



General Employee Benefits Regular Full-Time Employees

Medical and Prescription Insurance: The City offers two plan options to employees, spouses and eligible dependents through the Association of Washington Cities (AWC) Benefit Trust, one from Kaiser Permanente, and the other from Regence. Both choices require a minimal employee contribution. Employees are eligible for medical benefits the month *following* the first day of employment, provided they are compensated for eighty (80) hours in the first month. Plans terminate first day the month following the date of termination / retirement from City employment. Employees may review their plan choice annually during the open enrollment period in November.

Dental and Vision Insurance: Coverage is also offered through the Association of Washington Cities (AWC) Benefit Trust. The City pays the premiums for dental and vision insurance for employees, spouses, and eligible dependents.

Retirement: Public safety employees will be enrolled in DRS's Law Enforcement Officers and Fire Fighters plan 2 ("LEOFF 2"). All plans require a mandatory employee and employer contribution, and are effective the date of hire.

Deferred Compensation: The City offers two deferred compensation programs: Nationwide and Washington State Deferred Compensation Program (DCP) through the Department of Retirement Systems (DRS). The City will contribute 6.2% of the employee's monthly salary pay to the plan of the employee's choice. Firefighters should review their union contracts for requirements.

Holidays: The City recognizes twelve (12) eight-hour holidays per calendar year. Of those holidays, one is the employee's birthday, and a second is a floating holiday. New employees hired prior to July 1st of their year of hire receive a floating holiday. New employees hired July 1st or later in their year of hire do not receive a floating holiday until the following year. The birthday and floating holiday must be used by the end of each calendar year or will be forfeited.

Sick Leave: Sick leave accrues at a rate of eight (8) hours per month. Employees may carry-over a maximum of 1136 hours on January 1. After January 1, hours accrued beyond the 1136-hour carry-over will be lost. Use of sick leave benefits may require documentation.

Vacation Leave: Twenty-four (24) hour shift employee shall have the following paid vacation. The schedule below includes 96 hours in lieu of holiday time.

During years of employment	Hours a Month	Hours a Year	Days a Year
1 (01-12 months)	14	168	7
2 (13-24 months)	16	192	8
3-4 (24-48 months)	18	216	9
5-7 (49- 84 months)	20	240	10
8-10 (85-120 months)	22	264	11
11-15+(121-180 months)	26	312	13

Use of vacation leave must be in accord with City policy and applicable collective bargaining agreements.

Supplementary Insurance: The City also sponsors two (2) optional programs:

AFLAC - a flexible benefits plan, also known as a cafeteria plan

TASC – a flexible Spending Account that allows you to contribute pretax dollars to out of pocket healthcare and dependent care expenses.

****Benefits may differ for individual employees or employee groups; please refer to hire letters and collective bargaining agreements for details. **If you have questions, please contact the Human Resources Office.******