

**CITY OF PERRY
BENEFITS**

1. **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.

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. 1 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. 1: 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

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 Fig. 2:

Fig. 2: 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

2. **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.

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
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.

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 5%. Employer match contributions are deposited into the employees 401 profit sharing account. Both plans are administered by MissionSquare Retirement (formerly known as 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 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/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: 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 open enrollment period.