

## **Employment Benefits Summary**

### **Vacation Leave:**

<b>Years of Service</b>	<b>Full Time Employee Annual Accrual</b>
1 through 10 years of service	120 hrs
11 through 15 years of service	144 hrs
16 through 20 years of service	168 hrs
21 or more years of service	192 hrs

\*Part Time Employees accrue on a prorated basis based on their % of 1.0 FTE.

Accrued vacation leave is usable after 6 months of employment. Maximum of two times annual accrual in leave bank as of December 31<sup>st</sup> (90 days to use excess). Balance paid at 100% when you leave employment.

### **Sick Leave:**

Full-time employees accrue 12 days of leave per year (4 hours per pay period). Accrued sick leave is usable after 3 months of employment. Balance paid at 25% when you leave employment.

### **Holidays:**

January 1<sup>st</sup> – New Years Day

Third Monday in January – Martin Luther King Day

Third Monday in February – President's Day

Friday before Easter – Good Friday – Maintenance Union only

Last Monday in May – Memorial Day

July 4<sup>th</sup> – Independence Day

First Monday in September – Labor Day

Second Monday in October – Columbus Day

November 11<sup>th</sup> – Veteran's Day

Fourth Thursday in November – Thanksgiving Day

December 24<sup>h</sup> - Christmas Eve Day – in place of Good Friday for everyone except Maintenance Union

December 25<sup>th</sup> – Christmas Day

Every day in which a general election is held throughout the State of Montana.

\*Part Time Employees receive prorated holiday pay based on their % of 1.0 FTE.

### **Family and Medical Leave:**

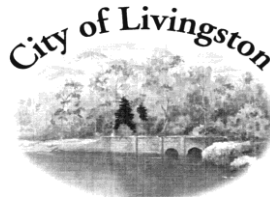
Up to 12 work weeks of paid/unpaid leave during a calendar year period for eligible purposes. Must use accumulated sick, vacation time prior to beginning unpaid leave. Eligibility begins after 1 year of employment or

### **Health Insurance**

Employees may choose between four (4) insurance plans offered, with monthly contribution towards the cost made by the City. Any cost above the City contribution will be made by the employee on a pre-tax basis through payroll deduction. Coverage is effective the 1<sup>st</sup> of the month following 30 days of employment.

### **Life Insurance**

\$10,000 term life insurance coverage for the employee fully paid by City contribution



### **Employees Assistance Program**

Employees and their immediate family members may receive short-term counseling services at no charges. Confidential services provided by RBH EAP (866-750-1327) Toll free.

### **Voluntary Benefits for: Medical Flex and/or Dependent Care Plans and Additional Health Coverages**

Voluntary Benefit: Medical Flex – may elect a maximum of \$5000 family annually.

Voluntary Benefit: Dependent Flex – may elect a maximum of \$5000 annually.

Aflac Plans – which allows employees to use pre-tax and after tax dollars to fund medical, dental, vision plans.

Life Insurance – ChampionLife - Voluntary Group Life & AD&D.

### **Deferred Compensation – 457 Plans**

Voluntary Benefit: Employees have option of participating in the ICMA plan which is a supplemental retirement savings program – pretax.

Roth IRA – Voluntary Benefit: Employees have option of participating in the ICMA-Roth IRA supplement retirement saving program – after-tax.

**Longevity pay** – Employees receive ½ of one percent for every year of continuous service. AFSME employees who are hired after 7/1/13 will receive ½ of one percent for each year of continuous service after 5 years of service.

### **Montana Public Employees Retirement Administration (MPERA)**

	Retirement System	Member contribution	City contribution	State contribution
City Employees (AFSCME and Non-Union)	PERS	7.90%	8.07%	0.10%
Police Employees	MPOS	9%	14.41%	29.37%
Fire Department	FURS	10.70%	14.36%	32.61%

This amount is tax deferred. Employee must elect Defined Benefit or Defined Contribution retirement plan before 1 year of service. An employee is vested after 5 years of service. Employees terminating their employment prior to retirement may withdraw their portion of the contribution, plus interest.

### **Other Benefits:**

City offers Payroll Direct Deposit with either a paper stub or an email stub. At present the City also offers the option of a paper check.

Firehall Fitness Center - direct membership payroll deductions. Contact Firehall Fitness – 222-8716

Sky Federal Credit Union – offer direct deductions for savings account and payments through payroll. Contact Sky Federal Credit Union – 222-1750

### **General Information is available at:**

City of Livingston – website: [www.livingstonmontana.org](http://www.livingstonmontana.org)

Facebook – pages maintained for City of Livingston, City of Livingston Public Works, Livingston Police Department, Livingston Fire Rescue, Livingston City Pool and Livingston Recreation Department.