

Paid Leave

Holidays:

The City recognizes nine (9) paid holidays including:

- New Year's Day
- Thanksgiving
- Martin Luther King Day
- The Friday following Thanksgiving
- Memorial Day
- Christmas Day
- Independence Day
- Floating Holiday (available after 6 months of service)
- Labor Day

Vacation Leave:

Depending upon the number of years of continuous service:

<u>Length of Service</u>	<u>Weeks Earned</u>
1 - 4 Years	2 Weeks*
5 - 14 Years	3 Weeks
15 - 24 Years	4 Weeks
25 Years and above	5 Weeks

*Police/Fire - Receive 3 weeks of vacation leave during their first 5 years of service.

Sick Leave:

Fifteen (15) days sick leave per year for personal illness. Five (5) days of sick leave per year can be used to care for a family member. Sick Leave accrues at the rate of ten (10) hours per month. There is no accumulation limit for sick leave.

Personal Leave:

All regular employees who have satisfactorily completed six (6) months of service are eligible for Personal Leave, not to exceed 24 hours per calendar year, for death or funeral of family members (family members include immediate or extended family or persons who served in "loco parentis") or uncontrollable dwelling damage.

Military Leave:

All regular full-time employees shall be entitled to fifteen (15) days of paid military leave of absence.

Additional Pay

Longevity Pay:

<u>Years of Service</u>	<u>Compensation</u>
1— 4 years	\$ 4 a month/years of service
5— 9 years	\$ 6 a month/years of service
10—14 years	\$ 8 a month/years of service
15 or more years	\$10 a month/years of service (up to a 25-year max)

Training and Incentive Pay:

The City may provide training and incentive pay for specified positions based on the type of license held by the employee.

Termination Pay:

General Government employees terminated in "Good Standing" are paid the following:

<u>Years of Service</u>	<u>Sick Leave Paid</u>
0 - 3 Years	No accumulated sick leave
3 - 5 Years	1/3 of accumulated sick leave
5 - 6 Years	2/3 of accumulated sick leave
Over 6 Years	Up to 90 days of accumulated sick leave

Vacation - Up to 20 days following one (1) year of service.

Counseling

The Employee Assistance Program (EAP) is designed to provide employees and their dependents guidance in locating professional, cost-effective assistance in resolving difficult personal problems. Employees may voluntarily contact the EAP or have a mandatory referral by their department.

Tax Saver

The Tax Saver Program (Section 123 of the IRS Code) allows certain medical expenses and dependent care expenses to be reimbursed with funds deducted before tax withholding in order to reduce tax liability. Employees enrolling in the HSA medical plan may NOT sign up for a Tax Saver account.

Retirement & Saving Opportunities

Texas Municipal Retirement System:

All employees appointed to positions designated to work 1,000 hours or more per year are covered under the Texas Municipal Retirement System. Employee contribution is a mandatory 7% before taxes each pay period. The City's plan provides five-year vesting and 2-to-1 matching of contributions. The City's TMRS plan also includes:

- Retirement at any age with 20 years of service (or age 60 with at least 5 years of service).
- Partial lump-sum distribution (PLSD) benefit option at retirement.
- Disability retirement available to employees disabled from their position.

Medicare and Social Security Coverage:

All full-time and part-time employees are covered under the Federal Insurance Contributions Act, better known as Social Security. The City contributes 1.45% of employee wages for Medicare coverage and 6.2% for Social Security coverage.

Deferred Compensation Section 457 of the IRS Code:

The plan permits employees, on a voluntary basis, to authorize a portion of their salary to be withheld and invested for payment to themselves at a later date. Neither the deferred amount nor earnings on the investments are subject to current federal income tax.

Voluntary Long-term Disability

Employees may select Long-term Disability insurance for themselves while they are employed with the City of Mesquite. The premium is based on the employee's age and salary. If an employee becomes disabled, then the benefit is paid directly to the employee up to 60% of monthly earnings to a maximum of \$5,000.

2012 Employee Benefits



HUMAN RESOURCES
1515 North Galloway
Mesquite, Texas 75149

Phone: 972-216-6463
Fax: 972-216-6334
E-mail: benefits@cityofmesquite.com

This brochure briefly describes benefits/leave available but may not include all restrictions or conditions. Consult the City General Government Policies and Procedures Manual available in your department or in Human Resources for restrictions and conditions. Also, most of these benefits apply to full-time regular employees. Be sure to check with Human Resources or your department regarding benefits, which may not be available to you.

Voluntary Cancer Insurance

The policy permits employees, on a voluntary basis, to enroll in this Critical Care Policy at the following biweekly rates:

	Basic	Enhanced
Employee Only	\$ 5.84	\$10.04
Family	\$10.12	\$17.46

Life Insurance

The City provides life insurance coverage for all full-time regular employees at two (2) times the employee's annual salary.

Group Supplemental Term-Life Voluntary Plan:

Employees may select additional coverage for themselves up to five (5) times their annual salary in increments of \$10,000. Amount of coverage may require medical approval. Premiums are determined on coverage amount and age of employee. Employees may also select coverage for dependents, available as follows:

- Spouse—Up to 100% of employee amount in increments of \$5,000 (*not to exceed \$250,000*)
- Children—Up to 50% of employee coverage amounts in increments of \$2,000 (*not to exceed \$10,000*)

Accidental Death & Dismemberment (AD&D) Voluntary Plan:

Employees may select any amount (Principal Sum) in multiples of \$25,000 from a minimum of \$25,000 to a maximum of \$500,000; however, the amount selected, if more than \$150,000, may not exceed ten (10) times base annual salary. Employees may choose an employee only or employee and family plan.

Group Medical Plan

The City offers health insurance coverage to all regular full-time employees, and their eligible dependents with the employee paying a portion of the premiums. For information on plan designs look at the table to the right.

Employee Health Center

The City of Mesquite offers a Health Center with Pharmacy to all employees and dependents on one of the City medical plans. The co-pay to use the clinic is \$10 per visit and prescription drug co-pays at the pharmacy are as follows:

	30-day	90-day
Generic**	\$ 5	\$15
Brand Name - Formulary**	\$15	\$45
Non-Formulary**	\$30	\$90

Dental Plans

The City contributes a portion of the employee's premium to participate in one of the dental plans. Choices are DHMO (managed care plan) which includes Orthodontia coverage or Dental Choice/PPO Plan with terms as follows:

Patient Co-insurance:

Preventive (deductible waived)	20%
General Services	20%
Major Services	50%
Orthodontia	50%
Orthodontia Lifetime Maximum	\$1,500 per individual

Calendar Year Deductible (CYD):

Per Individual	\$ 50.00
Per Family	\$150.00

Bi-weekly Premiums	Dental HMO	Dental Choice/PPO
Employee Only	\$ 1.75	\$ 9.10
Employee + Spouse	\$ 5.20	\$25.59
Employee + Children	\$ 6.12	\$22.84
Employee + Family	\$10.94	\$39.34

HSA

PPO 1500

PPO 750

HSA Fund: 2012 City Contribution	\$500 - Employee Only \$1,000 - Family Coverage	n/a	n/a
Calendar Year Deductible (CYD)			
In-Network Provider	\$1,500 Individual / \$3,000 Family	\$1,500 Individual / \$3,000 Family	\$750 Individual / \$1,500 Family
Out-of-Network Provider	\$4,500 Individual / \$9,000 Family	\$4,500 Individual / \$9,000 Family	\$2,250 Individual / \$4,500 Family
Physician Office Visits			
In-Network Provider	80% Plan / 20% Member*	80% Plan / 20% Member*	80% Plan / 20% Member*
Out-of-Network Provider	60% Plan / 40% Member*	60% Plan / 40% Member*	60% Plan / 40% Member*
Inpatient Hospital Services	80% Plan / 20% Member*	\$250 Co-pay, then 80% Plan / 20% Member*	\$250 Co-pay, then 80% Plan / 20% Member*
Urgent Care	80% Plan / 20% Member*	\$75 Member Co-pay	\$75 Member Co-pay
Emergency Room	80% Plan / 20% Member*	\$100 Member Co-pay* (co-pay waived if admitted)	\$100 Member Co-pay* (co-pay waived if admitted)
High Tech Lab	80% Plan / 20% Member*	\$200 Co-pay*	\$200 Co-pay*
Preventative Benefit	Covered at a 100%	Covered at a 100%	Covered at a 100%
Vision Benefit	\$100 Vision Reimbursement	\$100 Vision Reimbursement	\$100 Vision Reimbursement
Non-MEHC Prescription Drugs **			
Rx Deductible	Must meet CYD**	\$100	\$100
Generic	20% Member Co-insurance*	\$10 Co-pay after Rx Deductible	\$10 Co-pay after Rx Deductible
Brand Name-Formulary	30% Member Co-insurance*	\$35 Co-pay after Rx Deductible	\$35 Co-pay after Rx Deductible
Non-Formulary	50% Member Co-insurance* \$150 Max for 30-day supply* \$300 Max for 90-day supply*	\$75 Co-pay after Rx Deductible Copay times 2 for 90-day supply	\$75 Co-pay after Rx Deductible Copay times 2 for 90-day supply
MEHC Prescription Drugs **			
Generic	\$5 Copay*	\$5 Copay	\$5 Copay
Brand Name-Formulary	\$15 Copay*	\$15 Copay	\$15 Copay
Non-Formulary	\$30 Copay* Copay times 3 for 90-day supply*	\$30 Copay Copay times 3 for 90-day supply	\$30 Copay Copay times 3 for 90-day supply
Out-of-Pocket Maximum Per Person Per Year	\$5,500 - Employee Only \$11,000 - Family (Includes CYD)	\$4,000 - In-network	\$4,000 - In-network

BiWeekly Rates	HSA	PPO 1500	PPO 750
Employee Only	\$6.67	\$12.75	\$26.09
EE + Spouse	\$72.70	\$101.08	\$133.09
EE + Child	\$32.20	\$49.93	\$69.94
EE + Children	\$41.14	\$60.64	\$82.65
EE + Family	\$92.45	\$124.36	\$160.38

*Subject to CYD. CYD does not go towards Out of Pocket Maximum for the PPO plans.

** On the HSA plan, members must meet the CYD before co-insurance or co-pays apply. This also applies to MEHC co-pays. The only exceptions are prescriptions on the Preventive Drug list.