



EMPLOYEE BENEFITS

BENEFITS BELOW APPLY TO REGULAR EMPLOYEES

BENEFIT	SUMMARY DESCRIPTION	WHO PAYS FOR IT?	WHEN ARE YOU ELIGIBLE?
Group Medical Benefits	Through Blue Cross Blue Shield of Alabama, benefits provide members with hospitalization, office visits and prescription drugs. More complete description in plan literature. Family and individual plans are available. Complete benefits, deductible, and co-payments are described in plan document.	The City and the employee share in the cost. Employee premiums are deducted from the paycheck. <i>Premiums:</i> Single - \$40.25/Month Emp. + 1 - \$241.50/Month Family - \$293.25/Month	Coverage is effective the first of the month following a 30 day waiting period for new hires.
Employee Health Clinic - CityCare	CityCare is an employee primary care clinic with a wellness and disease management focus. Some of the services that are provided by CityCare are: Chronic Disease Management, Tobacco Cessation, Weight Management, Episodic Care, Laboratory Testing and Referrals to Specialists. CityCare services and prescriptions are paid for by the City for those employees, spouses and children over the age of two that are currently enrolled under the City's health insurance plan.	The City	As of the effective date of medical coverage.
Group Dental Benefits	Benefits vary according to specific dental procedures, more complete description in plan literature. Family and individual plans are available.	The employee <i>Premiums:</i> Single - \$26.00/Month Emp. + 1 - \$61.25/Month Family - \$74.75/Month	Coverage is effective the first of the month following a 30 day waiting period for new hires.
Group Life Insurance	The employee receives a life insurance policy that pays two-times the employee's annual salary.	The City	Coverage is effective as of the first day of employment.
Retirement A Tier I employee is an employee who was a member of the Retirement Systems of Alabama prior to January 1, 2013. A Tier II employee is an employee who has never been a member of the Retirement Systems of Alabama and was hired after January 1, 2013.	Tier I: Through the Retirement Systems of Alabama (RSA), an employee may retire if he/she has 25 years of retirement service, or is age 60 with at least 10 years of service with the Retirement Systems. Tier II: Through the Retirement Systems of Alabama (RSA), an employee may begin drawing retirement benefits at age 62 with at least 10 years of service with the Retirement Systems.	The employee pays a percentage of all gross income specified by the RSA. The City provides a matching amount determined by the RSA.	Mandatory enrollment for all regular employees as of the first day of employment.
Supplemental Insurance	Employee may obtain coverage for Cancer, Short-Term Disability, Long-Term Disability, Accident, Vision and Life Insurance.	The employee. Premiums are deducted from the paycheck.	Upon purchasing coverage and meeting eligibility requirements.
Deferred Compensation	Voluntary participation through ICMA Retirement Corporation or the Retirement Systems of Alabama allows the employee to save for retirement, while lowering taxable income and paying tax on the deferred income in the year of distribution.	The employee, up to current allowable limits.	As of the first day of employment.

BENEFIT	SUMMARY DESCRIPTION	WHO PAYS FOR IT?	WHEN ARE YOU ELIGIBLE?
Annual Leave	Given at the rate of 8 hours per month. Benefit increases with years of service. Maximum accrual limit is 160 Hours. Public Safety and Water Plant employees should consult the Personnel Policies.	The City	Eligibility begins after one month of service.
Sick Leave	Given at the rate of 8 hours per month with no accrual limit. Public Safety and Water Plant employees should consult the Personnel Policies.	The City	Eligibility begins after one month of service.
Family Medical Leave	Allows employee up to 12 weeks of leave in a single 12 month period for the birth or adoption of a child, for the care of a child, spouse, or parent who has a serious health condition, or the employee's own serious health condition. There are also special provisions for military personnel and their family members.	The employee is on leave without pay except that accrued sick and annual leave may be used.	After completion of 1250 hours of work time over the previous 12 month period.
Civil Leave	For any employee when performing jury duty or emergency civilian duty in connection with National Defense. Also used for voting when polls are not open at least two hours before or after the employee's hours of scheduled work.	The City	As of the first day of employment.
Military Leave	One hundred sixty eight (168) hours per year as outlined in the City of Auburn Personnel Policies.	The City	As of the first day of employment.
Holidays	Nine paid holidays per year: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Friday following Thanksgiving Day and Christmas Day.	The City	As of the first day of employment.
Educational Assistance Program	Employees may be reimbursed for up to 9 semester hours per semester. See City of Auburn Personnel Policies for more specific information.	The City	After six months of employment
Flexible Spending Account	Allows employees to lower their taxable income by placing certain insurance premiums under this plan. Also offers un-reimbursed medical/dental expense benefits, as well as daycare expense benefits.	The employee and the City.	As of the effective date of medical/dental coverage for new enrollees, or as of the first date of employment if plan is used for daycare or un-reimbursed medical/dental expenses.
Credit Union	Employees may direct deposit into an account and utilize all the benefits of the credit union.	The employee	As of the first day of employment.
Child Care Resource and Referral Service	Helps employees locate child care and make placement decisions. Also, provides training for caregivers of employees' children.	The City	Coverage is effective as of the first day of employment.
Employee Assistance Program	Provides six (6) free professional counseling services per calendar year per issue for employees and their immediate family members to address marriage and family relationship problems, mental health issues, alcohol and substance abuse, and other personal matters. Benefit also provides many work/life balance services.	The City pays for many services through the Employee Assistance Plan.	As of the first day of employment.
Wellness Program	Promotes employee health and wellness through wellness coaching, training classes, fitness programs, and a monthly newsletter.	The City	As of the first day of employment.
College Counts 529 Fund	Allows payroll deduction to save for college.	The employee	As of the first day of employment.

**This is only a summary of the above listed benefits. For more specific details, please refer to the City of Auburn Personnel Policies and other official plan documents as they pertain to and govern these benefits.

Revised October 1, 2016