



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Overview of Benefits Program</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>November 14, 2016</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 16.1, 20.1, 20.3, 20.4, 20.5, 20.6, and 20.8</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>7.01</b>

**OBJECTIVE** This policy provides an overview of the City’s Benefit Program.

**SCOPE** This policy applies to eligible employees. Benefit eligibility is dependent upon a variety of factors, including employee classification and length of service.

**POLICY**

A comprehensive benefits plan, which may include health and dental benefits, provided through the City is available for all regular full-time employees, retired employees, dependents of such active and retired employees, and people covered by the Consolidated Omnibus Budget Reconciliation Act (COBRA). Regular part-time employees are eligible for certain benefits on a pro-rata basis. Part-time and temporary employees are generally not eligible for City benefits. Contact Human Resources Department to obtain information regarding the benefits for which you may be eligible. The provision of health, dental, vision, or wellness programs to any City employee, retiree, dependents of a City employee or retiree, or any COBRA participant will comply with all applicable federal, state and local laws including, but not limited to, the Consolidated Omnibus Budget Reconciliation Act, Health Insurance Portability and Accountability Act, and the Genetic Information Nondiscrimination Act of 2008.

**A. Types of Benefits**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| Paid Holidays                 | Family Medical Leave              |
| Paid Jury Duty Leave          | Paid Bereavement Leave            |
| Paid Witness Duty Leave       | Paid Sick Leave                   |
| Military Leave                | Paid Vacation Leave               |
| Workers’ Compensation Benefit | Time Off to Vote                  |
| Longevity Pay                 | Life and Accident Insurance       |
| Medical Insurance             | Dental Insurance                  |
| Vision Insurance              | Health Savings Account            |
| Long Term Disability          | Texas Municipal Retirement System |

This list is subject to change as new benefits are offered, changed or removed.

While the City pays the full cost of many of these benefits, some of the benefit programs require contributions from participating employees or are offered on a voluntary basis to employees who then must pay the full or part of the premiums for the benefit offered. Such voluntary benefits include Health Savings Accounts, Supplemental Life Insurance, and Deferred Compensation Accounts.

## **B. Benefits Administration Guidelines**

1. Health insurance benefits are effective the first of the month, following the 30th day of hire.
2. Deductions will be taken on the first paycheck the employee receives in their first month of coverage. Annual amounts are divided into 26 pay periods.
3. Health insurance benefits will terminate on the last day of the month of the event of separation, retirement, unpaid absence or exhaustion of covered leave (i.e. FMLA) unless payment arrangements are made.
4. When terminating, the employee must work at least one full scheduled day in the month to get coverage for that month.
5. COBRA, if elected, will be effective the first of the month following date of termination.
6. All life event enrollment changes outside of open enrollment must be made within 30 days from the date of the event. Life events include birth, marriage, divorce and adoption.
7. In situations where an employee has lost coverage while being covered under a different plan, the employee and dependents will be allowed to enroll into a City plan. The applicable form must be completed and submitted to Human Resources within 30 days of the loss of coverage. Proof is required.
8. Under Section 125 of the IRS Code, employees may pay for dependent health, accident, and dental insurance deductions on a pre-taxed basis.

## **C. Service Awards**

The City of Watauga recognizes the importance of rewarding and retaining a quality workforce. The City will recognize all employees for every five (5) year anniversary. Additionally, other awards and types of recognition will be used to reward employees. These awards and gifts may include gifts from a catalog, Citywide Employee of the Year recognition, Departmental Employee of the Year recognition, and others as deemed appropriate.