

City of Nogales

Benefits 2009-2010

Every benefits eligible employee receives the following:

Holidays: The City allows time-off with pay for ten (10) observed holidays and one floating holiday.

Vacation: During years 1-4 of employment, employees earn 12 days per year. During years 5-9, employees earn 15 days per year, during years ten and above, employees earn 20 days per year.

Sick Leave: Each employee accrues 96 hours of sick leave each year, which may be used as it becomes available.

Administrative Leave: FLSA exempt-status employees, may receive a maximum of eight (8) hours per pay period of administrative leave.

Donation of Hours: The City allows for employees to transfer accrued sick and vacation leave to another employee for emergency medical situation, if eligible.

Employee Assistance Program: The City offers EAP counseling services free of charge to employees and their families. Contact the HR Department for contact information.

Group Health: The City provides health insurance coverage for employees and their eligible dependent(s) which includes medical, dental, and Rx. The City pays for a percentage of the premium based on salary levels. The plan includes a three-tier prescription benefit: \$5.00 co-payment for generic and a \$20.00 co-payment for brand name and \$50 for non-formulary prescriptions. The effective date of the group health insurance is the first day of the month following the first day of employment or coinciding with the date of hire.

Vision Plan: Vision benefit is available for \$100.00/per year/person for exams and eyeglasses or contacts.

State Retirement System - ASRS or PSPRS: The ASRS deduction is 9.00% for the retirement portion and .40% for the LTD portion. For PSPRS the police and fire deduction is 7.65%.

Life Insurance/Accidental Death and Dismemberment Insurance: The City provides a \$20,000, \$25,000 and \$35,000 life insurance policy and a matching accidental death and dismemberment insurance amount for every qualified employee at no cost to the employee. This coverage is effective on the first day of the month following the date of employment. Supplemental life insurance for 1X, 2X or 3X the basic life amount is available. You can purchase dependent life coverage for \$.68/month. This option covers your spouse (up to age 70 for \$2,000) and your dependent children (15 days old to 6 months for \$100, 6 months to 23 years, 25 if student for \$1,000).

Short-Term Disability: Employees are fully insured for STD after a 29-day qualifying period for disability caused by accidental injury and not work related. **Long-Term Disability:** Employees participate in the mandatory LTD program through ASRS.

Industrial or Workers Compensation Insurance: All City employees are covered by Workers Compensation Insurance through State Compensation Fund of AZ, Policy #OC 2345-1.

Deferred Compensation Plan: This is a section 457 Plan. Employees may elect to defer an amount or percentage of income into this plan, as limited by IRS rules. This plan also allows loans of up to 50% of the account balance.

Tuition Reimbursement: Full-time employees that have completed one year of service are eligible for tuition reimbursement. Pre-approved reimbursement is provided after submission of grade transcripts and receipts for a maximum of \$4,000 per fiscal year.

Bereavement Leave: Bereavement leave is available to employees for the death of an immediate family member; a full-time employee may be granted three (3) days. If out-of-state travel is required, five (5) days may be granted.

Jury Duty, Military Leave, Family Medical Leave: The City follows all federal and state laws and grants leave for jury duty, military leave, and family medical leave.

