

	<b>Policy:</b> Employee Benefits	<b>Effective Date:</b> May 19, 1992
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	<b>Policy Number:</b> HR-13	<b>Page</b> 1 of 2
	_____ <b>S. Douglas Spell, City Manager</b>	_____ <b>Human Resources Responsible Party</b>

## **ELIGIBILITY**

All full-time and part-time employees of the city are eligible for employee benefits as provided for in this article which are subject to change at the city's discretion. Temporary employees are eligible only for workers' compensation.

## **HEALTH INSURANCE**

(A) *Group health and hospitalization insurance.*

- (1) The city provides group health and hospitalization insurance programs for full-time employees.
- (2) Employees who are scheduled to work 30 hours or more per week on a continuous year- round basis may, if they so desire, purchase available group health through the city for themselves or for themselves and qualified dependents. A prorated amount of the cost of coverage paid for a full-time employee shall be paid by the city with the remainder of the cost being paid by the employee. This prorated amount shall be based on regularly scheduled hours.
- (3) Information concerning cost and benefits shall be available to all employees through the personnel office.

(B) *Retiree health insurance.* The city provides paid group life and health insurance for employees who retire from the city under the Local Government Employees' Retirement System. This benefit is subject to the policies and procedures established by the City Manager and approved by the City Council. Continued coverage and the provisions of the coverage under the group health and life insurance are subject to change according to the contract between the city and the insurance carriers, and according to the decisions of the City Council.

## **GROUP LIFE INSURANCE AND OTHER PLANS**

- (A) The city will provide group life insurance for each employee subject to the stipulations of the insurance contract. Employees may elect to purchase additional coverage and/or to insure other family members under this plan at their expense.
- (B) The city may make other group insurance plans available to employees upon authorization of the City Manager or City Council.

## **RETIREMENT AND SUPPLEMENTAL BENEFITS**

(A) Each employee who is expected to work for the city more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System as a condition of

employment. Membership shall be effective on the employee's date of hire. There shall be no waiting period for membership in the retirement system.

(B) The city provides 401-(k) supplemental retirement benefits for its full- and part-time employees who are eligible for enrollment into the North Carolina Local Governmental Employees' Retirement System. Each law enforcement officer shall receive 401-(k) benefits as prescribed by North Carolina state law. Each general employee shall receive 401-(k) benefits after successfully completing their initial probationary period.

### **SOCIAL SECURITY**

The city, to the extent of its lawful authority and power, has extended social security benefits for its eligible employees and eligible groups and classes of such employees.

### **WORKERS' COMPENSATION**

(A) All employees of the city (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

(B) An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. The employee may also elect to supplement workers' compensation payments after they begin, provided the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may continue to be eligible for benefits under the City's group insurance plans. The employee will be responsible for the cost of the employee and dependent insurance premiums.

If an employee is unable to work due to a work-related injury, they will be placed in Family Medical Leave with the two leaves running concurrent. The total number of months an employee will be active on our records for a work related injury in conjunction with FMLA is six (6) months. The employee will be eligible for COBRA (Continuation of Benefits) at that time.

If an employee on Workers' Compensation is medically able to return after six (6) months, the employee can reapply for any available position that they are qualified to perform

(C) Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The supervisor or Human Resources Office will assist the employee in filing the claim.

**UNEMPLOYMENT COMPENSATION**

In accordance with Public Law 94-566 and subsequent amendments, local governments are covered by unemployment insurance. City employees who are terminated due to a reduction in force or released from city service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.