



# EMPLOYEE BENEFITS SUMMARY

## RETIREMENT

Full time salaried employees are eligible for the City's employer-paid retirement benefit. The City contributes 5% of the employee's gross monthly income, excluding overtime. The City also contributes 11.02% to the Virginia Retirement System and 0.28% for life insurance, for a total of 16.3%.

## LIFE INSURANCE

Life insurance is provided at the rate of two times the employee's annual salary, rounded to the next highest thousand.

## OPTIONAL LIFE INSURANCE

Optional life insurance is available through Minnesota Life for up to four times the employee's annual salary. Coverage also available for spouse and children. Employees have 31 days from date of hire to enroll; after 31 days, an evidence of insurability form must be completed and Minnesota life will accept or deny coverage based on that information.

## HEALTH INSURANCE

Health insurance is provided by United HealthCare. Cost is based on coverage level selected. The City contributes to the cost.

## DENTAL PLAN

A City-sponsored Dental Reimbursement Plan is available. Cost is based on coverage level selected. Plan allows each covered member to spend up to \$1500 per year, reimbursing up to \$750 per member per year. There are no restrictions on the services provided. Premium must be paid for 3 months prior to using this plan.

## SICK LEAVE

Sick leave is accrued at the rate of 10 hours per month. There is no maximum accrual amount.

## ANNUAL LEAVE

Annual leave is accrued based on length of service; maximum accrual amounts are also based on length of service.

0 - 5 Years of Service:

8 hours/month; maximum 192 hours

5 - 10 Years of Service:

10 hours/month; maximum 240 hours

10+ Years of Service:

12 hours/month; maximum 288 hours

## HOLIDAYS

City-recognized holidays:

New Year's Day

Columbus Day

Martin Luther King Day

Veterans' Day

Presidents' Day

Thanksgiving Day

Memorial Day

Day after Thanksgiving

Fourth of July

Christmas Eve

Labor Day

Christmas Day

## DEFERRED COMPENSATION PLAN

This plan is offered through Nationwide. A minimum of \$10 per pay period may be contributed through payroll deduction. Contact the Comptroller's office for additional details.

## FLEXIBLE SPENDING ACCOUNT

A non-reimbursed medical spending account is offered in January to all eligible employees.

## PREMIUM CONVERSION PLAN

Premiums for elected employee-paid contributions are available on a pre-tax basis.

For additional information on employee benefits, contact Human Resources.

Trish Henderson, PHR, Human Resources Director  
300 Lee Street • Bristol, VA 24201  
Ph. (276) 645-7354 • Fax (276) 642-2328