

## CITY OF WELLINGTON

### **EMPLOYEE BENEFITS**

The following benefits are offered to full-time employees:

**Health Insurance:** The City currently offers health and dental plan insurance through Allied Health and Delta Dental. Eyecare and eyewear coverage is offered through Surrency Vision at an additional charge. The city participates in the cost of the Health/Dental plan with the balance paid by employees. Membership premiums are deducted twice a month from the employees' paycheck.

The Health/Dental Plan offers four Deductible tiers and rates schedules as follows:

	<b>EMPLOYEE MONTHLY COST</b>	
	<u>Employee Only</u>	<u>Employee &amp; Family</u>
Ded \$1500/\$3000	\$ 94.00	\$398.00
Ded \$2500/\$5000	\$ 78.00	\$346.00
Ded \$3500/\$7000	\$ 66.00	\$312.00
Ded \$5000/\$10000	\$ 20.00	\$168.00

**FSA Flex Plan** The City of Wellington sponsors a Flexible Spending account enabling an employee to set aside pre-tax dollars out of their paycheck to pay for eligible health care and/or dependent care expenses. Although paid fully by the employee it does avoid Federal Income and FICA taxes as a savings to the employee.

**Life Insurance and AD&D:** The City of Wellington pays the premium for a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy for each employee.

**KPERS Retirement:** Full-time employees become members of the Kansas Public Employees Retirement System. Employees contribute 6% of total compensation to KPERS. The City of Wellington also contributes a percentage of the employee's gross wages.

**KP&F Retirement:** Full-time police and fire personnel become Kansas Police and Fire Retirement members immediately upon employment. The employee contributes 7.15% of total compensation to KP&F. The City of Wellington also contributes a percentage of the employee's gross wages.

**Optional Group Life Insurance:** New employees may apply for optional group life insurance offered through KPERS & KP&F. The employee pays the entire premium.

**Holidays:** The City observes 10 holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas Day  
The employee's birthday. (Must be taken within six months)

**Sick Leave:** Sick leave is earned as follows:

40 hours employees at a rate of 104 hours per year,

12 hours employees (Law enforcement) at 117 hours per year,  
24 hours employees (Fire/EMS) at 192 hours per year.

The first 64, 69 and 120 hours earned respectively are accumulated in the Short Term sick account for routine illness, doctor, dental, eye appointments etc. The balance accumulates in the Reserve Sick Account for any serious health situation that requires inpatient hospital care or continuous treatment by a physician or applicable circumstances under the Federal Medical Leave Act (FMLA).

**Vacation Leave:** Vacation leave is earned as follows:

40 hours employees at a rate of 104 hours per year,  
12 hours employees (Law enforcement) at 117 hours per year,  
24 hours employees (Fire/EMS) at 192 hours per year,

for the first 10 years of employment. Accrual rates increase over the next 5 years resulting in an additional 39 hours of vacation by the end.

**Accident Leave:** Accident Leave is accrued for use in conjunction with Workers Compensation injuries and claims to compliment wages or use for subsequent medical visits or necessary treatments resulting from a workers compensation injury.

**Overtime:** Overtime is permitted at the applicable FSLA rates but must be approved in advance. In lieu of overtime pay, the Department Head upon request, and equal to the compensatory rate, may allow compensatory time off.

**Flexible Benefits Program:** This program allows employees, at their option, to use pre-tax dollars to pay for their health insurance premium. The employee does not pay Federal, State, or Social Security Tax on the health insurance premium deducted from their pay. Initial enrollment for this benefit is automatic, unless the employee signs a waiver of participation. Re-enrollment is only allowed then during open enrollment for health insurance.

**Holiday Club:** Any full-time employee may elect to join a Holiday Savings Program. The signing of proper authorization will allow a deduction of your choice in \$5.00 increments (minimum \$10.00) from your check each pay period to be set aside and paid to the employee on the first pay day of each November. The city will pay \$11.00 for each pay period if the employee stays in the program the full 26 pay periods. A new employee must enroll prior to receiving his/her first paycheck or wait until open enrollment in October.

**Tuition Reimbursement Program** A Tuition Reimbursement program is offered to employees as an incentive to increase their individual level of education and expertise in their related job duties. Criteria for participation is available in HR or the city Personnel Policies.

**Deferred Compensation Plans:** Three plans are available to employees. No Federal or State Income Tax is withheld on the amount selected until such time as it is withdrawn for retirement. Information is available at the City Clerk's Office.

**Fitness Center:** The Wellington Recreation Commission offers reduced rates to City of Wellington employees who sign up for the fitness center and have their membership payroll deducted.

**AFLAC Supplemental Insurance:** AFLAC supplemental insurance is available to employees upon their request. AFLAC offers a variety of supplemental insurance plans. Employees must enroll within two weeks after beginning employment with the City of Wellington; otherwise, employees must wait until open enrollment during January of each year.

**Prepaid Legal/Identity Theft:** Prepaid Legal/Identity Theft is available to employees upon request. The entire premium is paid by the employee as a payroll deduction. Information is available at the HR Office.

**Uniforms:** Uniforms are provided to employees in departments that require them, as identification of the employee as an authorized representative of the city.

**Boot Reimbursement:** The City of Wellington gives an allowance to employees who are required to wear special footwear.

**CDL Reimbursement:** The City of Wellington reimburses employees for the cost of obtaining a CDL when it is a requirement of the job.

**Medical Examination:** Each person accepted into full-time employment of the City shall be requested to take an appropriate physical examination and a functional job analysis to be completed on forms furnished by the City. Should the results of these examinations not be acceptable for the position, the City Manager may cancel the offer of employment or amend the terms of the offer as related to the physical or mental impairment. The City of Wellington pays for this expense.

**Drug Free Workplace Policy:** For designated positions, applicants who have received an offer of employment must successfully complete a drug and/or alcohol detection test. A positive finding of alcohol or illegal drugs will result in denial of employment with the city. The City of Wellington pays for this expense.