



CITY OF SUFFOLK

Summary of Employee Benefits

| BENEFITS | WHO RECEIVES | WHO PAYS | WHEN ARE YOU ELIGIBLE | BENEFIT HIGHLIGHTS |
|---|--|----------------------------|--|--|
| Health Insurance | Full Time Employees | City of Suffolk & Employee | If hired between 1st – 15th of month, eligible on the 1st of the following month. If hired between 16th – 31st of month, eligible on the 1st of 2nd month after date of hire. | Coverage available for you and your eligible dependents using pre-tax payroll deductions if elected. |
| Voluntary Insurances | Full Time Employees | Employee | If hired between 1st – 15th of month, eligible on the 1st of the following month. If hired between 16th – 31st of month, eligible on the 1st of 2nd month after date of hire. | Employees may purchase the following voluntary insurance policies: dental, vision, short term and long term disability, cancer, accident, critical illness, and group universal life insurance. |
| Employer Sponsored Short Term and Long Term Disability | Full Time Employees enrolled in the VRS Hybrid Plan | City of Suffolk 100% | After one (1) year of employment, unless for a work related disability. | Provides disability coverage for employees work and non-work related disabilities. Work related disabilities are covered starting on day one (1). Non work related disabilities are covered starting on day eight (8), after you have been employed one year. |
| Flexible Spending Accounts | Full Time Employees | Employee | If hired between 1st – 15th of month, eligible on the 1st of the following month. If hired between 16th – 31st of month, eligible on the 1st of 2nd month after date of hire. | Employees may participate in the Medical & Dependent Care Flexible Spending Accounts. All deductions are made on a pre-tax basis and will reduce your taxable income. |
| Life Insurance | Full Time Employees | City of Suffolk 100% | Upon Employment | The city pays the entire premium for life insurance coverage in the amount of 2 times annual salary for natural death and 4 times annual salary for accidental death |
| Optional Life Insurance | Full Time Employees | Employee | If hired between 1st – 15th of month, eligible on the 1st of the following month. If hired between 16th – 31st of month, eligible on the 1st of 2nd month after date of hire. | Employees have the option of electing additional life insurance coverage in the amount of 1, 2, 3 or 4 times their annual salary. Employees may only purchase optional life insurance on spouses and children if they are enrolled in optional life insurance for themselves. |
| Vacation | Full Time Employees VRS Retirement Plans 1 & 2 | City of Suffolk 100% | Upon Employment | General Employees: 96 Hours (1-59 months), 120 Hours (60-119 months), 144 Hours (120-179 months), 168 (180-239 months), 192 (240+ months) of employment Fire Personnel: 144 Hours (1-59 months), 180 Hours (60-119 months), 216 Hours (120-179 months) , 276 Hours (180-239 months), 288 Hours (240+ months) of employment. |
| Sick Leave | Full & Regular Part Time Employees VRS Retirement Plans 1 & 2 | City of Suffolk 100% | After accrual of one day | F/T employees earn 12 days per year, (accumulating 8 hours per month). P/T employees earn 4 hours per month Sick leave accrues at the end of the month and may be accrued with no ceiling. |



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| Paid Time Off (PTO) | Full time Employees enrolled in the Hybrid Plan | City of Suffolk 100% | Upon Employment | 120 Hours (1-59 months), 144 Hours (60-119 months), 168 Hours (120-179 months), 192 Hours (180 and over). |
| Family and Medical Leave Act (FMLA) | Eligible Employees | N/A | After one (1) year of employment and 1,250 hours | 12 weeks of job protected leave for leaves approved in accordance with the Family Medical Leave Act. Employees receive continuation of health insurance, job protection and consideration for a comparable job when available, or an equivalent job, upon return to work. |
| Personal Leave | Full Time Employees | City of Suffolk 100% | Upon Employment | All regular full time employees are granted 24 hours of personal leave each calendar year. Personal leave must be preapproved and is not cumulative. |
| Bereavement Leave | Full Time Employees | City of Suffolk 100% | Upon Employment | 24 hours of paid leave of absence in case of death in immediate family. |
| Holidays | Full Time Employees | City of Suffolk 100% | Upon Employment | The city follows the State holiday calendar as set by the Governor of the Commonwealth of Virginia. |
| Jury Duty | Full Time & Part Time Employees | City of Suffolk 100% | Upon Employment | Time off with pay with difference between jury pay and regular pay or use annual leave and keep check. |
| Retirement Plans through the Virginia Retirement System | Full Time Employees | City of Suffolk & Employees <u>Mandatory</u> Employee Contributions: 5% of salary | Vested after 5 years of employment The age and service requirements to be eligible for a full or reduced pension varies based on employment date and the retirement plan in which you are enrolled (Plan 1, Plan 2, or Hybrid). For more information log on to www.varetire.org | Employees are eligible to keep the city's health insurance plan upon retirement if they meet the following eligibility: <ul style="list-style-type: none"> - Qualify for full regular or disability retirement under the rules and regulations of the Virginia Retirement System - Have at least 15 years creditable coverage with 5 years of continuous service with the City of Suffolk - Are currently enrolled in and have been enrolled in the city's insurance plan for the past 24 months immediately preceding retirement <p>Employees hired after 7/1/17 are not eligible to continue on the city's health insurance coverage after age 65.</p> |



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| Alternative Work Schedule | Full time Employees, unless otherwise excluded | N/A | Based upon Departmental approval | Offers Alternative Work Schedule options to provide employees with greater control over their personal and professional time, as well as reducing absences. |
| 457 Deferred Compensation, ROTH IRA, Traditional IRA | Full Time Employees | Employee | Upon Employment | Offered through ICMA Retirement Corporation as a way to shelter a portion of your salary from income taxes and save for retirement. |
| Employee Assistance Program | Full Time & Part Time Employees | City of Suffolk 100% | Upon Employment | Offers employees and immediate family members (5) free, confidential counseling sessions related to a broad range of issues such as marital or family conflict, job or personal stress, alcohol or drug abuse, financial or legal worries, etc. |
| Worker's Compensation | All Employees | City of Suffolk 100% | Upon Employment | Should an employee have an on the job injury, he/she could be eligible for Workmen's Compensation Benefits, except in cases of willful neglect. |
| Pay Days | All Employees | City of Suffolk | Upon Employment | Employees will be paid on the 15th and last working day of each month |
| Credit Union | All Employees | Employee | Upon Employment | Voluntary participation. Savings, loans and other services available. |
| Legal Services | Full time Employees | Employee | If hired between 1st – 15th of month, eligible on the 1st of the following month. If hired between 16th – 31st of month, eligible on the 1st of 2nd month after date of hire. | 100% coverage for many legal services, other services at a 25% discount. |
| Notary Public | All Employees | City of Suffolk | Upon Employment | Details available in the Human Resources Department. |

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