Family coverage \$11.13/pay period
- **Vision Insurance:** The City pays a portion of total premium for family or single coverage. Current rates are as follows:
 - Single coverage \$2.16/pay period
 - Family coverage \$2.88/pay period

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

- **Life and Disability:** 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.



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- 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.

2. **RETIREMENT 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 5%. Employer match contributions are deposited into the employees 401A profit sharing account. Both plans are administered by Mission Square Retirement (formerly known as ICMA-RC). Please see the ICMA-RC flyer for instructions to sign up and start contributing.
3. **EMPLOYEE ASSISTANCE PROGRAM:** The City contracts with the professional counseling service, Southern Behavioral Services, 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. Please reference the Employee Assistance Program flyer for more information.
4. **DIRECT DEPOSIT:** The City of Perry offers direct deposit to all City employees. With direct deposit, employees will receive an email on the Wednesday before payday to their City provided email with the direct deposit check stub. The employee will have to enter the last four digits of the social security number to view the direct deposit check stubs. To update or change direct deposit information please complete the Direct Deposit form located on the Breakroom website and return to the Personnel department, along with a voided check or bank statement with correct account information.
5. **PROBATIONARY PERIOD:** The probationary period for all covered employee positions is one (1) year, effective July 18, 2017. If an employee successfully completes their probationary period with no extension, they shall be eligible for three (3) percent pay increase.
6. **PERFORMANCE EVALUATIONS/ MERIT INCREASES:** During the first year of employment, any full time or part-time City employee who is on probation will receive an evaluation each quarter for the duration of the probationary period. City employees not on probation shall be evaluated on an annual basis unless otherwise noted by manager. Upon the successful completion of an annual performance evaluation, an employee is eligible to receive a one (1) percent merit pay increase.



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7. **PTO:** PTO is an all-purpose time off policy that the City of Perry provides to regular full-time employees to use for vacation, personal illness, illness of an immediate family member, or other personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

PTO will accrue biweekly in alignment with the City’s pay schedule. The accrual rate per pay period is dependent upon the employee’s shift type and completed months of service as shown in Figure 1:

Fig. 1: PTO Accrual Schedule

| Months of Service | Shift Type | | |
|-------------------|---------------------|---------------------|----------------------|
| | Standard | 12-Hour Police | 24-Hour Fire |
| Less than 60 | 6 hours, 5 minutes | 6 hours, 24 minutes | 8 hours, 36 minutes |
| 60+ | 7 hours, 36 minutes | 8 hours | 10 hours, 42 minutes |

Upon termination from City employment for any reason, employees shall be entitled to compensation at their current hourly rate for up to the applicable maximum number of accrued PTO hours shown in Fig. 2 below. In the event of an employee’s death, a payment of the accumulated PTO hours up to the applicable maximum amount may be paid to the employee’s estate.

Fig. 2: Leave Pay-Out Schedule

| Months of Service | Shift Type | | |
|-------------------|------------|----------------|--------------|
| | Standard | 12-Hour Police | 24-Hour Fire |
| Less than 60 | 240 | 258 | 366 |
| Less than 120 | 280 | 301 | 424 |
| Less than 180 | 320 | 344 | 482 |
| Less than 240 | 350 | 382 | 531 |
| Less than 300 | 370 | 401 | 555 |
| 300+ | 390 | 420 | 580 |

8. **PARENTAL LEAVE:** Eligible employees will receive a maximum of 120 hours (in a rolling 12-month period) of paid parental leave to be used for qualifying life events – i.e., the birth of a child of an eligible employee, the placement of a minor child (17 years or younger) for adoption with an eligible employee, or the placement of a minor child (17 years or younger) for foster care with an eligible employee. To be eligible for paid parental leave, an employee must meet be classified as a regular, full-time employee, be employed by the City for at least 12 months, and have successfully completed the initial probationary period.



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9. **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 |
| JUNETEENTH | JUNE 19 TH (Or when observed nationally) |
| 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.

10. **CAREER TRACK PROMOTIONS**: All eligible positions within the City of Perry are designed on a tiered promotion structure. Upon meeting the requirements for the next tier within an employee's position title, the employee may become eligible for the Career Track Promotion. Career Track Promotions are eligible for all full time and qualifying part-time positions within the City of Perry.
11. **IN-CLASSIFICATIONS PAY ADJUSTMENTS**: The In-Classification Pay Adjustment offers City employees the opportunity to expand their knowledge and skills through participation in pre-approved courses per departments. Upon the successful completion of the course requirements an employee is eligible to receive between a 1% - 6% pay adjustment. More information on the eligible courses can be found in the In-Classifications Pay Adjustments Guide on the Breakroom website at <https://perry-ga.gov/breakroom>
12. **EDUCATION ASSISTANCE POLICY**: The City of Perry recognizes the utility in encouraging employees to pursue self-advancement and expand their educational credentials in support of their career and performance while employed with the City. Any full-time City employee who has successfully completed the initial probationary period may apply for reimbursement of tuition and expenses directly related to continuing education. For more information regarding Education Assistance please visit <https://perry-ga.gov/breakroom>



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13. **PAY CLASSIFICATION:** All regular full-time and part-time employees are paid on a bi-weekly basis.

14. **OUTSIDE EMPLOYMENT POLICY:** The City of Perry does not prohibit outside employment, provided the outside position does not interfere with the employee's ability to complete job responsibilities. It is required that the employee complete the Reporting Outside Employment form located on the Breakroom website.

15. **PEACE OFFICERS ANNUITY AND BENEFIT FUND (POLICE OFFICERS ONLY):** The Peace Officers Annuity and Benefit Fund (POAB) is a benefit offered to City of Perry police officers once they are certified POST officers with the state of Georgia. This benefit is paid for by the city and offers both a pension and death benefit to its members. For more information go to: <https://poab.georgia.gov/>

16. **GEORGIA FIREFIGHTERS PENSION FUND (FIRE ONLY):** The Georgia Firefighters' Pension Fund is a benefit offered to City of Perry firefighters once they are certified by the state of Georgia. This benefit is paid for the city and offers both a pension and death benefit to its members. For more information go to: <https://gfpf.org/>