

Summary of Benefits—Leave Benefits

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--|--|--|--------------------|
| Vacation | | | |
| Regular Full-time | Accrual based on service: Less than 5 yrs.: 8hrs./month 5-10 yrs. : 10 hrs./month 10-20 yrs. : 12 hrs./month 20 + yrs. : 14 hrs./month | Begin earning hours during first month of employment; may be used after initial probationary period is successfully completed. | City of Greenville |
| Designated part-time employees averaging a work week of 30 hours or more. | Less than 5 yrs.: 6hrs./month 5-10 yrs. : 7.5 hrs./month 10-20 yrs. : 9 hrs./month 20 + yrs. : 10.5 hrs./month | Begin earning hours during first month of employment; may be used after initial probationary period is successfully completed. | City of Greenville |
| Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | Less than 5 yrs.: 4hrs./month 5-10 yrs. : 5 hrs./month 10-20 yrs. : 6 hrs./month 20 + yrs. : 7 hrs./month | Begin earning hours during first month of employment; may be used after initial probationary period is successfully completed. | City of Greenville |
| Fire / Rescue (56 hr. shift) | Less than 5 yrs. : 12hrs./month 5-10 yrs. : 14 hrs./month 10-20 yrs. : 17 hrs./month 20 + yrs. : 20 hrs./month | Begin earning hours during first month of employment; may be used after initial probationary period is successfully completed. | City of Greenville |
| Sick Leave | | | |
| Regular Full-time | Accrual rate is 8 hrs. /month | Begin earning hours during first month of employment | City of Greenville |
| Designated part-time employees averaging a work week of 30 hours or more. | Accrual rate is 6 hrs. /month | Begin earning hours during first month of employment | City of Greenville |
| Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | Accrual rate is 4 hrs. /month | Begin earning hours during first month of employment | City of Greenville |
| Fire / Rescue (56 hr. shift) | Accrual rate is 12 hrs./month | Begin earning hours during first month of employment | City of Greenville |
| Military Leave | | | |
| Regular Full-time | Applies to employees who are in the Armed Forces Reserve or the National Guard for required military training. City pays the difference between regular pay and military base pay for up to 2 calendar weeks/yr. | Immediately | City of Greenville |
| Civil Leave / Jury Duty | | | |
| Regular Full-time | Granted leave with pay for period served: employee keeps any witness/ jury pay received. | Immediately | City of Greenville |

Summary of Benefits—Leave Benefits

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--|--|---|--------------------|
| Family Medical Leave | | | |
| All employees who meet eligibility requirements. | Up to 12 weeks per 12 month period without pay for birth of child, placement of adopted child, care for relative with serious health condition, for serious personal illness or qualifying exigency because the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). Up to 26 workweeks of unpaid leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave). | After 12 months of employment, must have worked at least 1,250 hrs. during the preceding 12 month period. | Employee |
| Leave for Parental Involvement in School | | | |
| Regular Full-time | Up to 4 hours of unpaid leave per school yr. to attend or be involved in child's school | Immediately | Employee |
| Holidays | | | |
| Regular Full-time | 12 - 8 hr. paid Holidays per year | Immediately | City of Greenville |
| Designated part-time employees averaging a work week of 30 hours or more. | 12 - 6 hr. paid Holidays per year (if scheduled to work on a holiday) | Immediately | City of Greenville |
| Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | 12 - 4 hr. paid Holidays per year (if scheduled to work on a holiday) | Immediately | City of Greenville |
| Fire / Rescue (56 hr. shift) | Credited at 14 hrs./month—168 hrs. per year | Immediately | City of Greenville |
| Sworn Police Officers | Credited at 8 hrs./month—96 hrs. per year | Immediately | City of Greenville |

Summary of Benefits—Medical & Prescription, Dental, Vision and FSA

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|---|--|--|---------------------------------|
| Health Insurance (Including Prescription & Vision) | | | |
| Regular Full-time | <u>Two comprehensive PPO Medical Plans</u> 85/15 & 80/20 which includes three tier prescription drugs. 80/20 plan is \$16.20 to \$24.30 per pay period for employee only. 85/15 plan is \$29.48 to \$39.46 per pay period for employee only. <u>One comprehensive High Deductible Health Plan (HDHP)</u> with a Health Savings Account which includes three tier prescription drugs. HDHP is \$5.24 to \$8.19 per pay period for employee only. City of Greenville will make an annual contribution into the employee Health Savings Account of \$500 for Individual and \$1,000 for Family. | First of the month following employment | City of Greenville and Employee |
| Designated part-time employees averaging a work week of 30 hours or more. | <u>Two comprehensive PPO Medical Plans</u> 85/15 & 80/20 which includes three tier prescription drugs. 80/20 plan is \$16.20 to \$24.30 per pay period for employee only. 85/15 plan is \$29.48 to \$39.46 per pay period for employee only. <u>One comprehensive High Deductible Health Plan (HDHP)</u> with a Health Savings Account which includes three tier prescription drugs. HDHP is \$5.24 to \$8.19 per pay period for employee only. City of Greenville will make an annual contribution into the employee Health Savings Account of \$500 for Individual and \$1,000 for Family. | First of the month following employment. | City of Greenville and Employee |
| Dental | | | |
| Regular Full-time | Two Dental Plans, Dental PPO plan, calendar year maximum \$1,000. No Orthodontic coverage. Cost is \$2.95 per pay period for employee only. Dental PPO Plus Plan, calendar year maximum \$2,000. Orthodontic coverage at 50% up to a life time maximum of \$3,000. Cost is \$8.17 per pay period for employee only. | First of the month following employment. | City of Greenville and Employee |
| Designated part-time employees averaging a work week of 30 hours or more. | Same as regular full-time employee. | First of the month following employment. | Employee |

Summary of Benefits—FSA, EAP, Wellness, Aquatics and Fitness

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--------------------|-------------|-------------|----------|
|--------------------|-------------|-------------|----------|

Traditional and Limited Flexible Spending Accounts (FSA)

| | | | |
|---|--|--|----------|
| Regular Full-time | Helps employees budget and pay for qualifying out of pocket health expenses and work related dependent day care expenses. Pre-tax deduction. If you enroll in the High Deductible Health Plan with an Health Savings Account, and want to have a Flexible Spending Account as well, you must enroll in the Limited Flexible Spending Plan. | First of the month following employment. | Employee |
| 1. Designated part-time employees averaging a work week of 30 hours or more. 2. Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | Helps employees budget and pay for qualifying out of pocket health expenses and work related dependent day care expenses. Pre-tax deduction. If you enroll in the High Deductible Health Plan with an Health Savings Account, and want to have a Flexible Spending Account as well, you must enroll in the Limited Flexible Spending Plan. | First of the month following employment. | Employee |

Employee Assistance Program

| | | | |
|-------------------|--|-------------|---------------------------------|
| Regular Full-time | Provides employees and immediate family members with health care doctors, professionals and services that provide treatment, therapy and support for depression, drug and alcohol problems and other life challenges. Aimed at early detection or treatment of non-job related problems or concerns. | Immediately | City of Greenville and employee |
|-------------------|--|-------------|---------------------------------|

Health Management Program

| | | | |
|--|--|-------------|---------------------------------|
| Regular Full-time , Designated part-time employees averaging a work week of 30 hours or more. | Participate in Wellness initiatives and receive up to \$300 per year. Wellness is to encourage employees to be engaged in a healthier lifestyle. | Immediately | City of Greenville and Employee |
|--|--|-------------|---------------------------------|

Aquatics & Fitness Center

| | | | |
|---|---|---|---------------------------------|
| Regular Full-time | Variety of exercise equipment, fitness programs, and a pool for all ages. | Immediately | City of Greenville and Employee |
| 1. Designated part-time employees averaging a work week of 30 hours or more. 2. Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | Variety of exercise equipment, fitness programs, and a pool for all ages. | After six months of employment is successfully completed. | City of Greenville and Employee |

Summary of Benefits—Retirement

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--|---|---|---------------------------------|
| Employees' Pension Plan (defined benefit plan) | | | |
| Regular Full-time, 1. Designated part-time employees averaging a work week of 30 hours or more. 2. Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly (including Sworn Police Officers) | Local Governmental Employees; Retirement System (LGERS). Employee contributes 6.0% per pay period. | Immediately | City of Greenville and Employee |
| Death Benefit-Employee Pension Plan | | | |
| Regular Full-time, 1. Designated part-time employees averaging a work week of 30 hours or more. 2. Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | Benefit payment equals compensation earned in previous 12 months or last calendar year, \$50,000. | After one year as a contributing member | City of Greenville |
| 401(k) And Other Defined Contribution Plans | | | |
| Regular Full-time , 1. Designated part-time employees averaging a work week of 30 hours or more. 2. Designated part-time employees averaging a work week of 20 hours but less than 30 hours weekly | An investment plan that helps build retirement income to supplement Retirement, social security and personal savings. City contributes \$30 per pay period toward 401(k) . Employee may choose to contribute to 401(k), Roth 401(k), 457, IRA or Roth IRA. | Immediately | City of Greenville and Employee |
| Sworn Police Officers | An investment plan that helps build retirement income to supplement Retirement, social security and personal savings. City contributes 5% of salary for Law Enforcement employees. Employee may choose to contribute to 401(k), Roth 401(k), 457, IRA or Roth IRA. | Immediately | City of Greenville and Employee |
| Social Security & Medicare Taxes | | | |
| All | Federal Insurance Contributions Act (FICA), Social Security and Medicare Taxes | Immediately | City of Greenville and Employee |

Summary of Benefits—Life and Disability Insurance

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--|---|--|--------------------|
| Basic Life Insurance (Employee) | | | |
| Regular Full-time | Basic Term Life & AD&D insurance. Benefit is one times base annual salary (Max. \$100,000) | First of the month following employment | City of Greenville |
| Basic Life (Dependent) | | | |
| Regular Full-time | Basic Term Life Insurance— benefit is \$2,000 for spouse and each child up to the age of 26 | First of the month following employment. | City of Greenville |
| Optional Life (Employee) | | | |
| Regular Full-time | Optional Term Life (max \$500,000) and Optional Universal Life (max \$300,000) | First of the month following employment. | Employee |
| Optional Life (Dependent) | | | |
| Regular Full-time | Optional Term Life (max \$250,000) for spouse and (max \$10,000) for child | First of the month following employment. | Employee |
| | Optional Universal Life (max \$150,000) for spouse and (max \$10,000) for child | | |
| Short-term Disability | | | |
| Regular Full-time | Options are 30,60,90 day elimination period. Maximum of \$1,200 per week. Duration 104 weeks. | First of the month following employment. | Employee |
| Critical Illness Insurance | | | |
| Regular Full-time | Critical Illness insurance coverage provides a cash benefit to the policy holder when an insured person has a covered illness or event. | First of the month following employment. | Employee |
| Accident Insurance | | | |
| Regular Full-time | Accident insurance coverage provides a cash benefit when an insured is injured due to a covered Accident. | First of the month following employment. | Employee |
| Workers' Compensation | | | |
| All | Coverage for verified work related injuries and disabilities. | Immediately | City of Greenville |

Summary of Benefits—Other Benefits

| ELIGIBLE EMPLOYEES | DESCRIPTION | ELIGIBILITY | WHO PAYS |
|--|---|--|--------------------|
| Education Tuition Assistance | | | |
| Regular Full-time | Employee Tuition Assistance Program. Offers assistance for college or university tuition, textbooks, and select associated fees. ETAP funding is indexed to the East Carolina University “Main Campus Tuition and Student Fees” schedule for in-state undergraduate students (part-time up to 5 credit hours per semester). An employee may receive tuition assistance up to twice the per semester total on a fiscal year basis. | Available upon successful completion of probationary period. | City of Greenville |
| Computer Purchase Program | | | |
| Regular Full-time | City grants an interest free loan of up to \$2,000 to be paid back over 24 months, for an employee purchase of a computer. | Available upon successful completion of probationary period. | Employee |
| GUC Credit Union | | | |
| All | Contributions to accounts through payroll deductions or personal deposits; loans available after 6 months of membership. Free loan insurance is offered. | Immediately | Employee |
| Local Government Employee Credit Union | | | |
| All | Contributions to accounts through payroll deductions or personal deposits; loans available after 6 months of membership. Free loan insurance is offered. | Immediately | Employee |
| North Carolina’s National College Savings Program (NC 529 Plan) | | | |
| Regular Full-time | Provides certain tax advantages and facilitates savings to pay for the cost of qualified higher education expenses. | Immediately | Employee |
| Uniforms/Safety Shoes | | | |
| Qualifying Positions | For qualifying positions, uniforms are provided at no cost to employees. City participates in the cost of steel toed safety shoes | Immediately | City of Greenville |

Summary of Benefits—Disclaimer

Disclaimer

*This document is informational **only** and is not intended to be and should not be construed as a contract of employment. Any benefit outlined in this document may be modified, decreased, deleted, or increased at any time with or without advance notice.*

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