

# Employee Benefits

## GROUP INSURANCE

The City of Claremore provides group Life, Dental and Health Insurance plans to full time employees and their dependants on the first day of the month following employment with the City.

## PART-TIME EMPLOYEE BENEFITS

Eligible part-time employees may elect to purchase and have a payroll deduct for the following optional insurance coverage's with the City of Claremore. Aflac, Leaders Life, Primary Vision Care Plan.

Eligible part-time employees are defined as an employee that is scheduled to work at least 20 hours in a workweek.

A workweek is defined by the City of Claremore to begin on Sunday and end on Saturday.

## OPTIONAL RETIREMENT BENEFITS- PART-TIME EMPLOYEES

A part-time City of Claremore employee may elect to participate in the Optional Deferred Compensation Retirement Plan. This plan is on an employee purchase only. The City of Claremore does not contribute any portion to the plan.

## CAFETERIA PLAN – IRS CODE 125

The City of Claremore has a flexible compensation plan, also called a cafeteria plan. The purpose of this plan is to provide a legal, IRS approved method for employees to reduce their Federal Income Taxes and FICA taxes.

## PAID HOLIDAYS

Non-Union Full-time (salaried) employees will receive eleven (11) holidays off at straight-time pay. The term “holiday” shall include:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (2 days off)
- Christmas (2 days off)

## SICK TIME

Non-Union Full-time employees are entitled to paid sick leave. Sick leave shall be accrued at a rate of one (1) day per month, not to exceed 45 accrued sick leave days.

## Sick Leave Incentive Program

The City of Claremore will reward employees who have attendance records that are above the norm. If a non-union full-time **non-exempt** employee goes without using any paid sick leave, from January 1 to December 31 in one given year, then he/she will be entitled to two (2) “floating paid days off” to be used in the next calendar year.

If the **non-exempt** employee uses no more than two (2) paid sick leave days during the same time frame, he/she will be entitled to one (1) “floating paid day off” to be used the next calendar year. If unused, these days will be forfeited at the end of the calendar year.

## PAID VACATION –

Non-Union Full-time employees

- Calendar year 1 0.833 days per month (i.e. max of 10 8-hour days)
- Calendar years 2-4 80 hours of vacation (i.e. 10 8-hour days)
- Calendar years 5-9 112 hours of vacation (i.e. 14 8-hour days)
- Calendar years 10-14 144 hours of vacation (i.e. 18 8-hour days)
- Calendar years 15-19 160 hours of vacation (i.e. 20 8-hour days)
- Calendar years 20 + 200 hours of vacation (i.e. 25 8-hour days)

## BEREAVEMENT LEAVE

The City of Claremore recognizes the need for time away from work in instances of personal loss. Should a death occur in the immediate family of any non-union full-time employee, he/she will be granted three (3) days off with pay.

**JURY DUTY**

Non-union full-time, part-time, or temporary employees called to serve on a jury or to testify as a voluntary witness at the request of The City of Claremore (by subpoena or otherwise) will be paid for the day or days in which the court requires attendance.

**MILITARY LEAVE**

The City of Claremore will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees.

**FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)**

The City of Claremore understands that balancing business and family obligations can be difficult and is committed to providing employees with flexibility in order to allow its employees to meet family obligations and the demands of our business more fully and effectively.

**EMPLOYEE ASSISTANCE PROGRAM**

The City of Claremore recognizes that employees may have personal problems that directly affect their life on and off the job. An Employee's health insurance may offer some assistance in these areas.

**COBRA CONTINUATION HEALTH INSURANCE**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, or "COBRA" (Public Law 99-272, Title X), The City of Claremore will offer qualified persons the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the group health plans would otherwise end. Persons eligible to continue coverage under COBRA are known as "qualified beneficiaries," and the events which trigger continuation coverage are known as "qualifying events."

**LONGEVITY PAY**

Non-bargaining unit, full-time employees of the City of Claremore may receive longevity pay. To receive longevity pay, an employee must have worked full-time at least three (3) consecutive years.

**TUITION REIMBURSEMENT**

The City encourages employees to participate in educational programs and specialized training which will directly enhance their current job performance by assisting with the tuition and certain other expenses paid by the employee for such programs. Reimbursement will be subject to the Department Heads approval.

**PAY DAYS**

There are 26 pay days in each fiscal year. Pay days occur on Fridays and cover two work week periods.

**DIRECT DEPOSIT OF PAY**

For the sake of convenience and efficiency for both the employee and the City of Claremore, employees should have their payroll checks processed through direct deposit.

**COMPENSATORY TIME**

Compensatory time means time off in lieu of wages for hours worked in excess of forty (40) hours in any given work week.

**Full-Time Employee Wellness Program**

The City of Claremore wellness program shall seek to promote an active healthy lifestyle in order to positively affect the overall wellness of the employee. The program will be based on total number of visits to the Claremore Super Recreation Center in a consecutive (6) six month period.

Non-union full-time employees that sign up for the payroll deduction at the Claremore Super Recreation Center and workout at least (12) twelve times a month consecutively for (6) six months may receive the single membership reimbursement.

Police and Fire Union Employees should seek benefits information from each respective Collective Bargaining Unit's contacts.