



BENEFITS SUMMARY

TYPE OF BENEFIT	WHO PAYS?	WHEN ARE YOU ELIGIBLE?	WHAT WILL YOU RECEIVE?	SPECIAL NOTE
Vacation*	City of Denton	After 6 months of employment.	After 6 months of employment, an employee would be eligible for 60 hours; after that, 10 hours paid vacation accrued for each full month worked. Police Civil Service employees receive 10 hours each month, and Fire Civil Service employees receive 15 hours each month.	Any amount of vacation may be accumulated, but only 320 vacation hours are paid at termination. You can carry over only 320 vacation hours to your next anniversary date. Fire Civil Service employee working 56 hour work weeks will be paid up to 480 hours of vacation upon termination.
Bonus Vacation Regular Full-Time Only	City of Denton	After 5 full-years' service.	Upon the completion of the 5 th year of employment, an employee begins to receive bonus time. This is an additional 1/2 day (4 hours) of vacation for each year worked past the 5th year of service (ie: 5 years = 4 hours, 6 years = 8 hours, 7 years = 12 hours, etc.).	Fire Department Civil Service employees who work 56 hour work weeks shall count ½ day as 6 hours (or 1/2 of a 12-hour shift).
Holidays*	City of Denton	Immediately.	9 paid holidays per year: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day.	If the holiday falls on Saturday, it will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday.
Sick Leave*	City of Denton	After first accrual	Regular full time non-civil service employees accrue 10 hours of sick leave each month. Sick leave is accrued at a rate of 5 hours on the 1 st and 5 hours on the 15 th of each month. Fire Civil Service employees get 15 hours per month, and Police Civil Service employees get 10 hours each month. All sick leave must be approved by the supervisor prior to using.	Maximum accrual of sick leave is 720 hours. Fire and Police Civil Service employees have unlimited sick leave. Civil Service Police and Fire employees working 40 hour work weeks will be paid up to 720 hours of accumulated sick upon termination. Civil Service Fire employees working 56 hour work weeks will be paid up to 1,080 hours accumulated sick upon termination.



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<p>Longevity Pay Regular Full-Time Employees</p>	<p>City of Denton</p>	<p>Must be employed by May 31 and through when checks are issued in November to be eligible for this benefit. Police and Fire Civil Service employees are eligible after 1 year of service.</p>	<p>\$4.00 per month for each year of service (\$48.00/year), (13 months x \$4 = \$52.00)</p>	<p>Paid in a lump sum in November (paid bi-weekly to Civil Service employees after 1 year of service).</p>
<p>Death in Family Leave Regular Full-Time Only</p>	<p>City of Denton</p>	<p>Immediately.</p>	<p>From 1 to 3 days at full pay in case of death in immediate family: husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, step-parents, employee's grandparents, brother, sister, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchildren. A request to use death in the family leave should be made to the supervisor.</p>	<p>All regular full-time employees may be granted death in the family leave with pay for a period not to exceed three workdays in case of death in their immediate family. This leave will not be charged against sick leave or vacation. Part-time, seasonal, and temporary employees may be granted up to 3 days leave of absence without pay in such cases.</p>
<p>Medical Insurance (Preferred Provider Organization)</p>	<p>City of Denton pays the majority of the employee's premiums and employee pays for dependents. An employee must work a minimum of 30 hours per week in order to be eligible for the health insurance.</p>	<p>The first day of the month following receipt of your enrollment election: due dates will be provided upon hire. Under United Healthcare (UHC), there are no pre-existing condition limitations.</p> <p>Health coverage terminates on the last day of the month following an employee's separation date.</p>	<p>Employees have access to a low deductible and high deductible medical benefit (Gold or Silver). Prescription drug benefit is the same regardless of level of coverage selected. Benefits are available for in-network services only, for office visits and hospital care, as well as emergency care and inpatient and outpatient surgery, when covered health services are provided.</p> <p>Employees and dependents enrolled in the City's health insurance are eligible to use the Employee Health Center at no additional cost to the member.</p>	<p>For more detailed information, contact Risk Management at 940-349-7838.</p> <p>Current employees and covered dependents may contact UHC at 800-241-1659 or www.myuhc.com.</p> <p>City of Denton Employee Health Center may be reached at 877-423-1330.</p>



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Dental Insurance PPO Plan (Preferred Provider Organization)	You	<p>The first day of the month following enrollment election; due dates will be provided upon hire.</p> <p>Dental coverage terminates on the last day of the month following an employee's separation date.</p>	<p>Two levels of benefit are available for the employee to choose from, a low PPO option and a high PPO option. Benefits are available for preventative, basic, and major dental services, as well as orthodontics.</p> <p>Employee pays 100% of premium.</p> <p>Rates automatically taken pre-taxed.</p>	<p>For more detailed information, contact Risk Management at 940-349-7838.</p> <p>Current employees and their covered dependents may contact Aetna Dental at 877-238-6200 or www.aetna.com.</p>
Vision Insurance PPO Plan (Preferred Provider Organization)	You	<p>The first day of the month following enrollment election; due dates will be provided upon hire.</p> <p>Vision coverage terminates on the last day of the month following an employee's separation date.</p>	<p>Benefits are available for in-network and out-of-network services for eye exams and lenses or contacts every January; frames are every other January.</p> <p>Employee Pays 100% of premium.</p> <p>Rates automatically taken pre-taxed.</p>	<p>For more information, contact Risk Management at 940-349-7838.</p> <p>Current employees and their covered dependents may contact Davis Vision at 800-999-5431 or www.davisvision.com.</p>
Life Insurance All regular part-time and full-time employees	City of Denton	Immediately	<p>One times annual salary (min. coverage of \$15,000).</p> <p>Two times annual salary for executive level positions, maximum \$500,000.</p>	<p>Pays double for accidental death. Accelerated death benefit for terminal diagnosis.</p>
Supplemental Life Insurance	You	Date of election	<p>Increments of \$10,000, subject to the lesser of \$200,000 or 5 times annual earnings.</p>	<p>Pays double for accidental death. Accelerated death benefit for terminal diagnosis.</p>



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Dependent Life Insurance Spouse and dependent children	You	Date of election	<u>Spouse Coverage</u> Increments of \$5,000, with a maximum of ½ of the employee's coverage, not to exceed \$100,000. Guaranteed issue is \$30,000.	Pays double for accidental death.
			<u>Dependent Children Coverage</u> \$10,000	Pays double for accidental death. Dearborn National provides travel assistance, beneficiary assistance, estate guidance, will planning and funeral concierge services to all employees at no additional cost. Current employees may contact Risk Management at 940-349-7838.
Long-Term Disability Regular full-time employees only	City of Denton	Immediately	60% of regular monthly pay after 90 consecutive calendar days of total disability. Long-term disability benefits may last until the age of 65, depending on a variety of factors.	Earnings maximum is \$5,200 per month. This benefit is reduced by other benefit payments received (i.e., social security, retirement, worker's comp., etc.). (Refer to long-term disability brochure.)
Short-Term Disability Regular full-time and part-time employees	You	Date of election, as long as election is made within 31 days of employment.	60% of regular weekly pay after 14 consecutive calendar days of disability or sickness. Short-term disability benefits can last for up to 11 weeks.	Earnings maximum is \$1,200 per week. Information on employee premium is made available upon employment. If you have any questions concerning long- or short-term disability benefits, please call Dearborn National at 877-348-047 or www.dearbornnational.com .



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Tuition Reimbursement Regular Full-Time Only	City of Denton	After 6 months of employment.	Up to 100% reimbursement (based on grades) for tuition & required fees to employees taking occupation related courses toward a degree program course. (Requires the approval of the Director of Human Resources.) No reimbursement for courses taken without this approval. Must continue to work 2 years with City after completion of course work or reimburse City for tuition.	Courses must be taken at an accredited state institution. Maximum number of reimbursable credit is 8 courses per academic year. See Policy 107.09 for additional information. Reimbursement will be based on actual fees, not to exceed UNT or TWU fees.
Social Security	City & You You contribute 7.65% of salary & City matches 100%	Age 62 (or sooner if disabled).	Monthly payments to retired employees age 62 and over; survivors benefits to family in case of death; Medicare at age 65; disability benefits if totally disabled more than 2 years.	Civil Service Fire: special state and federal assistance for line-of-duty death; approximately \$50,000.
Retirement (TMRS)	City of Denton and You	No waiting period for enrollment. Mandatory for all regular employees budgeted to work at least 1,000 hours per year or more. Retirement Criteria: <ul style="list-style-type: none"> • 5 years of service & age 60 • 20 years of service at any age 	Monthly payments to retired employees. Payment to beneficiary dependents depends on the option chosen by retiree.	There is an employee contribution of 7%. The City matches the employee contributions and interest 2:1 upon retirement. (Refer to TMRS booklet). The Civil Service Fire employees have their own pension plan. Refer to Fire Department for more information.

*Public safety Dispatchers and Non-civil service Fire Department employees that are under the age of 36 at the time they are hired will be placed in the Fire Pension Plan.



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ICMA Deferred Compensation Retirement Plan	You	Immediately	Monthly payments to retired employees. Payment to beneficiary depends on the option chosen by retiree.	\$15 per pay period minimum. Maximum contribution is \$18,000 per year.
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Workers Compensation	City of Denton	Immediately, unless waived	Medical care & Weekly disability payments to employees injured on the job.	City provides supplemental pay to augment worker's compensation payments for regular full-time employees. Length of supplemental pay is tied to service time within the City.
Jury Duty	City of Denton	Immediately	Full pay for time away from the job because of jury duty.	Payment from the Denton County Court Services to an employee who serves jury duty need not be returned to the City.
Flex Spending Account	You	Employee can elect to participate in the flex spending account for medical and/or daycare expenses. There is a \$2,600 limit on medical and \$5,000 limit for daycare.	Annual election is divided by 24 payroll cycles and deducted tax free via payroll deduction. Medical election is available in full as of January 1, and includes a grace period for claims March 15 of following year. Daycare reimbursement may not be claimed until after deposits are made.	Newly hired employees must complete and return election form to Human Resources within 30 days of employment. Contact: PayFlex at 800-284-4885 or Human Resources at 349-8370.
Direct Deposit	You	All employees are required to have direct deposit. If an employee is unable to obtain a checking or savings account, they must contact the Human Resources Department to discuss options.	Your paycheck (less deductions) will be directly deposited into your bank account.	Complete authorization agreement for direct deposit. Return agreement and a voided check to Human Resources.



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Uniforms	City of Denton	Varies. (Check with your supervisor.)	Uniforms	Uniforms remain property of the City of Denton.
Parking	City of Denton	Immediately	Free Parking	
I.D. Cards		Immediately		
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Library Cards	Free	Immediately		Obtain through Public Library.
Employee Assistance Program	City of Denton	Immediately	Unlimited use of the EAP's toll free number, 866-248-4094. Six face-to-face consultation visits per incident per year.	
Bright Horizons Care Advantage	City of Denton	Immediately	Access to Back-Up Child Care and Elder Care, toll free number—877-242-2737. Up to ten days per year.	Register at: www.careadvantage.com/denton, Back-Up Username: Dentoncares Back-Up Password: care4you
Compass, Healthcare Concierge Service	City of Denton	Immediately	Personal healthcare advisor for medical, dental, and vision, toll free number—800-513-1667, email— answers@compassphs.com	You must be enrolled on a City health plan to utilize Compass services.
City of Denton Recreation Centers	Free	Immediately	Free memberships to Denia Recreation Center, North Lakes Recreation Center and the Martin Luther King Recreation Center	Must have a membership to each recreation center you intend to use and present a City of Denton identification card for each free membership.



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*Benefits for regular part-time employees (20 hours or more) are accrued on a prorated basis. For detailed explanation of all benefit programs, refer to the Personnel Policies and Procedures and/or special booklets for Civil Service, Insurance, Retirement, and Tuition Reimbursement.) If you have any questions regarding these benefits, please call (940) 349-8340, or come by the City of Denton, Human Resources Department, 601 E. Hickory, Suite A, Denton, TX 76205. For further information on any insurance benefits, please contact Risk Management at 940-349-7838.