



CITY OF KINSTON

SUMMARY OF EMPLOYEE BENEFITS

The City of Kinston has a competitive benefits system for its employees to work in combination with our salary system. The benefits system is designed to produce flexibility of choice for its employees and to reward long-term service. Below please find a list and description of available City benefits.

HOLIDAYS

PAID HOLIDAYS

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
Good Friday
Memorial Day
Juneteenth
Independence Day

Labor Day
Election Day
Veterans Day
Thanksgiving Day and the day after
Christmas Day and (follow state schedule)
additional day(s)

VACATION LEAVE

0 but less than 2 years	10 workdays
2 but less than 5 years	12 workdays
5 but less than 10 years	15 workdays
10 but less than 15 years	18 workdays
15 or more years	21workdays

Note: In October, 1994, City Council approved a change which will now allow employees to earn in excess of the maximum of 240 hours of annual leave with the provision that on December 31st of each year, any hours in excess of 240 will be converted to sick leave. The conversion of annual leave to sick leave will allow employees to build credits towards retirement in accordance with rules set forth by the retirement system.

SICK LEAVE

Sick leave may be used for the employee's illness or medical appointment or for the illness or death of a member of the immediate family. **One day** is earned for each calendar month.

Unused sick leave may be converted to retirement service credit at the time of retirement. **No limit.**

WORKER'S COMPENSATION

All employees are protected by the North Carolina Worker's Compensation Act. All injuries shall be reported by completing the Injury Report Form and sending copies to the appropriate departments.

TELADOC

Teladoc is simply a new way to access qualified doctors with a phone call. Prescriptions can be called in to your local pharmacy. No long waiting times in clinics or hospitals. This benefit is for all employees regardless of elected the City health insurance.

SMART SHOPPER

The SmartShopper Personal Assistant Team is there to help you understand all your options, schedule your procedure at a location of your choice, save money out-of-pocket and earn cash rewards.

HEALTH INSURANCE

Major medical coverage is available to all regular full-time employees of the City. Persons who elect individual coverage only may select one of the following options:

TRADITIONAL PLAN - \$32.50/PAY PERIOD HDHP HSA PLAN - \$32.50/PAY PERIOD

Coverage for dependents may be acquired based on the bi-weekly costs listed in the schedule below.

	<u>TRADITIONAL BCBSNS</u>	<u>BCBSNC HDHP HSA PLAN</u>
Employee	\$32.50	\$32.50
Employee/Children	\$376.40	\$180.58
Employee/Spouse	\$457.98	\$305.96
Employee/Family	\$776.93	\$541.63

Health Benefits Overview: Your choice of Doctors

	<u>TRADITIONAL PLAN</u>	<u>HDHP HSA PLAN</u>
Annual Deductible	\$1,750/Individual - \$3,500 Family	\$2,500/Individual - \$5,000/Family
Annual Max. Out-of-pocket:	\$3,750/Individual - \$7,500/Family	\$4,000/Individual - \$6,550/Family
Co-payments Primary	\$35.00	\$.00
Co Payments Specialist	\$70.00	\$.00
Co-Insurance after deductible	70%-30%	80%-20%
Pre-certification program		HSA Account Monthly Deposit is the difference between the City Cost of Traditional and HSA Plan
Preventive Care - 100%		Preventive Care: - 100%

- **Pharmacy is included in the Traditional PPO Plan**
\$4; \$30; \$45 - 30-day supply;
Note: Specialty Brand 75%
Coinsurance not to exceed \$100/month
\$30 Preferred Brand
\$45.00 Preferred Specialty or Non-Preferred--30-day supply
Preventive OTC Medications and Contraceptive
Drugs and Devices as listed at bcbsnc.com/preventive 100% no deductible

- Maintenance medication(s) can be shipped directly to **your** home at the same rate.

DENTAL/VISION

Dental and Vision are benefits provided by MetLife. The employee is responsible for the cost of both dental and vision for themselves and their family members. Vision has two options, a high and low plan depending on your needs. Deductions are per pay period.

Dental	High	Low
Employee Only	\$14.27	\$10.42
Employee + 1	\$30.85	\$20.99
Employee + 2 or Mo	\$55.51	\$37.77

Vison	High	Low
Employee Only	\$5.39	\$3.50
Employee/Child(ren)	\$10.16	\$6.75
Employee/Spouse	\$10.16	\$6.75
Employee/Family	\$16.05	\$10.47

LIFE INSURANCE

Each full-time regular employee receives a benefit of one and one-half (1/2) times his/her annual salary. Coverage for an employee’s dependents is available. *You must enrollment in Bernie Portal and appoint a beneficiary regardless of purchasing Dental/ Vision or dependent life insurance.* The cost of \$2.57 is payroll deducted per month to cover all dependents.

Spouse

Child

Benefit Value - \$10,000.00

Benefit Value - \$5,000.00

Live Birth to age 19 or age 26 if full-time student at a school of higher learning

401(k) AND 457 DEFERRED COMPENSATION

Employees may elect to make contributions to the AIG-VALIC 457 deferred compensation plan.

Prudential- 401(k) Contributions: The City provides contributions to the State-sponsored 401(k) Deferred Compensation Plan at a rate of 1.5% of Annual Gross Income. 457 Plans are also available.

Sworn Law Enforcement 401(k) deferred compensation is State mandated at a rate of 5% of Annual Gross Income through Prudential.

LONGEVITY

Rewards long-term dedicated employees. Subject to availability of funds, longevity will be paid in a lump sum payment of 1.5% to 4% of annual salary, based on years of service (must have five full years of service) and rate of pay as of June 30th that year. Longevity is issued the week of Thanksgiving. Employees who have met all requirements for longevity that retire or expire during the year will receive a final payment.

NORTH CAROLINA LOCAL GOVERNMENTAL EMPLOYEES CREDIT UNION

Membership is available to all full-time regular employees and their family members: Checking and savings accounts, bank cards, personal and automobile loans available.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program is available to employees to help deal with a variety of problems such as drug, alcohol, legal, financial, adolescent, marital and emotional.

RETIREMENT

All full-time regular employees are members of the Local Governmental Employees Retirement System. Employees contribute **6%** of their annual salary. *The City of Kinston contributes to retirement as the N.C. Department of State Treasurer mandates.*

Service Retirement

Age 65 with 5 years of service.

Age 60 with 25 years of service.

Any age with 30 years of service.

Early Retirement

Age 50 with 20 years of service.

Age 60 with 5 years of service.

Disability Retirement: After 5 years of creditable service.

LAW ENFORCEMENT

Service Retirement

Age 55 with 5 years of service.

Any age with 30 years of service.

Early Retirement

Age 50 with 15 years of service.

Disability Retirement: After 5 years of creditable service.

SEPARATION ALLOWANCE

The State of North Carolina mandates that the local governmental agencies provide a separation allowance for all Sworn Law Enforcement Officers who retired after January 1, 1987. The separation allowance is available if the officer:

- Has not reached the age of 62.
- Has completed thirty or more years of creditable service or attained 55 years of age and has completed five or more years of creditable service.
- Has completed at least five years of continuous service as a Law Enforcement Officer immediately prior to service retirement.

The separation allowance is calculated based on the following formula:

Last salary X .85% X number of years of creditable service.

EYE WEAR

A combined cap of \$500 through payroll deduction program for prescription glasses is available to all full-time regular employees after completion of probationary period. This benefit is extended to the immediate family members.

- Safety Glasses
- Streetwear
- Contact Lenses (Exam, fitting, adjustment fees are employees' responsibility)

EMPLOYEE TUITION REIMBURSEMENT

Provided employee's chosen curriculum is directly related to his/her current job, the City will reimburse employee up to \$1,000 per fiscal year upon successful completion of course work. Bonuses are available for a G.E.D., a one-year certificate, two-year associate degree, or four-year bachelor degree.

OPTIONAL VOLUNTARY BENEFITS

The City of Kinston allows for payroll deduction of additional voluntary coverage through companies such as Legal Shield, Aflac, Colonial Life, Nationwide, and Valic.

- Term Life Insurance
- Disability Coverage
- Cancer Policy
- Dental Insurance
- Vision Insurance
- 457 Deferred Savings
- Hospitalization
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RESIDENCE REQUIREMENTS

All city employees are required to live within a 50-mile radius of the City of Kinston, except City Manager, Director of Public Safety, and Director of Public Services, who are required to live in the city limits.