



CIT OF TUSKEGEE

Benefits Below Apply to Regular Employees

<u>BENEFIT</u>	<u>SUMMARY DESCRIPTION</u>	<u>WHO PAYS FOR IT?</u>	<u>WHEN ARE YOU ELIGIBLE?</u>
Group Medical & Dental 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. <u>Employee Premiums:</u> Single – \$388.45 Family – \$1,055.53	Coverage is effective as of the first day of employment.
Group Life Insurance	The employee receives a \$30,000 life insurance policy.	The City	Coverage is effective as of the first day of employment.
Retirement	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 during open annual Open Enrollment.

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Deferred Compensation	Voluntary participation through RSA-1 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.
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 should consult Personnel Policy.	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 should consult Personnel Policy.	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 calendar year 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 Tuskegee Personnel Policy.	The City	As of the first day of employment.

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Holidays	Thirteen (13) paid holidays per year: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, 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 Tuskegee 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.	Annually, during Open Enrollment.
Employee Assistance Program	Provides professional counseling services for employees to address marriage and family relationship problems, mental health issues, alcohol and substance abuse, and other personal matters.	The City pays for many services through the Employee Assistance Plan and through the health insurance plan. The employee is responsible for costs not covered by the City.	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 Tuskegee Personnel Policies and other official plan documents as they pertain and govern these benefits.