

SUMMARY OF BENEFITS FOR FULL-TIME CITY NON-UNIFORM EMPLOYEES

BENEFIT	WHO CONTRIBUTES?	WHEN ARE YOU ELIGIBLE?	WHEN DO YOU CONTRIBUTE	WHAT WILL YOU RECEIVE?
DIRECT DEPOSIT	City	Hire Date	Each Pay	Automatic deposit of your bi-weekly paycheck
CREDIT UNION	City	Hire Date	Each Pay	Access to Members Choice or West Virginia State Credit Union
EMPLOYEE FITNESS CENTER	City	Hire Date	N/A	Access to workout facility with weights and cardio equipment
EMPLOYEE WELLNESS CENTER	City	Hire Date	N/A	Access to healthcare services and other health and wellness programs
WELLNESS PROGRAM	City	Hire Date	N/A	Access to programs/events/activities sponsored by award winning Wellness Program
FLEXIBLE SPENDING ACCOUNT	Employee	Hire Date	Each Pay	Pre-tax contributions (up to IRS limits) set aside to pay for eligible medical expenses via Benny debit card
SICK LEAVE	City	Hire Date	N/A	8 hours of paid leave accrued on the last day of the month
VACATION LEAVE	City	Years of Service		Monthly Accrual
		6 months - 4 years	N/A	8 hours per month
		5 years - 9 years	N/A	10 hours per month
		10 years-14 years	N/A	12 hours per month
		15 years- 19 years	N/A	14 hours per month
		20 years or more	N/A	16 hours per month
* Employees may not accumulate no more than 240 vacation hours at any one time.				
COMPASSIONATE LEAVE	City	Hire Date	N/A	Up to 16 hours of paid leave for immediate family members
MILITARY LEAVE	City	Hire Date	N/A	Paid leave in accordance with federal and state law and city policy
JURY DUTY LEAVE	City	Hire Date	N/A	Paid leave when jury service conflicts with normal work schedule
HOLIDAYS	City	Hire Date	N/A	Average of 12 paid holidays per year
MEDICAL INSURANCE	City/Employee	1st day of month following hire date	Each Pay	Self-insured health plan with optional spouse and/or dependent coverage
DENTAL/VISION INSURANCE	City/Employee	1st day of month following hire date	1st Pay of Month	Fully insured dental plan and self-insured vision plan with optional spouse and/or dependent coverage
BASIC TERM LIFE INSURANCE - EMPLOYEE	City	Hire Date	N/A	Coverage equal to one times annual base salary (up to \$50,000 max)
BASIC TERM LIFE INSURANCE - DEPENDENT/SPOUSE	Employee	Hire Date	1st Pay of Month	Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available
VOLUNTARY LIFE INSURANCE - EMPLOYEE	Employee	Hire Date	1st Pay of Month	Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,000 coverage available (up to maximum of 5 times annual base salary)
VOLUNTARY LIFE INSURANCE - SPOUSE	Employee	Hire Date	1st Pay of Month	Optional \$10,000, \$25,000 or \$50,000 coverage available *
*Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to spouse coverage				
VOLUNTARY LIFE INSURANCE - CHILD(REN)	Employee	Hire Date	1st Pay of Month	Optional \$5,000 or \$10,000 coverage available*
*Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage				
SHORT-TERM/LONG-TERM DISABILITY	Employee	Hire Date	1st Pay of Month	Optional short-term coverage up to 60% of weekly base salary (up to \$1,000 maximum) or long-term coverage up to 60% of monthly base salary (up to \$5,000 maximum)
RETIREMENT	City/Employee	Hire Date	Each Pay	Employees are required to participate in the Public Employees Retirement System (PERS) administered by the Consolidated Public Retirement Board (CPRB). Employees hired after July 1, 2015 contribute 6.0% of their gross salary with City matching at 13.50% *
*Contributions for members and employers are as of July 1, 2015, as a percentage of payroll, are established in State Code, and are subject to periodic review and/or change at the discretion of the West Virginia Legislature				
457 DEFERRED COMPENSATION PLAN	Employee	Hire Date	Each Pay	Optional tax-deferred supplemental retirement plan with a number of different investment options available
EMPLOYEE ASSISTANCE PLAN	Employee	Hire Date	N/A	Confidential professional assistance available through a number of local professionals

Notice: This Summary of Benefits is being provided for educational and informational purposes only. It should not be construed or implied to be an express or implied contract for employment or a promise of continued employment for a specific period. Please be aware the benefits listed herein are not guaranteed, and are subject to change at anytime, for any lawful reason including, but not limited to change in law, City policy or budgetary appropriations by Charleston City Council. Should there be an error, omission or discrepancy between this Summary of Benefits and City policy, the City policy shall prevail.