

**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.

- 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, dental, or vision 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.